



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

**February 23, 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**

**ROLL CALL OF FUND COMMISSIONERS:**

B. Russell - Township of Aberdeen – Present  
J. Camera - Berkeley Township – Present  
H. Herrera – Borough of Bound Brook – Present  
B. Russo - Berkeley Heights – Present  
Township of Bloomfield – Absent  
B. Heun- Borough of Caldwell – Present  
Cinnaminson Township – Absent  
K. White - Township of Eastampton – Present  
D. Trumpet - City of Englewood – Present  
Ewing Township – Absent  
P. Celardo - Borough of Fanwood – Present  
Freehold Borough – Absent  
C. Cirillo - Town of Guttenberg – Present  
M. Murranko - Hamilton Township – Present  
P. Zarbetski - Town of Harrison – Present  
T. Jover - Borough of Highland Park – Present  
J. Allen - City of Hoboken – Present  
A. McLeod - Holmdel Township – Present  
L. Palazzo - Howell Township – Present  
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  
Monroe Township – Absent  
Montclair Township – Absent  
T. Quinn – Morris Township - Present  
Town of Morristown – Absent  
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  
Borough of North Plainfield – Absent  
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 MINUTES OF 1/26/2022 MEETING

**MOTION:** Commr. Herrera  
**SECOND:** Commr. Marks  
**ABSTAIN:** Commrs. Cirillo; Zarbetski;

### MOTION TO ADOPT RESOLUTIONS

- **Resolution 13-22 – Approving Certain Disbursements - \$591,679.58**
- **Resolution 14-22 – Approving Claims Payments - \$6,084,076**
- **Resolution 15-22 – Appointing Approved Counsel –**
  - Shafer & Partners – for City of Englewood
  - Whipple Azzarello, LLC – for City of Linden
  - Kingston Coventry – for City of Linden
  - King, Moench, Hirniak & Mehta, LLP – for City of Linden

**MOTION:** Commr. Casais  
**SECOND:** Commr. Quinn  
**ABSTAIN:** Commrs.  
**NO VOTE RECORDED:** Commr.

### VOTE: ROLL CALL

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### **EXECUTIVE DIRECTOR – J. Hall (NIP Management)**

- **EXECUTIVE DIRECTOR’S REPORT (Jonathan Hall)**
  - Year End Actuarial Analysis and Fast Track Status – The Fund Actuary is on track to deliver a first draft by early March 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.
  - RMC Agreements & TPA Agreements – Please return any outstanding Risk Management Consultant and TPA Agreements to the Fund Administrator’s office. Risk Managers and TPAs cannot be paid until Agreements have been received.
  - DOBI Communications – The Fund Administrator filed Resolution 12-22 and supporting documents with DOBI on February 3, 2022. Receipt was confirmed on February 3.
  - Treasury Report – All bills have been paid and our cash balance is secure.



- **UNDERWRITING REPORT (Robert Smith)**
  - BGIA Presentation – 2022 Excess Insurance Renewal – Messrs. Larkin and Erlandsen presented the results of the 2022 Excess Insurance Renewal and discussed the coverage enhancements and features of the Fund’s coverages.
  
- **FOCUS REPORT – CYBER LIABILITY**
  - 2022 Cyber Renewal – Mr. Smith advised that renewal applications were being distributed to all members. All members will need to return completed signed applications by March 18 to be considered for coverage on July 1, 2022.
  - Cyber Minimum Requirements – Mr. Markulec of Harbor Technology Group presented on the NIST Cybersecurity Framework as well as the minimum requirements all Cyber Liability carriers require for coverage. All members must meet these minimum requirements by April 30, 2022, to be considered for coverage on July 1, 2022.
  - Cyber Training Update – Mr. Ven Graitis reported that 4,905 insured employees have completed Cyber Awareness Training. As a reminder, all employees must complete Cyber Awareness Training by April 30, 2022, for the member to be considered for coverage on July 1, 2022.
  - Cyber Webinar – The Fund will be hosting a Cybersecurity Webinar on March 28, 2022, from 1:00 – 2:00 pm. Mr. Markulec from Harbor Technology Group will be presenting.
  
- **RISK CONTROL REPORT (Anthony Ven Graitis)**
  - Property Inspections – Mr. Ven Graitis reported the status of the Property Inspections.
  - Police Accreditation – Mr. Ven Graitis presented the enhancements to the Safety Incentive Program, including reimbursement for members’ police CALEA and/or NJSACOP accreditation costs.
  - Vehicle Loss Prevention – Mr. Skeba presented on national and state trends regarding commercial vehicle thefts and provided tips and best practices to prevent theft of municipal vehicles.
  - Upcoming Events – Mr. Ven Graitis announced upcoming seminars:
    - OPRA for Practitioners – March 31 and April 7
    - Proactive Police Supervision – March 23-25 and April 4-6
    - Municipal HR Webinar – March 10, 16 and 24
    - Cybersecurity Webinar – March 28
  
- **CLAIMS MANAGEMENT REPORT (Conrad Cyriax)**
  - Claims KPI Report January 2022 – Mr. Cyriax presented the Claims KPI Report as of January 31, 2022. There were no questions.
  - COVID-19 Claims for 2021 – Mr. Persico presented an update on the COVID-19 claims received by the Fund for 2020 and 2021.

**NEW BUSINESS**

**OPEN FORUM**



**MOTION TO ADJOURN**

Commissioner Caulfield made a motion to adjourn the meeting at 12:14 pm and Commissioner Murranko seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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M. Delgado

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J. Hall

**ALSO, PRESENT – Confirmed by GoToWebinar date & time of attendance**

Madeline Delgado – NIP  
R. Smith – NIP  
J. Hall - NIP  
C. Cyrax – NIP  
M. O’ Connell – PQA  
A. VenGraitis – NIP  
D. Cinelli – B & B  
D. Balken – Balken Risk  
E. Vath – PMA  
K. Guze  
S. Stanley – Dittmar  
K. Child – PMA  
M. Avalone – Conner Strong  
R. Persico – NIP  
R. Nelms – QL  
P. DeBlasio – Treasurer  
S. Brown – North Brunswick  
B. Erlandsen – BGIA  
P. Mackin – PMA  
L. Gallo – QL  
A. Pieroni – Acrisure  
A. Hrubash – 1<sup>st</sup> MCO  
J. Hanuscin – Fairways  
V. Murphy – Morris  
L. Brennan – AJ Gallagher  
J. Solomon – Bob Smith & Assoc.  
J. Geaney – Capehart



D. Weightman – PMA  
K Larkin – BGIA  
R. Racioppi – NAIMC  
K. Waters  
E. Von Thu  
D. Voda – Fairview  
L. Travali