



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

**July 27<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 11:16 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 - Absent  
Matthew Watkins  
Lisa O'Neill - Absent  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Joanna Mustafa  
Teresa Casagrande  
Eleanor McGovern  
Joseph Bellina - Absent  
Gerald Drasheff- Absent  
Jack Merryfield - Absent  
Lou Guarino - Absent  
Paul Zarbetski  
Kathleen Kovach - Absent  
Quentin Wiest  
Louis Palazzo  
Michael Martello  
William Hannon  
Greg Whitehead - Absent  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Virginia Murphy  
Frank Mason  
Doug Marvin



Kathryn Monzo  
Robert Pittfield  
Jim Rodino  
Ann Cucci - Absent  
Frank Ruggiero  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
John Gross

## **APPROVAL OF MINUTES UPDATE**

### **MOTION TO APPROVE MINUTES OF 6/22/16 MEETING**

**MOTION:** Commr. Watkins

**SECOND:** Commr. Jones

**ABSTAIN:** Commr's B. Russo; E. McGovern; P. Zarbetski; J. Rodino;  
F. Ruggiero; J. Waryas

## **MOTION TO ADOPT RESOLUTIONS**

**Resolution 19-16 – Approving Certain Disbursements \$1,356,619.07**

**Resolution 20-16 – Approving Claims Payments \$1,938,687**

**MOTION:** Commr. Krane

**SECOND:** Commr. Ruggiero

**VOTE:** Roll Call

Mark Vannella  
Barbara Russo - Absent  
Matthew Watkins  
Lisa O'Neill - Absent  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Joanna Mustafa  
Teresa Casagrande  
Eleanor McGovern  
Joseph Bellina - Absent  
Gerald Drasheff- Absent  
Jack Merryfield - Absent  
Lou Guarino - Absent  
Paul Zarbetski  
Kathleen Kovach - Absent



Quentin Wiest  
Louis Palazzo  
Michael Martello  
William Hannon  
Greg Whitehead - Absent  
Nancy Koblis  
Russ Jones  
Tim Stafford  
Virginia Murphy  
Frank Mason  
Doug Marvin  
Kathryn Monzo  
Robert Pittfield  
Jim Rodino  
Ann Cucci - Absent  
Frank Ruggiero  
Barry Lewis - Absent  
John Waryas  
Karen Caulfield  
Mark Krane  
John Gross

### **Resolution 23-16 – Approved Counsel**

MOTION: Commr. Krane  
SECOND: Commr. Ruggiero  
VOTE: Unanimous

## **REPORTS**

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

- **Fast Track Report** – Mr. Hall shared that the June Fast Track will be released after the Mid-Year Actuarial Study is complete.
- **Mid-Year Actuarial Report Status** – Mr. Hall reported that all data has been sent to the Actuary, and we are awaiting the first draft report.
- **2015 Audit Results (A. Hodulik)** – Mr. Hodulik reported that the 2015 Financial Audit was complete, with no comments or recommendations.

### **Underwriting – Robert Smith (NIP Group)**

- **2017 Renewal Update** – Detailed description of what we need submitted and the timetable included all applications and loss runs and the due date was August 1st.
- **Loss Runs** – Detailed needing 10 years of WC losses and 5 years of all other lines.



- **Website Updates** – Website updates have been completed and have been tested. If anyone is having any issues with the site, please let me know immediately. If anyone needs additional log-ins or training, please notify me and I can take care of this.

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

- **Online Training** - On line training is available for all employees including general safety training and driver safety training including SERVE and distracted driving.
- **Distracted Driver Training** - As part of Distracted Driving awareness month, the PEJIF is continuing to offer on line distracted driver training. A list of employees and their email addresses is all that is needed to set up the training. Please reach out to risk control if you are interested in setting up this training.
- **Wellness** – The CPR/AED challenge is complete where over 350 employees were certified. The wellness committee is meeting this week to discuss the next challenge. Once selected, information on the challenge will be provided to all members.
- **Zika and other Pathogens & Blood-borne Diseases** - Zika is a viral infection that is primarily spread by the bite of an infected mosquito but can also be spread by sex with an infected partner. As of the date of this presentation, there have been no locally transmitted cases of Zika in the United States, although health officials believe it can start in the southern areas of the nation, especially in Florida. The main concern is the risk to pregnant women and the potential spread of the disease to unborn babies, where serious birth defects can arise including microcephaly. As of now, risk control is advising that member employees take the necessary precautions when traveling to regions where transmission of the virus is ongoing and widespread, including avoiding these areas. The CDC website: [www.CDC.gov/zika/geo](http://www.CDC.gov/zika/geo) or the Pan American Health Organization: [www.paho.org](http://www.paho.org), has additional information and a listing of countries and regions with active outbreaks.

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

- **Zika – Workers’ Compensation Considerations** - Bob presented the potential impact of the Zika virus on workers compensation claims to include the some investigation procedures to confirm or refute compensability.

#### **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.

#### **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. Dacey  
**VOTE:** Unanimous

**ADJOURN TO PUBLIC SESSION**

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

**MOTION TO APPROVE CLAIMS**

**MOTION:** Commr. Ruggiero  
**SECOND:** Commr. Dacey

**Claims:**

**Township of Hamilton WC - Granted Settlement Authority**  
**Borough of Caldwell LEL – Granted Settlement Authority**

**VOTE: ROLL CALL:**

Mark Vannella  
Barbara Russo - Absent  
Matthew Watkins  
Lisa O’Neill - Absent  
Michael King - Absent  
Eric Shubiger – Absent  
Tim Dacey  
Joanna Mustafa  
Teresa Casagrande  
Eleanor McGovern  
Joseph Bellina - Absent  
Gerald Drasheff- Absent  
Jack Merryfield - Absent  
Lou Guarino - Absent  
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Tim Stafford – Absent  
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Frank Mason  
Doug Marvin  
Kathryn Monzo  
Robert Pittfield  
Jim Rodino  
Ann Cucci - Absent  
Frank Ruggiero  
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 11:52AM and Commissioner Watkins seconded the motion. Motion carried unanimously.

Prepared by J. Hall.

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Jonathan Hall

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James Rodino

## **ALSO PRESENT:**

Jonathan Hall – NIP  
David Springer – NIP  
Steve Edwards – BGIA  
Madeline Delgado - NIP  
Anthony Ven Graitis – NIP  
Conrad Cyriax - NIP  
James Renner - NIP  
Robert Smith – NIP  
Brian Erlandsen - BGIA  
George Crosby – BGIA  
Robert Persico – NIP  
Earl Miller – Advisor



Donna Gartland – NIP  
Elizabeth Sheeran – NIP  
Steve Daveggia – NIP  
Pat Mizerek – Rahway  
Sonia Brown – North Brunswick  
Danielle Voda – Fairview  
Ken Child – PMAMC  
David Weightman – PMAMC  
Ed Vath – PMAMC  
Francis J. Kelley – BGIA  
Patrick Wherry – Hoboken  
Tom Mooney – First MCO  
Carla Donegam – Coventry  
Doug Borden – Borden Perlman  
Ilene Laursen – Conner Strong  
David Balken – Balken Risk  
Dom Cinelli – Brown & Brown  
Luis Alamo – Alamo Insurance  
Renee Nelms – Qual-Lynx  
Pat Madden – Madden & Madden  
Jeremy Solomon – Bob Smith & Associates  
Andre Hodulik – Hodulik & Morrison  
Joseph Kapp – PMA