



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES
December 18th, 2019
The Hotel Woodbridge Iselin, NJ Room – Room 203 at 11:00am**

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 11:12AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS:

Berkeley Township – ABSENT
Berkeley Heights – ABSENT
Matt Watkins – Township of Bloomfield
Borough of Caldwell - ABSENT
Cinnaminson Township – ABSENT
Township of Eastampton – ABSENT
Daria Trumpet - City of Englewood
Ewing Township - ABSENT
Borough of Fair Haven – ABSENT
Fred Tomkins – Borough of Fanwood
Joe Bellina – Freehold Borough
Cosmo Cirillo - Town of Guttenberg
Borough of Haddon Heights – ABSENT
Lou Guarino – Hamilton Township
Town of Harrison – ABSENT
Borough of Highland Park – ABSENT
City of Hoboken – ABSENT
Louis Palazzo – Howell Township
Town of Kearny – ABSENT
Laura Reinertsen – Borough of Kenilworth
Greg Whitehead - Township of Lawrence
Ron Breuer – City of Linden
Russ Jones – Township of Livingston
Monroe Township – ABSENT
Mike Reed - Montclair Township
Tim Quinn – Township of Morris
Town of Morristown – ABSENT
Stephanie Oppegaard - Township of Neptune



BettyAnn Stinchcomb – Borough of New Providence
Sonia Brown – Township of North Brunswick
Township of North Bergen – ABSENT
William Speck – Borough of North Plainfield
Ann Cucci – Township of Parsippany-Troy Hills
Karen Napier – City of Rahway
Andrew Casais – Borough of Roselle Park
John Shepherd – Township of Roxbury
John Waryas – Borough of Totowa
Union Township – ABSENT
Mark Krane – Township of Warren
West Orange Township – ABSENT

APPROVAL OF MINUTES OF 11/13/19 MEETING

MOTION: Commr. Watkins
SECOND: Commr. Palazzo
ABSTAIN: Commrs.

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. Palazzo
SECOND: Commr. Stinchcomb
VOTE: Unanimous, by voice

APPROVAL OF REQUESTS FOR SETTLEMENT AUTHORITY AND ADOPTION OF RESOLUTIONS

- Approval of Claims Committee Report and Requests for Settlement Authority
 - Howell Township WC Claim – Granted Settlement Authority
 - Borough of Highland Park WC Claim – Granted Settlement Authority
 - Ewing Township WC Claim – Granted Settlement Authority
 - Neptune Township WC – Granted Settlement Authority



ADJOURN TO PUBLIC SESSION

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

MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT

Chairman Marvin asked that Resolutions 40-19; 41-19 and 42-19 be approved collectively.

- **Resolution 37-19 – Approving Certain Disbursements - \$363,819.32**
- **Resolution 38-19 – Approving Claims Payments \$1,816,538**
- **Resolution 39-19 - Appointing Approved Counsel – Schenck, Price, Smith & King 115 West Century Road Suite 100 Paramus NJ – request for City of Hoboken**
- **Approval of Claims Committee Report and Requests for Settlement Authority**

MOTION: Commr. Watkins
SECOND: Commr. Jones
ABSTAIN:

VOTE: ROLL CALL

Berkeley Township – ABSENT
Berkeley Heights – ABSENT
Matt Watkins – Township of Bloomfield
Borough of Caldwell - ABSENT
Cinnaminson Township – ABSENT
Township of Eastampton – ABSENT
Daria Trumpet - City of Englewood
Ewing Township - ABSENT
Borough of Fair Haven – ABSENT
Fred Tomkins – Borough of Fanwood
Joe Bellina – Freehold Borough
Cosmo Cirillo - Town of Guttenberg
Borough of Haddon Heights – ABSENT
Lou Guarino – Hamilton Township
Town of Harrison – ABSENT
Borough of Highland Park – ABSENT
City of Hoboken – ABSENT
Louis Palazzo – Howell Township
Town of Kearny – ABSENT
Laura Reinertsen – Borough of Kenilworth
Greg Whitehead - Township of Lawrence



Ron Breuer – City of Linden
Russ Jones – Township of Livingston
Monroe Township – ABSENT
Mike Reed - Montclair Township
Tim Quinn – Township of Morris
Town of Morristown – ABSENT
Stephanie Oppgaard - Township of Neptune
BettyAnn Stinchcomb – Borough of New Providence
Sonia Brown – Township of North Brunswick
Township of North Bergen – ABSENT
William Speck – Borough of North Plainfield
Ann Cucci – Township of Parsippany-Troy Hills
Karen Napier – City of Rahway
Andrew Casais – Borough of Roselle Park
John Shepherd – Township of Roxbury
John Waryas – Borough of Totowa
Union Township – ABSENT
Mark Krane – Township of Warren
West Orange Township – ABSENT

REPORTS

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

- **2020 GSMJIF Budget** – Mr. Hall presented the 2020 Draft Budget as of 12/18/2019. The final budget will be presented in advance of the reorganization meeting, adjusted for new members and membership changes.
- **Fast Track Report** – Mr. Hall reported on the Fast Track Report as of October 31. The November Fast Track will be distributed as soon as it is finalized.
- **RFP’s for 2020** – The Executive Committee met on December 16 to discuss the proposals received for Fund Year 2020. A resolution approving fund professional will be on the agenda for the re-organization meeting.
- **2020 Meeting Dates** – Mr. Hall advised that the 2020 Meeting Dates schedule has been posted on the GSMJIF website. Please review the schedule and advise of any questions and concerns prior to the re-organization meeting, at which time it will be adopted.

TREASURER’S REPORT – P. DeBlasio – In Mr. DeBlasio’s absence, Mr. Hall 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 – NIP Group – R. Smith

- **Last Call for 2020 Requirements** - This is the final call for all outstanding applications. All outside placements require new app every year and failure to provide could lead to a lapse in coverage.
- **Certificates of Insurance** – BGIA has sent a list of all certs to all risk managers. Please review and send back in ASAP so that they may issue them.
- **Auto ID Cards** – All Auto ID cards have been sent to the municipalities. Please consult Maddie or I should you have any issues or questions.

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

GSMJIF Safety Meeting Recap:

- **Mental Health Awareness Presentation (UBHC) Dr Denise Williams of the Rutgers United Behavioral Health Care (UBHC)** - discussed mental health awareness as it pertains to municipal employees and dealing with residents. Ways to ensure sound mental health include getting enough exercise, sleep, eating healthy, not drinking too much, eliminating recreational drug use, and visiting the doctors regularly. Dr. Williams discussed how stress is real and stressors can build up and place someone in jeopardy. UBHC will be part of the 2020 training to teach emergency responders how to detect people who are stressed and de-escalate or take the necessary steps to ensure everyone’s safety.
- **Snowplow Rodeo Awards** - Awards were given out to the follow drivers for performing exceptionally at the Snow Plow Rodeo on November 4, 2019. The following drivers placed highest of all 60 plus GSMJIF and PEJIF drivers participating in this years event: 1st place CDL-James Asprocolas, Howell Township, 2nd place CDL-Joe Andrisano, Morris Township, 3rd place CDL, Robert Lithgow Jr, Borough of Freehold, 1st place non-CDL,Robert Sweet, Borough of Freehold, 2nd place non-CDL, Joseph Floudas, Borough of Freehold, 3rd place non-CDL, William Gorman, Borough of Freehold, 1st place Pickup, Derrick Goode, Township of Union, 2nd place Pickup, Frank Rible Jr, Township of Union, 3rd place Pickup, Matt Reed, Township of Union. This years winners of the perpetual plaques are Howell Township for the CDL category, Borough of Freehold for the non-CDL category, and Township of Union for Pickup Category. Great job by everyone and see you at next year’s challenge.
- **Wellness Update – “Learn to Be Well”** - The Learn to be Well is a 6-week challenge that ends on January 16. Every Tuesday and Thursday a wellness article is posted and employees who login the LMS and read the article receive credit for the challenge. After two weeks, the standings are:; 122 articles read by Morris Township, 107 articles read by the City of Passaic, 99 articles read by the Township of Montclair Township, 81 articles read by the Township of Monroe and 46 articles read by the city of Rahway. 21 municipalities and 2 vendors are participating in the event.



- **HR Municipal Law Seminar** - The seminar was held with one session on 12/10 and two sessions on 12/16. Critical topics included “Applying Equal Employment Opportunity Law and Preserving a Legal Defense”, “Managing incidents of Whistleblowing and Retaliation” and “How to Conduct an Internal Investigation”. John Sarno and Andree Laney presented on the topics. Over 30 employee representatives attended the seminars. Videos of each session will be posted on the LMS for viewing by all members.
- **Holiday Hazards** - Keith discussed common holiday hazards including Christmas trees, decorating, lights and dangers facing pets and children. Recommendations included removing Christmas trees when they become too dry (needles fall off), avoid candles in any decorations, don't use extension cords for electricity to decorations, watch for frayed light cords, avoid colorful ornaments or tinsel at ground levels where children may play and watch for poisonous plants including Poinsettias. Wishing everyone a safe and happy holiday season.
- **Workers Comp Incident Management, Accident Investigation, Return to Work – Modified -Duty Policies-** Ken Child discussed the importance of properly investigating all incidents that could lead to employee injuries, and if an employee is injured, the importance of returning the employee back to work per the treating physician's restrictions as soon as possible. Returning employees back to work on transitional duty/modified duty assignments has been proven to rehabilitate employees. GSMJIF Risk Control can assist by creating a job bank of tasks for departments to ensure positions are available and employees are productive in these temporary, modified duty positions.
- **SIP Status As part of the Safety Incentive Program-** (SIP), to qualify for a Level A award, member municipalities must complete at least one online training. Anthony will email all member municipalities who have not completed online training during 2019.

CLAIMS REPORT – NIP Group - C. Cyriax

- **Monthly Claims Department Key Performance Indicators for November 2019** - 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.
- **FLSA Seminar & Upcoming Seminars** – Conrad also discussed the recent FLSA seminar as well as plans for two (2) seminars in 2020 with the Commissioners.

NEW BUSINESS

OPEN FORUM



MOTION TO ADJOURN

Executive Director Mr. Hall made a motion to adjourn the meeting at 11:58AM and Commissioner Watkins seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

M. Delgado

J. Hall

ALSO, PRESENT:

Madeline Delgado
Dominick Cinelli – Brown & Brown
Steve Edwards – BGIA
Michael Sabbagh – Richland Knowles
Valerie Wyble – Roxbury
Karen Waters -IMAC
Diana Pursdell – Borden Perlman
John Hanuscin – Fairways
Rob Smith – NIP
John Waryas – Totowa
Monette Galello – CRC
Peter Soriero – Rd Parsisi
Jim Renner – NIP
Tenisha Smith – NIP
Donna Gartland – NIP
Danielle Voda – Fairview
Amy Pieroni – Acrisure
Lisa Gallo – QL
Renee Nelms – QL
Keith Skeba – NIP
Frank Kelly – BGIA
Michael Bascom – Neptune
Tamar Goble – Berkeley Township
Ilene Laursen – Conner Strong
Bob Persico – NIP
Anthony VenGraitis – NIP
Conrad Cyriax – NIP
David Springer – NIP
Patrick Mackin – PMA
Ken Child – PMA
Ed Vath – PMA



Virginia Murphy – Morris Township
Jonathan Hall – NIP
Michael O’Connell – PQA
Patrick DeBlasio – Treasurer
Latonya Brennan – Gallagher