



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES
February 28th, 2018
The Hotel Woodbridge Iselin, NJ Room – Room 203 at 11:00am**

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 11:15 AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER

PLEDGE OF ALLEGIANCE

SWEARING IN OF FUND COMMISSIONERS:

- Anthony Nesto – Township of Bloomfield (Alternate Commissioner)

ROLL CALL OF FUND COMMISSIONERS:

Berkeley Township – ABSENT
Barbara Russo
Matthew Watkins
Borough of Caldwell – ABSENT
Cinnaminson Township – ABSENT
Township of Eastampton – ABSENT
Daria Trumpet
Joanna Mustafa
Theresa Casagrande
Eleanor McGovern
Joseph Bellina
Town of Guttenberg - ABSENT
Brough of Haddon Heights – ABSENT
Lindsay Burbage
Town of Harrison – ABSENT
Donald Newton
City of Hoboken – ABSENT
Louis Palazzo
Town of Kearny – ABSENT
Laura Reinersten
Greg Whitehead
City of Linden – ABSENT
Russ Jones



Edward Cho
Tim Quinn
Frank Mason
Township of Neptune – ABSENT
Doug Marvin
Sonia Brown
Township of North Bergen – ABSENT
William Speck
Township of Parsippany-Troy Hills – ABSENT
Karin Napier
Borough of Roselle Park
Valarie Wyble
South Orange Village – ABSENT
John Waryas
Karen Caulfield
Mark Krane
West Orange Township – ABSENT

APPROVAL OF MINUTES OF 1/24/18 MEETING

MOTION: Commr. Watkins

SECOND: Commr. Jones

ABSTAIN:

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

MOTION TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS CLAIMS

MOTION: Commr. Watkins

SECOND: Commr. Jones

VOTE: Unanimous, by voice

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
- Union Township WC Claim– Granted Settlement Authority
- City of Hoboken WC Claim – Granted Settlement Authority

ADJOURN TO PUBLIC SESSION

MOTION: Commr. Watkins
SECOND: Commr. Krane
VOTE: Unanimous, by voice

MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT

- Resolution 13-18 – Approving Certain Disbursements \$5,964,143.99
- Resolution 14-18 – Approving Claims Payments \$1,763,564
- Approval of Claims Committee Report and Requests for Settlement Authority

MOTION: Commr. Watkins
SECOND: Commr. Jones
ROLL CALL:

Berkeley Township – ABSENT
Barbara Russo
Matthew Watkins
Borough of Caldwell – ABSENT
Cinnaminson Township – ABSENT
Township of Eastampton – ABSENT
Daria Trumpet
Joanna Mustafa
Theresa Casagrande
Eleanor McGovern
Joseph Bellina
Town of Guttenberg - ABSENT
Brough of Haddon Heights – ABSENT
Lindsay Burbage
Town of Harrison – ABSENT
Donald Newton
City of Hoboken – ABSENT
Louis Palazzo
Town of Kearny – ABSENT
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Township of North Bergen – ABSENT
William Speck
Township of Parsippany-Troy Hills – ABSENT
Karin Napier
Borough of Roselle Park
Valarie Wyble
South Orange Village – ABSENT
John Waryas
Karen Caulfield
Mark Krane
West Orange Township – ABSENT

REPORTS

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

- **2017 Year End Actuarial Report** – The 2017 Year-End Actuarial Report has been finalized, with a significant improvement in the Fund's all-years' net position. Mr. Hall also presented the December 2017 Fast Track report. Commr. Casagrande asked for the status of the billings for outstanding assessments. All assessment and supplemental assessment invoices have been sent out to members.
- **Media Requests** – Mr. Hall reminded members that the Fund has retained a public relations firm to handle media requests regarding GSMJIF members' claims. Should any member be receive request for comment, please feel free to refer such request to the Administrator's office.

TREASURER’S REPORT – P. DeBlasio

UNDERWRITING REPORTS – NIP Group – R. Smith

- **Quasi Municipal Entities Details:** Defined Quasi Municipal Entity as an entity that is 1) under the member's control (either directly or indirectly through the appointment of the board members) and are a part of the member's budget.
The Fund does extend coverage to athletic and quasi-municipal groups if it complies with one of the following conditions: (a.) The organization is a sub-agency of the municipality subject to the provisions of the Local Public Contracts Law; or (b.) The agency was created by an act of the governing body of the member municipality; or (c.) The organization is subject to the provisions



of the Local Budget Law, Local Fiscal Affairs Law and any full time paid employees of the agency are eligible for membership in the Public Employees Retirement system.

- **Cyber Update:** We will be emailing all members to obtain their email domain names to be cleared by our partner at Beazley for access to their Breach Response platform.
- **Website Update:** We are currently reviewing the members website and would like feedback on any changes or enhancements members would like to see. Please email or call Rob Smith to share any thoughts. Quasi Municipal Entities Details -

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

- **Presentation - Security Awareness Training and Municipal Cyber Assessment - Michael Markulec of Harbor Technology Group** - Michael Markulec of Harbor Technology Group spoke about the ongoing cyber issues facing municipalities in NJ. He also introduced a Security Awareness Training program he's developed for GSMJIF members. For \$25/user/year, HTG will provide baseline testing, training, and phishing simulations to municipal computer users. The cost isn't included in the assessments, but the discounted rate is available through the GSMJIF. HTG requires 400 users signed up across the GSMJIF.

In addition, HTG is making available a Municipal Cyber Assessment, in which his firm will review the municipal IT infrastructure against the NIST framework and standards, and provide recommendations to IT staff. The cost is dependent on the size of the municipality and is not included in the budgeted assessment. The GSMJIF will reimburse 25% of the cost of the Assessment to any member that completes it.

- **GSMJIF Safety Meeting Recap:**
 - **Active Threat Seminar and Discussion:** Representatives of Police, Fire, EMS and Administration are invited to a seminar being held at the Union Township Senior Center on March 15, from 10:00am to 2:00pm. Active threat training, preparation, risk assessment, community collaboration and multi-agency response, lessons learned, and many other topics will be discussed. Speakers include Jonathan Parham, AOR 360/ Chief Linden PD (ret), Ed Moore, NJOHSP, Mike Bascom, Neptune Twp OEM/ EMS, and Bill Rosen, Neptune Twp EMS, Lunch will be served and seats must be reserved by March 13.
 - **Wellness-** Wellness Coaches USA: Maintain, Don't Gain awards were distributed. Risk Control is in discussions with Wellness Coaches USA to collaborate on the next wellness challenge and possible ways to work with members. They will be coming in to present at the next fund meeting in March.
 - **Playground Safety:** Playground safety and the need to inspect in Spring prior to opening of the facilities and the public using them. A bulletin will be issued to all members.
 - **Right to Know:** Staff are available to assist members with complying with inventory listings and maintenance of SDS sheets/book.
 - **PEOSHA 300A** Posting February 1 – April 2018 reminder
 - **Member Reports**

CLAIMS REPORT – NIP Group - C. Cyriax



- **Key Performance Indicators** - Conrad Cyriax and Robert Persico each provided reports on claims activity to the Commissioners. Conrad delivered the Monthly Report of key performance indicators of Claims Department activity for January and Bob provided a comparison of 2017 activity versus 2016 activity.
- **Annual Claims Report** - Bob presented an annual comparison of claim statistics comparing 2016 to 2017.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Marvin made a motion to adjourn the meeting at 11:59AM and Commissioner Watkins seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

M. Delgado

D. Marvin

ALSO, PRESENT:

Jonathan Hall – NIP
Madeline Delgado – NIP
Lindsey P. Gelormini NIP
Conrad Criax – NIP
Luis Alamo – Alamo Insurance
Ken Child – PMA
Ed Vath – PMA
Virginia Murphy – Morris
John Geaney – Capehart
BettyAnn Stinchcomb – New Providence
Anthony Nesto - Bloomfield
Michael O’Connell – PQA
Brian Erlandsen – BGIA
Latonya Brennan – AJG
Joe Niosi – Berkeley Heights
Lou Beckerman – Beckerman & Co.
Thea Isabella – Twinboro PT
Frank Oddo – NIP
Jim Renner – NIP



Lisa Gallo – Qual-lynx
Renee Nelms – Qual-lynx
Kelly Royce – First MCO
Danielle Colaianni – Hardenbergh Ins. Grp.
Rob Smith – NIP
Ted Whardell – BBBA
George Gravenstine – Assured Partners/AJM
Alyssa DeRosa – Brown & Brown
Mike Mauro – Brown & Brown
Doug Borden – Borden Perlman
Michael Sabbagh – Richland Knowles
Christopher Sanford – Brown & Brown
Dominick Cinelli – Brown & Brown
Matthew Webster – Harbor Technology
Marc Strauss – PMA
David Balken – Balken Risk Mgmt.
Ilene Laursen – Conner Strong
Tamara Hull – Berkeley Twp.
Danielle Voda – Fairview Ins.
Frank Kelly – BGIA
Michael Markulec – Harbor Technology
Robert Persico – NIP