



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND  
MEETING MINUTES**

**October 26<sup>th</sup> 2016**

**The Hotel Woodbridge (APA) – 120 Wood Avenue South in Iselin, NJ – Room 203  
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:**

Mark Vannella  
Barbara Russo  
Matthew Watkins - Absent  
Lisa O'Neill  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Joanna Mustafa  
Teresa Casagrande  
Frank Marrero  
Joseph Bellina  
Gerald Drasheff- Absent  
Jack Merryfield - Absent  
Lou Guarino  
Paul Zarbetski - Absent  
Shayne SantaLucia  
Patrick Wherry  
Paul Bodine  
Michael Martello - Absent  
Laura Reinertsen  
Greg Whitehead  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Tim Quinn  
Frank Mason  
Doug Marvin



Kathryn Manzo  
Robert Pittfield - Absent  
Jim Rodino  
Ann Cucci - Absent  
Pat Mizerek  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
John Gross

## **APPROVAL OF MINUTES UPDATE**

### **MOTION TO APPROVE MINUTES OF 9/28/16 MEETING**

**MOTION:** Commr. Casagrande

**SECOND:** Commr. Jones

**ABSTAIN:** Commrs. Russo; O'Neill; Vannella; Mustafa; SantaLucia;  
Quinn; Monzo

## **MOTION TO ADOPT RESOLUTIONS**

**Resolution 27-16 – Approving Certain Disbursements \$84,023.25**

**Resolution 28-16 – Approving Claims Payments \$1,364,427**

**MOTION:** Commr. Dacey

**SECOND:** Commr. Jones

**VOTE: Roll Call**

Mark Vannella

Barbara Russo

Matthew Watkins - Absent

Lisa O'Neill

Michael King - Absent

Eric Shubiger – Absent

Tim Dacey

Joanna Mustafa

Teresa Casagrande

Frank Marrero

Joseph Bellina

Gerald Drasheff- Absent

Jack Merryfield - Absent

Lou Guarino

Paul Zarbetski - Absent

Shayne SantaLucia

Patrick Wherry



Paul Bodine  
Michael Martello - Absent  
Laura Reinertsen  
Greg Whitehead  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Tim Quinn  
Frank Mason  
Doug Marvin  
Kathryn Manzo  
Robert Pittfield - Absent  
Jim Rodino  
Ann Cucci - Absent  
Pat Mizerek  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
John Gross

## REPORTS

### Executive Director – Jonathan Hall – (NIP Group)

- **Mid-Year Actuarial Study** – Mr. Hall discussed the results of the mid-year actuarial report, including observations by year, by line of coverage, and by layer. Mr. Hall also reminded members of the coverage enhancements, risk control actions and trainings, and their impact on the Fund’s performance.
- **Fast Track Report** - Mr. Hall discussed the FastTrack as of September 30, 2016. He indicated there were no meaningful changes from the prior month.
- **2017 Request for Proposals** – Invitations to submit proposals for the 2017 Fund Year were posted from September 12 – 14, 2016, with a submission due date of October 21, 2016. The Administrator’s office will summarize the proposals for the next Executive Committee meeting.
- **Member Stewardship Meetings** – Mr. Hall had met with many of the members over the past months, and is scheduling meetings the remaining members through the end of this year and through 2017.
- **2017 Pro-Forma Budget** – Mr. Hall presented the 2017 Pro-Forma Budget, as discussed in the Budget Committee. The next draft will be presented at the November meeting, with the final draft for renewing members presented at the December meeting. There were no questions.

### 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 – Robert Smith (NIP Group)



- **2017 Member Renewals** - The deadline for all renewal submission documents has passed. The Underwriting team will continue to send individual e-mails to Risk Managers who have Members with outstanding information. Additionally, Mr. Smith will be reaching out to all Risk Managers to clarify any outliers in exposure data submitted. Please respond as quickly as possible to both these requests as they are important for the Fund budget and excess placements.
- **2017 Prospects** – Mr. Smith reported that the Fund is reviewing 7 to 9 submissions from interested municipalities. He will be presenting the Commissioners with more information on the Level A prospects at the next meeting.

#### **Safety Director – Anthony Ven Graitis (NIP Group) and Ken Child (PMA Group)**

- **Guest Speaker: POESH Presentation –Charlie Tracey** - representative from PEOSH Consultation spoke to members about available services from PEOSH and the difference between the Consultation and Enforcement side of the agency. Various areas of non-compliance were discussed and the emphasis of inspections being placed on Fire and Public Works Departments.
- **Safety Meeting Recap** – Risk Control stewardship reports, loss trends for the GSMJIF, The Public Works/Parks/Facilities Roundtable recap and Contractual Risk Transfer Basics for Municipal Governments were discussed.
- **Wellness Initiative** – The Walk to Win 2 challenge is complete. Final results have been received from approximately half the participants. Results will be provided next week when all results have been received.
- **Fire Roundtable** - The Fire Roundtable is currently being planned for early December. Speakers are being scheduled and an announcement with additional detail will be sent out in the near term.
- **Contractual Risk Transfer** – Contractual Risk Transfer basis for Municipal Governments were discussed. Members should consult their Risk Management Consultant(s) or PEJIF Risk Control Consultants with any questions.

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

- **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.

#### **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. Bellina  
**SECOND:** Commr. Marvin



**VOTE:** Unanimous

**ADJOURN TO PUBLIC SESSION**

**MOTION:** Commr. Marvin

**SECOND:** Commr. Dacey

**VOTE:** Unanimous

**MOTION TO APPROVE CLAIMS**

**MOTION:** Commr. Dacey

**SECOND:** Commr. Bellina

**Claims:**

- Township of Harrison WC - Granted Settlement Authority**
- Borough of Caldwell GL – Granted Settlement Authority**
- Township of Hamilton WC - Granted Settlement Authority**
- Township of Montclair WC - Granted Settlement Authority**

**VOTE: ROLL CALL:**

- Mark Vannella
- Barbara Russo
- Matthew Watkins - Absent
- Lisa O’Neill
- Michael King - Absent
- Eric Shubiger – Absent
- Tim Dacey
- Joanna Mustafa
- Teresa Casagrande
- Frank Marrero
- Joseph Bellina
- Gerald Drasheff- Absent
- Jack Merryfield - Absent
- Lou Guarino
- Paul Zarbetski - Absent
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- Michael Martello - Absent
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- Greg Whitehead
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- Russ Jones
- Tim Stafford



Tim Quinn  
Frank Mason  
Doug Marvin  
Kathryn Manzo  
Robert Pittfield - Absent  
Jim Rodino  
Ann Cucci - Absent  
Pat Mizerek  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
John Gross

## **NEW BUSINESS**

## **OPEN FORUM**

## **MOTION TO ADJOURN**

Commissioner Rodino made a motion to adjourn the meeting at 11:58AM and Commissioner Guarino seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

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Jonathan Hall

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James Rodino

## **ALSO PRESENT:**

Renee Nelms – QL  
Louis Beckerman – Bekerman & Co.  
Ken Child – PMAMC  
Keith Bunin- NIP  
Jim Renner – NIP  
Mario BiFalco – Caldwell  
Luis Alamo – Alamo Insurance  
Mark Moun- West Orange  
Doug Borden – Borden Perlman  
Rob Smith – NIP  
Ed Vath – PMAMC



David Weightman – PMA MC  
Earl Miller – St. OPS. Adv.  
Conrad Cyriax – NIP  
David Springer – NIP  
Francis J. Kelly – BGIA  
Michael Griffith – NIP  
Robert Persico – NIP  
Steve Daveggia – NIP  
Sonia Brown – TWP. North Brunswick  
Brian Erlandsen – BGIA  
Jonathan Hall – NIP  
Mike O’Connell – PQA  
John Geaney – Capehart  
Patrick DeBlasio – Treasurer  
Virginia Murphy – Morris  
Anthony VenGraitis – NIP