

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

**October 19, 2021**

**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 Kevin Sluka. The Executive Committee meeting began at 10:35 am.

**Roll Call of the Executive Committee**

Thomas S. Russo, Jr., Chairman (Town of Newton) – Absent  
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) – 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  
Bill Ruch, SIF Safety & Loss Control  
Matthew Lyons, Gebhardt & Kiefer, P.C.  
Theresa Laoudis, D&H Alternative Risk Solutions  
Susan Hammer, D&H Alternative Risk Solutions  
Ivan Cohen, I-Core System, Inc.  
Joseph J. Faccone, Samuel Klein & Co.  
Sandra Belgrave, Samuel Klein & Co.  
Lindsay Travali, Acrisure

**2. Secretary's Report**

Approval of the September 21, 2021, Meeting Minutes, Executive Committee, Open Executive and Closed Executive Session Meeting Minutes. A motion to approve the September 21, 2021, Meeting Minutes was made by James Cryan and seconded by Maryellen Brennan. All in favor, the motion passed unanimously. Matthew Hall abstained.

**3. Treasurer's Report**

a) Bill List- October 19, 2021

The October 19, 2021, Bill List was presented totaling \$328,449.21. Motion to approve the October 19, 2021, bill List was made by Maryellen Brennan and seconded by Matthew Hall. A roll call vote was taken, and the motion passed.

b) Treasurer's Report as of August 31, 2021, was included in the kit and reviewed by the Joseph Faccone from Samuel Klein and Company. There were no questions or comments.

Motion to approve and accept the August 31, 2021, Treasurer's Report was made by Matthew Hall and seconded by James Cryan. A roll call vote was taken, and the motion passed unanimously.

#### 4. Discussion Items

A. Medlogix Savings Reports September 2021

The Medlogix Reports for September 2021 included in the agenda kit were reviewed by Caroline Conboy.

B. Review of Claim Payment/Settlement Authorities

<b>Claim Number</b>	<b>Date of Loss</b>	<b>Payment Amount</b>
SWM066688	2/25/2019	\$34,667.59
SWM066036	12/17/2018	\$49,718.57
SWM066036	12/17/2018	\$34,374.99
SWM071795	5/6/2020	\$21,829.50
SWM069744	11/1/2019	\$22,140.00
SWM064762	9/10/2018	\$134,260.84
SWM039165	5/21/2012	\$34,020.00
SWM024448	3/28/2018	\$102,750.00
SWM023956	6/27/2007	\$90,960.00
GCBUEO76558	8/29/2021	\$8,278.50
GCCRAO76975	9/15/2021	\$10,451.70
GCHIGO76690	9/1/2021	\$34,834.00
GCKNG076709	9/1/2021	\$15,128.00
GCLEBO76791	9/13/2021	\$23,297.00
GCNWTO76164	7/6/2021	\$29,389.00
GCPHIO76533	8/15/2021	\$8,459.07
GCSOMO75686-01	6/5/2021	\$64,336.97
IDA Multiple #'s	9/1/2021	\$1,073,360.70

C. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 9/1/21 to 9/30/21 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. Weekly bulletins on Cyber Security are being sent out to members for Cyber Security Month. Bill stated members should be reviewing the information with their staff. October is also Fire Prevention month; a fire bulletin will be sent with information on EPA's "Emergency Plan of Action" along with a template form. Loss Control representatives are conducting Leaf Collecting Safety and Winter Storm Maintenance training. Bill advised they are waiting on information from OSHA pertaining to vaccine mandate. A bulletin will go out once the announcement is made.

E. Administrator's Report

- Caroline Conboy acknowledged the passing of Marvin Lustbader of Samuel Klein. Marvin served as the Fund's treasurer for 25 years, he was extremely dedicated to his work. Caroline thanked Samuel Klein for allowing him to serve the Fund.
- The Fund issued RFQ's for professional yearly contracts. An RFP for Managed Care Organization for the 2022 Fund will be issued.
- The Fund continues with marketing efforts for the 2022 Fund year. Caroline advised the Cyber liability coverage has been extremely challenging this year.

F. Safety Grants-Byram Township

The safety grant for Byram Township was presented by Bill Ruch.

A motion to approve the Byram Township Safety Grant as presented was made by Bill Eagen and seconded by Matthew Hall. A roll call was taken, the motion passed unanimously.

**5. Public Comment- None**

**6. Open Executive Session-None**

**7. Claim Approvals**

Claim Payee Listings

Month Ending 9-30-2021

Auto Liability	\$30,448.82
General Liability	\$70,706.59
Property	\$58,986.11
Law Enforcement	\$33,498.02
Workers Compensation	\$658,461.41

D&H Expenses

Month Ending August 31, 2021 - \$3,570.00

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed was made by Matthew Hall and seconded by Bill Eagen. Roll call vote was taken, all in favor; Kevin Sluka abstained from claim numbers GCSOM075686.

**8. Closed Session**

A Motion to go into Closed Executive Session was made at 11:115 am by Maryellen Brennan and seconded by James Cryan. Public Session resumed at 11:38 am.

**9. Adjournment**

The next meeting of the Executive Committee will be held Tuesday November 23, 2021, in person at One Sylvan Way, Parsippany, NJ. The meeting will begin at 10:30AM.

Motion to adjourn the meeting was made by James Cryan and seconded by Matthew Hall. All in favor. The meeting was adjourned at 11:39 am.

Respectfully submitted,

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Authorized Signature