



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND  
MEETING MINUTES  
January 25<sup>th</sup> 2017  
The Hotel Woodbridge Iselin, NJ Room – The Ballroom at 11:00am**

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**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 11:09 AM.**

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

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

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF FUND COMMISSIONERS:**

- Neptune Township – Vito Gadaleta
- Township of Parsippany-Troy Hills – Jackie Ortiz

**ROLL CALL OF FUND COMMISSIONERS:**

Jim Rodino  
Mark Vannella  
Barbara Russo  
Matthew Watkins  
Paul Carelli  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Hillary Hyser - Absent  
Teresa Casagrande  
Eleanor McGovern  
Joseph Bellina  
Gerald Drasheff - Absent  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski  
Joan Hullings  
Patrick Wherry  
Louis Pallazo  
Michael Martello  
Laura Reinertsen



Greg Whitehead  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Tim Quinn  
Frank Mason  
Doug Marvin  
Vito Gadaleta  
Kathryn Monzo  
Robert Pittfield - Absent  
Jim Rodino  
Jackie Ortiz  
Pat Mizerek  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
John Gross

#### **APPROVAL OF MINUTES OF 12/16/15 MEETING**

**MOTION:** Commr. Rodino

**SECOND:** Commr. Bellina

**ABSTAIN:** Commrs. Carelli; Casagrande; Zarbetski; Martello; Reinertsen;  
Mason; Monzo; Ortiz; Mizerek; Gross

#### **ADJOURN MEETING SINE DIE**

Chairman asked Executive Director to Chair meeting. Mr. Hall asked for nominations for the positions of Chairperson and Secretary and for the Executive Committee.

#### **ELECTION OF CHAIRPERSON AND SECRETARY**

- Commr. Rodino nominated Commr. Marvin for Chairperson, with the nomination seconded by Commr. Watkins. No further nominations received.
- Commr. Marvin nominated Commr. Caulfield for Secretary, with the nomination seconded by Comm. Watkins. No further nominations received.

#### **ELECTION OF EXECUTIVE COMMITTEE**

- Commr. Stafford nominated the 2016 Executive Committee members to serve on the Executive Committee for 2017 with the nomination seconded by Watkins
- Swearing in of Chairperson, Secretary and Executive Committee by Fund Attorney.



**Executive Committee now consists of:**

- Doug Marvin - Borough of New Providence, Chairperson
- Karen Caulfield - Union Township, Secretary
- Louis Guarino - Hamilton Township
- Russ Jones - Township of Livingston
- Mark Krane - Township of Warren
- Matthew U. Watkins - Township of Bloomfield
- Tim Quinn – Township of Morris
- Jim Rodino – Borough of North Plainfield, Alternate

**MOTION:** Commr. Bellina

**SECOND:** Commr. McGovern

**VOTE:** Unanimous

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

**MOTION TO ADOPT RESOLUTIONS**

Chairman Marvin asked that Resolutions 01-17 through 09-17 be approved collectively.

- Resolution 01-17 – Certifying the Election of Chairperson and Secretary
- Resolution 02-17 – Certifying the Election of Executive Committee
- Resolution 03-17 – Establishing Meeting Procedures
- Resolution 04-17 – Establishing Fiscal Management Plan
- Resolution 05-17 – Establishing Fund Records Program
- Resolution 06-17 – Establishing 2017 Plan of Risk Management
- Resolution 07-17 – Approving 2017 Fund Service Providers
- Resolution 08-17 – Appointing 2017 Approved Counsel
- Resolution 09-17 – Approving New Members

**MOTION:** Commr. Dacey

**SECOND:** Commr. Krane

**VOTE:** Unanimous

- Resolution 10-17 – Approving Final 2017 Fund Budget

**MOTION:** Commr. Casagrande

**SECOND:** Commr. Dacey

**VOTE: ROLL CALL**

Jim Rodino  
Mark Vannella  
Barbara Russo  
Matthew Watkins  
Paul Carelli



Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Hillary Hyser - Absent  
Teresa Casagrande  
Eleanor McGovern  
Joseph Bellina  
Gerald Drasheff - Absent  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski  
Joan Hullings  
Patrick Wherry  
Louis Pallazo  
Michael Martello  
Laura Reinertsen  
Greg Whitehead  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Tim Quinn  
Frank Mason  
Doug Marvin  
Vito Gadaleta  
Kathryn Monzo  
Robert Pittfield - Absent  
Jim Rodino  
Jackie Ortiz  
Pat Mizerek  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
John Gross

- Resolution 11-17 – In Recognition of Distinguished Service by James Rodino

**MOTION:** Commr. Bellina

**SECOND:** Commr. Jones

**VOTE:** Unanimous

Chairman Marvin asked that Resolutions 12-17 through 13-17 be approved collectively.

- Resolution 12-17 – Approving Certain Disbursements \$3,200,018.16
- Resolution 13-17 – Approving Claims Payments \$1,794,941



**MOTION: Commr. Casagrande**

**SECOND: Commr. Bellina**

**VOTE: ROLL CALL**

Jim Rodino  
Mark Vannella  
Barbara Russo  
Matthew Watkins  
Paul Carelli  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Hillary Hyser - Absent  
Teresa Casagrande  
Eleanor McGovern  
Joseph Bellina  
Gerald Drasheff - Absent  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski  
Joan Hullings  
Patrick Wherry  
Louis Pallazo  
Michael Martello  
Laura Reinertsen  
Greg Whitehead  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Tim Quinn  
Frank Mason  
Doug Marvin  
Vito Gadaleta  
Kathryn Monzo  
Robert Pittfield - Absent  
Jim Rodino  
Jackie Ortiz  
Pat Mizerek  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
John Gross



## REPORTS

### EXECUTIVE DIRECTOR'S REPORT – NIP Group – J. Hall

- **2016 Review and 2017 Goals** – Mr. Hall thanked the Commissioners and reported that all of the members up for renewal decided to renew with the GSMJIF. He also reviewed the Fund services for 2016 and goals for 2017.
- **Financial Fast Track Report Status - YE 2016** – Mr. Hall reported that the year-end Fast Track will be released as soon as the year-end actuarial report is finalized.
- **Special Commissioners** – As the membership is now an even number, the Fund's Bylaws require the appointment of a Special Commissioner and alternate. These will be appointed based on an alphabetical rotation of the membership, at an upcoming meeting of the Board of Commissioners.

### TREASURER'S REPORT – P. DeBlasio

### UNDERWRITING REPORTS – NIP Group – R. Smith

- **Renewal Statements** – All summaries have been sent out to the risk managers. Should there be any issues or questions, please contact our office.
- **Coverage Enhancements** – BGIA will be presenting an update on all enhancements at the next meeting.
- **Quasi Municipal Entities** – Please review and update your list of quasi-municipal entities and submit any additions or edits to our office.

### SAFETY DIRECTOR – PMA Group (K. Child) and NIP Group (A. Ven Graitis)

- **2016 GSMJIF Risk Control Services Recap** – Risk Control had a very successful year with approximately 4,200 risk control hours used with PMA alone, over 300 training classes provided by various professional vendors, approximately 450 seats of In2vate training assigned, over 800 distracted driver on line training seats assigned, an SIP program awarding \$25,200 to 20 members, a WIP program awarding \$12,000 to 15 members, and the buy in of employees at every municipality, where safety committee meetings are regularly held. The focus on safety and risk control is shown in the loss experience which will be reviewed by the Claims group but lost time experience continues to be decreased. Focus will continue on driver training and property inspections to drive loss experience down for these two lines of coverage.
- **Fund Safety Meeting Recap** – The Fund Safety meeting had great participation from all member representatives attending. Markings between “yellow” lines, a recent confined space entry catastrophic loss in FL, Risk Control Services and Capabilities for 2017, PEOSH/OSHA 300A postings, and the police/fire/EMS seminar were all discussed.



## **CLAIMS REPORT – NIP Group - C. Cyriax**

- **Key Performance Indicators** - Key performance indicators of Claims Department activity were fully 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.
- **Accelerated Disposition Program** – Conrad also reported the final results of the 2016 Accelerated Disposition Program including the sum of closed claims and the aggregate takedown of reserves.

## **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. Pallazo  
**SECOND:** Commr. Marvin  
**VOTE:** Unanimous

### **ADJOURN TO PUBLIC SESSION**

**MOTION:** Commr. Dacey  
**SECOND:** Commr. Bellina  
**VOTE:** Unanimous

### **MOTION TO APPROVE CLAIMS**

**MOTION:** Commr. Dacey  
**SECOND:** Commr. Watkins  
**ABSTAIN:** Commr. Unanimous

### **CLAIMS:**

**Township of Livingston WC Claim - Granted Settlement Authority**  
**City of Rahway GL Claim– Granted Settlement Authority**  
**Town of Morristown WC Claim – Granted Settlement Authority**  
**Township of Montclair WC Claim - Granted Settlement Authority**

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

Jim Rodino  
Mark Vannella  
Barbara Russo



Matthew Watkins  
Paul Carelli  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Hillary Hyser - Absent  
Teresa Casagrande  
Eleanor McGovern  
Joseph Bellina  
Gerald Drasheff - Absent  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski  
Joan Hullings  
Patrick Wherry  
Louis Pallazo  
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Greg Whitehead  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Tim Quinn  
Frank Mason  
Doug Marvin  
Vito Gadaleta - Absent  
Kathryn Monzo  
Robert Pittfield - Absent  
Jim Rodino  
Jackie Ortiz  
Pat Mizerek  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
John Gross

## **NEW BUSINESS**

## **OPEN FORUM**

## **MOTION TO ADJOURN**

Commissioner Marvin made a motion to adjourn the meeting at 12:03PM and Commissioner Jones seconded the motion. Motion carried unanimously.





Prepared by M. Delgado

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M. Delgado

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D. Marvin

**ALSO PRESENT:**

Jonathan Hall – NIP  
David Springer – NIP  
Virginia Murphy – Morris Township  
Brian Erlandsen – BGIA  
Madeline Delgado – NIP  
Patrick DeBlasio – Treasurer  
Mike O’Connell – PQA  
BettyAnn Stinchcomb – New Providence  
Stephanie Oppengaard – Neptune  
Anthony Ven Graitis – NIP  
Ed Vath – PMAMC  
Francis Kelly – BGIA  
Robert Persico – NIP  
Conrad Cyriax - NIP  
James Renner - NIP  
Steve Edwards – BGIA  
Robert Smith – NIP  
Dom Cinelli – Brown & Brown  
Tyler Blackmore – Brown & Brown  
Luis Alamo – Alamo Insurance  
Lou Beckerman – Beckerman & Co.  
Ted Wardell – BBBA  
Michael Sabbagh – RKA  
Lisa Gallo – QualCare  
Renee Nelms – Qual-lynx  
Jeremy Soloman – Bon Smith & Associates  
Danielle Voda – Fairview Insurance  
Mike Lovett – Warren Township  
Marc Strauss – PMA  
David Balken – Balken Risk  
David Weightman – PMA  
Ken Child – PMA  
Michael Griffith – NIP  
Sonia Brown – Twp. North Brunswick  
John Geaney – Capehart Scatchard  
George Crosby – BGIA