

STATEWIDE INSURANCE FUND
One Sylvan Way, Parsippany, NJ 07054

July 20, 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 10:40 am.

Roll Call of the Executive Committee

Thomas S. Russo, Jr., Chairman (Town of Newton) – Present – (Left meeting at 10:59am)

Kevin Sluka, Vice Chairman (Borough of Somerville) – Present

William Eagen, Secretary (Jefferson Township) –Present

Maryellen Brennan (Springfield Township) – Present

Matt Hall (Borough of Washington) – Absent

Robin Collins (Township of Chester) Present

Jamie Cryan, (Cranford Township)-Absent

Alternate Executive Committee

Richard Phelan, (Town of Clinton) – Absent

Brett Radi (Manville Borough) – Absent

Peter DeBoer (Township of Washington) Absent

Also, Present:

Caroline J. Conboy, Fund Administrator

Moira Kenah, Office of the Administrator

Mary Ann Leuthe, Office of the Administrator

Sharyn Tagliareni, Office of the Administrator

Bill Ruch, Office of the Administrator

Richard Cushing, Gebhardt & Kiefer, P.C.

Lynn Stickle, D&H Alternative Risk Solutions

Richard Hazard, D&H Alternative Risk Solutions

Ivan Cohen, I-Core System, Inc.

Missy Pudimott, Medlogix

Michael McGuire, Samuel Klein & Company

Sandra Belgrave, Samuel Klein & Company

Tim Day, Sussex County MUA

Charles Voelker, Vernon Township

Lindsay Travali, Accrisure

2. Secretary's Report

Approval of the June 15, 2021, Meeting Minutes, Executive Committee, Open and Closed Executive Session Meeting Minutes. A motion to approve the June 15, 2021, Meeting Minutes was made by Kevin Sluka and seconded by Bill Eagen. All in favor, the motion passed unanimously.

3. Treasurer's Report

a) Bill List- July 20, 2021

The July 20, 2021, Bill List was presented totaling \$633,725.17. Motion to approve the July 20, 2021, bill List was made by Bill Eagen and seconded by Maryellen Brennan. A roll call vote was taken, and the motion passed unanimously.

b) Treasurer's Report as of May 31, 2021, was included in the kit and reviewed by Michael McGuire from Samuel Klein and Company, LLP.

Motion to approve and accept the May 31, 2021, Treasurer's Report was made by Bill Eagen and seconded by Maryellen Brennan. A roll call vote was taken, and the motion passed unanimously.

4. Discussion Items

A. Medlogix Savings Reports June 2021

The Medlogix Reports for June 2021 included in the agenda kit were reviewed by Missy Pudimott. The Medlogix Pharmacy Reports from January through June were included in the kit and reviewed by Missy Pudimott. Missy provided an update on the Covid cases in the Fund.

B. Review of Claim Payment/Settlement Authorities

I. Medlogix Requests for Medical Bill Payment Authorization

Claim Number	Date of Loss	Payment Amount
SWM075538	5/19/2021	\$46,328.98

II. D&H Requests for WC Settlement &/or Payment Authorization

Claim Number	Date of Loss	Payment Amount
SWM071795	5/6/2020	\$19,845.00
SWM037799	8/15/2011	\$69,840.00
SWM029554	1/23/2009	\$5,658.75
SWM040226	8/1/2012	\$9,882.00

III. D&H Requests for AL Settlement &/or Payment Authorization

Claim Number	Date of Loss	Payment Amount
GCLBR075807-01	6/4/2021	\$18,444.37
GSND075956	7/6/2021	\$5,914.00
GCSOM075686-02	6/5/2021	\$23,250.45
GCSTR075872	4/23/2021	\$19,860.00
GCSEC075703	6/7/2021	\$11,815.87
GCSWA066219	1/23/2019	\$21,614.29

C. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 6/1/21 to 6/30/21 were reviewed.

D. Loss Control Report- The Director of Risk Management Report was included in the kit with the safety meetings, trainings and onsite inspections that were completed since the last meeting. Bill Ruch recommended that members take some time and review the Fund's online training management system. It's a great resource and has updated information monthly. Bulletins were sent out to members last month; one from OSHA for workplace guidelines and EEOC updated guidance on COVID -19 vaccination policies. Bill mentioned a member had a question regarding a juvenile that was required to serve 40 hours of community service. There was a discussion regarding the juvenile justice system program and whether towns need to supervise juveniles who are enrolled in the program. Bill advised he is now on the PEOSHA Advisory Board which will meet virtually. This is a great resource and will provide valuable information regarding violations and other areas that the safety and loss control representatives are overlooking with the towns.

E. Administrator's Report

- The 2021 coverage manuals have been posted to the Fund's website. SIF Members and Risk Managers will have access.

- Renewal applications have been emailed out to the Risk Managers for the 2022 renewal.
- Caroline Conboy and Bill Ruch had a meeting with the Monmouth County Sheriffs Department. They were given an extensive tour and Caroline stated they have a very impressive training facility. Bill Ruch was able to try out the law enforcement simulator. The Fund is looking to partner with them and is currently planning a Seminar in September at their facility.
- Caroline Conboy had a meeting with Medlogix and D&H pertaining to the WC claim procedures and the workflow. This was a positive meeting, and they will plan to meet on a quarterly basis.
- Ms. Conboy and Bill Ruch recently had a meeting to start planning the 2022 Safety and Loss Control goals. More information will be outlined in the next few meetings.

F. Safety Grants-

The following safety grants were presented by Bill Ruch:

- a) City of Long Branch
- b) Town of Clinton
- c) Washington Township (Warren)

A motion to approve the City of Long Branch, contingent on completing the Job Observation & the Toolbox Talk, Town of Clinton and Washington Township (Warren) 2021 Safety Grants as presented was made by Robin Collins and seconded by Maryellen Brennan. A roll call was taken, all in favor.

5. Public Comment- None

6. Open Executive Session

Open Session began at 11:17am.

7. Claim Approvals

Claim Payee Listings

Month Ending 6-30-2021

Auto Liability	\$19,243.43
General Liability	\$57,075.85
Property	\$35,868.66
Law Enforcement	\$41,252.66
Workers Compensation	\$925,837.85

D&H Expenses

Month Ending June 30, 2021 - \$15,181.79

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

8. Closed Session

A Motion to go into Closed Executive Session was made at 11:25am by Maryellen Brennan and seconded by Robin Collins. Public Session resumed at 11:52 am. A motion for approval of the Vernon Township Safety Grant was made by Bill Eagen and seconded by Robin Collins. A roll call was taken. A motion to approve the settlement authority in Closed Executive Session was made by Bill Eagen and seconded by Robin Collins. A roll call was taken,

9. Adjournment

The next meeting of the Executive Committee will be held Tuesday August 17, 2021 and will be held virtual/conference call. The meeting will begin at 10:30AM.

Motion to adjourn the meeting was made by Maryellen Brennan and seconded by Bill Eagen. All in favor. The meeting was adjourned at 11:55 am.

Respectfully submitted,

Authorized Signature