

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

**October 20, 2022**

**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 10:34 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) –Present  
Maryellen Brennan (Springfield Township) – Present  
Matt Hall (Town of Phillipsburg) – 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) Remote  
Monica Orlando (Mansfield Township) Remote

**Also, Present:**

Caroline J. Conboy, Fund Administrator  
MaryAnn Leuthe, Office of the Administrator  
Sharyn Tagliareni, Office of the Administrator  
Bill Ruch, SIF Safety & Loss Control  
David Burkenbush, SIF Safety & Loss Control  
Richard Cushing, Gebhardt & Kiefer, P.C.  
Missy Pudimott, Medlogix  
Theresa Laoudis, D&H Alternative Risk Solutions-Remote  
Rick Hazard, D&H Alternative Risk Solutions-Remote  
Wayne Dietz, D&H Alternative Risk Solutions-Remote  
Ivan Cohen, I-Core System, Inc.  
Sandra Belgrave, Samuel Klein & Co.  
Joe Faccione, Samuel Klein & Co.  
Tom Narolewski, Assured Partners  
Charles Voelker, Vernon Township  
Don Sciolaro, PIA  
Joe Sabatini, Byram Township-Remote  
Michael Restel, Wantage Township-Remote  
Tara Okros, City of Long Branch-Remote  
Michael Humphrey, Flemington Borough-Remote

**2. Secretary's Report**

Approval of the September 15, 2022, Executive Committee, Open Executive and Closed Executive Session Meeting Minutes. A motion to approve the September 15, 2022, Meeting Minutes was made by Bill Eagen and seconded by Kevin Sluka. All in favor. Maryellen Brennan and Jamie Cryan abstained.

**3. Treasurer's Report**

a) Bill List- October 20, 2022

The October 20, 2022, Bill List was presented totaling \$301,652.71. A Motion to approve the October 20, 2022, bill List was made by Kevin Sluka and seconded by Maryellen Brennan. A roll call vote was taken, and the motion passed.

- b) Treasurer's Report as of August 31, 2022, 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 August 31, 2022, Treasurer's Report was made by Maryellen Brennan and seconded by Kevin Sluka. A roll call vote was taken, and the motion passed unanimously.

#### 4. Discussion Items

##### A. Medlogix Savings Reports September 2022

The Medlogix Reports for September 2022 included in the agenda kit were reviewed by Missy Pudimott.

##### B. Review of Claim Payment/Settlement Authorities

Claim Number	Date of Loss	Payment Amount
SWM081147	9/6/2022	\$37,069.72
SWM080805	8/1/2022	\$27,813.74
SWM080805	8/1/2022	\$110,982.01
SWM075538	5/19/2021	\$20,026.55
SWM078148	12/31/2021	\$26,875.35
SWM078148	12/31/2021	\$22,019.77
SWM073680	12/6/2020	\$17,500.00
SWM074704	3/4/2021	\$20,317.50
SWM065517	11/13/2018	\$108,225.00
SWM047671	11/17/2014	\$97,734.21
SWM056873	12/3/2016	\$101,640.00
SWM040103	9/3/2012	\$117,551.25
SWM041541	12/10/2013	\$39,555.00
GCCHE081024-1	8/13/2022	\$8,671.66
GCHIH076692	8/27/2021	\$45,025.00
GCJEF080628	7/18/2022	\$15,941.25
GCJEF081094	8/28/2022	\$32,270.50
GCLBR081390	9/20/2022	\$5,945.38
GCPEA081188	9/4/2022	\$13,920.50
GCSP080729	7/30/2022	\$199,431.71
GCOVER080645	7/21/2022	\$12,510.69

##### C. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 9/1/2022 to 9/30/22 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 PEOSHA requires the 300A logs to be completed and they need to be broken down facility. They must be posted by February 1<sup>st</sup>, even if a department has zero claims. The First Amendment Audit training will be held next month. Bill advised already over 100 people plan on attending. A calendar invite will be sent out to members.

##### E. Administrator's Report

- The Regulatory checklist was included in the kit for information only.
- The Administrator's office has been working on renewals and insurance placement.
- There was a discussion regarding how municipalities are tracking Certificates of Insurance from business entities and rental units. Caroline advised there is a software available for Certificate tracking if members are interested.

- Caroline Conboy advised she has been working with the Actuary with regard to the return of surplus. If the Fund decides to return surplus we will have authority and it will be filed with the DOBI.
- Caroline and Dick Cushing are working on a standard policy for members personnel manuals for procedures and guidance on cannabis in the workplace. The policy will be sent out to members once it's completed.

F. Resolution EC22-57 Amending Defense Attorney Non-Fair-Caroline explained this attorney currently does defense work for the Fund and is leaving to start their own firm.

A motion to approve Resolution EC 22-57 Amending Defense Attorney Non-Fair was made by Bill Eagen and seconded by Robin Collins. Roll call was taken, all in favor.

G. Safety Grants:

The Safety Grant for Salem County Improvement Authority included in the kit and reviewed by Bill Ruch.

A Motion to approve Safety Grants for Salem County Improvement Authority was made by Matthew Hall and seconded by Jamie Cryan. A roll call was taken, all in favor.

**5. Public Comment- None**

**6. Claim Approvals**

Claim Payee Listings

Month Ending 9-30-2022

Auto Liability	\$97,740.32
General Liability	\$27,480.67
Property	\$176,673.96
Law Enforcement	\$23,303.20
Workers Compensation	\$671,083.37

D&H Expenses

Month Ending August 31, 2022 - \$14,812.59

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. A roll call vote was taken, all in favor.

**7. Open Executive Session**

A Motion to come out of Open Executive Session and go into Closed Executive Session was made at 11:50 am by Maryellen Brennan and seconded by Kevin Sluka. All in favor. Public Session resumed at 12:41 pm.

**8. Closed Session**

**9. Adjournment**

The next meeting of the Executive Committee will be held on Wednesday November 30, 2022, at the administrator's office located at: One Sylvan Way, Parsippany, NJ. The meeting will begin at 10:30AM.

Motion to adjourn the meeting was made by Bill Eagen and seconded by Matt Hall. All in favor. The meeting was adjourned at 12:42 pm.

Respectfully submitted,

---

Authorized Signature