STATEWIDE INSURANCE FUND
One Sylvan Way, Parsippany, NJ 07054

February 8, 2018
EXECUTIVE COMMITTEE REORGANIZATION MEETING
MINUTES

1. **Call to Order**

The Statewide Insurance Fund held an Executive Committee Meeting at the Olde Mill Inn, Basking Ridge, NJ. The Statement of Adequate Notice was read by Chairman Thomas S. Russo, Jr. The Executive Committee Reorganization meeting began at 12:46 pm.

2. **Roll Call of the Executive Committee**

Thomas S. Russo, Jr., Chairman (Town of Newton) – Present
Zaid Shehady (Springfield Township) – Present
William Eagen (Jefferson Township) –Present
George Kallert (Weehawken Township) – Absent
Kevin Sluka (Somerville Borough) – Present
Rich Phelan, Secretary (Town of Clinton) – Present
John Hatzelis (Sussex County MUA) – Present

Alternate Executive Committee

Michele Hovan (Borough of Hopewell) – Absent
Patricia Zamorski (Borough of Manville) – Absent
Peter DeBoer, (Washington Township) – Absent
Matthew Hall (Borough of Washington) – Present

Also Present:

Caroline J. Conboy, Fund Administrator
Moira Kenah, Office of the Administrator
Hannah Brudnicki, Office of the Administrator
Richard Cushing, Gebhardt & Kiefer, P.C.
Wayne Dietz, D&H Alternative Risk Solutions
Jayne Keefe, D&H Alternative Risk Solutions
Janine Leahy, D&H Alternative Risk Solutions
Lynn Stickle, D&H Alternative Risk Solutions
Allison Hermann, D&H Alternative Risk Solutions
Dee Pakestein, D&H Alternative Risk Solutions
Ivan Cohen, I-Core System, Inc.
Missy Pudimott, CSG
Lynda Medvec, CSG
Maria Longworth, CSG
George Morville, Bollinger Agency
Amy Pieroni, Acrisure LLC

3. **Secretary's Report**

a) Approval of the December 14, 2017 Loss Control Meeting Minutes, Executive Committee Meeting Minutes, and Closed Executive Committee Meeting Minutes.

Motion to approve the December 14, 2017 Loss Control, Executive Committee and Closed Executive Committee Meeting Minutes was made by Kevin Sluka and seconded by Rich Phelan. Ziad Shehady abstained. All in favor.

4. **Treasurer's Report**

a) Bill List- February 8, 2018

The February 8, 2018 Bill List was presented totaling $9,530,894.68.

Motion to approve the Bill List was made by Bill Eagen and seconded by Rich Phelan. A roll call vote was taken, the motion passed unanimously.

b) Treasurer's Report as of November 30, 2017 was reviewed.

Motion to approve and accept the November 30, 2017 Treasurer's Report was made by Rich Phelan and seconded by John Hatzelis. A roll call vote was taken. The motion passed unanimously.

5. **2018 Fund Year Resolutions, Certification and Professional Service Agreements**

Resolutions

a. Resolution EC #18-1 Appointing Fund Attorney
b. Resolution EC #18-2 Appointing Special Counsel
c. Resolution EC #18-3 Appointing Defense Attorneys
d. Resolution EC #18-4 Appointing Auditor
e. Resolution EC #18-5 Appointing Actuary
f. Resolution EC #18-6 Designating Certifying and Approving Officer
g. Resolution EC #18-7 Permitting Administrator to Authorize Claims
h. Resolution EC #18-8 Appointing Agent for Service of Process
i. Resolution EC #18-9 Authorizing Cash Management Plan
j. Resolution EC #18-10 Regarding Interest on Past Due Assessments
k. Resolution EC #18-11 Authorizing Signatures
l. Resolution EC #18-12 Designating Depositories for Funds
m. Resolution EC #18-13 Establishing Trust Fund
n. Resolution EC #18-14 Establishing Claim Fund and Administrative Accounts
o. Resolution EC #18-15 Designating Newspapers
p. Resolution EC #18-16 Awarding Polices/Contract for Coverages Afforded by the Fund
q. Resolution EC #18-17 Authorizing Signatures for Purchase of CDs
r. Resolution EC #18-18 Appointing Administrative Consultant
s. Resolution EC #18-19 Amending Risk Management Consultants
t. Resolution EC #18-20 Appointing Defense Attorneys Non Fair

Certifications

a. EUS Certification Auto and General Liability Insurance
b. EUS Certification Boiler & Machinery Insurance
c. EUS Certification Crime Insurance
d. EUS Certification Cyber Liability Insurance
e. EUS Certification Environmental Impairment Liability Insurance
f. EUS Certification Excess Workers' Compensation Insurance
g. EUS Certification JIF Crime Insurance
h. EUS Certification JIF E&O Insurance
i. EUS Certification JIF Package Insurance

j.	EUS Certification	Non-Owned Aircraft Insurance
k.	EUS Certification	Public Officials and Employment Practices Insurance
l.	EUS Certification	Professional (EPLI/POL/LEL) Insurance
m.	EUS Certification	Property Insurance
n.	EUS Certification	Umbrella Insurance
o.	EUS Certification	Risk Management Consultant Non Fair
p.	Certification	Treasurer

Mr. Russo proposed that item 5 listed above be voted on via consent agenda and asked if there were any items to be pulled for discussion, there were none. A motion to approve item 5 listed above was made by Rich Phelan and seconded by Bill Eagan and a roll call vote was taken. The motion passed unanimously.

6. **Discussion Items**

a. Review of Claim Payment/Settlement Authorities

1. CSG Requests for Medical Bill Payment Authorizations

SWM060977	11/23/2017	$27,420.56
SWM043164	8/16/2013	$50,072.95
SWM060889	11/13/2017	$39,397.66
SWM058836	5/14/2017	$101,903.95

2. D&H Requests for WC Settlement &/or Payment Authorizations

SWM051064	10/22/2015	$13,965.00
SWM054961	7/5/2016	$14,000.00
SWM053376	3/16/2016	$6,264.00
SWM051254	11/3/2015	$15,732.00
SWM055888 &SWM051510	9/18/2016 & 11/15/2015	$11,368.00

3. D&H Requests for AL Settlement &/or Payment Authorizations

GCSWA061197-02	12/10/2017	$9,526.28
GCSWA061669-01	1/17/2018	$22,472.50
GCSWA061669-02	1/17/2018	$21,722.50
GCSWA061430	1/5/2018	$15,983.00
GCSWA061420	12/8/2017	$5,394.22
GCSWA061201	12/4/2017	$9,233.00

b. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 12/1/17 to 12/31/17 were reviewed.

c. Loss Control Specialist Report

Ivan stated that the training schedule is currently focused on winter maintenance and snow plow safety. Defensive Driving Training will continue as it is in demand among members. 2017 saw an overall reduction in Workers Compensation claim frequency. In 2018, loss control will focus on cyber liability, harassment, and further training will focus on utility safety compliance and Ivan will continue the Police Chiefs' Round Table. Below 100 training will now be available to Law Enforcement, along with Path of the Guardian.

I-Core is now providing awareness of grant opportunities that are available. Ivan is planning to create a Loss Control Spotlight to highlight recent member incidents to the benefit of all SIF members. The National Fire Protection Association has issued a new standard for active shooter and hostile environment preparedness, including municipalities, emergency responders, school boards, houses of prayer, fire departments and police departments. From 2000 to 2013, there were 160 active shooter incidents, versus 40 in 2014 and 2015. February is Heart Healthy Month.

d. CSG Savings Report December 2017

The CSG report included in the agenda kit was reviewed by Missy Pudimott. Missy advised that she will present the January Savings report at the March meeting.

e. Administrator's Report

1. Ms. Conboy provided an update the renewal cycle. She presented the state of current membership and detailed challenges faced regarding coverages and factors outside of the Fund's control.

2. Internally, a platform will be developed for Safety and Loss Control to create a centralized system.

3. We will look to have the website upgraded for additional functionality.

4. Ms. Conboy presented Senate Bill 5124. This bill affects the amount of time insurance companies and JIFs will have to accept compensability. It was concluded that the Fund will not take a position on this bill at this point. Caroline reviewed all cardiac fatality claims since 1994, and there has not bee any delays for Statewide member claims.

5. Senate Bill 109 was subsequently presented. This bill seeks to require JIFs to notify the Division of Banking and Insurance when supplemental payments are due. The Fund opposed this bill as it puts an undue onus on JIFs.

f. **Resolution EC18-21 Amending 2018 Fund Year Budget**

Resolution EC18-21 Amending 2018 Fund Year Budget was reviewed. A Motion was made by John Hatzelis to adopt the Amended budget, seconded by Bill Eagen. Roll call was taken, all in favor.

7. **Public Comment**

There was no public comment.

8. **Open Executive Session**

Open Executive Session began at 1:47pm

9. **Closed Executive Session**

At 2:00 pm, a Motion to come out of Open Executive Session and enter into Closed Executive Session to discuss pending litigation, contract matters, a training proposal,

grant policy, and large loss advisories was made by Kevin Sluka and seconded by Bill Eagen. At 2:30 pm, John Hatzelis and Matt Hall left the meeting. Public session resumed at 3:08 pm.

10. **Approvals**

A Motion of approval of payment authorizations, payee listings, and settlement authorities discussed during the open session and as discussed in Executive Session was made by Bill Eagen and seconded by Kevin Sluka and passed. A roll call was taken. All in favor.

11. **Adjournment**

The next meeting of the Executive Committee will be held Thursday, March 8, 2018 at the office of the Administrator, 4 Gatehall Drive, Conference Room AB, Parsippany, NJ. The meeting will begin at 10:30AM. There will be a Safety Committee meeting on the same day beginning at 9:30 AM.

Motion to adjourn the meeting was made, seconded. All in favor. The meeting was adjourned at 3:10 pm.

Respectfully submitted,

_____
Authorized Signature