

STATEWIDE INSURANCE FUND

One Sylvan Way, Parsippany, NJ 07054

November 14, 2019

Executive Committee Meeting Minutes

1. Call to Order and Roll Call:
The meeting was called to order by Thomas S. Russo, Jr. at 10:40 am at One Sylvan Way, Parsippany, NJ. The Statement of Adequate Notice was read by Thomas S. Russo, Jr: "Adequate notice of this meeting has been provided, indicating the time and place of the meeting and the proposed agenda, which notice was posted, made available to the newspapers and filed with the clerks of the officials members in accordance with Chapter 231 of the Public Laws of 1975."

Roll Call of the Executive Committee

Thomas S. Russo, Jr., Chairman (Town of Newton) – Present
Rich Phelan, Vice Chairman (Town of Clinton) - Absent
William Eagen, Secretary (Jefferson Township) – Present (left the meeting early 11:20 am)
George Kallert (Township of Weehawken) – Absent
Kevin Sluka (Borough of Somerville) – Present
Maryellen Brennan (Springfield Township) –Present

Alternate Executive Committee

Michele Hovan (Borough of Hopewell) – Absent
Peter DeBoer, (Washington Township) – Absent
Matthew Hall (Borough of Washington) – Present

Also Present:

Caroline J. Conboy, Fund Administrator
Moira Kenah, Office of the Administrator
MaryAnn Leuthe, Office of the Administrator
Sharon Tagliareni, Office of the Administrator
Robert Ward, Gebhardt & Kiefer, P.C.
Ivan Cohen, I-Core System, Inc.
Bill Ruch, PMA Group
John Matthews, PMA Group
Dave Weightman, PMA Group
Missy Pudimott, Medlogix
Wayne Dietz, D&H Alternative Risk Solutions, Inc.
Sue Hammer, D&H Alternative Risk Solutions, Inc.
Theresa Laoudis, D&H Alternative Risk Solutions, Inc.
Rick Hazard, D&H Alternative Risk Solutions, Inc.
Rich Duthie, Pinnacle Risk
John Redmond, Willis of NJ

2. Secretary's Report
 - a) October 10, 2019 Loss Control Meeting Minutes
 - b) October 10, 2019 Executive Committee and Executive Session Meeting Minutes.

Approval of the October 10, 2019 Meeting Minutes- Motion to approve the Loss Control meeting minutes, Executive Committee and Executive Session meeting Minutes was made by Kevin Sluka and seconded by Matt Hall and passed unanimously.

3. Treasurer's Report

- a) The November 14, 2019 Bill List was presented totaling \$316,589.63. Ms. Conboy advised that check #6251 payable to PMA will be submitted to Markel for reimbursement. Motion to approve the Bill List was made by Bill Eagen and seconded by Maryellen Brennan. A roll call vote was taken, the motion passed unanimously.
- b) Treasurer's Report as of September 30, 2019 was included in the kit for review. A motion to accept the Treasurer's Report was made by Matt Hall and seconded by Maryellen Brennan. A roll call vote was taken, the motion passed unanimously.

4. Discussion Items

- A. Medlogix Savings Report –October 2019
The report included in the agenda kit was reviewed by Missy Pudimott. Missy reviewed an additional report - the Year to Date Bill review by loss year. Missy will include this report on a monthly basis.
- B. PMA Trending Analysis Presentation-Dave Weightman gave an informative presentation with regard to the loss trends and analysis of Statewide Insurance Fund members.
- C. Administrator's Report
 - Caroline Conboy introduced Sharyn Tagliareni and advised she recently joined the office.
 - The Administrator's office has been busy all month working on the 2020 renewal with respect to carriers, member renewals and quoting New Business accounts.
 - The Department of Banking and Insurance has completed the SIF review; once the report is received, a copy will be provided to the Executive Committee.
 - The State of New Jersey Civil Service Commission issued a Statewide Domestic Violence Policy for Public Employees that requires public employers adopt and distribute to their employees. Public employers will have to appoint a Human Resource Officer to assist employees who are victims of domestic violence. A memo and sample resolution will be sent out to members. Leslie Parikh from Gebhardt & Kiefer will be doing a presentation at the 2020 Reorganization meeting with regard to this matter.
- D. Resolution EC19-36 Establishing SIF Meeting Schedule for 2020.
A motion to accept the 2020 meeting schedule was made by Kevin Sluka and seconded by Matthew Hall. Roll call was taken, all in favor.
- E. Resolution EC 19-37 Appointing a Public Agency Compliance Officer
A motion was made to appoint Caroline Conboy as the Public Agency Compliance Officer by Maryellen Brennan and seconded by Kevin Sluka. Roll call was taken, all in favor.
- F. Resolution EC 19-38 Amending Fund Year 2019 Budget
A motion was made to accept the amended 2019 Budget by Matthew Hall and seconded by Maryellen Brennan. Roll call was taken, all in favor.
- G. Safety Grant Applications
The safety grants for Mount Holly Township, Salem City and Sussex County were reviewed. A motion was made to approve these Safety Grants on a contingency upon completion of the Pivot Point webinars, by Matthew Hall and seconded by Kevin Sluka. Roll call was taken, all in favor.

Neptune Township Sewerage Authority Safety Grant was reviewed and did not meet the criteria for the 2019 Safety Grant. A motion was made by Kevin Sluka and seconded by Matthew Hall to deny the Neptune Township Sewerage Authority safety grant application. All in favor.

5. Public Comment –None
6. Open Executive Session. Open Executive Session began at 11:34 am
7. Closed Executive Session. A motion to come out of Open Session and move into Closed Session to discuss pending litigation and contracts was made at 11:37 am by Kevin Sluka and seconded by Matthew Hall. Public Session resumed at 11:55 am.
8. Claim Approvals:

D&H AL Requests for Settlement &/or Payment Authorizations

Claim Number	Date of Loss	Payment
GCSWA068241	7/2/2019	\$7,154.87
GCSWA0658995	9/4/2019	\$5,708.88
GCSWA065555	11/19/2018	\$13,277.12
GCSWA068977	7/17/2019	\$8,545.00
GCSWA068644	8/5/2019	\$11,378.66
GCSWA068971	8/29/2019	\$7,903.68
GCSWA069240	9/24/2019	\$7,219.26
GCSWA069286	9/8/2019	\$7,896.00
GCSWA062615	3/7/2018	\$37,842.45

D&H WC Requests for Settlement &/or Payment Authorizations

Claim Number	Date of Loss	Payment Amount
SWM059359	7/2/2017	\$40,890.00
SWM064509	8/23/2018	\$10,845.00
SWM040008	8/22/2012	\$12,897.75
SWM028013	11/12/2008	\$20,000.00
SWM062740	4/16/2018	\$22,959.75
SWM045606	3/31/2014	\$16,818.75
SWM023196	2/15/2007	\$58,425.21
SWM059825	8/11/2017	\$73,010.53
SWM050738	9/16/2015	\$15,048.00
SWM051123	9/29/2015	\$11,812.50
SWM064022	6/12/2018	\$15,000.00
SWM040103	9/3/2012	\$18,199.00
SWM041541	2/10/2013	\$16,500.00

Claim Payee Listings

Month Ending 10-31-2019

Auto Liability	\$79,793.11
General Liability	\$185,045.58
Property	\$111,789.71
Law Enforcement	\$29,169.49
Workers Compensation	\$533,666.13

D&H Expenses

Month Ending October 31, 2019 - \$16,773.24

Motion for the approval of payment authorizations, payee listings, and settlement authorities discussed in open session and closed executive session was made by Bill Eagen and seconded by Rich Phelan and passed unanimously. Roll call was taken, all in favor.

9. The proposed 2020 Fund year Budget and expenditures were reviewed, waiting on the final premium from the property carrier to calculate member assessments.
10. Resolution EC 19-39 introduction of the 2020 Fund Year Budget. A motion was made by Kevin Sluka and seconded by Maryellen Brennan to introduce the 2020 Budget.
11. Adjournment

Motion to adjourn the meeting was made by Bill Eagen and seconded by Maryellen Brennan. All in favor. The meeting was adjourned at 12:35 pm. The next meeting will be held on Thursday December 12, 2019.

Respectfully submitted,

Authorized Signature