

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

**October 25, 2023**

**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 10:39 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  
Matt Hall (Oxford Township) – Present  
Robin Collins (Township of Chester) – Present  
Kyle Harris (Garwood Borough) – Absent  
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) – (remote)

**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 Berkenbush, SIF Safety & Loss Control  
Jim Philbin, SIF Safety & Loss Control  
Leslie Parikh, Gebhardt & Kiefer, PC  
Lindsey Klein, Acrisure dba Reliance Group  
Theresa Laoudis, D&H Alternative Risk Solutions  
Rich Duthie, Pinnacle Risk Solutions  
Joe Faccone, Samuel Klein & Company  
Sandra Belgrave, Samuel Klein & Company  
Wayne Dietz, D&H Alternative Risk Solutions (remote)  
Missy Pudimott, Medlogix (remote)  
Ron Tappan, Sussex County (remote)  
Tina Larsen, D&H Alternative Risk Solutions (remote)  
Naheed Clendaniel, Bridgeton City (remote)  
Kathleen Guze, D&H Alternative Risk Solutions (remote)  
Darlene Tremont, Franklin Borough (remote)  
Stephen Leitnor, Leitnor Tort Defazio & Brause, PC (remote)

**2. Secretary's Report**

Approval of the September 27, 2023, Executive Committee, Open and Closed Executive Meeting Minutes. A Motion to approve the Executive Committee Meeting and Closed Executive Meeting Minutes was made by Matt Hall and seconded by Kevin Sluka. All in favor.

**3. Treasurer's Report**

a) Bill List- September 27, 2023

The October 25, 2023, Bill List was presented totaling \$392,884.18. A Motion to approve the October 25, 2023, bill List was made by Glynn Jones and seconded by Bill Eagen. A roll call vote was taken, and the motion passed. Tom Russo abstained on the Newton Check.

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

Motion to approve and accept the August 31, 2023, Treasurer's Report was made by Bill Eagen and seconded by Glynn Jones. A roll call vote was taken, and the motion passed unanimously.

#### 4. Discussion Items

A. Medlogix Savings Reports September 2023

The Medlogix Reports for September 2023 included in the agenda kit and reviewed by Missy Pudimott. There were no questions.

B. Review of Claim Payment/Settlement Authorities

| <u>Claim Number</u> | <u>Date of Loss</u> | <u>Payment</u> |
|---------------------|---------------------|----------------|
| SWM082978           | 2/23/2023           | \$ 27,982.00   |
| SWM084967           | 8/14/2023           | \$ 25,772.30   |
| SWM078930           | 2/25/2022           | \$ 17,040.00   |
| SWM060861           | 11/10/2017          | \$ 6,214.00    |
| SWM079554           | 4/20/2022           | \$ 7,100.00    |
| SWM076739           | 9/13/2021           | \$ 66,934.00   |
| SWM075538           | 5/19/2021           | \$ 170,580.00  |
| GCBRI085415         | 9/28/2023           | \$ 14,000.00   |
| GCLBR084833         | 8/1/2023            | \$ 17,532.13   |
| GCNWT084575         | 7/14/2023           | \$ 18,283.87   |
| GCCOS085105         | 8/14/2023           | \$ 26,830.78   |

C. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 9/1/2023 to 9/30/2023 were reviewed.

D. Loss Control Report

- Loss Control conducted a New Jersey Clerks Association training in Warren County. This month, Loss Control will be conducting a Fire Fighter occupational safety program. Onsite training focusing on trips and falls, ladder, and truck safety.

E. Administrator's Report

- The Administrator's office has been negotiating renewal terms with carrier partners and working on new business opportunities.
- Ms. Conboy attended several claim settlement conferences.
- The guest speaker for the 2024 reorganization meeting has been finalized.
- RFQ's for contracts as of 1-1-24 have been issued and are available on the Funds website.

F. Fund Attorney's Report – Leslie Parikh advised they are updating the Fund's policies for the Statewide Insurance Fund website.

#### 5. Resolution EC23-44 Adopting Fund Meeting Schedule 2024

**A motion was made to approve Resolution EC23-44 Adopting Fund Meeting Schedule 2024 by Bill Eagen and seconded by Kevin Sluka. All in favor.**

#### 6. Public Comment-None

7. **Open Executive Session-** A motion to go into Open Executive Session was made at 11:48 am by Glynn Jones and seconded by Matt Hall.

#### 8. Claim Approvals

Claim Payee Listings

Month Ending 9-30-2023.

|                      |              |
|----------------------|--------------|
| Auto Liability       | \$12,660.50  |
| General Liability    | \$63,842.81  |
| Property             | \$51,605.63  |
| Law Enforcement      | \$40,080.93  |
| Workers Compensation | \$812,409.87 |

D&H Expenses

Month Ending September 30, 2023 - \$25,412.75

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed was made by Matt Hall and seconded by Kevin Sluka. A roll call vote was taken, and the motion passed. Tom Russo abstained on claim GCNWT084575.

**9. Closed Session**

A Motion to go into Closed Executive Session to discuss contract negotiations and pending litigation was made at 11:48 am by Bill Eagen and seconded by Kevin Sluka. All in favor. Public Session resumed at 12:03 pm.

**10. Adjournment**

The next meeting will be held on Wednesday, November 22, 2023, at One Sylvan Way, Parsippany, NJ 07054. The meeting will begin at 10:30 am.

Motion to adjourn the meeting was made by Bill Eagen and seconded by Glynn Jones. All in favor. The meeting was adjourned at 12:04 pm.

Respectfully submitted,

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Authorized Signature