

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

**August 17, 2021**

**EXECUTIVE COMMITTEE MEETING MINUTES**

**1. Call to Order**

The Statewide Insurance Fund held an Executive Committee Meeting via video/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  
Kevin Sluka, Vice Chairman (Borough of Somerville) – Present  
William Eagen, Secretary (Jefferson Township) –Absent  
Maryellen Brennan (Springfield Township) – Absent  
Matt Hall (Borough of Washington) – Absent  
Robin Collins (Township of Chester) Present  
Jamie Cryan, (Cranford Township)-Present

**Alternate Executive Committee**

Richard Phelan, (Town of Clinton) – Absent  
Peter DeBoer (Township of Washington) Absent

**Also, Present:**

Caroline J. Conboy, Fund Administrator  
Moiria Kenah, Office of the Administrator  
Mary Ann Leuthe, Office of the Administrator  
Sharyn Tagliareni, Office of the Administrator  
Richard Cushing, Gebhardt & Kiefer, P.C.  
Lynn Stickle, 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.  
Missy Pudimott, Medlogix  
Tim Day, Sussex County MUA

**2. Secretary's Report**

Approval of the July 20, 2021, Meeting Minutes, Executive Committee, Open and Closed Executive Session Meeting Minutes. A motion to approve the July 20, 2021, Meeting Minutes was made by Kevin Sluka and seconded by Robin Collins. All in favor, the motion passed unanimously.

**3. Treasurer's Report**

a) Bill List- August 17, 2021

The August 17, 2021, Bill List was presented totaling \$457,090.66. Motion to approve the August 17, 2021, bill List was made by Kevin Sluka and seconded by Robin Collins. A roll call vote was taken, and the motion passed. Tom Russo abstained on the Town of Newton check #7037.

b) Treasurer's Report as of June 30, 2021, was included in the kit and reviewed by the Executive Committee.

Motion to approve and accept the June 30, 2021, Treasurer's Report was made by Robin Collins and seconded by Kevin Sluka. A roll call vote was taken, and the motion passed unanimously.

#### 4. Discussion Items

A. Medlogix Savings Reports July 2021

The Medlogix Reports for July 2021 included in the agenda kit were reviewed by Missy Pudimott. Missy provided an update on the reported Covid cases with the Fund.

B. Review of Claim Payment/Settlement Authorities

<u>Claim Number</u>	<u>Date of Loss</u>	<u>Payment Amount</u>
GCWTW075824	6/13/2021	\$12,553.00
GCBUE76202	7/9/2021	\$5,625.00
GCNWT075886	6/28/2021	\$14,600.00
GCSCIA075914	6/30/2021	\$10,598.35
SWM060592	9/11/2017	\$25,000.00
SWM054335-02	6/7/2016	\$18,296.10
SWM051720	11/24/2015	\$42,447.88

C. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 7/1/21 to 7/31/21 were reviewed.

D. Loss Control Report- The Risk Management Activity Report was included in the kit with the safety meetings, trainings and onsite inspections that were completed since the last meeting. Ivan Cohen advise that Bill Ruch and he attended a virtual PEOSHA meeting. They received the results of the inspections and the list of the most frequently cited offenses throughout the state. One of the common areas cited had to do with general duty to provide a safe work environment. The list also included DPW department's lack of auto/reverse or stop for overhead garage doors and the lack of auto lift inspections and OSHA recording keeping as common violations. Loss control representatives are focusing on employee mental health and wellness resources. There was discussion regarding substance abuse in the workplace and what policies and the procedures for towns regarding testing employees.

E. Administrator's Report

- The Administrator's office is working on the 2022 renewal. Meetings are schedule with carrier partners and some lines of coverage will be marketed.
- The Fund had several CD's that renewed for 6 months with Valley National Bank.
- Caroline advised there is a Resolution in the kit for the contract with Response Law. This was discussed at last month's meeting. The agreement is being finalized.
- An email was included in the kit from Vernon Township thanking the Executive Committee approving their Safety Grant for 2020.

F. Resolution EC #21-40 Contract with Response Law

A motion to approve Resolution EC#21-40 was made by Kevin Sluka and seconded by James Cryan. A roll call was taken, the motion passed unanimously.

G. Safety Grant-Fredon Township

The safety grant for Fredon Township was presented by Ivan Cohen.

A motion to approve the Fredon Township Safety Grant as presented was made by Kevin Sluka and seconded by Robin Collins. A roll call was taken, all in favor.

#### 5. Public Comment- None

#### 6. Open Executive Session

There were no items for Open Executive Session

**7. Claim Approvals**

Claim Payee Listings

Month Ending 7-31-2021

Auto Liability	\$18,389.31
General Liability	\$51,617.81
Property	\$125,346.65
Law Enforcement	\$37,947.27
Workers Compensation	\$560,176.08

D&H Expenses

Month Ending July 31, 2021 - \$3,782.50

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed was made by Kevin Sluka and seconded by James Cryan. Roll call vote was taken, all in favor; Tom Russo abstained from claim numbers SWM054335 and GCNWT075886, and Jamie Cryan abstained from claim number SWM067744.

**8. Closed Session**

A Motion to go into Closed Executive Session was made at 11:10 am by Kevin Sluka and seconded by James Cryan. Public Session resumed at 11:28 am.

**9. Adjournment**

The next meeting of the Executive Committee will be held Tuesday September 21, 2021, in person at One Sylvan Way, Parsippany, NJ. The meeting will begin at 10:30AM.

Motion to adjourn the meeting was made by Kevin Sluka and seconded by Robin Collins. All in favor. The meeting was adjourned at 11:30 am.

Respectfully submitted,

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Authorized Signature