



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES
February 26th, 2020
The Hotel Woodbridge Iselin, NJ Room – The Ballroom at 11:00am**

MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND CALLED TO ORDER AT 11:16AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

MEETING OF BOARD OF FUND COMMISSIONERS CALLED TO ORDER

PLEDGE OF ALLEGIANCE

- **SWEARING IN OF NEW FUND COMMISSIONERS**
 - Mark Murranko - Township of Hamilton (Commissioner)
 - John Breuer – City of Linden

- **SWEARING OF CHAIRMAN & EXECUTIVE COMMITTEE MEMBERS**
 - Doug Marvin – Township of New Providence
 - Mark Krane – Township of Warren

ROLL CALL OF FUND COMMISSIONERS:

Bryan Russell – Township of Aberdeen
Jim Byrnes - Berkeley Township
Barbara Russo – Berkeley Heights
Matt Watkins – Township of Bloomfield
Borough of Caldwell – ABSENT
Eric Shubiger – Cinnaminson Township
Township of Eastampton – ABSENT
Daria Trumpet - City of Englewood
Ewing Township – ABSENT
Fred Tomkins – Borough of Fanwood
Stephen Gallo – Freehold Borough
Town of Guttenberg – ABSENT
Borough of Haddon Heights – ABSENT
Mark Murranko – Hamilton Township
Town of Harrison – ABSENT



Joan Hullings - Borough of Highland Park
Michael Krauss – City of Hoboken
Holmdel Township – ABSENT
Louis Palazzo – Howell Township
Stephen Marks – Town of Kearny
Laura Reinersten – Borough of Kenilworth
Greg Whitehead – Township of Lawrence
Ron Breuer – City of Linden
Russ Jones – Township of Livingston
Danielle Raccioppi – Monroe
Michael Reed – Montclair Township
Tim Quinn – Township of Morris
Frank Mason – Town of Morristown
Township of Neptune – ABSENT
Doug Marvin – Borough of New Providence
Kathryn Monzo – Township of North Brunswick
Township of North Bergen – ABSENT
William Speck – Borough of North Plainfield
Ann Cucci – Township of Parsippany-Troy Hills
Karin Napier – City of Rahway
Andrew Casais – Borough of Roselle Park
John Shepherd – Township of Roxbury
John Waryas - Borough of Totowa
Karen Caulfield – Union Twp.
Mark Krane – Township of Warren
West Orange Township – ABSENT

APPROVAL OF MINUTES OF 1/29/2020 MEETING

MOTION: Commr. Watkins

SECOND: Commr. Jones

ABSTAIN: Commrs. Krane; Marvin; Mason; Marks; Reinersten; Quinn; Reed; Mason;
Monzo; Napier; Shpherd

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. Palazzo
VOTE: Unanimous, by voice

APPROVAL OF REQUESTS FOR SETTLEMENT AUTHORITY AND ADOPTION OF RESOLUTIONS

- Approval of Claims Committee Report and Requests for Settlement Authority
 - Hamilton Township WC Claim - Granted Settlement Authority
 - Township of North Brunswick EPL-PI Claim– Granted Settlement Authority
 - Township of Union WC Claim – Granted Settlement Authority
 - Township of Hamilton WC Claim - Granted Settlement Authority

ADJOURN TO PUBLIC SESSION

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

MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT

- **Resolution 13-20** – Approving Certain Disbursements \$815,173.67
- **Resolution 14-20** – Approving Claims Payments \$2,623,827
- **Resolution 15-20** – Appointing Approved Counsel

Fernandez Garcia, LLC – for Township of Livingston
14 Elm Street
Morristown NJ 07960

Mark Tabikan of Weiner Law Group – for Township of Aberdeen
629 Parsippany Road
PO Box 0438
Parsippany NJ 07054

Jason Cappizi of Winnie Banta – for Township of Aberdeen
21 Main Street Suite 101
Hackensack NJ 07601

McCusker, Anselmi, Rosen & Carvelli – For City of Hoboken
210 Park Avenue Suite 301
Florham Park NJ 07932



- o Approval of Claims Committee Report and Requests for Settlement

VOTE: ROLL CALL

Bryan Russell – Township of Aberdeen
Jim Byrnes - Berkeley Township
Barbara Russo – Berkeley Heights
Matt Watkins – Township of Bloomfield
Borough of Caldwell – ABSENT
Eric Shubiger – Cinnaminson Township
Township of Eastampton – ABSENT
Daria Trumpet - City of Englewood
Ewing Township – ABSENT
Fred Tomkins – Borough of Fanwood
Stephen Gallo – Freehold Borough
Town of Guttenberg – ABSENT
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Town of Harrison – ABSENT
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Ron Breuer – City of Linden
Russ Jones – Township of Livingston
Danielle Raccioppi – Monroe
Michael Reed – Montclair Township
Tim Quinn – Township of Morris
Frank Mason – Town of Morristown
Township of Neptune – ABSENT
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Karin Napier – City of Rahway
Andrew Casais – Borough of Roselle Park
John Shepherd – Township of Roxbury
John Waryas - Borough of Totowa
Karen Caulfield – Union Twp.
Mark Krane – Township of Warren
West Orange Township – ABSENT



REPORTS

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

- **Actuarial Report Status** – The first draft of the reserve study has been received and is in review by the Fund Administrator's office. As soon as the study is finalized, the Financial Fast Track reports for Year-End through present will be distributed to all Commissioners.
- **Indemnity & Trust Agreements** – Mr. Hall reminded all renewing members to submit their executed Indemnity & Trust Agreements and Resolutions to Rejoin, as these must be filed with the State.
- **Risk Manager Agreements** - Mr. Hall reminded all Risk Managers to submit your Risk Management Consultant agreements to the Fund Administrator's office. Payment cannot be released until the completed and signed RMC agreement is received.

TREASURER'S REPORT – P. DeBlasio

UNDERWRITING REPORTS – NIP Group – R. Smith

- **Presentation** – BGIA 2020 Placement - BGIA 2020 Placement: BGIA presented on the 2020 excess renewal program. Presentation is available upon request.
- **Jurisdictional (Boiler) Inspections** - Hartford Steam Boiler (HSB) has taken over as the inspector due to the carrier change. We ask that all members comply with any requests received from HSB. Should there be any questions, please contact your risk manager or the underwriting department.

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

- **GSMJIF Safety Meeting Recap:**
- **Coronavirus Discussion** - Anthony provided an update on the current Coronavirus threat. Even though the US has not had a full outbreak at this time, more than 40 US citizens have been infected by the virus, all infected from travel. Italy, Iran, China, and Japan have been dramatically affected and the outbreak has continued globally with over 2,500 deaths and 80,000 people infected. It is anticipated that a full outbreak will occur in the United States and all member municipalities should create continuity plans at this time, assuming the United States will also have an outbreak. Employees should be educated on proper precautions to be taken in advance of any outbreak which mirror steps taken to prevent the influenza including washing hands frequently and especially after contact with possibly infected areas, disinfecting surfaces, staying home from public places if sick, and properly disposing of tissues after sneezing, coughing and blowing one's nose. A video from the Center for Disease Control on steps to take to prevent the spread of influenza/viruses was shown to commissioners. This video, and two others from the CDC, are posted on the Learning Management System (LMS) and are available to all member municipalities and can be accessed by all employees.



- **Connell Consulting Classes** - Connell Consulting classes are scheduled for April and May and are available for all member police personnel. OPRA for Practitioners April 23, 2020, 9 am - 4 pm at the Butler Police Department and April 30, 2020, 9 am - 4 pm at Atlantic Cape Community College. Proactive Police Supervision classes will be held on April 20, 21 and 22, 2020, at the Butler Police Department and May 11, 12 and 13, 2020, at Atlantic Cape Community College. PEJIF will continue to subsidize classes and encourage all members to participate in this important training.
- **LMS Seminar Postings** - All seminars hosted by the GSMJIF will be recorded and posted on the LMS. These will supplement a library of resources including over a hundred OSHA videos that members can review as needed. We will continue to separate seminars into relevant topics, labeling the videos accordingly in the system to ease the retrieval and review at later times.
- **New Jersey Domestic Violence Policy** - The purpose of the State of New Jersey Domestic Violence Policy for Public Employers is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees. The GSMJIF will distribute a policy issued by the Civil Service Commission which complies with N.J.S.A. 11A:2-6a. Training is available online in the Civil Service Commission LMS, through in person training available through Rutgers, and GSMJIF risk control is investigating if online training through the Civil Service Commission could be hosted on our LMS.
- **WWF Update** - Risk Control will be hosting 6-9 sessions of When Words Fail police very de-escalation, physical restraint training, this year. Please reach out to risk control if your municipality would like to host a training session. Your police department will have first access to the training if hosted. The only requirement for hosting the training is having a room large enough for 25 participants, a classroom setting, and room for physical restraint training with wrestling mats made available. A school gymnasium, PAL center, or Recreation Center make perfect hosting facilities.
- **Seminars/Roundtables Announcement** - A police roundtable on Mental Health Awareness for Emergency Responders is being scheduled for early Spring. Dates for the event will be provided once the venue and speakers are confirmed.
- **Slips, Trips and Falls** - Slips, trips and falls remain a leading driver for loss frequency and severity for the JIF. Bulletins will be reissued to raise awareness of the risk for incidents, especially in winter months with ice and snow creating hazards. Municipalities should be proactive with maintaining and treating parking lots and walkways, maintaining logs of when work was done. In addition, regular inspection and replacement of mats at all doorways should be done. As ice, water and snow is tracked in, floor mats will quickly become saturated with water, contributing to a slip and fall hazard. Regular inspection, and replacement, of mats will help mitigate this risk. Regular inspection of stairwell treads changes of elevation warning signs and/or colored paint/tape, the condition of textured paint at critical stepping areas, and the condition of outside steps, will help reduce risk over all seasons. Your risk control consultant is available to perform a site inspection and provide recommendations to your staff.



- **Coronavirus** - An announcement by the CDC on 1/26/20 was distributed to all members, which included details pertaining to the Coronavirus and what to do if you become sick from the virus. Although the virus is not yet dramatically affecting the US, it is anticipated that a breakout will occur. Normal safety practices should be followed, including washing your hands with soap and water for at least 30 seconds before eating or touching your mouth, eyes, or nose. Also, contact with other people and objects should be followed by hand washing. People who are sick should stay out of the public or workplace. Any use of tissues should be immediately disposed of, followed by hand washing.
- **RTK surveys** - Risk control is reminding all members that RTK electronic surveys must be completed by July. Members should update inventories of chemicals now to ensure to issue with completing the survey.
- **PEOSH 300A Summary** - Risk control is reminding all members that 300A summaries must be posted between 2/1 and through April 30. The summary is not the log, but rather summarizes all losses in aggregate that occurred during the year. The 300A must be posted at each building. Your TPA or risk control consultant can assist in your efforts. Note that PEOSH is inspecting to confirm the summaries are posted and can issue a fine for noncompliance.

CLAIMS REPORT – NIP Group - C. Cyriax

- **Key Performance Indicators for December 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.
- **Managed Care New Pharma** – Update given by QualCare, Lisa Gallo clarifying the new Pharma Program, how it works, cards required, first fill procedure and variety of participating pharmacies.
- **Update on Social Media Seminar & Upcoming WC Seminar** – Robert Persico discussed the agenda for the upcoming WC seminar with the Commissioners.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Chairman Marvin 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

D. Marvin

ALSO, PRESENT:

Jonathan Hall – NIP
Madeline Delgado – NIP
Rob Smith – NIP
Robert Persico – NIP
James Renner – NIP
Anthony VenGraitis – NIP
Conrad Cyriax – NIP
Frank Kelly – BGIA
Steve Edwards – BGIA
Dom Cinelli – B & B
Steve McNamara – QualCare
Michelle Savvigne Concerta
Patricia Gurceski – Concerta
Richard Amegad – Concerta
Tanya Brenan – AJ Gallagher
Lisa Gallo – Qual-Lynx
Renee Nelms – Qual-Lynx
Joseph Brown – NIP
Tenisha Smith- NIP
Donna Gartland – NIP
Julia Edmondson – Cinnaminson
John Hanuscin – Fairways Insurance
Ilene Laursen – C & S Buckelew
Bonnie Ridolfino – Hardenbergh
Michael Griffith – NIP
Lindsay Travali – Acrisure
Joe Razzano – Fairview Insurance
Danielle Voda – Fairview Insurance
Jacklyn Struble – Aberdeen
Lou Stenberg – Assured Partners
Alyssa Hruhash – First MCO
Susanne Rajsteter – First MCO
Karen Waters – IMAC
Keith Skeba – NIP
Steve Daveggia – NIP
David Springer – NIP



Ken Child - PMA
Ed Vath – PMA
James Bongiorno – Caldwell
Virginia Murphy – Morris
John Geaney – Capehart
Kathy Boffa – Livingston
Betty Anne Stinchcomb – New Providence
Patrick DeBlasio – Treasurer
Brian Erlandsen – BGIA
Sonia Brown – North Brunswick