



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES**

January 26th, 2022

Via Microsoft Teams/Conference dial in 732-694-1222 Passcode 444999

**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
CALLED TO ORDER AT 11:06AM.**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW FUND COMMISSIONERS

- Hector Herrera – Borough of Bound Brook (Commissioner)
- Jasmine D. Mathis – Borough of Bound Brook – (Alternate Commissioner)
- Eric Walker – Township of Aberdeen (Alternate Commissioner)

ROLL CALL OF FUND COMMISSIONERS

B. Russell - Township of Aberdeen – Present
J. Camera - Berkeley Township – Absent
H. Herrera – Borough of Bound Brook – Present
B. Russo - Berkeley Heights – Present
Township of Bloomfield – Absent
Borough of Caldwell – Absent
Cinnaminson Township – Absent
K. White - Township of Eastampton – Present
D. Trumpet - City of Englewood – Present
Ewing Township – Absent
Borough of Fanwood – Absent
Freehold Borough – Absent
Town of Guttenberg – Absent
M. Murranko - Hamilton Township – Present
Town of Harrison – Absent
T. Jover - Borough of Highland Park – Present
City of Hoboken – Absent
A. McLeod - Holmdel Township – Present
L. Palazzo - Howell Township – Absent
S. Marks - Town of Kearny – Present
L. Reinertsen - Borough of Kenilworth – Present



G. Whitehead - Township of Lawrence – Present
City of Linden – Absent
R. Jones - Township of Livingston – Present
Al Weinburg - Monroe Township – Present
Montclair Township – Absent
T. Quinn – Morris Township - Present
J. Barrick - Town of Morristown – Present
M. Bascom - Township of Neptune – Present
E. McManimon - Borough of New Providence – Present
S. Brown - Township of North Brunswick – Present
Township of North Bergen – Absent
W. Speck - Borough of North Plainfield – Present
Fred Carr - Township of Parsippany-Troy Hills – Present
K. Napier - City of Rahway – Present
A. Casais - Borough of Roselle Park – Present
Township of Roxbury – Absent
J. Waryas - Borough of Totowa – Present
K. Caulfield - Union Township – Present
M. Krane - Township of Warren – Present
West Orange Township – Absent

APPROVAL OF 12/15/2021 MINUTES

MOTION: Commr. Murranko
SECOND: Commr. Casais
ABSTAIN: Commrs. Herrera

ROLL CALL OF FUND COMMISSIONERS

ADJOURN SINE DIE MEETING

Secretary asked Executive Director to Chair meeting. Mr. Hall asked for nominations for the positions of Chairperson and Secretary and for the Executive Committee.

ELECTION OF CHAIRPERSON AND SECRETARY

- Commr. Casais nominated all that have held previous (2021) positions to be nominated into the 2022 positions. Commr. Russell seconded the nominations.
- Swearing in of Secretary and Executive Committee by Fund Attorney.

Executive Committee for 2022 consists of:

- Karen Caulfield, Chairperson – Union Township



- Mark Murranko, Secretary – Township of Hamilton
- Russ Jones - Township of Livingston
- Timothy Stafford – Township of Montclair
- Tim Quinn – Township of Morris
- Frank Ruggiero – City of Rahway
- Mark Krane - Township of Warren

MOTION: Commr. Casais
SECOND: Commr. Russell
VOTE: Unanimous

MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT

Secretary Murranko asked that Resolutions 01-22 through 10-22 be approved collectively.

- Resolution 01-22 – Certifying the Election of Chairperson and Secretary*
- Resolution 02-22 – Certifying the Election of Executive Committee*
- Resolution 03-22 – Establishing Meeting Procedures*
- Resolution 04-22 – Establishing Fiscal Management Plan*
- Resolution 05-22 – Establishing Fund Records Program*
- Resolution 06-22 – Establishing 2021 Plan of Risk Management*
- Resolution 07-22 – Approving 2021 Fund Service Providers*
- Resolution 08-22 – Appointing 2021 Approved Counsel*
- Resolution 09-22 – Approving New Members for 2022
- Resolution 10-22 – Approving Final 2021 Fund Budget

MOTION: Commr. Herrera
SECOND: Commr. Quinn
VOTE: Unanimous

VOTE: ROLL CALL

B. Russell - Township of Aberdeen – Present
J. Camera - Berkeley Township – Absent
H. Herrera – Borough of Bound Brook – Present
B. Russo - Berkeley Heights – Present
Township of Bloomfield – Absent
Borough of Caldwell – Absent
Cinnaminson Township – Absent
K. White - Township of Eastampton – Present
D. Trumpet - City of Englewood – Present
Ewing Township – Absent
Borough of Fanwood – Absent
Freehold Borough – Absent
Town of Guttenberg – Absent



M. Murranko - Hamilton Township – Present
Town of Harrison – Absent
T. Jover - Borough of Highland Park – Present
City of Hoboken – Absent
A. McLeod - Holmdel Township – Present
L. Palazzo - Howell Township – Absent
S. Marks - Town of Kearny – Present
L. Reinertsen - Borough of Kenilworth – Present
G. Whitehead - Township of Lawrence – Present
City of Linden – Absent
R. Jones - Township of Livingston – Present
Al Weinburg - Monroe Township – Present
Montclair Township – Absent
T. Quinn – Morris Township - Present
J. Barrick - Town of Morristown – Present
M. Bascom - Township of Neptune – Present
E. McManimon - Borough of New Providence – Present
S. Brown - Township of North Brunswick – Present
Township of North Bergen – Absent
W. Speck - Borough of North Plainfield – Present
Fred Carr - Township of Parsippany-Troy Hills – Present
K. Napier - City of Rahway – Present
A. Casais - Borough of Roselle Park – Present
Township of Roxbury – Absent
J. Waryas - Borough of Totowa – Present
K. Caulfield - Union Township – Present
M. Krane - Township of Warren – Present
West Orange Township – Absent

Secretary Murranko asked that Resolutions 11-22 through 12-22 be approved collectively.

- Resolution 11-22 – Approving Certain Disbursements \$4,401,810.65
- Resolution 12-22 – Approving Claims Payments \$3,908,672

MOTION: Commr. Progebin

SECOND: Commr. Carr

VOTE: ROLL CALL

B. Russell - Township of Aberdeen – Present
J. Camera - Berkeley Township – Absent
H. Herrera – Borough of Bound Brook – Present
B. Russo - Berkeley Heights – Present
Township of Bloomfield – Absent
Borough of Caldwell – Absent
Cinnaminson Township – Absent



K. White - Township of Eastampton – Present
D. Trumpet - City of Englewood – Present
Ewing Township – Absent
Borough of Fanwood – Absent
Freehold Borough – Absent
Town of Guttenberg – Absent
M. Murranko - Hamilton Township – Present
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K. Caulfield - Union Township – Present
M. Krane - Township of Warren – Present
West Orange Township – Absent

EXECUTIVE DIRECTOR, UNDERWRITING & CLAIMS REPORT

○ EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)

- Financial Fast Track Report – Mr. Hall shared the Financial Fast Track Report as of November 30. There were no questions.
- Year-End Analysis Status - The Administrator’s office has transmitted the Fund’s loss data as of December 31, 2021 to Milliman, our new Fund Actuary. The Fund Actuary is targeting



a first draft by February 28, 2022. Once the Actuarial Analysis is finalized, the Fund Administrator will update the Fund's Year-End Financial Fast Track Report for distribution to the Members.

- Risk Management Consultant Agreements - Please return any outstanding Risk Management Consultant Agreements to the Fund Administrator's office. Please note that Risk Managers cannot be paid until the Agreements have been received.
- Treasurers Report - All Bills have been paid and our cash balance is secure.
- Areas of Focus for 2022 – Mr. Hall shared the areas of focus for 2022 for the Fund, including enhanced risk management training and resources across numerous areas.

○ **UNDERWRITING REPORT (Robert Smith)**

- Renewal Summaries/Policy Updates – The Fund is in the final stages of assembling the 2022 Insurance Renewal Summaries. Our goal is to have them all distributed by the end of January.
- 2022 Renewal Highlights and Overview - BGIA will be presenting at the February meeting with an update on the 2022 renewal. They will be highlighting the coverages and carriers.
- Member Renewals - Any outstanding applications will need to include a “No Known Loss” letter. If any renewing members have not forwarded the I&T agreements, please do so as soon as possible. Additionally, please forward your municipal resolution renewing membership.
- 2022 Property & Cyber Renewal – Renewal applications will be delivered by the beginning of March. Please begin to gather missing COPE data, with special attention to sprinkler system information.

○ **RISK CONTROL REPORT (Anthony Ven Graitis)**

- Cyber Training Update – Mr. Ven Graitis reported that 4,407 insured employees have completed Cyber Awareness Training. Please remember mandatory cyber training for all members who wish to continue to be considered for cyber liability coverage needs to be completed by May 1st.
- EANJ Seminars - Municipal HR: Managing to Avoid Risk three-day seminar. This three-session online course provides a comprehensive, hands-on understanding of essential legal issues necessary to manage an increasingly risk-based workplace.
 - Session 1: Applying Equal Employment Opportunity Law and Preserving a Legal Defense (Thursday, March 10)
 - Session 2: Managing incidents of Whistleblowing and Retaliation (Wednesday, March 16)
 - Session 3: How to Conduct an Internal Investigation (Thursday, March 24)
- EPL Initiatives - Risk control will work with each member to ensure either live or online Harassment & Discrimination Training has been provided within the last two years (preferably annually).
- Police Training – Upcoming Seminars
 - OPRA for Practitioners, March 31 or April 7, 9:00am to 4:00pm
 - Proactive Police Supervision, March 23-25 or April 4-6, 9:00am to 4:30pm each day



○ **CLAIMS MANAGEMENT REPORT (Conrad Cyriax)**

- Claims KPI report December 2021 – Mr. Cyriax shared the Claims KPI Report as of December 31, 2021. There were no questions.
- Hurricane Ida Claims – Mr. Cyriax shared an update on the Hurricane Ida claims and reported that more than 60% of reported claims had been paid fully and closed.
- Lunch and Learn January 26th – The Fund invites members to a “Lunch and Learn” Virtual Seminar on January 26th. The topic will be Uninsured & Underinsured Motorists Coverage.

NEW BUSINESS

OPEN FORUM

ADJOURNMENT

Commissioner Progebin made a motion to adjourn the meeting at 12:21pm and Commissioner Reinertsen seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

M. Delgado

K. Caulfield

ALSO, PRESENT:

- Madeline Delgado – NIP
- J. Hall – NIP
- R. Smith – NIP
- R. Persico – NIP
- A. Ven Graitis – NIP
- C. Cyriax – NIP
- S. Edwards – BGIA
- D. Springer – NIP
- M. Avalone – Fairview
- P.Mackin –
- R. Duthie – Pinnacle
- K. Child – PMA
- D. Balken – Balken Risk
- B. Erlandsen – BGIA



P. Archangeli – NIP
J. Brown - NIP
S. Daveggia - NIP
R. Smith – NIP
E. Vath – PMA
A. Hrubash - Qual-Lynx
A. Burghardt
J. Hanuscin – Fairways
D. Myers - NIP
D. Pursell - Conner Strong/CBIZ
R. Nelms - Qual-Lynx
M. P. O'Connell - PQA
D. Borden - Borden Perlman
D. Voda - Fairview
C. Cyriax - NIP
A. Pieroni - Acrisure/Reliance
K. Guze - Risk Solutions
R. Persico - NIP
K. Larkin - BGIA
D. Springer - NIP
J. Solomon - Bob Snith & Assoc.
Dave Weightman (Guest) PMA
L. Brennan - AJ Gallagher
D. Cinelli - Brown & Brown
L. Gallo - Qual-Lynx
P. Joyce
Keith Skeba
Patrick DeBlasio (Guest) Treasurer

Michael Sabbagh – Richland
David Balken – Balken Risk
Karin Napier – Rahway
Dom Cinelli – Brown & Brown
Peter Soreiro – Allied Risk
Crystal Robinson – Brown & Brown
Caldwell PBA
Lindsey Travali – Reliance
Alyssa Hrubash – First MCO
Kathleen Guze
Sheryl Stanley – Dittmar
Daria Trumpet – Englewood
Patrick DeBlasio – Treasurer
Kathy Boffa – Livingston



Ken Child – PMA
Diana Pursell – Borden Perlman
Amy Pieroni – Acrisure
Michael O’Connell – PQA
Ed Vath – PMA
Brian Erlandsen – BGIA
Mark Philpot - Eastampton
Ilene Laursen – Conner Strong
Robin Racioppi – NAIMC
Lisa Gallo – Qual-Lynx
Joseph Brown – NIP
LaTonya Brennan- AJ Gallagher
Jeremy Solomon – Bob Smith & Assoc.
Patrick Mackin – PMA
Kevin Larkin – BGIA
Renee Nelms – Qual-Lynx
Danielle Voda – Fairview
Doug Borden – Borden Perlman
Virginia Murphy – Morris