

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

**February 8, 2024**

**EXECUTIVE COMMITTEE REORGANIZATION MEETING MINUTES**

**1. Call to Order**

The Statewide Insurance Fund held an Executive Committee Meeting at the Park Avenue Club, Florham Park, NJ. The Statement of Adequate Notice was read by Chairman Thomas S. Russo, Jr. The Executive Committee Reorganization meeting began at 1:05 pm.

**2. Roll Call of the Executive Committee**

Thomas S. Russo, Jr., Chairman (Town of Newton) – Present  
Kevin Sluka (Somerville Borough) – Present  
William Eagen (Jefferson Township) – Present  
Matt Hall (Borough of Washington) – Present  
Robin Collins (Chester) – Present  
Ron Tappan (Sussex County) – Present  
Glynn Jones (Township of Hillside) – Present

**Alternate Executive Committee**

Rich Phelan, (Town of Clinton) – Absent  
Gian-Paolo Caminiti (Borough of Manville) – Absent  
Peter DeBoer (Washington Township) – Absent

**Also Present:**

Caroline J. Conboy, Fund Administrator  
MaryAnn Leuthe, Office of the Administrator  
Marcy Woodworth, Office of the Administrator  
Bill Ruch, SIF Risk Management  
David Berkenbush, SIF Risk Management  
Jim Philbin, SIF Risk Management  
Richard Cushing, Gebhardt & Kiefer, P.C.  
Kathleen Guze, D&H Alternative Risk Solutions  
Janine Leahy, D&H Alternative Risk Solutions  
Theresa Laoudis, D&H Alternative Risk Solutions  
Lindsey Klein, Acrisure  
Don Sciolaro, PIA  
Missy Pudimott, Medlogix  
Stephanie McCaffrey, East Greenwich Township

**3. Secretary's Report**

Approval of the December 27, 2023 Executive Committee meeting minutes and Closed Executive Committee Minutes. Motion to approve the December 27, 2023 Executive Committee and Closed Executive Committee Meeting Minutes was made by Kevin Sluka and seconded by Matt Hall. All in favor. A roll call was taken.

**4. Treasurer's Report**

a) Bill List- February 8, 2024

The February 8, 2024 Bill List was presented totaling \$17,992,329.90.

Motion to approve the Bill List was made by Glynn Jones and seconded by Kevin Sluka.

A roll call vote was taken, and the motion passed. Ron Tappan abstained on the check

for Sussex County, Bill Eagen abstained on the check for Jefferson Township, Robin Collins abstained on the check for Chester Township.

- b) Treasurer's Report as of November 30, 2023, was reviewed by Joe Faccone of Samuel Klein and Company. There were no questions or comments.

Motion to approve and accept the November 30, 2023, Treasurer's Report was made by Matt Hall and seconded by Robin Collins. A roll call vote was taken. The motion passed unanimously.

## 5. 2024 Fund Year Resolutions and Certification

### 1. Resolutions

- a. Resolution EC #24-1 Appointing Fund Attorney
- b. Resolution EC #24-2 Appointing Special Fund Counsel
- c. Resolution EC #24-3 Appointing Auditor
- d. Resolution EC #24-4 Appointing Actuary
- e. Resolution EC #24-5 Designating Certifying and Approving Officer
- f. Resolution EC #24-6 Permitting Administrator to Authorize Claims
- g. Resolution EC #24-7 Appointing Agent for Service of Process
- h. Resolution EC #24-8 Authorizing Cash Management Plan
- i. Resolution EC #24-9 Regarding Interest on Past Due Assessments
- j. Resolution EC #24-10 Authorizing Signatures
- k. Resolution EC #24-11 Designating Depositories for Funds
- l. Resolution EC #24-12 Establishing Trust Fund
- m. Resolution EC #24-13 Establishing Claim Fund and Administrative Accounts
- n. Resolution EC #24-14 Designating Newspapers
- o. Resolution EC #24-15 Authorizing Signatures for Purchase of CDs
- p. Resolution EC #24-16 Appointing Public Agency Compliance Officer
- q. Resolution EC #24-17 Appointing Investment Committee
- r. Resolution EC #24-18 Authorizing Contract of Insurance Excess WC Arch
- s. Resolution EC #24-19 Authorizing Contract of Insurance Excess WC Midwest
- t. Resolution EC #24-20 Authorizing Contract of Insurance Excess Property
- u. Resolution EC #24-21 Authorizing Contract of Insurance POL EPL
- v. Resolution EC #24-22 Authorizing Contract of Insurance Environmental Liability
- w. Resolution EC #24-23 Authorizing Contract of Insurance AL GL LE Reinsurance
- x. Resolution EC #24-24 Authorizing Contract of Insurance Excess AL GL LE Prof
- y. Resolution EC #24-25 Authorizing Contract of Insurance Environmental Lia Evan
- z. Resolution EC #24-26 Authorizing Contract of Insurance Excess POL EPL EL
- aa. Resolution EC #24-27 Authorizing Contract of Insurance Boiler & Machinery
- bb. Resolution EC #24-28 Authorizing Contract of Insurance Excess Environmental
- cc. Resolution EC #24-29 Authorizing Contract of Insurance Crime
- dd. Resolution EC #24-30 Authorizing Contract of Insurance Aviation
- ee. Resolution EC #24-31 Authorizing Contract of Insurance Cyber
- ff. Resolution EC #24-32 Appointing Treasurer
- gg. Resolution EC #24-33 Authorizing Contract of Insurance Prof Employed Lawyers
- hh. Resolution EC #24-34 Authorizing Contract of Insurance BOP JIF
- ii. Resolution EC #24-35 Authorizing Contract of Insurance Bond JIF
- jj. Resolution EC #24-36 Authorizing Contract of Insurance POL EPL Ironshore
- kk. Resolution EC #24-37 Permitting Consideration of Vehicle Claims
- ll. Resolution EC #24-38 Amending Defense Attorneys Non Fair
- mm. Resolution EC #24-39 Amending 2024 Fund Year Budget
- nn. Resolution EC #24-40 Appointing Risk Manager Consultants Non Fair
- oo. Resolution EC #24-41 Appointment of Independent Claim Vendor Non Fair

## 2. Certifications

a.	EUS Certification	Auto, General Liability & Law Enforcement Liability Reinsurance
b.	EUS Certification	Boiler & Machinery Insurance
c.	EUS Certification	Crime Insurance
d.	EUS Certification	Cyber Liability Insurance
e.	EUS Certification	Environmental Impairment Liability Insurance
f.	EUS Certification	Environmental Liability Evanston
g.	EUS Certification	Excess Environmental
h.	EUS Certification	Excess Workers' Compensation Insurance
i.	EUS Certification	JIF Crime Insurance
j.	EUS Certification	JIF E&O Insurance
k.	EUS Certification	JIF Package Insurance
l.	EUS Certification	Non-Owned Aircraft Insurance
m.	EUS Certification	Public Officials and Employment Practices
n.	EUS Certification	Excess Property Insurance
o.	EUS Certification	Public Officials and Employment Practices Ironshore
p.	EUS Certification	Excess AL GL LE POL EPL Great American
q.	EUS Certification	Workers Compensation Insurance MW
r.	EUS Certification	Excess POL EPL EL Chubb
s.	EUS Certification	Treasurer
t.	EUS Certification	Fund Attorney
u.	EUS Certification	Defense Attorneys
v.	EUS Certification	Special Counsel
w.	EUS Certification	Actuary
x.	EUS Certification	Auditor
y.	Certification	Sufficiency of Funds

Mr. Russo proposed that Resolutions EC24-1-41 and Certifications a-y listed above be voted on via consent agenda and asked if there were any items to be pulled for discussion; there were none. A motion to approve items listed was made by Bill Eagen and seconded by Glynn Jones. A roll call vote was taken. The motion passed unanimously.

## 6. Discussion Items

- A. Medlogix Savings Reports for December 2023 and January 2024 were included in the agenda kit and reviewed by Missy Pudimott.
- B. Review of Claim Payment/Settlement Authorities

<b>Claim Number</b>	<b>Date of Loss</b>	<b>Payment</b>
SWM079622	4/26/2022	\$24,412.09
SAL082558	1/18/2023	\$36,000.00
SAL084559	4/15/2023	\$21,459.62
SWM068724-04	8/9/2019	\$23,367.38
SWM051588	12/31/2014	\$17,500.00
SWM075229	4/22/2021	\$56,934.00
SWM049148	3/17/2015	\$7,807.80
SWM075402	5/8/2021	\$94,920.00
GCHAR086404	12/18/2023	\$5,276.36
GCHIH086216	12/6/2023	\$43,634.90
GCIND085288	9/20/2023	\$64,679.78

GCLBR084989-01	8/16/2023	\$8,609.00
GCRAR085245	9/8/2023	\$69,007.35
GCCOS086492	12/29/2023	\$8,545.42
GCCOS086338	12/18/2023	\$58,845.48

**C. Review of Claims Management Reports**

The D&H new claim listings for WC and All Lines from 12/1/2023 to 12/31/2023 were reviewed.

**D. Loss Control Specialist 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 Ruch advised that loss control has been scheduling safety meetings and trainings. Police Leadership training is schedule with Jefferson Township and Jonathan Parnham on 5/10/2024.

**E. Administrator's Report**

- The administrator's office has been busy working on the reorganization meeting and finalizing insurance contracts.
- An article was included in the kit for information regarding the increased use of electric vehicles and exposures this will have on the insurance industry.
- Ms. Conboy advised there has been a lot of claim activity and a meeting has been schedule with Chubb to discuss professional liability claims, risk management and necessary training in that area.

**F. Fund Attorney's Report**

Richard Cushing reiterated that there have been many claims in that area.

**G. Safety Grants**

The following Safety Grants were included in the kit and reviewed by Bill Ruch:

Hillside Township  
Salem County Improvement Authority

A motion to approve the Safety Grants for Hillside Township and Salem County Improvement Authority was made by Bill Eagen and seconded by Matthew Hall. A roll call was taken, all in favor.

**7. Public Comment – None**

**8. Open Executive Session – None**

**9. Claim Approvals**

**Claim Payee Listings**

Month Ending 12-31-2023.

Auto Liability	\$53,019.59
General Liability	\$25,255.13
Property	-\$36,047.30
Law Enforcement	\$52,492.40
Workers Compensation	\$769,575.59

D&H Expenses  
Month Ending January 29, 2024 - \$19,744.61

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed was made by Ron Tappan and seconded by Matt Hall. A roll call was taken, all in favor.

**10.** Closed Session

At 1:51 pm, a Motion to come out of Executive Session and enter Closed Executive Session to discuss pending litigation was made by Kevin Sluka and seconded by Ron Tappan. Public session resumed at 2:39 pm.

**11.** Motion to Adjourn

The next meeting of the Executive Committee will be held Thursday March 21, 2024, at the office of the Administrator, One Sylvan Way, Parsippany, NJ. The meeting will begin at 10:30AM.

Motion to adjourn the meeting was made by Matthew Hall and seconded by Robin Collins. All in favor. The meeting was adjourned at 2:39 pm.

Respectfully submitted,

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Authorized Signature