

STATEWIDE INSURANCE FUND
One Sylvan Way, Parsippany, NJ 07054

April 21, 2020

EXECUTIVE COMMITTEE MEETING MINUTES

1. Call to Order

The Statewide Insurance Fund held an Executive Committee Meeting via conference call. The Statement of Adequate Notice was read by Chairman Thomas S. Russo, Jr. The Executive Committee meeting began at 10:34 am.

Roll Call of the Executive Committee

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

Alternate Executive Committee

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

Also Present:

Caroline J. Conboy, Fund Administrator
Maira Kenah, Office of the Administrator
Sharyn Tagliareni, Office of the Administrator
Mary Ann Leuthe, Office of the Administrator
Richard Cushing, Gebhardt & Kiefer, P.C.
Sue Hammer, D&H Alternative Risk Solutions
Richard Hazard, D&H Alternative Risk Solutions
Theresa Laoudis, D&H Alternative Risk Solutions
Ivan Cohen, I-Core System, Inc.
Dave Weightman, PMA Group
Bill Ruch, PMA Group
John Matthews, PMA Group
Missy Pudimott, Medlogix
Lindsey Travali, Accrisure
Amy Pieroni, Accrisure

2. Secretary's Report

Approval of the March 17, 2020 Loss Control Meeting Minutes, Executive Committee Meeting Minutes, and Closed Executive Committee Meeting Minutes. A motion to approve the March 17, 2020. Loss Control, Executive Committee and Closed Executive Committee Meeting Minutes was made by George Kallert and seconded by Bill Eagen. All in favor. Maryellen Brennan and Robin Collins Abstained.

3. Treasurer's Report

a) Bill List- April 21, 2020

The April 21, 2020 Bill List was presented totaling \$490,801.70.

Motion to approve the 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 February 29, 2020 was reviewed.

Motion to approve and accept the February 29, 2020 Treasurer's Report was made by Maryellen Brennan and seconded by George Kallert. 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

SWM040659	10/30/2012	23,769.28
SWM040659	10/30/2012	44,076.84

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

SWM053288	2/20/2016	15,000.00
SWM059009	6/6/2017	11,711.00
SWM048573	2/28/2015	15,012.00
SWM062708	6/1/2017	10,000.00
SWM048304	2/11/2015	44,388.00
SWM048641	3/6/2015	15,012.00
SWM059421	7/8/2017	20,085.00
SWM057844	3/1/2017	34,884.00
SWM051720	11/24/2015	28,123.25
SWM035247	3/10/2011	74,000.00
SWM060889	11/13/2017	14,638.75
SWM058488	4/13/2017	52,710.00
SWM058377	4/17/2017	21,510.00
SWM029490	4/7/2009	15,639.75
SWM036652	9/8/2011	14,954.63
SWM057249	1/11/2017	21,510.00
SWM064022	6/12/2018	25,000.00
SWM059608	7/21/2017	21,510.00
SWM021128	3/3/2006	36,382.00

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

GCSWA070225	12/14/2020	14,249.64
GCSWA071169	3/6/1930	13,136.90
GCSWA070333	7/3/2019	8,000.00
GCFLE071262	3/10/2020	8,992.00
GCSWA070203-	12/14/2019	12,775.00
GCSEC071332	3/13/2020	9,052.00
GCSWA071109	3/2/2020	5,321.23

B. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 3/1/20 to 3/1/20 were reviewed.

C. Loss Control Report

Ivan Cohen presented a Safety grant application for Salem County Improvement Authority for the purchase of facility upgrades including automated garage door opener, emergency lighting, and flood lights. The total cost for the facility upgrade is \$2,430.00. Ivan advised this is applicable to both WC & All lines coverages. Salem County Improvement Authority has complied with their safety activities and it was recommended from a loss control standpoint. OSHA issued a directive to relax some of their standards, particularly in terms of the annual training requirements as long as the towns are making good effort to comply with the standards, the inspectors have discretion in terms of enforcement.

John Matthews thanked everyone and all the municipalities for what they are doing and noted they have been staying in contact with members to let them know they are available to assist members if needed. There are ample COVID-19 links available as resources both on Websource and the Fund's website. The loss control specialist will be focusing on mental health for all employees this month. John reviewed additional information that will be available for all the employees on the Fund's website, CWA and ISC and CDC.

Motion to approve the Salem County Improvement Authority Safety Grant as presented was made by George Kallert and seconded by Bill Eagan. Roll call vote was taken, all in favor.

D. The Medlogix Reports for March 2020 included in the agenda kit were reviewed by Missy Pudimott.

E. Administrator's Report

Caroline Conboy advised that the Fund has 34 reported cases of COVID-19 exposure, with 2 positive tests. So far, Fund members' first responders, police, fire and EMT's have a low reported incident rate. There have been a lot of questions around Workers Compensation claims and what will be covered; there is a bulletin addressing this issue posted on the Fund's website. The Fund is doing very well given the exposures, and our loss control team is also referring members to the Fund's website that has a wealth of information posted.

Safety meetings and trainings have been put on hold, and we are waiting to see how things develop in the next month or two. Some changes may be necessary with how these meeting are conducted in the future.

The Fund's Special Counsel has issued twenty-one COVID-19 updates, which are being distributed via email through our Constant Contact account. These bulletins provide a wealth of information for our towns and a good way to keep in touch with members.

The Fund's Annual Audit is typically scheduled in May as the Certification by the Executive Committee is due by 7/1. Caroline advised she will request an extension from the DOBI since it is not known what limitations there will be on returning to the office, and we will need to see how much the auditors can do electronically.

Caroline advised the administrator's office is working on a project with respect to specific property locations and dealing with Risk Managers in terms of updating members.

Kevin Sluka asked Caroline Conboy how the Fund is getting reports of members that are positive for COVID-19. Caroline stated that incidents where there is an exposure to COVID-19 during the course of duty are being reported to Medlogix, who tracks the losses. Members have been encouraged to report any exposure in the event that something happens in the future where they need treatment. In the case of the two positive results, the employees went to their own physicians.

Missy Pudimott will send the COVID-19 reporting protocols put into place by Medlogix which will be distributed to the members.

F. Resolution EC 20-32 Amending Defense Attorneys Non Fair.

Caroline explained this was a request to add an attorney to handle Public Officials claims for Weehawken Township. A motion to accept resolution EC 20-32 was made by Maryellen Brennan and seconded by Kevin Sluka. A Roll call vote was taken, the motion passed unanimously.

G. Resolution EC 20-33 Authorizing the Extension of the Agreement with Pivot Point Security. A motion granting authorization to extend the agreement with Pivot Point Security until 12-31-2020 was made by George Kallert and seconded by Bill Eagen. A roll call was taken, the motion passed unanimously.

5. Public Comment

There was no public comment.

6. Open Executive Session-None

7. Approvals

A motion of approval of payment authorizations, payee listings, and D&H Expenses as discussed in Executive Session was made by Matt Hall and seconded by George Kallert and passed. Roll call vote was taken, all in favor.

Executive Session conference call ended at 11:56am. The Executive Committee Members called in for Closed Session at 12:00pm

8. Closed Executive Session

At 1:48 pm, a Motion to come out of Executive Session and enter into Closed Executive Session to discuss pending litigation was made by Bill Eagen and seconded by George Kallert. Public session resumed at 2:32 pm.

10. Adjournment

The next meeting of the Executive Committee will be held Tuesday May 19, 2020, location and format to be determined. The meeting will begin at 10:30AM.

Motion to adjourn the meeting was made by Bill Eagan and seconded by George Kallert. All in favor. The meeting was adjourned at 1:31 pm.

Respectfully submitted,

Authorized Signature