

STATEWIDE INSURANCE FUND
One Sylvan Way, Parsippany, NJ 07054

June 15, 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 10:36 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) –Present
Maryellen Brennan (Springfield Township) – Present
Matt Hall (Borough of Washington) – Present
Robin Collins (Township of Chester) Present
Jamie Cryan, (Cranford Township)-Present

Alternate Executive Committee

Richard Phelan, (Town of Clinton) – Present
Brett Radi (Manville Borough) – Absent
Peter DeBoer (Township of Washington) Present

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
Bill Ruch, Office of the Administrator
Richard Cushing, Gebhardt & Kiefer, P.C.
Wayne Dietz, D&H Alternative Risk Solutions
Theresa Laoudis, D&H Alternative Risk Solutions
Lynn Stickle, D&H Alternative Risk Solutions
Richard Hazard, D&H Alternative Risk Solutions
Ivan Cohen, I-Core System, Inc.
Missy Pudimott, Medlogix
Joe Faccone, Samuel Klein & Company
Tim Day, Sussex County MUA
Crystal Robinson, Brown & Brown
Sharon Fallon, PIA
Frank Covelli, PIA
Lindsay Travali, Acrisure, LLC
Danielle Voda, Fairview Insurance Agency
Robert Butvilla, Suplee Clooney & Company

2. Secretary's Report

Approval of the May 18, 2021, Meeting Minutes, Executive Committee, and Closed Executive Session Meeting Minutes. A motion to approve the May 18, 2021, Meeting Minutes was made by Bill Eagen and seconded by Jamie Cryan. All in favor, the motion passed unanimously.

3. Treasurer's Report

a) Bill List- June 15, 2021

The June 15, 2021, Bill List was presented totaling \$505,443.08. Motion to approve the June 15, 2021, bill List was made by Maryellen Brennan and seconded by Robin Collins. A roll call vote was taken, and the motion passed unanimously.

- b) Treasurer's Report as of April 30, 2021, was included in the kit and reviewed by Joe Faccone of Samuel Klein and Company, LLP.

Motion to approve and accept the April 30, 2021, Treasurer's Report was made by Matthew Hall and seconded by Jamie Cryan. A roll call vote was taken, and the motion passed unanimously.

4. Discussion Items

A. Medlogix Savings Reports May 2021

The Medlogix Reports for April 2021 included in the agenda kit were reviewed by Missy Pudimott.

B. Review of Claim Payment/Settlement Authorities

1. **Medlogix Requests for Medical Bill Payment Authorization**

Claim Number	Date of Loss	Payment Amount
SWM074242	1/20/2021	\$38,314.27

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

Claim Number	Date of Loss	Payment Amount
GCAND075316	3/26/2021	\$7,126.52
GCCRA074561-01	2/10/2021	\$13,800.00
GCMAN075480-01	5/17/2021	\$8,479.45
GCPHI075083-01	4/3/2021	\$6,571.32
GCWTW074219	1/24/2021	\$19,287.35

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

Claim Number	Date of Loss	Payment Amount
SWM068851	8/24/2019	\$42,006.00
SWM064763	9/17/2018	\$23,850.00
SWM068054	6/13/2019	\$32,028.00
SWM062730	2/12/2018	\$21,473.10
OW02288	7/6/1996	\$40,000.00

C. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 5/1/21 to 5/31/21 were reviewed.

- D. Loss Control Report- The Director of Risk Management Report was included in the kit and reviewed by Bill Ruch. Since the last meeting there were 11 safety meetings, 18 Trainings and 10 member inspections. Loss Control Representatives are focusing on towns special event planning. They are making sure they are securing certificates of insurance from vendors and that they are prepared with security measures in place.

E. Administrator's Report

- The payroll audits were sent out May 17, 2021, with 18 responses received to date. They are due by July 15, 2021, Caroline encouraged those who have not submitted the audits to do so.
- Ms. Conboy provided an update on the 2021 coverage manuals advising that once the Excess Environmental policy is received the coverage manuals will be distributed to members.
- 2022 Renewal Applications will be issued in July.
- Caroline Conboy advised the Attorney General issued directives #2020-5 and #2021-06 regarding Public Disclosure of the identities of officers who commit serious

disciplinary violations. The loss control representatives will advise members this should be reviewed by the chief of police and town attorneys to be sure the town is compliant.

- The GRC issued a recent statement related to the OPRA response time frame; being reinstated after the termination of the Covid-19 public health emergency. Members should have received copies of the notice.

F. Annual Financial Audit Fund Year 2020-Bob Butvilla from Suplee, Clooney & Company spoke about the final audit report that was distributed to the Executive Committee prior to the meeting. The Fund's surplus balance increased from \$15 million to \$17.7 million. He stated the Fund is in good financial shape and there were no comments or recommendations in the report.

G. Resolution EC#21-37 Governing Body Certification of the Annual Audit.
A motion to approve Resolution EC#21-37 was made by Bill Eagen and seconded by Jamie Cryan. A roll call was taken. All in favor.

H. Resolution EC#21-38 Authorizing Transfer of Administrative Contingency Funds.
A motion to approve Resolution EC#21-38 was made by Maryellen Brenna and seconded by Matthew Hall. Roll call was taken, all in favor.

I. Resolutions EC# 21-39 Amended Fund Year 2021 Budget.
A motion to approved Resolution EC #21-39 was made by Bill Eagen and seconded by Maryellen Brennan. A roll call was taken, all in favor.

5. Public Comment- None

6. Open Executive Session

7. Claim Approvals

Claim Payee Listings

Month Ending 5-31-2021

Auto Liability	\$16,833.52
General Liability	\$43,985.67
Property	\$46,975.71
Law Enforcement	\$52,197.94
Workers Compensation	\$720,069.40

D&H Expenses

Month Ending May 31, 2021 - \$12,237.68

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

A Motion to go into Closed Executive Session was made at 11:10 am. Public Session resumed at 11:18 am. A motion for approval of the bills presented and settlement authority in Closed Executive Session was made by Kevin Sluka and seconded by Bill Eagen. A roll call was taken, Jamie Cryan abstained on Cranford.

9. Adjournment

The next meeting of the Executive Committee will be held Tuesday July 20, 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 Matthew Hall. All in favor. The meeting was adjourned at 11:19 am.

Respectfully submitted,

Authorized Signature