STATEWIDE INSURANCE FUND
One Sylvan Way, Parsippany, NJ 07054
May 11, 2017
EXECUTIVE COMMITTEE MEETING MINUTES

1) Call to Order and Roll Call: The meeting was called to order by Thomas S. Russo, Jr. at 11:01 am.
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 Thomas S. Russo, Jr.

Roll Call-Executive Committee
Thomas Russo, Chairman (Town of Newton) Present
Jesse Landon, Vice Chairman (Township of Tewksbury) Absent
Rich Phelan (Town of Clinton) Present
William Eagen (Township of Jefferson) Present
John Hatzelis, (Sussex County MUA) Present
George Kallert (Township of Weehawken) Present
Kevin Sluka (Township of Green) Present

Alternate Committee Members
Patricia Zamorski (Manville Borough) Absent
Peter DeBoer (Washington Township) Absent
Michele Hovan (Hopewell Borough) Absent

Also Present:
Caroline J. Conboy, Fund Administrator
Moira Kenah, Office of the Administrator
MaryAnn Leuthe, Office of the Administrator
Richard Cushing, Gebhardt & Kiefer
Taylor Jacob, CSG
Ivan Cohen, I-Core Safety
Wayne Dietz, D&H
Jayne Keefe, D&H
John Redmond, Willis of NJ
Ted Wardell, B&B Benefit Advisors

2) Secretary's Report
   a) April 13, 2017 Loss Control Meeting Minutes
   b) April 13, 2017 Executive Committee and Closed Executive Session Meeting Minutes.

Approval of the April 13, 2017 Meeting Minutes. Motion to approve the Secretary's Report was made by George Kallert and seconded by Bill Eagen. All in favor. Thomas Russo abstained.

3) Treasurer's Report

   a) The May 11, 2017, Bill List was presented totaling $492,406.98. Motion to approve the Bill List was made by Bill Eagen and seconded by John Hatzelis. A roll call vote was taken, the motion passed unanimously.

   b) Treasurer's Report as of March 31, 2017 was presented for review. A motion to accept the Treasurer's Report was made by Rich Phelan and seconded by George Kallert. A roll call vote was taken, the motion passed unanimously.

4) Discussion Items

a) CSG Savings Report – April 2017
The report included in the agenda kit was reviewed by Taylor Jacob.

b) Administrator's Report

(1) The SIF audit will be completed by the end of today. A draft will be provided at the June meeting to the Executive Committee for review and approval. Preliminary result shows an increase in surplus by approximately $ 4 million dollars.

(2) Milliman's actuarial report will be done by next week for the 2017 Fund Year.

(3) The Premium audit is almost completed, there are a few members who haven't returned their audits, but overall, the response has been timely.

(4) Renewal Applications for 2018 have been updated and will be going out soon.

(5) Ms. Conboy attending the first quarterly claims meeting last month with D&H and CSG. It was a very positive meeting with the focus being on WC. The next meeting will include the all line claims and if his schedule permits Ivan will try to attend to discuss the loss control.

(6) Ms. Conboy advised a Safety/Loss Control Appreciation luncheon was held recently at Washington Township to reward the employees for their focus on safety. The Township employees enjoyed the lunch and were very much appreciative.

(7) Ms. Conboy will be scheduling meetings with Risk Managers to discuss new business opportunities.

(8) Thanks you to Rich Phelan and the staff at Clinton for testing the Pivot Point Online training and providing valuable feedback. I-Core will submit the training to the DCA to see if CE credits are available.

(9) Cyber liability losses are starting to impact some members. There was some discussion regarding the issues with the losses that have been reported for particular members.

c) The Fund has 2 CD's with Valley National Bank that will mature on May 18th and May 22nd 2017. Ms. Conboy provided the rates which are 1.12% for 12 months, 1.4% for 18 months, and 1.5% for 24 months. The Executive Committee elected to renew both CD's with Valley National Bank for 18 months @ 1.40%. The interest rate on the cash account increase from .24% to .66%.

d) SIF Grant Applications

(1) Clinton Town- A motion to approve the safety grant for the Town of Clinton was made by Bill Eagen and seconded by George Kallert. Roll call was taken. Rich Phelan abstained.
(2) Manville Borough- A motion to approve the safety grant for Manville Borough was made by John Hatzelis and seconded by Bill Eagen. A roll call vote was taken, all in favor.
(3) A request was made by West Deptford for an extension to submit the proof of payment fro the 2016 grant. They have had a change in personnel, and it is causing some delay in the procurement of the items already approved. The Executive Committee agreed to extend the time until 7-31-17.

5) Public Comment –There was no public comment.

6) There is a vacancy on the Executive Committee for Vice Chair. Mr Russo called for nominations for the position. John Hatzelis nominated Rich Phelan for Vice Chair and George Kallert seconded the nomination. There were no other nominations and a roll call vote was taken, with all in favor. The Executive Committee passed Resolution FC17-24 Resolution Confirming Election of Vice Chair.
Since Mr. Phelan was elected Vice Chair, a vacancy was created for the position of Secretary. John Hatzelis nominated Bill Eagen for Secretary and Rich Phelan seconded the nomination. There were no other nominations. A roll call vote was taken with all in favor. Resolution FC17-25 Resolution Confirming Election of Secretary was passed by the Executive Committee.

7) A Motion to come out of Open Session and move into Closed Session to discuss pending litigation was made at 11:22 am, seconded and all in favor. Public Session resumed at 12:03 pm.

8) Claim Approvals:

D&H Requests for AL Settlements &/or Payment Authorizations

Claim Number	Date of Loss	Amount
GCHAM058375	4/15/2017	10,539.02
57304	12/23/2016	$7,954.07
057890-03	3/4/2017	$5,823.32
057599-02	2/7/2017	$5,100.00
58210	4/3/2017	$18,167.50

D&H Requests for WC Settlement Authorizations

SWM049718	6/5/2015	$17,100.00
SWM045829	5/13/2014	$78,600.00
SWM046102	6/16/2014	$12,810.00
SWM048572	2/27/2015	$9,576.00
SWM040553	10/20/2012	$36,954.00
SWM031345	11/11/2009	$7,678.88
SWM035730	5/15/2011	$8.280.00

Claim Payee Listing

Auto Liability	$13,955.32
General Liability	$71,896.44
Property	$50,471.59
Workers Compensation	$631,279.40

D&H Expenses

As of April 30 2017	$24,858.80

Motion to approve items A through D on the agenda; as well as items discussed in Open and Closed Executive sessions was made by John Hatzelis and seconded by Bill Eagen. Roll call vote was taken. The motion passed unanimously. Tom Russo abstained on the vote regarding the claim for Newton.

9) Motion to adjourn the meeting was made by George Kallert and seconded by John Hatzelis. The motion passed unanimously. The meeting was adjourned at 12:05 pm. The next meeting will be held on Thursday, June 8, 2017.

Respectfully submitted,

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Authorized Signature