



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND  
MEETING MINUTES  
November 30<sup>th</sup> 2016**

**The Holiday Inn East Windsor - 399 Monmouth Street East Windsor NJ 08520 in  
the Ballroom at 11:00am**

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**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO  
ORDER AT 11:08 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:**

John Camera  
Barbara Russo - Absent  
Matthew Watkins  
Paul Carelli - Absent  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Hillary Hyser  
Teresa Casagrande  
Eleanor McGovern  
Joseph Bellina - Absent  
Gerald Drasheff- Absent  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski - Absent  
Shayne SantaLucia  
Patrick Wherry  
Louis Pallazo  
Michael Martello - Absent  
Laura Reinertsen  
Greg Whitehead  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Virginia Murphy  
Jillian Barrick - Absent  
Doug Marvin



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

### **MOTION TO APPROVE MINUTES OF 10/26/16 MEETING**

**MOTION:** Commr. Watkins  
**SECOND:** Commr. Casagrande  
**ABSTAIN:** Commrs. Watkins; Hyser; McGovern; Pallazo; Ruggiero; McGovern

### **MOTION TO ADOPT RESOLUTIONS**

**Resolution 27-16 – Approving Certain Disbursements \$272,845.40**  
**Resolution 28-16 – Approving Claims Payments \$2,285,255**

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

#### **VOTE: Roll Call**

John Camera  
Barbara Russo - Absent  
Matthew Watkins  
Paul Carelli - Absent  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Hillary Hyser  
Teresa Casagrande  
Eleanor McGovern  
Joseph Bellina - Absent  
Gerald Drasheff- Absent  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski - Absent  
Shayne SantaLucia  
Patrick Wherry  
Louis Pallazo



Michael Martello - Absent  
Laura Reinertsen  
Greg Whitehead  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Virginia Murphy  
Jillian Barrick - Absent  
Doug Marvin  
Kathryn Manzo  
Robert Pittfield - Absent  
Jim Rodino  
Ann Cucci - Absent  
Frank Ruggiero  
Barry Lewis - Absent  
John Waryas - Absent  
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 October 31, 2016. He advised that there were no material changes from September's report.
- **Draft 2017 Budget** – Mr. Hall presented the Draft 2016 Budget to the Commissioners. He advised that the final budget, pending membership changes, would be presented at the December 21, 2016 meeting.
- **2017 RFPs** – Mr. Hall reported that the 2017 RFP Submissions have been reviewed, and will be discussed at the Executive Committee meeting immediately following.

#### **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 renewing members have received proposals. Mr. Smith will be reaching out to each RM to verify data integrity and follow up on missing ancillary applications.
- **2017 Prospects** – Mr. Smith presented a list of prospects that have received proposals for membership or are in underwriting for membership.



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

- **Fund Safety Meeting Recap** – Erin Falco, registered dietician from Eat Well, Work Well, presented to the group on wellness, eating healthy, being active, and being mindful of one’s health.
- **Wellness – Walk to Win 2** awards were handed out to all participants. Awards of 1st, 2nd and 3rd place were given to teams at each municipality. In addition, the top three teams with the most steps were awarded prizes. The teams with the three best names were also awarded prizes. And 10 random winners were chosen for gift cards for participating in the program.
- **Cold Weather Preparation** –Preparation Bulletins will be handed out on Snow Plow Operation Safety and Winter Weather Precautions addressing pre-winter storm preparation, snow shoveling, snow blowing, using de-icers, entrance ways to buildings, parking lots and sidewalks, and steps and stairs. The hazard of freezing pipes was also discussed where risk control personnel inspect municipal buildings upon request.

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

- **Claims Statistics and KPI’s** – Conrad Cyriax provided the Commissioners with the Claims Report. 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.
- **Presentation - OPRA Requests - Donald Scarinci of Scarinci Hollenbeck** – Mr. Scarinci addressed the Commissioners with a presentation on “Emerging Issues: New Jersey’s Open Public Records Act.”

**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. Dacey  
**SECOND:** Commr. Reinertsen  
**VOTE:** Unanimous



**MOTION TO APPROVE CLAIMS**

**MOTION:** Commr. Watkins

**SECOND:** Commr. Pallazo

**Claims:**

**City of Hoboken GL - Granted Settlement Authority**

**Township of Ewing WC – Granted Settlement Authority**

**VOTE: ROLL CALL:**

John Camera  
Barbara Russo - Absent  
Matthew Watkins  
Paul Carelli - Absent  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Hillary Hyser  
Teresa Casagrande  
Eleanor McGovern  
Joseph Bellina - Absent  
Gerald Drasheff- Absent  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski - Absent  
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Patrick Wherry  
Louis Pallazo  
Michael Martello - Absent  
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Nancy Koblis  
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Tim Stafford  
Virginia Murphy  
Jillian Barrick - Absent  
Doug Marvin  
Kathryn Manzo  
Robert Pittfield - Absent  
Jim Rodino  
Ann Cucci - Absent  
Frank Ruggiero  
Barry Lewis - Absent  
John Waryas - Absent



Karen Caulfield  
Mark Krane  
Jack Sayers Absent

## **NEW BUSINESS**

## **OPEN FORUM**

## **MOTION TO ADJOURN**

Commissioner Rodino made a motion to adjourn the meeting at 12:15PM and Commissioner Dacey seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

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Jonathan Hall

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James Rodino

## **ALSO PRESENT:**

Donald Scarinci – Scarinici & Hollenbeck  
Sonia Brown – North Brunswick  
Robert Persico – NIP  
Dave Springer – NIP  
Conrad Cyriax – NIP  
Francis J. Kelly – BGIA  
Earl Miller – Adviser  
David Balken – Balken Risk  
Ken Child – PMA  
Marc Strauss - PMA  
Ted Wardell – Brown & Brown  
Ed Vath – PMA  
Matthew struck – Brown & Brown  
Doug Broden – Borden Risk  
Larry Graham – Fairview Insurance  
Mike Lovett – Warren Twp.  
Jeremy Solomon – Bob Smith & Associates  
Rob Smith – NIP  
Jim Renner – NIP



Michael Sabbagh – Richland Knowles  
Latonya Brennan – AJG  
Ilene Laursen – Conner Strong  
Renee Nelms \_ Qual-Lynx  
Anthony VenGraitis – NIP  
BettyAnne Stinchcomb – New Providence  
Brian Erlandsen – BGIA  
Michael Parlavecchio – Bloomfield  
Patrick DeBlasio – Treasurer  
Jonathan Hall – NIP  
Michael O’Connell – PQA