



**GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
MEETING MINUTES
April 24, 2024
Via – MS Teams
FOR PUBLIC ONLY 609-246-5765; Passcode 379 177 417#**

**MEETING OF THE GARDEN STATE MUNICIPAL JOINT INSURANCE FUND
CALLED TO ORDER AT 11:07AM.**

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

SWEARING IN OF NEW FUND COMMISSIONERS

- Norma Tassy – (Alternate Commissioner) – Montclair Township (sworn in)
- James McManimon – (Commissioner) – Ewing Township (not sworn in – not in attendance)

ROLL CALL OF FUND COMMISSIONERS

Aberdeen, Township of – B. Russell
Berkeley Township – Absent
Berkeley Heights, Township of – Absent
Bound Brook, Borough of – Absent
Bloomfield, Township of – Absent
Caldwell, Borough of – B. Heun
Cinnaminson Township – E. Schubiger (virtual)
Eastampton, Township of – Absent
Englewood, City of – J. Birkner
Ewing Township – Absent
Fanwood, Borough of – P. Celardo
Freehold Borough – Absent
Guttenberg, Town of – Absent
Hamilton Township – J. Kerlin
Harrison, Town of – Absent
Highland Park, Borough of – J. Vazquez
Hoboken, City of – Absent
Holmdel Township – J. Delaney
Howell Township – L. Palazzo
Jamesburg, Borough of – M. Capobianco
Kearny, Town of – S. Marks



Lawrence, Township of – (virtual)
Linden, City of – Absent
Livingston, Township of – R. Jones
Monroe Township – D. Racioppi
Montclair Township – N. Tassy
Morris Township – T. Quinn
Morristown, Town of – J. Barrick
Neptune, Township of – S. Oppegaard (virtual)
New Providence, Borough of – Absent
North Bergen, Township of – Absent
North Plainfield, Borough of – A. Domizi
Union Township – K. Caulfield
Warren, Township of – M. Krane
West Orange Township – Absent

APPROVAL OF 3/27/2024 MINUTES

MOTION: Commr. By Voice
SECOND: Commr. Jones
ABSTAIN: Commrs .Marks

MOTION TO ADJOURN INTO EXECUTIVE SESSION TO DISCUSS CLAIMS

MOTION: Commr. Marks
SECOND: Commr. Quinn
VOTE: Unanimous, by voice

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

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



APPROVAL REQUESTS FOR SETTLEMENT AUTHORITY AND ADOPTION OF RESOLUTIONS

- Town of Morristown – PO - Granted Settlement Authority
- Borough of highland Park – WC – Granted Settlement Authority
- Township of North Bergen – GL - Granted Settlement Authority
- Neptune Township – WC – Granted Settlement Authority
- Township of Montclair – WC - Granted Settlement Authority
- Union Township – WC - Granted Settlement Authority

MOTION TO ADJOURN TO EXECUTIVE SESSION

MOTION: Commr. Marks
SECOND: Commr. Quinn
VOTE: Unanimous, by voice

MOTION TO ADOPT RESOLUTIONS & CLAIMS REPORT

- **Resolution 17-24** – In Recognition and Appreciation of Distinguished Service
 - **Resolution 18-24** – Approving Certain Disbursements \$588,209.30
 - **Resolution 19-24** – Approving Claims Payments \$2,640,207
 - **Resolution 20-24** – Approved Defense Counsel - Quintairos, Prieto, Wood, & Boyer, P.A. requested by Montclair Township
 - **Resolution 21-14** – Amending Resolution 04-24, Establishing a Fiscal Management
- **Claims Report and Requests for Settlement Authority**

MOTION: Commr. Palazzo
SECOND: Commr. Quinn
ABSTAIN: Commr.

VOTE: ROLL CALL:

Aberdeen, Township of – B. Russell
Berkeley Township – Absent
Berkeley Heights, Township of – Absent
Bound Brook, Borough of – Absent
Bloomfield, Township of – Absent
Caldwell, Borough of – B. Heun
Cinnaminson Township – E. Schubiger (virtual)
Eastampton, Township of – Absent
Englewood, City of – J. Birkner
Ewing Township – Absent



Fanwood, Borough of – P. Celardo
Freehold Borough – Absent
Guttenberg, Town of – Absent
Hamilton Township – J. Kerlin
Harrison, Town of – Absent
Highland Park, Borough of – J. Vazquez
Hoboken, City of – Absent
Holmdel Township – J. Delaney
Howell Township – L. Palazzo
Jamesburg, Borough of – M. Capobianco
Kearny, Town of – S. Marks
Lawrence, Township of – (virtual)
Linden, City of – Absent
Livingston, Township of – R. Jones
Monroe Township – D. Racioppi
Montclair Township – N. Tassy
Morris Township – T. Quinn
Morristown, Town of – J. Barrick
Neptune, Township of – S. Oppegaard (virtual)
New Providence, Borough of – Absent
North Bergen, Township of – Absent
North Plainfield, Borough of – A. Domizi
Union Township – K. Caulfield
Warren, Township of – M. Krane
West Orange Township – Absent

EXECUTIVE DIRECTOR'S REPORT – J. Hall (NIP Management Services)

- **Year-End Actuarial Report Status Update** – The Administrator's office continues to review the draft of the year-end reserve study. As soon as the report is finalized, we will update the year-end financials and share them with the Commissioners.
- **Risk Manager & Service Provider Agreements for 2024** – The Administrator's office requests that all Risk Managers and Service Providers send copies of the fully-executed agreements between them and their clients as soon as practicable. Remember, the Fund cannot pay service providers until agreements have been received.
- **Member Assessments & Receivables Update** – The Administrator's office notes that all but three members have remitted the 1st installment of their 2024 Assessments, which was due in January, and many members have remitted past-due SIR/deductible invoiced amounts. Thank you.

TREASURER'S REPORT – P. DeBlasio

- **Treasurer Report** – All Bills have been paid and our cash balance is secure.



UNDERWRITING REPORT – R. Smith (NIP Management Services)

- **Property Renewal** – Property renews on 7/1. Nothing for members to do at this time.
- **Cyber Renewal** – Cyber renews on 7/1. Apps are required, no apps means no coverage. Also Harbor Technology interviews are required, so please continue to schedule these.
- **Website Maintenance** – Please review and update the member schedules, make sure old vehicles are deleted, and when adding any new property, full COPE data is required.

RISK CONTROL REPORT (Anthony Ven Graitis)

- **Safety Monthly Meeting Recap** –
- **Safety Seminar-Work Zone Safety** – John Matthews presented a webinar on Work Zone Safety. Manual on Uniform Traffic Control Devices (MUTCD) provides the framework for traffic movement and direction across the country although local codes may influence the requirements for a jurisdiction. Roadway size, layout and features will also require practitioners to use logic and personal assessments of the area to determine the best design for their work zones. This session will review minimum design standards according to the MUTCD, as well as best practices in applying the concepts of the MUTCD to the roadways and highways in various public entity environments. We will review and define what a work zone is, provide guidance is preparing a setting up a work zone, and review best practices when working in and around roadways.
- **No Accidents Today!** – The multiple challenges facing municipalities were discussed, the fact most accidents and incidents can be prevented, and the value of the No Accidents Today philosophy of using proven scientific principles to create a safety culture that drives safety performance. We are looking for advocates and champions for this important initiative and will support all member municipalities efforts to champion safety.
- **Distracted Driving Challenge** – will run from April 1st - 30th . Top municipalities will win up to \$750 award. As of 4/19, over 4,053 completions have been recorded , 28 municipalities are participating, and members continue to request training. Congratulations to all members for supporting this important effort.
- **Drive to Survive** – A seminar was provided by Chris Daly and addressed public works driving risks with heavy vehicles, addressing braking distances, distractions, the physics behind driving such large vehicles, and preventative measures. Approximately 65 drivers attended this important seminar. Thank you to Monroe Township for hosting the event.
- **EANJ Services** – A reminder that every member municipality is a member of the Employers Association of New Jersey, a nonprofit organization specializing in employment practices best practices. The EANJ will continue to provide employment practices liability training and is working on public officials training to be rolled out to all council members as needed. EANJ representatives will present at a future meeting.



CLAIMS MANAGEMENT REPORT – R. Persico (NIP Management Services)

- **Qual-Lynx Presentation – Lisa Gallo Script Advisor** – Lisa Gallo, Manager Qual-Lynx, Client Programs, presented the roll out of a new Pharmacy Program Effective 5/1/24, Script Advisor. This PBM integration with bill review provides 100% clinical oversight on all pharmacy transactions including opioid and compound medication controls, ensuring all prescriptions filled are related and necessary to the treatment of the injury. It will be a seamless program with injured employees receiving first fill by presenting a form to the pharmacy and will receive a card via mail for future prescriptions. No out of pocket expense for the injured employee.
- **Claims KPI report March 2024** – 205 new claims received in March and 285 claims closed in March making the closing ratio of 139%. \$1.5M in new reserves, \$4.2M in closed reserves and \$216K in March subrogation recoveries.

NEW BUSINESS

OPEN FORUM

ADJOURNMENT

Commissioner Palazzo made a motion to adjourn the meeting at 11:58am and Commissioner Weinburg seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

M. Delgado

K. Caulfield

ALSO, PRESENT in PERSON:

K. Skeba
K. Larkin
D. Springer
S. Schwartz
M. McArow
K. Mitchell
P. DeBlasio
S. Edwards
J. Hall



M. Delgado
M. O'Connell
J. Brown
B. LaJoie
L. Gallo
R. Nelms
V. Sordillo
R. Persico
A. Ven Graitis
R. Smith
S. Daveggia
K. Connor
E. Durr
K. Bunin
T. Smith
B. Hanigan
A. Pieroni
L. Klein
J. Vazquez

**PRESENT over 40 minutes
VIA MS TEAMS:**

XXX-XXX-5367 (Unverified)

A. Kelly
D. Voda
E. Schubiger
J. Hanuscin
J. Hall
K. Waters
K. Walters
K. Guze
K. Duva (Unverified)
L. Hamm
R. Aldulaimi
Robert Smith
R. Racioppi
R. Hope
A. Simms
S. Oppegaard
teamsvisitor:d5bd965e1d5a4925956f63ea74889f26 (Unverified)
W. Robinson
W. Wojtaszek