

STATEWIDE INSURANCE FUND  
30A Vreeland Road, P. O. Box 678, Florham Park, NJ 07932-0678  
March 10, 2011  
EXECUTIVE COMMITTEE MEETING MINUTES

1) Call to Order and Roll Call

Statement of Adequate Notice to be read by the Chairman:

"Adequate notice of this meeting has been provided, indicating the time and place of the meeting and the proposed agenda, which notice was posted, made available to the newspapers and filed with the clerks of the officials members in accordance with Chapter 231 of the Public Laws of 1975". The Statement of Adequate Notice was read by John Hatzelis.

Roll Call-Executive Committee

John Hatzelis, Chairman (Sussex County MUA) Present  
Margaret Gould, Secretary (Borough of Peapack-Gladstone) Present  
George Kallert (Township of Weehawken) Present  
Jesse Landon, Vice Chairman (Township of Tewksbury) Present  
Thomas Russo (Town of Newton) Present  
William Eagen (Township of Jefferson) Present  
James Naples (Town of Clinton) Absent

Alternate Committee Members

Linda Peralta (Township of Green) Absent  
Gary Garwacke (Borough of Manville) Absent  
Phil Huhn (Neptune Township) Absent

Also Present:

Caroline J. Conboy, Fund Administrator  
Moiria Kenah, Office of the Administrator  
MaryAnn Leuthe Office of the Administrator  
Richard Cushing, Fund Attorney  
Tom Kiernan, Specialty Claims Management  
Stephen McNamara, CSG  
Ivan Cohen, I-Core Safety  
Wayne Dietz, D&H  
George Morville, Morville Agency  
Gary Bukowski, Specialty Claims  
Matthew Struck, Brown & Brown Metro, Inc.  
Amey Upchurch, Berkeley Heights  
John Redmond, Willis  
Pam Korner, Willis  
Robert Fodera, G&K  
Leslie Parikh, G&K

2) Secretary's Report

- a) February 3, 2011 Fund Commissioners Reorganization Meeting Minutes
- b) February 3, 2011 Executive Committee and Open Executive Meeting Minutes

Approval of the February 3, 2011 Meeting Minutes. Mr. Eagen pointed out a misprint in the Fund Commissioners Minutes. Motion to approve the Secretary's Report with the misprint corrected, motion seconded. All in favor, Mr. Landon abstained.

### 3) Treasurer's Report

- a) The March 10, 2011, Bill List was presented totaling \$291,954.80. Motion to approve the Bill List was made and seconded. A roll call vote was taken, the motion passed unanimously.
- b) Treasurer's Report as of December 31, 2011 was presented. A motion to accept the Treasurer's Report was made, seconded and a roll call vote was taken, the motion passed unanimously.
- c) Investment Report – Valley National Bank as of January 31, 2011 was reviewed.

A motion to accept the Investment Report was made, seconded and passed. Roll call vote was taken, the motion passed unanimously. Ms Conboy advised the committee that due to the fees associated with holding the funds in the trust account, there was actually a negative gain on the funds. The committee discussed exploring other options such purchasing CD's. The current rates with Investors are 12 months @ 1.05%, 18 months @ 1.25% and 24 months @ 1.65%. Ms. Conboy will check with Valley National to see if they will match the rates. A motion was made to move the money from the trust account to purchase CDs. Motion was seconded and a roll call vote was taken, All in favor.

### 4) Discussion Items

- a) CSG Savings Report – February 2011  
The report included in the agenda kit was reviewed by Stephen McNamara.
- b) Administrator's Report-Caroline Conboy
  - i) A meeting was held with fund professionals to discuss areas for focus in 2011 and to establish a plan going into the renewal cycle. The vendors will be meeting on a quarterly basis.
  - ii) Resolutions- Ms Conboy advised that it was past practice not to pass resolutions when the Fund was extending a contract as per the contract language, in a multi year agreement. After reviewing the process with the Fund Attorney, it was decided that in those instances we would pass resolutions to help clearly define where we are in the contract term. The following resolutions were presented via consent agenda for passage:

Resolution 11-21	Resolution Appointing Administrator
Resolution 11-22	Amended Resolution Appointing Treasurer
Resolution 11-23	Resolution Appointing Investigator
Resolution 11-24	Resolution Appointing AL TPA
Resolution 11-25	Resolution Appointing WC TPA
Resolution 11-26	Resolution Appointing Payroll Auditor
Resolution 11-27	Resolution Appointing Administrative Consultant
Resolution 11-28	Resolution Appointing Risk Management Consultants

A motion was made to approve Resolutions 11-21 to 11-28 via consent agenda, seconded and passed. Roll call vote was taken, all in favor.
  - iii) Resolution 11-29 Resolution Authorizing the Transfer of Funds approving the transfer of administrative contingent surplus to Fund Year 2011 was presented. A motion was made to pass the resolution and seconded. A roll call vote was taken, all in favor.
  - iv) Revisions to Fund Year 2010 budget were discussed. A motion was made to adopt the revised budget. Motion seconded, a roll call vote was taken, all in favor. Revisions to the Fund Year 2011 budget were discussed. A motion to adopt the amended 2011 Budget was made and seconded. A roll call vote was taken, All in favor. The Chairman requested that from now on, a formal resolution be presented for budget amendments.

- v) The firm of Courter Kobert and Cohen has proposed developing a Litigation Hotline, a service that would be free of charge to SIF members. The committee discussed the pros and cons of the idea, and they like the idea however, there are some issues that have to be addressed. It was suggested that a representative from the firm come to a meeting to discuss the concerns. It was also pointed out that sometimes it is the carrier that provides the service.
  - vi) There was discussion regarding Statewide's participation in the League of Municipalities conference in November of 2011. The deposit is due for the booth prior to the next meeting. The Administrator was authorized to reserve the space.
  - vii) CMS Reporting Status-the Fund is now active and approved for CMS reporting for both WC and AL claims.
  - viii) The website was demonstrated by Moira Kenah. We are still exploring potential, long term solutions and will develop additional components based on our needs.
  - ix) Ms. Conboy distributed a draft policy regarding wetdowns and emergency response participation. There was discussion regarding potential changes and issues that needed further research.
- 5) Public Comment –There was no public comment.
- 6) Motion made to go into Open Executive Session by Marge Gould, seconded by George Kallert. All in favor. Executive Committee realized that there was no business for open Executive Session. Motion to move into Closed Executive Session made by Marge Gould, Seconded by Tom Russo. All in favor. Public Session resumed at 1:15 pm.
- 7) Claim Approvals
- Motion to approve the payment authorizations as presented was made, seconded and passed. Roll call vote was taken. The motion passed unanimously.
- Motion to approve the settlement authorities as presented and discussed during Executive Session was made, seconded and passed. Roll call vote was taken. The motion passed unanimously.
- Motion to approve the payee listings as presented was made, seconded and passed. Roll call vote was taken. The motion passed unanimously.
- 8) Motion to adjourn the meeting was made, seconded and passed. The meeting was adjourned at 1:20pm. The next meeting will be held on Thursday, April 14, 2011.

Respectfully submitted,

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*Authorized Signature*