

STATEWIDE INSURANCE FUND
One Sylvan Way, Parsippany, NJ 07054

September 19, 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 10:32 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) arrived 10:33 am
Matt Hall (Oxford Township) – Present
Robin Collins (Township of Chester) – Absent
Ron Tappan (Sussex County) – Present
Glynn Jones (Hillside Township) – Present

Alternate Executive Committee

Richard Phelan, (Town of Clinton) – Absent
Peter DeBoer (Township of Washington) – Absent
Eric Colvin (Borough of Raritan) – Absent

Also, Present:

Caroline J. Conboy, Fund Administrator
MaryAnn Leuthe, Office of the Administrator
Marcy Woodworth, Office of the Administrator
Gianna McCall, Office of the Administrator
Bill Ruch, SIF Safety & Loss Control
David Berkenbush, SIF Safety & Loss Control
Jim Philbin, SIF Safety & Loss Control
Richard Cushing, Gebhardt & Kiefer
Missy Pudimott, Medlogix
Joe Faccione, Samuel Klein & Co.
Sandra Belgrave, Samuel Klein & Co.
Trevor Morris, Acrisure
Don Sciolaro, Professional Insurance Associates
Wayne Dietz, Skylands Risk Management
Theresa Laoudis, D&H Alternative Risk Solutions
Colleen McLean, D&H Alternative Risk Solutions
Karin Pierson, D&H Alternative Risk Solutions – Remote
Michael Restel – Wantage Township – Remote
Genevieve Crowthers, Barclay Group – Remote
Stephanie McCaffrey, East Greenwich Township – Remote
Wendy Barras, Mansfield Township – Remote

2. Secretary's Report

Approval of the August 15, 2024, Executive Committee and Closed Executive Session Meeting Minutes.

A Motion to approve the August 15, 2024, Executive Committee and Closed Executive Session Meeting Minutes was made by Kevin Sluka and seconded by Glynn Jones. All in favor. A roll call vote was taken, and the motion passed. Ron Tappan Abstained.

3. Treasurer's Report

a) Bill List- September 19, 2024

The September 19, 2024, Bill List was presented totaling \$746,119.04. A Motion to approve the September 19, 2024, bill List was made by Glynn Jones and seconded by Ron Tappan. A roll call vote was taken, and the motion passed.

- b) Treasurer's Report as of July 31, 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 July 31, 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.

4. Discussion Items

A. Medlogix Savings Reports August 2024

The Medlogix Reports for August 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>
SWM075252	2/14/2021	\$44,154.00
SWM068645	7/30/2019	\$36,630.00
SMW079034	2/22/2022	\$36,612.00
SMW079938	5/23/2022	\$17,040.00
SMW080079	6/2/2022	\$12,500.00
SMW078204	1/6/2022	\$38,826.00
SMW081287	9/18/2022	\$29,778.00
SMW075349	3/22/2021	\$7,500.00
SMW081886	11/7/2022	\$93,033.00
SMW039275	6/2/2012	\$20,000.00
SMW064650	9/8/2018	\$48,148.56
GCCRA088138	1/2/2024	\$5,073.40
GCHIH089150	9/2/2024	\$8,270.00
GCKEA088839	7/29/2024	\$10,805.00
GCPHI088474	6/25/2024	\$10,541.93
VACOS088390	1/12/2024	\$12,294.65
GCSOM088534	6/4/2024	\$21,491.37
GCSPR088576	7/4/2024	\$38,009.55
GCOVER088710	7/13/2024	\$59,068.17

C. Review of Claims Management Reports

The D&H New Claim Listings for WC and All Lines from 8/1/2024 to 8/31/2024 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 the Snowplow Rodeo will take place on November 15, 2024, in Jefferson Township at the Lakeside Recreational Complex parking lot. There will be a Law Enforcement Leadership and Resiliency Summit in Gloucester County being hosted by the chiefs of police on December 18-19, 2024. An email has been sent to all members. The Fund will pay for two Law Enforcement Officers to attend this event. Bill Ruch advised they are working on a Police Round Table Talks for next year.

E. Administrator's Report:

- Ms. Conboy advised the Committee that she recently did a presentation in Oldman's Township, located in Salem County and it went very well. Ms. Conboy also had a tour of Somerville Borough's new fire & police building.
- The Administrator's office has been working on all renewal submissions for carrier partner. The Fund's actuary is working on the funding report for 2025.

- Caroline Conboy advised there are several mediations scheduled over the next couple of months for litigated claims that she will attend.
- The Fund Attorney is working with Cowbell on a sample IT Agreement to distribute to Members.
- The Fund now has Positive Pay on checks that are issued to prevent fraud and is in the process of setting up ACH payments beginning in 2025.
- Ms. Conboy presented the 2025 Executive Committee Meeting dates to the Executive Committee. It was also noted the November meeting for this year will need to be rescheduled as it conflicts with the NJ League of Municipalities.

F. Fund Attorney Report:

- Mr. Cushing advised he has been monitoring cases involving releases that can be executed by people to release claims against public entities. There was a discussion, with the Executive Committee regarding the types of releases that would be beneficial. Recreation, senior centers and aquatics are some examples of the areas that would be helpful. Gebhardt & Kiefer's office will be working on the specific language for these types of releases.

G. Safety Grants:

The following 2024 Safety Grant was included in the kit and reviewed by Bill Ruch:

- I. Flemington Borough
- II. Keansburg Borough
- III. Roxbury Township
- IV. Stillwater Township

A Motion to approve the 2024 Safety Grants for Flemington Borough, Keansburg Borough, Roxbury Township, and Stillwater Township was made by Glynn Jones and seconded by Ron Tappan. A roll call was taken, all in favor.

5. **Resolution EC24-44 Amending Fund Year 2024 Budget-Resolution EC24-42 Amending Fund Year 2024 Budget** was removed from the November agenda.

6. **Public Comment** - None

7. **Open Executive Session** - None

8. **Claim Approvals**

Claim Payee Listings

Month Ending 8-31-2024.

Auto Liability	-\$2,984.44
General Liability	\$44,717.57
Property	\$221,342.65
Law Enforcement	\$17,946.50
Workers Compensation	\$832,964.62

D&H Expenses

Month Ending August 31, 2024 - \$22,383.17

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed was made by Glynn Jones and seconded by Matt Hall. A roll call vote was taken, all in favor. Tom Russo abstained on claim #SWM075349 for the Town of Newton.

9. **Closed Session**


A Motion to come out of Executive Session and go into Closed Executive Session was made at 11:33 am by Matt Hall and seconded by Glynn Jones. All in favor. Public Session resumed at 12:39 pm.

10. Adjournment

The next meeting will be held on Thursday, October 17, 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 Glynn Jones. All in favor. The meeting was adjourned at 12:40 pm.

Respectfully submitted,



Authorized Signature