

STATEWIDE INSURANCE FUND
One Sylvan Way, Parsippany, NJ 07054

March 22, 2023

EXECUTIVE COMMITTEE MEETING MINUTES

1. Call to Order

The Statewide Insurance Fund held an Executive Committee Meeting at the One Sylvan Way, Parsippany, NJ. The Statement of Adequate Notice was read by Chairman Thomas S. Russo, Jr. The Executive Committee meeting began at 10:38 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
Matt Hall (Oxford Township) – Present-arrived at 10:52 am
Robin Collins (Township of Chester) Present
Kyle Harris (Garwood Borough)-Present
Glynn Jones (Hillside Township) Present

Alternate Executive Committee

Richard Phelan, (Town of Clinton) – Absent
Gian-Paolo Caminiti (Borough of Manville) Absent
Peter DeBoer (Township of Washington) Absent

Also, Present:

Caroline J. Conboy, Fund Administrator
MaryAnn Leuthe, Office of the Administrator
Marcy Woodworth, Office of the Administrator
Bill Ruch, SIF Safety & Loss Control
David Burkenbush, SIF Safety & Loss Control
Jim Philbin, SIF Safety & Loss Control
Richard Cushing, Gebhardt & Kiefer, P.C. -Remote
Missy Pudimott, Medlogix
Theresa Laoudis, D&H Alternative Risk Solutions
Kathleen Guze, D&H Alternative Risk Solutions-Remote
Janine Leahy, D&H Alternative Risk Solutions
Ted Zagleski, D&H Alternative Risk Solutions-Remote.
Joe Faccione, Samuel Klein & Co.
Wayne Dietz, D&H Alternative Risk Solutions-Remote
Diane Sherry, Springfield Township, Remote
Naheed Clendaniel, City of Bridgeton-Remote

2. Secretary's Report

Approval of the February 9, 2023, Fund Commissioner Reorganization Meeting Minutes. A motion to approve the February 9, 2023, Meeting Minutes was made by Kyle Harris and seconded by Kevin Sluka. All in favor.

Approval of the February 9, 2023, Executive Committee and Closed Executive Meeting Minutes. A Motion to approve the Executive Committee Meeting and Closed Executive Meeting Minutes was made by Kevin Sluka and seconded by Kyle Harris. All in favor. Robin Collins abstained.

3. Treasurer's Report

a) Bill List- March 22, 2023

The March 22, 2023, Bill List was presented totaling \$952,316.68. A Motion to approve the March 22, 2023, bill List was made by Kevin Sluka and seconded by Kyle Harris. A roll call vote was taken, and the motion passed. Tom Russo abstained on check #7636 for the Town of Newton.

- b) Treasurer's Report as of January 31, 2023 was included in the kit and reviewed by Joe Faccone of Samuel Klein & Company, LLP. There were no questions or comments.

Motion to approve and accept the January 31, 2023, Treasurer's Report was made by Kevin Sluka and seconded by Kyle Harris. A roll call vote was taken, and the motion passed unanimously.

4. Discussion Items

A. Medlogix Savings Reports February 2023

The Medlogix Reports for February 2023 included in the agenda kit and reviewed by Missy Pudimott.

B. Review of Claim Payment/Settlement Authorities

Vendor	Claim Number	Date of Loss	Payment
Medlogix	SWM075611-01	3/17/2021	\$78,558.81
Medlogix	SWM082316-01	12/20/2022	\$34,532.81
D&H WC	SWM074154	1/19/2021	\$50,310.00
D&H WC	SWM078753	2/7/2022	\$12,500.00
D&H WC	SWM066372	2/2/2019	\$79,980.00
D&H WC	SWM079518	4/14/2022	\$12,780.00
D&H WC	SWM039858	8/7/2022	\$23,964.00
D&H WC	SWM070749	12/31/2019	\$7,995.00
D&H AL	GCCRA082403	12/27/2022	\$7,213.29
D&H AL	GCCPT082585	1/13/2023	\$18,830.50
D&H AL	GCPHI082504	1/4/2023	\$2,121.36
D&H AL	GCSAL082753	2/1/2023	\$7,732.25
D&H AL	GCSEC082764	2/4/2023	\$84,601.93
D&H AL	GCSEC082981	1/23/2023	\$22,195.00
D&H AL	GCVER082603	8/16/2022	\$19,914.14

C. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 2/1/2023 to 2/28/23 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. Bill advised they are focused on spring cleanup and a checklist will be distributed to members to assist DPW with inspections of park and playgrounds. Bill asked that all first responders are informed about getting Hepatitis B shots. Jim and Bill are working with police departments about law enforcement and the emergency response to scenes. They will be reviewing the policies and making sure they are properly trained. A bulletin has been sent out to members with information regarding water sensors that are offered by Chubb.

E. Administrator's Report

- The 2022 Financial Audit has been scheduled for May.
- Caroline advised she has spent a lot of time working on claims and will provide updates in Executive Session.
- The administrator's office is working on finalizing the 2023 Coverage Manuals.
- The payroll audit will be going out within the next couple of weeks.

F. Safety Grants:

The following Safety Grants were included in the kit and reviewed by Bill Ruch:

- I. Alexandria Township 2022
- II. Bridgeton City 2022
- III. Califon Borough 2022
- IV. Hackettstown Town 2022
- V. Hightstown Borough 2022
- VI. Hillside Township 2022
- VII. Mansfield Township 2022
- VIII. Montague Township 2022
- IX. Mount Holly Township 2022
- X. Oxford Township 2022
- XI. Pittsgrove Township 2022
- XII. Salem County 2022
- XIII. Springfield Township 2022
- XIV. Sussex County MUA 2022
- XV. Washington Borough 2022
- XVI. Manville 2023

A Motion to approve the 2022 Safety Grants for Alexandria Township, Bridgeton City, Califon Borough, Hackettstown Town, Hillside Township, Mansfield Township, Montague Township, Mount Holly Township, Oxford Township, Salem County, Springfield Township, Sussex County MUA, Washington Borough and 2023 Safety Grant for Manville Borough was made by Kevin Sluka and seconded by Matt Hall. A roll call was taken, all in favor. Matt Hall abstained on Oxford Township and Glynn Jones abstained on Hillside Township. The 2022 Safety Grant for Pittsgrove Township was not approved.

5. **Public Comment-** None

6. **Open Executive Session began at 11:53 am.**

7. **Claim Approvals**

Claim Payee Listings

Month Ending 2-28-2023.

Auto Liability	\$79,912.92
General Liability	\$46,046.38
Property	\$125,002.19
Law Enforcement	\$62,507.66
Workers Compensation	\$543,163.73

D&H Expenses

Month Ending February 28, 2023 - \$11,571.43

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed was made by Kevin Sluka and seconded by Robin Collins. A roll call vote was taken, all in favor.

8. **Closed Session**

A Motion to come out of Executive Session and go into Closed Executive Session was made at 11:54 am by Kevin Sluka and seconded by Robin Collins. All in favor. Public Session resumed at 12:33 pm.

9. Adjournment

The next meeting will be the Reorganization Meeting and will be held on Wednesday April 26, 2023, at One Sylvan Way, Parsippany, NJ 07054. The meeting will begin at 10:30 am.

Motion to adjourn the meeting was made by Matt Hall and seconded by Glynn Jones. All in favor. The meeting was adjourned at 12:35 pm.

Respectfully submitted,

Authorized Signature