



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES
May 17 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 11:05 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF FUND COMMISSIONERS:

- Robert J. Smith (Commissioner) – Town of Kearny
- Paula Cavalier (Alternate) – Town of Kearny
- Sgt. William Speck (Alternate) – Borough of North Plainfield

ROLL CALL OF FUND COMMISSIONERS:

John Camera
Barbara Russo
Matt Watkins
J. Bongiorno - Borough of Caldwell (Non-Voting Representative)
Michael King - Absent
Eric Shubiger – Absent
City of Englewood – Absent
Hilary Hyser
Theresa Casagrande
Eleanor McGovern
Joseph Bellina – Absent
Town of Guttenberg - Absent
Borough of Haddon Heights - Absent
Lou Guarino (late)
Paul Zarbetski - Absent
Joan Hullings
Patrick Wherry
Louis Palazzo
Robert J. Smith
Laura Reinertsen
Greg Whitehead



Nancy Koblis
Russ Jones
Ed Cho
Tim Quinn
Frank Mason
Township of Neptune - Absent
BettyAnn Stinchcomb
Kathryn Monzo
Township of North Bergen - Absent
William Speck
Ann Cucci
Karin Napier
Barry Lewis - Absent
John Waryas
Karen Caulfield - Acting Chairperson
Mark Krane
Jack Sayers - Absent

APPROVAL OF MINUTES OF 4/26/17 MEETING

MOTION: Commr.

SECOND: Commr.

ABSTAIN: Commrs. Hyser; McGovern; Hullings; Smith; Cavalier; Speck; Reinersten;
Cho; Cucci;

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
 - Township of Hamilton WC Claim - Granted Settlement Authority
 - Township of Montclair WC Claim– Granted Settlement Authority
 - Township of Montclair WC - Granted Settlement Authority
- Approval of Claims Committee Report and Requests for Settlement Authority
- Resolution 22-17 – Approving Certain Disbursements \$94,033.99



- Resolution 23-17 – Approving Claims Payments \$1,912,441

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

John Camera
Barbara Russo
Matt Watkins
J. Bongiorno - Borough of Caldwell (Representative)
Michael King - Absent
Eric Shubiger – Absent
City of Englewood – Absent
Hilary Hyser
Theresa Casagrande
Eleanor McGovern
Joseph Bellina – Absent
Town of Guttenberg - Absent
Borough of Haddon Heights - Absent
Lou Guarino
Paul Zarbetski - Absent
Joan Hullings
Patrick Wherry
Louis Palazzo
Robert J. Smith
Laura Reinertsen
Greg Whitehead
Nancy Koblis
Russ Jones
Ed Cho
Tim Quinn
Frank Mason
Township of Neptune - Absent
BettyAnn Stinchcomb
Kathryn Monzo
Township of North Bergen - Absent
William Speck
Ann Cucci
Karin Napier
Barry Lewis - Absent
John Waryas
Karen Caulfield
Mark Krane
Jack Sayers - Absent



REPORTS

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

- **Fast Track Report** – Mr. Hall presented the Fast Track Report as of April 30. There were no questions or comments.
- **Financial Audit Status** – Mr. Hall reported that the Draft 2016 Financial Audit has been received and is being reviewed. The final report will be distributed prior to the June meeting.
- **Financial Disclosure Reports – Due May 30th** - Mr. Hall reminded the Commissioners that the Financial Disclosure Reports are due to the State by May 30. If any members have questions or need PIN information, please contact Madeline Delgado.
- **Presentation on Legislative Matters – David Smith (Princeton Public Affairs Group)** – Mr. Smith presented an update on pending legislation as well as an outlook into state affairs leading up to the gubernatorial election.

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)

- **Property Module** – Please review current list of properties scheduled. Recently, we have noticed a trend of new locations not being added.
- **Review of Bonded Individuals** - Please review current list of bonded individuals. We have noticed a trend of members not updating this on a yearly basis and it only comes up when documentation is needed and then it is a rush to update the data and issue any documents.

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

- **Presentation on Ticks, Insect Bites and Infections** -As many of our municipal employees may come in contact with brush, undergrowth or tall grass, tick bites are a real concern for all municipal employees. In addition, the recent warm winters and recent field investigations have led local experts to predict a very severe tick season ahead. Lyme disease, Powassan, Rocky Mt. Spotted Fever, are just a few of the tick borne diseases that can be transmitted to humans. A bulletin will be distributed explaining what ticks are, how tick borne diseases spread, how are the diseases diagnosed, how to remove ticks, how to protect yourself from ticks, and what to do if you are bit.
- **Safety Meeting Recap:**
 - **Camera Security** - Camera Security a sample camera security policy is available to all members. Cameras should not be hidden and employees should be made aware of the



surveillance. Also, cameras are part of collective bargaining so proper steps should be taken with unions.

- **Wellness** - The Summer Slim Down challenge is ongoing and is scheduled to end on 7/12. Approximately 10 members are signed up with 135 employees losing close to 300lbs. Members can join up to 7/1 to receive credit towards the WIP.
- **Managing Special Events** - Presentation slides will be distributed to all members going over how to prepare to manage special events, risk factors, security, risk transfer, Municipal Government involvement, non local agencies involvement, and NIMS.
- **Michael Massey's Law** –Discussed the event leading to Michael Massey's fatal accident. Hazards associated with trash pickup were discussed, including making sure staff were trained, aware of the hazards, and the need to check emergency lights on vehicles.
- **Member Reports**- Members reported and discussed safety and risk control matters.
- **Fraternization Policies** – Risk control is looking for any copies of policies to share with members. A sample policy will be distributed to interested members.

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.
- **Recent Case Discussion – Baldwin vs. New Jersey Turnpike Authority** – Jim Renner discussed the Baudouin v. NJ Turnpike Authority claim which involved a tree falling on a vehicle travelling on the Garden State Parkway killing two passengers and injuring two others. The Appellate Court affirmed the lower court ruling dismissing the claim against the Authority due to the immunities set forth in the Tort Claims Act.

Also, Jim discussed the OPRA Request by the Asbury Park Press seeking settlement records involving police-related claims. I advised that NIP received a request in February seeking the exact same information and that NIP responded to the request on behalf of all town members of the GSMJIF. Our members were advised to forward any additional or subsequent OPRA Requests seeking this information to my attention.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Marvin made a motion to adjourn the meeting at 12:00PM and Commissioner Jones seconded the motion. Motion carried unanimously.

Prepared by M. Delgado



M. Delgado

ALSO PRESENT:

Sonia Brown – Twp. North Brunswick
Patrick DeBlasio – Treasurer
Mike O’Connell – PQA
Jonathan Hall – NIP
John Geaney – Capehart Scatchard
Mike Lovett – Warren Township
Virginia Murphy – Morris Township
Ed Vath – PMA
Ken Child – PMA
Frank Kelly – BGIA
Conrad Cyriax – NIP
Earl Miller – Advisor
Anthony VenGraitis – NIP
Robert Persico – NIP
Luis Alamo – Alamo Insurance
Michael Sabbagh – Richland Knowles
Marc Strauss – PMA
David Balken – Balken Risk
Dom Cinelli – Brown & Brown
Louis Beckerman – Beckerman & Co.
Lisa Gallo – Qual-Lynx
Renee Nelms – Qual-Lynx
Rob Smith NIP
Jim Renner – NIP
Frank Oddo – NIP
George Crosby – BGIA
Matthew Struck – Treadstone Risk Management
Joe Razzano – Fairview Insurance