

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

**May 16, 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 10:36 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  
Amy Pieroni, Acrisure  
Kathleen Guze, D&H Alternative Risk Solutions  
Wayne Dietz, D&H Alternative Risk Solutions  
Theresa Laoudis, D&H Alternative Risk Solutions  
Joe Faccone, Samuel Klein & Co.  
Sandra Belgrave, Samuel Klein & Co.  
Leslie Parikh, Gebhardt & Kiefer  
Jake McCarthy, Schenck, Price, Smith & King  
Naheed Clendaniel, Bridgeton City – Remote  
Michael Restel – Wantage Township – Remote  
Wendy Barras, Mansfield Township – Remote  
Karin Pierson, D&H Alternative Risk Solutions – 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  
Rob Parisi, RD Parisi Associates – Remote  
Jeffrey Jotz, Kingwood Township – Remote  
Trevor Morris, USI Insurance Services – Remote

**2. Secretary's Report**

Approval of the April 18, 2024, Executive Committee Meeting Minutes and Closed Executive Meeting Minutes.

A Motion to approve the April 18, 2024, Executive Committee and Closed Executive Committee Meeting Minutes was made by Kevin Sluka and seconded by Ron Tappan. All in favor. A roll call vote was taken, and the motion passed.

### 3. Treasurer's Report

a) Bill List- May 16, 2024

The May 16, 2024, Bill List was presented totaling \$414,891.08. A Motion to approve the May 16, 2024, bill List was made by Glynn Jones and seconded by Robin Collins. A roll call vote was taken, and the motion passed.

b) Treasurer's Report as of March 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 March 31, 2024, Treasurer's Report was made by Matt Hall and seconded by Kevin Sluka. A roll call vote was taken, and the motion passed unanimously.

### 4. Discussion Items

A. Medlogix Savings Reports April 2024

The Medlogix Reports for April 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>
SWM085499	10/4/2023	\$27,710.22
SWM081915	11/10/2022	\$90,000.00
SWM078744	2/8/2022	\$21,300.00
SWM017701	4/19/2004	\$25,000.00
SWM080800	8/5/2022	\$11,076.00
SWM077978	12/20/2021	\$41,454.00
SWM073886	12/30/2020	\$25,000.00
SWM055092	7/18/2016	\$10,626.00
SWM078699	1/31/2022	\$20,128.50
SWM077436	11/1/2021	\$17,028.00
GCBUE087299	2/19/2024	\$5,247.00
GCCRA086783	1/23/2024	\$14,767.00
GCGLE087750	4/25/2024	\$6,436.75
GCHIH087629	4/7/2024	\$8,348.66
GCSOM087330	3/7/2024	\$10,930.19
086609	1/15/2024	\$5,000.00

C. Review of Claims Management Reports

The D&H New Claim Listings for WC and All Lines from 4/1/2024 to 4/30/2024 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 of the Leadership in Law Enforcement training on 5/10/2024 was a success and received a lot of positive feedback. Bill also advised that he and David Berkenbush conducted Harassment & Discrimination, and Cyber trainings for the Municipal Clerks' Association of NJ on April 24<sup>th</sup> and April 25<sup>th</sup>. Bill Ruch reminded members that aquatic plans should be kept current and recommended testing their procedures for emergency responders. The new LMS (Learning Management System) platform had some updates and is now grouped by member and department so it's more user friendly.

E. Administrator's Report

- Caroline Conboy advised it has been a busy month from a claims standpoint with many active cases.
- The Fund's Financial audit was done this week. Caroline advised it was very clean and the auditors were in the office two days.
- The Administrator's office is starting to receive new business for the 2025 Fund year and underwriting meetings with the Fund's carrier partners will be scheduled in June and July.

F. Fund Attorney Report - None

G. Safety Grants:

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

- I. Byram Township
- II. Garwood Borough
- III. Hardyston Township
- IV. Hardyston Township MUA
- V. Newton
- VI. Salem City
- VII. Wantage Township

A Motion to approve the 2024 Safety Grants for Byram Township, Garwood Borough, Hardyston Township, Hardyston Township MUA, Newton, Salem City and Wantage Township was made by Glynn Jones and seconded by Matt Hall. A roll call was taken, all in favor. Tom Russo abstained on Newton.

5. **Public Comment - None**

6. **Open Executive Session**

Open Executive Session began at 11:01 am.

7. **Claim Approvals**

Claim Payee Listings

Month Ending 4-30-2024.

Auto Liability	\$96,126.70
General Liability	\$43,889.46
Property	\$395,450.84
Law Enforcement	\$28,711.19
Workers Compensation	\$969,690.10

D&H Expenses

Month Ending April 30, 2024 - \$49,315.92

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

8. **Closed Session**

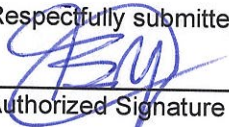
A Motion to come out of Executive Session and go into Closed Executive Session was made at 11:07 am by Kevin Sluka and seconded by Glynn Jones. All in favor. Public Session resumed at 12:11 pm.

9. **Adjournment**

The next meeting will be held on Thursday, June 20, 2024, at One Sylvan Way, Parsippany, NJ 07054. The meeting will begin at 10:30 am.

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

Respectfully submitted,



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Authorized Signature