



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES
January 24th, 2023
Via – MS Teams
FOR PUBLIC ONLY 609-246-5765; Passcode 798 297 387#**

**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
CALLED TO ORDER AT 11:04AM.**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW FUND COMMISSIONERS

- Michael Capabianco– Borough of Jamesburg – (Commissioner)
- James Cryan – Township of Parsippany-Troy Hills – (Commissioner)
- Tara Buss – Holmdel Township – (Alternate Commissioner)
- Diana Aviles – City of Hoboken – (Alternate Commissioner)

ROLL CALL OF FUND COMMISSIONERS

Aberdeen, Township of – E. Walker
Berkeley Township – Absent
Berkeley Heights, Township of – B. Russo
Bound Brook, Borough of – H. Herrera
Bloomfield, Township of – C. Finkler
Caldwell, Borough of – B. Heun
Cinnaminson Township – Absent
Eastampton, Township of – M. Philpot
Englewood, City of – R. Hoffman
Ewing Township – Absent
Fanwood, Borough of – P. Celardo
Freehold Borough – S. Gallo
Guttenberg, Town of – Absent
Hamilton Township – J. Kerlin
Harrison, Town of – P. Zarbetski
Highland Park, Borough of – E. Von Thun
Hoboken, City of – M. Kraus
Holmdel Township – T. Buss
Howell Township – L. Palazzo



Jamesburg, Borough of – M. Capabiano
Kearny, Town of – S. Marks
Kenilworth, Borough of – A. Lazzari
Lawrence, Township of – G. Whitehead
Linden, City of – B. Hasko
Livingston, Township of – R. Jones
Monroe Township – D. Racioppi
Montclair Township – C. Davino
Morris Township – T. Quinn
Morristown, Town of – F. Mason
Neptune, Township of – M/ Bascom
New Providence, Borough of – E. Mannion
North Brunswick, Township of – J. Progebin
North Bergen, Township of – Absent
North Plainfield, Borough of – B. Speck
Parsippany-Troy Hills, Township of – J. Cryan
Rahway, City of – F. Ruggiero
Roselle Park, Borough of – A. Casais
Roxbury, Township of – J. Shepherd
Union Township – K. Caulfield
Warren, Township of – M. Krane
West Orange Township – Absent

APPROVAL OF 12/14/2022 MINUTES

MOTION: Commr. Marks
SECOND: Commr. Casais
ABSTAIN: Commrs. Capabiano;

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. Quinn nominated Commr. Caulfield as Chairperson position for 2023 positions. Commr. Casais seconded the nominations.
- Commr. Caulfield nominated Commr. Quinn as Secretary position for 2023 Commr. Jones seconded the nominations.
- Swearing in of Secretary and Executive Committee by Fund Attorney.



Executive Committee for 2023 consists of:

- Karen Caulfield, Chairperson – Union Township
- Tim Quinn, Secretary – Township of Hamilton
- Russ Jones - Township of Livingston
- Brian Russell – Township of Aberdeen
- Frank Ruggiero – City of Rahway
- Mark Krane - Township of Warren
- Lou Guarino – Township of Hamilton
- Louis Palazzo, Alternate – Howell Township

MOTION: Commr. Caulfield

SECOND: Commr. Casais

VOTE: Unanimous

MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT

Chairperson Caulfield asked that Resolutions 01-23 through 09-23 and resolution 13-23 be approved collectively.

- Resolution 01-23 – Certifying the Election of Chairperson and Secretary*
- Resolution 02-23 – Certifying the Election of Executive Committee*
- Resolution 03-23 – Establishing Meeting Procedures*
- Resolution 04-23 – Establishing Fiscal Management Plan*
- Resolution 05-23 – Establishing Fund Records Program*
- Resolution 06-23 – Establishing 2023 Plan of Risk Management*
- Resolution 07-23 – Approving 2023 Fund Service Providers*
- Resolution 08-23 – Appointing 2023 Approved Counsel*
- Resolution 09-23 – Approving New Members for 2023
- Resolution 13-23 - Approving Property Emergency Cleanup, Remediation & Restoration Service Organizations

VOTE: ROLL CALL

Aberdeen, Township of – E. Walker
Berkeley Township – Absent
Berkeley Heights, Township of – B. Russo
Bound Brook, Borough of – H. Herrera
Bloomfield, Township of – C. Finkler
Caldwell, Borough of – B. Heun
Cinnaminson Township – Absent
Eastampton, Township of – M. Philpot
Englewood, City of – R. Hoffman



Ewing Township – Absent
Fanwood, Borough of – P. Celardo
Freehold Borough – S. Gallo
Guttenberg, Town of – Absent
Hamilton Township – J. Kerlin
Harrison, Town of – P. Zarbetski
Highland Park, Borough of – E. Von Thun
Hoboken, City of – M. Kraus
Holmdel Township – T. Buss
Howell Township – L. Palazzo
Jamesburg, Borough of – M. Capabiano
Kearny, Town of – S. Marks
Kenilworth, Borough of – A. Lazzari
Lawrence, Township of – G. Whitehead
Linden, City of – B. Hasko
Livingston, Township of – R. Jones
Monroe Township – D. Racioppi
Montclair Township – C. Davino
Morris Township – T. Quinn
Morristown, Town of – F. Mason
Neptune, Township of – M/ Bascom
New Providence, Borough of – E. Mannion
North Brunswick, Township of – J. Progebin
North Bergen, Township of – Absent
North Plainfield, Borough of – B. Speck
Parsippany-Troy Hills, Township of – J. Cryan
Rahway, City of – K. Napier
Roselle Park, Borough of – A. Casais
Roxbury, Township of – J. Shepherd
Union Township – K. Caulfield
Warren, Township of – M. Krane
West Orange Township – Absent

Chairperson Caulfield asked that Resolutions 10-23 through 12-23 be approved collectively.

- Resolution 10-23 – Approving Final 2023 Fund Budget
- Resolution 11-23 – Approving Certain Disbursements \$7,768,827.30
- Resolution 12-23 – Approving Claims Payments \$3,458,928

MOTION: Commr. Herrera

SECOND: Commr. Celardo

VOTE: Unanimous

VOTE: ROLL CALL



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West Orange Township – Absent

EXECUTIVE DIRECTOR, UNDERWRITING & CLAIMS REPORT



- **EXECUTIVE DIRECTOR'S REPORT (Jonathan Hall)**
 - **2022 Review & 2023 Goals** – Mr. Hall shared a review of 2022 performance and market conditions and market observations for 2023. Mr. Hall also shared the Fund initiatives for underwriting, risk control, and claims administration for 2023.
 - **Treasury Report** - All bills have been paid and our cash balance is secure.
 - **Year End Actuarial Report Status** - The Administrator's office is compiling the Loss Data as of December 31, 2022, and we will transmit data to the Fund Actuary this week. Once data reconciliation is complete, we anticipate a first draft report within four to six weeks.
 - **Indemnity & Trust Agreements** - The Administrator's office requests that renewing members please return the Resolutions to Rejoin as soon as they are passed by your governing bodies and executed accordingly.
 - **Risk Manager & Claims TPA Agreements** - The Administrator's office requests that all Risk Managers and Claims TPAs send copies of the fully-executed agreements between them and their clients as soon as practicable. As a reminder, no service providers can be paid by the Fund until agreements have been received.

- **UNDERWRITING REPORT (Robert Smith)**
 - **2023 Insurance Summaries** - Insurance Summaries- Renewal summaries are being completed and will be sent out to all risk managers upon completion. Any questions or issues, please let the underwriting team know.
 - **2023 Renewal Highlights and Overview** - BGIA will be presenting at the Feb meeting to go over the recent renewals.
 - **2023 Property & Cyber Renewal** - The property and cyber renewal is coming up on 7/1. To prepare for this, please address the COPE worksheets being distributed to all members. Additionally, please continue to work with Harbor Technology on the cyber front. There will be much more on these lines in the coming month's meetings.

- **RISK CONTROL REPORT (Anthony Ven Graitis)**
 - **Fund Safety Committee Meetings** - will be held on a monthly basis, every Thursday at 2:00 PM prior to the week of the Fund Commissioners meeting. Monthly webinars will continue and immediately precede the Fund Safety Committee Meeting. Any number of safety representatives can attend, from any department. Attendance will be tracked for Safety Incentive Program (SIP) awards. Member will vote for Safety Committee Chairperson and Alternate.
 - **Mandatory Training** - Harassment/Discrimination training will be required for all members in 2023. Training can be live, in person, or via online training modules. Cyber security training is also required. A 30 min comprehensive general awareness training course is available, or 10 minute short courses on specific topics.
 - **Cyber Ethical Phishing and at-Risk Assessments** - Survey to be completed by each member's IT, where phishing campaign emails will be whitelisted and existing contacts in Vault LMS are tested. Training will be provided on the appropriate security awareness topic



for employees failing phishing tests. Reports on aggregate program progress and results will be provided to commissioners.

- **Property Inspections** - Risk control will be in touch with a list of locations that require additional information for this upcoming renewal. Information must be returned by 2/15/23. Self-inspections or site inspections with risk control staff may be required for locations with recent losses or for locations with missing critical information.

- **CLAIMS MANAGEMENT REPORT (Peter Archangeli)**

- **Claims KPI report December 2022** - 221 new claims received in December. 331 claims closed. 150% closing ratio.
- **Defense Counsel Billing and Litigation Reporting Guidelines** - Annual review of policies and procedures for adherence to best practices has been completed. Updated litigation reporting guidelines – which are incorporated in the PORM – will be distributed to defense firms.

NEW BUSINESS

OPEN FORUM

ADJOURNMENT

Commissioner Marks made a motion to adjourn the meeting at 12:01pm and Commissioner Herrera seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

M. Delgado

K. Caulfield

ALSO, PRESENT:

- 908-464-XXXX
- Amy Pieroni
- Anthony Aquilino
- Anthony Ven Graitis
- Doug Borden
- Brian Erlandsen
- Danielle Voda



Dave Weightman (Guest)
David Balken
David Springer
Dominick Cinelli
Ed Vath
Ezio Altamura
Karen Napier
George Crosby
Greg Whitehead
Hector Herrera
Jamie Cryan
Jasmine Brascom
Jasmine McCoy
Jessica Jackson
John Camera
John Hanuscin
John Shepherd
Jonathan Hall
Joseph Brown
Jeremy Solomon
Katherine Walters
Kathleen Guze
Keith Skeba
Ken Child
Kevin Larkin
Lindsay Travali
Lisa Gallo
Madeline Delgado
Marie Lamb
Mathew T. McArow
Michael P. O'Connell
Patrick Cassidy
Patrick DeBlasio
Patrick Mackin
Paul Joyce
Peter Archangeli
Renee Nelms
Rich Duthie
Robert Persico
Robert Smith
Robin Racioppi
Scott Stohrer
Sheryl Stanley
Stephen Daveggia
Steve Gallo
Suzanne Bridge



Virginia Murphy
Wade Robinson
William Hasko
William Speck
Wayne Dietz