

STATEWIDE INSURANCE FUND
One Sylvan Way, Parsippany, NJ 07054

March 16, 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.

2. 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) Absent
Jamie Cryan (Cranford Township)-Present (joined @11:01 am)

Alternate Executive Committee

Rich Phelan (Town of Clinton) – Absent
Brett Radi (Manville Borough) – Present
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.
Sue Hammer, D&H Alternative Risk Solutions
Richard Hazard, D&H Alternative Risk Solutions
Theresa Laoudis, D&H Alternative Risk Solutions
Lynn Stickle, D&H Alternative Risk Solutions
Ivan Cohen, I-Core System, Inc.
Missy Pudimott, Medlogix
Joseph Sabatini, Byram Township
Bonnie Fleming, High Bridge Borough
Sallie Graziano, Flemington Borough
Danielle Voda, Fairview Agency

3. Secretary's Report

Approval of the February 16, 2021 Fund Commissioners Reorganization Meeting Minutes, Executive Committee, and Executive Session Meeting Minutes. A motion to approve the February 16, 2021 Meeting Minutes was made by Kevin Sluka and seconded by Maryellen Brennan. A roll call was taken, all in favor.

4. Treasurer's Report

a) Bill List- March 16, 2021

The March 16, 2021 Bill List was presented totaling \$1,099,985.05. Motion to approve the March 16, 2021 Bill List was made by Bill Eagen and seconded by Matt Hall. A roll call vote was taken, and the motion passed unanimously.

b) Treasurer's Report as of January 31, 2021 was reviewed.

Motion to approve and accept the January 31, 2021 Treasurer's Report was made by Kevin Sluka and seconded by Maryellen Brennan. A roll call vote was taken, and the motion passed unanimously.

5. Discussion Items

A. Medlogix Savings Reports February 2021

The Medlogix Reports for February 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
SWM073581	11/4/2020	\$27,676.39
SWM073269	10/29/2020	\$26,897.08

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

Claim Number	Date of Loss	Payment amount
SWM065017	10/2/2018	\$26,709.00
SWM066350	1/29/2019	\$22,140.00
SWM059607	7/18/2017	\$77,748.00
SWM037800	12/9/2011	\$43,115.63
SWM054335-02	6/7/2016	\$11,977.51
SWM068512	7/25/2019	\$42,006.00
SWM042049	4/9/2013	\$32,496.00

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

Claim Number	Date of Loss	Payment amount
GCHAM074368	1/28/2021	\$23,177.00
GCSWA069278-2	9/28/2019	\$6,663.22

C. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 2/1/21 to 2/28/21 were reviewed.

D. Loss Control Report- Bill Ruch reported they conducted 4 in person safety meetings, 7 virtual meetings and 12 trainings, since the last meeting.

The loss control representatives will be providing member towns with a seasonal building maintenance checklist. The checklist provides a review of the building condition, it includes items such as AED's, plumbing fixtures, interior/exterior

lights. Towns are encouraged to use the checklist when opening the buildings for the first time.

Bill advised member towns should be obtaining facility use agreements and certificates of insurance from outside organizations that want to utilize the towns facilities. In addition, organizations need to certify that they will adhere to the current CDC and NJ State guidelines for control of COVID exposures.

Bill stated that some members have received letters from PEOSH advising that they had received a notice of a health hazard pertaining to COVID-19. This is in response to employees that have contacted PEOSH directly reporting that the towns they work for are not providing them with specific COVID-19 workplace procedures and/or protocols. The plan should be enforced in the workplace detailing prevention, management and enforcement for employees working onsite. The Funds website has many resources that are available to assist towns with developing and mitigating the spread of COVID-19 in the workplace.

E. Administrator's Report

- Caroline Conboy advised a personnel manual template has been distributed via email to all members.
- The Fund sent a letter to members along with a resolution regarding Senate bill 3375 which was included in the kit for review. Caroline advised a commission has been formed comprised of some insurance carriers, managed care companies, Medlogix has joined and other JIF's. The parties will work together to oppose this bill.
- The agreement for the Learning Management System has been finalized and it will be rolled out to members on April 1st. This system will enable members to do more virtual training and will have the capability to store individual towns on the system. Caroline thanked Moira Kenah and Bill Ruch for all their research and development of this system.
- The 2020 Audit has been scheduled for the week of May 10th, 2021.

F. Resolution EC21-35 Amending Defense Attorney Non-Fair

A motion to amend resolution EC21-35 was made by Bill Eagen and seconded by Matthew Hall. A roll call was taken, all in favor.

G. Resolution EC21-36 Amending RMC/Producers Non-Fair

A motion to amend Resolution EC21-36 was made by Maryellen Brennan and seconded by Kevin Sluka. A roll call was taken, all in favor.

H. Safety Grants-

The following safety grants were presented by Bill Ruch:

- a) Allamuchy Township
- b) Mount Holly Township

A motion to approve Allamuchy Township and Mount Holly Township Safety Grants as presented was made by Kevin Sluka and seconded by Maryellen Brennan. A roll call was taken, all in favor.

6. Public Comment- None

7. Open Executive Session

Open Session began at 11:01 am and ended at 11:07 am.

8. Claim Approvals

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed in Executive Session was made by Bill Eagen and seconded by Jamie Cryan. Roll call vote was taken, all in favor.

9. Closed Session

There was no Closed Executive Session. Public Session resumed at 11:07 am.

10. Adjournment

The next meeting of the Executive Committee will be held Tuesday April 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 Kevin Sluka. All in favor. The meeting was adjourned at 11:08 am.

Respectfully submitted,

Authorized Signature