

**STATEWIDE INSURANCE FUND**  
**One Sylvan Way, Parsippany, NJ 07054**

**July 21, 2020**

**EXECUTIVE COMMITTEE MEETING MINUTES**

**1. Call to Order**

Statewide Insurance Fund held an Executive Committee Meeting & conference call at One Sylvan Way, Parsippany, NJ. The Statement of Adequate Notice was read by Chairman Thomas S. Russo, Jr. The Executive Committee meeting began at 10:41 am.

**Roll Call of the Executive Committee**

Thomas S. Russo, Jr., Chairman (Town of Newton) – Present  
Rich Phelan, Vice Chairman (Town of Clinton) – Absent  
William Eagen, Secretary (Jefferson Township) – Absent  
George Kallert (Weehawken Township) – Absent  
Kevin Sluka (Somerville Borough) – Present  
Maryellen Brennan (Springfield Township) – Present  
Matt Hall (Borough of Washington) – Absent

**Alternate Executive Committee**

Robin Collins (Chester) – Absent  
Jamie Cryan, (Cranford) – Present via conference call  
Brett Radi (Manville) – Absent

**Also Present:**

Caroline J. Conboy, Fund Administrator  
Moiria Kenah, Office of the Administrator  
Mary Ann Leuthe, Office of the Administrator  
Sue Hammer, D&H Alternative Risk Solutions- Present via conference call  
Richard Hazard, D&H Alternative Risk Solutions- Present via conference call  
Theresa Laoudis, D&H Alternative Risk Solutions- Present via conference call  
Lynn Stickle, D&H Alternative Risk Solutions- Present via conference call  
Ivan Cohen, I-Core System, Inc.  
Dave Weightman, PMA Group  
Ken Child, PMA Group  
John Matthews, PMA Group  
Missy Pudimott, Medlogix-conference call

**2. Secretary's Report**

Approval of the June 16, 2020 Executive Committee Meeting Minutes, and Closed Executive Committee Meeting Minutes. A motion to approve the June 16, 2020. Executive Committee and Closed Executive Committee Meeting Minutes was made by Kevin Sluka and seconded by Maryellen Brennan.

**3. Treasurer's Report**

a) Bill List- July 21, 2020

The July 21, 2020 Bill List was presented totaling \$669,753.77.

Motion to approve the July 21, 2020 Bill List was made by Kevin Sluka and seconded by Maryellen Brennan. A roll call vote was taken, the motion passed unanimously.

b) Treasurer's Report as of May 31, 2020 was reviewed.

Motion to approve and accept the May 31, 2020 Treasurer's Report was made by Maryellen Brennan and seconded by Kevin Sluka. A roll call vote was taken. The motion passed unanimously.

#### 4. Discussion Items

A. Review of Claim Payment/Settlement Authorities

1. Medlogix Requests for Medical Bill Payment Authorization

SWM007162	04/19/2020	\$0.00
SWM069791-01	11/10/2019	\$22,915.59

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

SWM046568	7/29/2014	\$9,239.00
SWM062458	3/27/2018	\$20,876.63
SWM056177	10/6/2016	\$9,135.00
SWM059503	3/30/2017	\$107,550.00
SWM057326	1/18/2017	\$17,925.00
SWM027487	10/7/2008	\$142,379.17

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

GCRKY071923	5/7/2020	\$18,282.51
GCSEC071964	5/20/2020	\$5,060.50

B. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 6/1/20 to 6/30/20 were reviewed.

C. Loss Control Report

Ivan Cohen reported he is continuing with inspections of member parks & public works along with member ponds and pools for swimming exposures and aquatic plans. Members' plans for reopening and discussing how to handle staff interaction with patrons that do not want to wear masks are also being reviewed. It is recommended that towns have signs posted and that they should not become confrontational if someone refuses to wear a mask. A seminar has been scheduled on August 5<sup>th</sup> in Green Township with Seal Master, which will be a hands-on demonstration that will provide a cost effective way to repair damaged basketball & tennis courts.

Dave Weightman advised Bill Ruch has left PMA. Dave Introduced Ken Child, he is the supervisor of the public entity team. He has been providing coaching and direction for the past several months and he will be taking a more active role to meet everyone's needs.

John Matthews reported there is a webinar scheduled for today given by Dr. John More, on the topic of Risk Reduction Practices for Protests & Civil Unrest. He stated Dr. More has great expertise in this field. There have been many requests for the "When Words Fail" and Below 100 trainings, however they are unable to schedule any at this time, since they are hands on trainings. The Right to know surveys that were due July 15<sup>th</sup>, have been extended to November 15, 2020. At this time, no extensions on PEOSHA programs have been granted for this year.

D. Medlogix Savings Reports May 2020

The Medlogix Reports for June 2020 included in the agenda kit were reviewed by Missy Pudimott. Missy is getting additional information on recently reported COVID claims and will provide an updated report at the next meeting.

E Administrator's Report

1. The Auditor's completed the Funds report and a copy will be handed out later during the meeting.
2. Renewal resolutions have been sent out to members for 2021 Fund year and the administrator's office is currently working on some new business opportunities.
3. Caroline advised the administrator's office has been assisting recreation departments with respect to questions regarding COVID 19. In addition, there have been to several conference calls related to claims currently in litigation.

F. Resolution EC #20-35 Governing Body Certification of the Annual Audit.

The Audit was distributed to the Executive Committee. Caroline advised that the Fund's surplus increased to \$15,042,070 and there were no comments or recommendations from the auditors. There were no questions. A motion was made to adopt resolution EC19-32 Governing Body Certification of Audit and execute the Group Affidavit by Maryellen Brennan and seconded by Kevin Sluka roll call was taken; the motion passed unanimously.

G. Resolution EC#20-36 Amending Defense Attorneys Non Fair

This was a request made specifically due to a Hillside EPL claim. A motion was made to amend the defense attorney non fair by Maryellen Brennan and seconded by Kevin Sluka. A roll call was taken; the motion passed unanimously.

H. Tom Russo asked to have a discussion on the procedures with regard to events being held on County of Sussex property located in the Town of Newton. He stated in particular, the County park, known as the Green, is owned and maintained by Sussex County. Use of the park for events is controlled by the County facility use process, but Newton is expected to provide the police coverage. A question was raised as to whether certificates of

insurance can or should be obtained. These questions stem from the recent Black Lives Matter Rally that was held, but should apply to all events. There was discussion that this problem is not unique to Newton, as other towns that have county and state roads and facilities are facing similar challenges. Caroline advised there could be exposure to towns if they fail to respond. Agreements should be developed or amended to address this issue with the advice of legal counsel.

**5. Public Comment-None**

**6. Open Executive Session-None**

**7. Claim Approvals**

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed in Executive Session was made by Maryellen Brennan and seconded by Kevin Sluka. Roll call vote was taken, all in favor.

**8. Closed Session**

At 11:45 am, a Motion to enter into Closed Executive Session to discuss pending litigation and contract negotiations was made by Kevin Sluka, and seconded by Maryellen Brennan. Public session resumed at 12:04 pm.

**9. Adjournment**

Motion to adjourn the meeting was made by Maryellen Brennan and seconded by Tom Russo. All in favor. The meeting was adjourned at 12:05 pm.

The next meeting of the Executive Committee will be held Tuesday August 18, 2020, location and format to be determined. The meeting will begin at 10:30AM.

Respectfully submitted,

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Authorized Signature