



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES
April 26 2017
The Hotel Woodbridge Iselin, NJ Room – Room 203 at 11:00am**

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 11:14 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF FUND COMMISSIONERS:

- City of Rahway (Alternate) – Karin Napier

ROLL CALL OF FUND COMMISSIONERS:

Mark Vannella
Barbara Russo
Matt Watkins
Lisa O’Neill
Michael King - Absent
Eric Shubiger – Absent
City of Englewood – Absent
Joana Mustafa
Theresa Casagrande
Fred Tompkins
Joseph Bellina
Cosmo Cirillo
Jack Merryfield - Absent
Lou Guarino
Paul Zarbetski - Absent
Shayne Santalucia
Patrick Wherry
Louis Palazzo
Paula Cavalier
Kathi Moschitta
Greg Whitehead
Nancy Koblis
Russ Jones
Tim Stafford



Tim Quinn
Frank Mason
Doug Marvin
Kathryn Monzo
Frank Englese
William Speck
Jackie Ortiz
Frank Ruggiero
Barry Lewis - Absent
John Waryas
Karen Caulfield
Mark Krane
Jack Sayers - Absent

APPROVAL OF MINUTES OF 3/22/17 MEETING

MOTION: Commr. Bellina
SECOND: Commr. Ruggiero
ABSTAIN: Commrs. Russo

ADJOURN TO EXECUTIVE SESSION TO DISCUSS CLAIMS COMMITTEE REPORT

In accordance with Section 8 of the Open Public Meetings Act, the public body is in Executive Session, as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - Claims – Requests for Settlement Authority

APPROVAL OF REQUESTS FOR SETTLEMENT AUTHORITY AND ADOPTION OF RESOLUTIONS

- Approval of Claims Committee Report and Requests for Settlement Authority
 - Town of Kearny WC Claim - Granted Settlement Authority
 - Township of Livingston WC Claim– Granted Settlement Authority
 - City of Englewood LEL Claim – Granted Settlement Authority
 - Borough of Freehold WC Claim – Granted Settlement Authority
 - Township of Morris WC Claim – Granted Settlement Authority
 - Berkeley Township WC - Granted Settlement Authority
 - Township of Montclair WC - Granted Settlement Authority
- Resolution 19-17 – Approving Certain Disbursements \$303,135.62
- Resolution 18-17 – Approving Claims Payments \$2,364,538
- Resolution 21-17 – Certifying the Election of Alternate Executive Committee Member



MOTION: Commr. Watkins
SECOND: Commr. Ruggiero
VOTE: Roll Call

Mark Vannella
Barbara Russo
Matt Watkins
Lisa O'Neill
Michael King - Absent
Eric Shubiger – Absent
City of Englewood – Absent
Joana Mustafa
Theresa Casagrande
Fred Tompkins
Joseph Bellina
Cosmo Cirillo
Jack Merryfield - Absent
Lou Guarino
Paul Zarbetski - Absent
Shayne Santalucia
Patrick Wherry
Louis Palazzo
Paula Cavalier
Kathi Moschitta
Greg Whitehead
Nancy Koblis
Russ Jones
Tim Stafford
Tim Quinn
Frank Mason
Doug Marvin
Kathryn Monzo
Frank Englese
William Speck
Jackie Ortiz
Frank Ruggiero
Barry Lewis - Absent
John Waryas
Karen Caulfield
Mark Krane
Jack Sayers - Absent

REPORTS



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

- **Financial Fast Track Report** - Mr. Hall presented the Fast Track Report for March 2017. The improvements in the Fund's net position at year-end continue to hold.
- **Financial Audit Status** – Mr. Hall reported that the financial audit is underway and is projected to be completed ahead of schedule. As soon as the audit is completed, the final report will be distributed to the membership.
- **Risk Management Consultant Agreements** – Mr. Hall reminded the members and risk management consultants to please send the Administrator's office copies of the RMC agreements executed between the individual members and their consultants.
- **Financial Disclosure Reports** – Mr. Hall reminded the membership that the financial disclosures are required at this time. Each members' commissioner and alternate commissioner should have received an e-mail from the State, with instructions on filing. Please make sure all reports are filed by the deadline.
- **Member Contact Sheets** – Mr. Hall reminded members to please submit their contact lists to the Administrator's office as soon as practicable.

TREASURER'S REPORT – P. DeBlasio

- Mr. DeBlasio reported that monthly financial report and cash management account has been reviewed. He advised that the Fund has met all outstanding obligations and its financial position is secure. There were no questions.

UNDERWRITING REPORT – Robert Smith (NIP Group)

- **Excess Carrier Meeting** - Met with our new BRIT underwriter to discuss upcoming 2018 renewal. While we have a new underwriter handling the account, our former underwriter now runs the whole division, so we do not have concerns regarding the continuity of our relationship. Additionally, meetings are currently being set up with our other excess partners to discuss the renewals.

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

- **EANJ Audits** –Andree Laney from the EANJ presented at the Fund Safety Meeting to the Safety Representatives and meeting attendees on services available, including anti-harassment/discrimination training, Ethics Training, Customer Service Training, free phone advisory consultation, and HR-Law Audits (EPL Audits). Special emphasis was placed on the EPL audits and how these can improve programs and identify areas needing additional resources.
- **Safety Meeting Recap:**
 - **Wellness** – Summer Slim down Update – Several members are actively reporting the results of their employee efforts, including North Brunswick, Morris Township, Fair Haven, Kenilworth, West Orange, Caldwell, Montclair and Howell, while others are planning on joining. Any member can join at any time prior to the end of the event on June 12.



Participation in the Summer Slim Down wellness event will count towards the Wellness Incentive Program awards.

- **Class III SLEO** - Several members are moving forward with hiring Class III officers to work at the local schools. Denis Connell is assisting the GSMJIF with review of each program and specifically the training involved in the retired officers in their new role. Any member that is pursuing Class III officers can seek assistance from the GSMJIF Risk Control Department. Denis Connell will present to commissioners at a future meeting to address the associated risks with the Class III SLEO.
- **Fleet Programs-** Auto losses continue to occur at a high and steady rate. Most are minor physical damage incidents, but the potential for large claims is very real. A fleet loss control program has been developed by Risk Control and is available to all members. Each member should have a comprehensive policy in place addressing vehicle inspections, drivers, and review of MVR's, CDL requirements, and accident investigations. Risk control will be happy to tailor a program to fit each municipality's needs.
- **SIP for 2017** – The SIP program for 2017 is being updated. Attendance at seminars and training sponsored and hosted by the GSMJIF Risk Control will count towards the awards. Holding regularly scheduled safety committee meetings will also continue to be considered. Some additional minor changes may be made, including a requirement to use on line training and involvement in Wellness Initiatives. An updated SIP will be sent out to all members in May.
- **Right to Know Update-** Ed Vath advised that the deadline for the 2016 RTK Survey Submission is July 15, 2017. Any member needing assistance should reach out to the GSMJIF Risk Control Department.
- **Seminar & Training Schedules** – GSMJIF members have continued to attend seminars and training sponsored and hosted by GSMJIF Risk Control. When Words Fail training was provided on three different dates in the month of April, a seminar titled “Best Practices in Managing Traumatic Events” was heavily attended, and a seminar titled “Police response to Structural Fires” had over 70 attendees, many of which were from PEJIF member municipalities. Other seminars are being scheduled including a Cyber Summit and Fit Responder Training Pilot Program, along with additional When Words Fail training classes.
- **Member Reports** –members provided reports for their recent risk control activities.

CLAIMS REPORT – NIP Group - C. Cyriax

- **Key Performance Indicators of Claims Activity for the Fund** – 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.



NEW BUSINESS

OPEN FORUM

- Commr. Casagrande asked if notification letters to those members affected by the supplemental assessment had been mailed. Mr. Hall responded that the letters were mailed to each affected member on March 31.

MOTION TO ADJOURN

Commissioner Watkins made a motion to adjourn the meeting at 11:47AM and Commissioner Ruggiero seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

M. Delgado

D. Marvin

ALSO PRESENT:

Robert Persico – NIP
Anthony VenGraitis – NIP
Frank Kelly – BGIA
Conrad Cyriax – NIP
Lou Beckerman – Beckerman & Co.
Donna Gartland – NIP
Latonya Brennan- AJG
Michael Sabbagh – Richland Knowles
Rob Smith – NIP
James Renner – NIP
Lisa Gallo – Qual-Lynx
Renee Nelms – Qual-Lynx
George Crosby – BGIA
Dominick Cinelli – B & B
George Gravenstine – Assured Partners – AJM
Luis Alamo – Alamo Insurance
Danielle Voda – Fairview Insurance
Jeremy Solomon- BSA
Steve Daveggia – NIP
David Springer – NIP



Ken Child – PMA
Matthew Struck – Treadstone Risk Management
TJ Janetskc – PMA
Ed Vath – PMA
John Geaney – Capehart
Betty Ann Stinchcomb – New Providence
John Bussiculo – Berkeley Heights
Jonathan Hall – NIP
Mike O’Connell – PQA
Patrick DeBlasio - Treasurer
Sonia Brown – North Brunswick
Karen Napier – Rahway
Earl Miller – Advisor
Brian Erlandsen – BGIA