

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

**June 20, 2024**

**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  
Matt Hall (Oxford Township) – Present  
Robin Collins (Township of Chester) – Present  
Ron Tappan (Sussex County) – Present  
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) – Absent

**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  
Missy Pudimott, Medlogix  
Joe Faccone, Samuel Klein & Co.  
Sandra Belgrave, Samuel Klein & Co.  
Wayne Dietz, D&H Alternative Risk Solutions  
Theresa Laoudis, D&H Alternative Risk Solutions  
Karin Pierson, D&H Alternative Risk Solutions  
Trevor Morris, Acrisure  
Michael Restel – Wantage Township – Remote  
Wendy Barras, Mansfield Township – Remote  
Athena Smith, D&H Alternative Risk Solutions – Remote  
Tom Narolewski, Barclay Group – Remote  
Helen Goodwin, Hardenbergh Insurance Group – Remote  
Stephanie McCaffrey, East Greenwich Township – Remote  
Colleen McLean, D&H Alternative Risk Solutions – Remote  
John Shepherd, Roxbury Township – Remote  
Julie Acton, Salem County Improvement Authority – Remote

**2. Secretary's Report**

A. Approval of the May 16, 2024, Executive Committee, Open Executive Session, and Closed Executive Session Meeting Minutes.

A Motion to approve the May 16, 2024, Executive Committee, Open Executive Session, and Closed Executive Session Meeting Minutes was made by Robin Collins and seconded by Bill Eagen. All in favor. A roll call vote was taken, and the motion passed.

B. Approval of the June 11, 2024 Executive Committee, and Closed Executive Session Meeting Minutes.

A Motion to approve the June 11, 2024 Executive Committee, and Closed Executive Session Meeting Minutes was made by Ron Tappan and seconded by Glynn Jones. All in favor. A roll call vote was taken, and the motion passed.

### 3. Treasurer's Report

- a) Bill List- June 20, 2024

The June 20, 2024, Bill List was presented totaling \$511,689.74. A Motion to approve the June 20, 2024, bill List was made by Glynn Jones and seconded by Matthew Hall. A roll call vote was taken, and the motion passed.

- b) Treasurer's Report as of April 30, 2024, 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 April 30, 2024, Treasurer's Report was made by Glynn Jones and seconded by Ron Tappan. A roll call vote was taken, and the motion passed unanimously. It was noted that the date at the bottom had a typo should be 2024.

### 4. Discussion Items

- A. Medlogix Savings Reports May 2024

The Medlogix Reports for May 2024 included in the agenda kit and reviewed by Missy Pudimott.

- B. Review of Claim Payment/Settlement Authorities

<u>Claim Number</u>	<u>Date of Loss</u>	<u>Payment</u>
SWM087047	2/22/2024	\$32,256.29
SWM085914	11/7/2023	\$29,572.25
SWM087645	4/16/2024	\$23,147.04
SWM078137	1/2/2022	\$60,686.38
SWM081835	11/2/2022	\$31,458.00
SWM074854-01	3/16/2021	\$23,220.00
SWM066187	1/20/2019	\$48,472.50
SWM075734	6/11/2021	\$44,154.00
SWM074345	2/7/2021	\$16,254.00
SWM081656	10/19/2022	\$10,000.00
SWM077843	2/1/2012	\$23,964.00
SWM083588	4/14/2023	\$32,511.00
SWM079891	5/18/2022	\$29,699.02
GCAND087118	2/25/2024	\$83,166.09
GCGRT088047	5/23/2024	\$10,981.05
GCLBR085283	9/10/2023	\$30,359.64
GCSTI086617	1/14/2024	\$7,200.66
GCTEW087514	4/1/2024	\$47,696.25

- C. Review of Claims Management Reports

The D&H New Claim Listings for WC and All Lines from 5/1/2024 to 5/31/2024 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 Ruch advised the Committee that there are currently 400 active users on the Lexipol platform, and he's received positive feedback. Safety and Loss Control has been conducting seasonal orientation trainings and reviewing member aquatic plans. New trainings available for members included Law Enforcement in Work Zones training and Law Enforcement Defensive Driving training.

Safety and Loss Control provided clarity on changing regulations from OSHA for fire departments. These changes could potentially have a huge impact on operations, particularly

for smaller departments. Bill advised they will consider setting up regional meetings with Fire Chiefs to review the changes and hear concerns.

E. Administrator's Report:

- Caroline Conboy advised the auditors were working on completing the Financial Audit.
- The 2024 Coverage Manuals will be going out in the coming weeks.
- Ms. Conboy informed the Committee that renewal applications are being revised to require less from the members.
- The Administrator's office has scheduled marketing meetings with carrier partners.
- Ms. Conboy advised she attended several safety meetings.

F. Fund Attorney Report - None

G. Safety Grants:

The following 2024 Safety Grants were included in the kit and reviewed by Bill Ruch:

- I. Jefferson Township
- II. Raritan Borough
- III. Vernon Township

A Motion to approve the 2024 Safety Grants for Jefferson Township, Raritan Borough, and Vernon was made by Glynn Jones and seconded by Ron Tappan. A roll call was taken, all in favor. Bill Eagen abstained on Jefferson Township.

5. **Resolution EC24-42 Governing Body Certification of the Annual Audit**

Unsigned, tabled for July Meeting.

6. **Resolution EC24-43 Amending Fund Year 2023 Budget**

A motion was made to approve Resolution EC24-43 Amending Fund Year 2023 Budget by Matt Hall and seconded by Glynn Jones. A roll call was taken, all in favor.

7. **Public Comment - None**

8. **Open Executive Session**

Open Executive Session began at 11:17 am.

9. **Claim Approvals**

Claim Payee Listings

Month Ending 5-31-2024.

Auto Liability	\$51,000.75
General Liability	\$64,652.51
Property	-\$18,737.30
Law Enforcement	\$757,512.90
Workers Compensation	\$904,716.20

D&H Expenses

Month Ending May 31, 2024 - \$10,422.58

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed was made by Bill Eagen and seconded by Glynn Jones. A roll call vote was taken, all in favor.

10. **Closed Session**

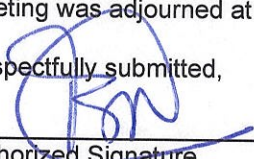
A Motion to come out of Executive Session and go into Closed Executive Session was made at 11:23 am by Robin Collins and seconded by Bill Eagen. All in favor. Public Session resumed at 12:09 pm.

**9. Adjournment**

The next meeting will be held on Thursday, July 18, 2024, at One Sylvan Way, Parsippany, NJ 07054. The meeting will begin at 10:30 am.

Motion to adjourn the meeting was made by Ron Tappan and seconded by Matt Hall. All in favor. The meeting was adjourned at 12:10 pm.

Respectfully submitted,

  
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Authorized Signature