



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND  
MEETING MINUTES  
December 21<sup>st</sup> 2016  
The Hotel Woodbridge (APA) – 120 Wood Avenue South in Iselin  
NJ in the Ballroom at 11:00am**

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**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 11:12 AM.**

**OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD**

**MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF FUND COMMISSIONERS:**

Mark Vannella  
Barbara Russo  
Matthew Watkins  
Paul Carelli - Absent  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Joanna Mustafa  
Allyson Cinquegrana  
Eleanor McGovern  
Joseph Bellina  
Micgael Calaguero  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski - Absent  
Joan Hullings  
Patrick Wherry  
Louis Pallazo  
Michael Martello - Absent  
Laura Reinertsen - Absent  
Greg Whitehead  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Tim Quinn  
Jillian Barrick - Absent  
Doug Marvin  
Sonia Brown



Robert Pittfield - Absent  
Jim Rodino  
Ann Cucci  
Frank Ruggiero  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
Jack Sayers - Absent

## **MOTION TO APPROVE MINUTES OF 11/30/16 MEETING**

**MOTION:** Commr. Watkins

**SECOND:** Commr. Pallazzo

**ABSTAIN:** Commrs. Russo; Mustafa; Bellina; Calaguero; Hullings; Quinn; Cucci;  
Waryas

## **MOTION TO ADOPT RESOLUTIONS**

**Resolution 32-16 – Approving Certain Disbursements \$399,855.94**

**Resolution 28-16 – Approving Claims Payments \$2,051,993**

**MOTION:** Commr. Watkins

**SECOND:** Commr. Bellina

### **VOTE: Roll Call**

Mark Vannella  
Barbara Russo  
Matthew Watkins  
Paul Carelli - Absent  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Joanna Mustafa  
Allyson Cinquegrana  
Eleanor McGovern  
Joseph Bellina  
Micgael Calaguero  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski - Absent  
Joan Hullings  
Patrick Wherry  
Louis Pallazo



Michael Martello - Absent  
Laura Reinertsen - Absent  
Greg Whitehead  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Tim Quinn  
Jillian Barrick - Absent  
Doug Marvin  
Sonia Brown  
Robert Pittfield - Absent  
Jim Rodino  
Ann Cucci  
Frank Ruggiero  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
Jack Sayers - Absent

#### **EXECUTIVE DIRECTOR'S REPORT – Jonathan Hall – (NIP Group)**

- **Fast Track Report** – Mr. Hall presented the Financial Fast Track Report as of November 30, 2016. He advised that there were no material changes from October's report. Mr. Hall also mentioned that the Fast Track Report as of December 30, 2016 will be released to the membership at the March 2017 Fund Meeting, when the Year-End Actuarial Report is completed.
- **Final 2017 Assessment Budget** – Mr. Hall presented the 2017 Assessment Budget to the Commissioners. He advised that the final budget for adoption will be presented at the January 25, 2017 Re-organization Meeting, which will include the final membership for 2017.
- **2017 Service Provider RFPs** – Mr. Hall reported that the 2017 RFP recommendations will be finalized at the Executive Committee meeting immediately following, with adoption at the 2017 Re-organization Meeting.
- **2017 Indemnity & Trust Agreements** – Mr. Hall thanked those members that had provided their executed resolutions to rejoin and their Indemnity & Trust Agreements. Any renewing members that have not submitted their documents, please do so as soon as they are executed by your respective governing bodies.
- **2017 Meeting Dates** – Mr. Hall announced that the schedule for Fund Meetings for 2017 had been distributed to all Commissioners, Alternate Commissioners, and Risk Managers. All meetings at this time will be at The Hotel Woodbridge (APA) in Iselin.

#### **TREASURER'S REPORT – Patrick DeBlasio**

- Mr. DeBlasio reviewed the monthly treasurer's report and cash management account and advised that the Fund has met all outstanding obligations and its financial position is secure.



**UNDERWRITING REPORT – Robert Smith (NIP Group)**

- **2017 Member Renewals** – All Auto ID cards have been issued and insurance renewal summaries should be expected the 2nd week of January.
- **2017 Prospects** – Mr. Smith reported that we have 2 open proposals for prospects that will be voting either later in December or at their January re-organization meetings. We will provide an update at the January meeting.

**SAFETY DIRECTOR – Anthony Ven Graitis (NIP Group) and Ken Child (PMA Group)**

- **Safety Recap** – Mr. Ven Graitis provided a recap of the Safety Committee Meeting held prior to the Fund Meeting. Carbon Monoxide and Holiday Hazards were discussed. Bulletins will be distributed to members. In addition, a claim involving a firefighter falling out of a moving fire apparatus was discussed along with hazards associated with TEEEX training in Texas. Lastly, members discussed recent safety activities in their municipality and plans for 2017.
- **Wellness Awards** - Wellness Awards. 15 municipalities were awarded \$12,000 in total for their participation in the GSMJIF 2016 Wellness Program. Congratulations for all members who participated.

**CLAIMS REPORT – Conrad Cyriax, James Renner & Robert Persico (NIP Group)**

- **Key Performance Indicators for the Claims Department for November** - Conrad Cyriax provided the Commissioners with the Claims Report. Key performance indicators of Claims Department activity were discussed including the number of new claims received and the sum of claims closed during the preceding month. Frequency trends affecting the Fund were discussed as well as other critical measurements of Claims Department activity such as closing ratio and recoveries.

**MOTION TO ADJOURN TO EXECUTIVE SESSION, NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12(B), TO DISCUSS PENDING OR ANTICIPATED LITIGATION (CLAIMS)**

**MOTION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS CLAIMS**

**MOTION:** Commr. Watkins  
**SECOND:** Commr. Pallazo  
**VOTE:** Unanimous

**ADJOURN TO PUBLIC SESSION**

**MOTION:** Commr. Guarino  
**SECOND:** Commr. Watkins  
**VOTE:** Unanimous



## **MOTION TO APPROVE CLAIMS**

**MOTION:** Commr. Watkins

**SECOND:** Commr. Pallazo

### **Claims:**

**Town of Morristown WC - Granted Settlement Authority**

**City of Rahway LEL – Granted Settlement Authority**

**Eastampton WC - Granted Settlement Authority**

**Township of Maplewood WC - Granted Settlement Authority**

**Township of Maplewood WC - Granted Settlement Authority**

### **VOTE: ROLL CALL:**

Mark Vannella

Barbara Russo

Matthew Watkins

Paul Carelli - Absent

Michael King - Absent

Eric Shubiger – Absent

Tim Dacey

Joanna Mustafa

Allyson Cinquegrana

Eleanor McGovern

Joseph Bellina

Micgael Calaguero

Jack Merryfield - Absent

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Russ Jones

Tim Stafford

Tim Quinn

Jillian Barrick - Absent

Doug Marvin

Sonia Brown

Robert Pittfield - Absent

Jim Rodino

Ann Cucci

Frank Ruggiero



Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
Jack Sayers - Absent

## **NEW BUSINE**

## **OPEN FORUM**

## **MOTION TO ADJOURN**

Commissioner Rodino made a motion to adjourn the meeting at 12:08PM and Commissioner Watkins seconded the motion. Motion carried unanimously.

Prepared by M. Delgado.

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Madeline Delgado

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James Rodino

### **ALSO PRESENT:**

Betty Ann Stinchcomb – New Providence  
Jonathan Hall – NIP  
Mike O’Connell – PQA  
Patrick DeBlasio – Treasurer  
Brian Erlandsen – BGIA  
Virginia Murphy – Morris Township  
Robert Persico – NIP  
Conrad Cyriax- NIP  
Anthony Ven Graitis – NIP  
Davis Springer – NIP  
Jackie Ortiz – Parsippany-Troy Hills  
Madeline Delgado – NIP  
John DiStefano – Guttenberg  
Rob Smith – NIP  
James Renner – NIP  
Renee Nelms – Qual-Lynx  
Ilene Laursen – Conner Strong  
Louis Beckerman – Beckerman & Co.  
Matt Struck – Brown & Brown  
LaTonya Brennan – AJG  
Mike Lovett – Warren Township  
Ken Child – PMA



Earl Miller – Advisor  
Marc Strauss – PMA  
Danielle Voda – Fairview Insurance  
Francis Kelly – BGIA  
Peter Perla – Jasinski PC  
Steve Daveggia – NIP  
Ed Vath – PMA  
John Geaney – Capehart Scatchard