STATEWIDE INSURANCE FUND
One Sylvan Way, Parsippany, NJ 07054

July 16, 2026

EXECUTIVE COMMITTEE MEETING MINUTES

1. **Call to Order**

The Statewide Insurance Fund held an Executive Committee Meeting at One Sylvan Way, Parsippany, NJ. The Statement of Adequate Notice was read by Chairman Thomas S. Russo, Jr. The Executive Committee meeting began at 10:39 am.

Roll Call of the Executive Committee
Thomas S. Russo, Jr., Chairman (Town of Newton) – Present
Kevin Sluka (Somerville Borough) – Present
William Eagen (Jefferson Township) – Absent
Matt Hall (Borough of Washington) – Absent
Robin Collins (Chester) – Present
Teri Jover (Highland Park Borough) – Remote
Christina Marks (Sussex County) – Absent
Alternate Executive Committee
Peter deBoer (Washington Township) – Remote
Stephanie McCaffrey (East Greenwich Township) – Remote

Also Present:
Caroline J. Conboy, Fund Administrator
MaryAnn Leuthe, Office of the Administrator
Marcy Woodworth, Office of the Administrator
Aladiah Mercy, Office of the Administrator
Bill Ruch, SIF Risk Management
David Berkenbush, SIF Risk Management
Jim Philbin, SIF Risk Management
Janine Leahy, D&H Alternative Risk Solutions
Theresa Laoudis, D&H Alternative Risk Solutions
Steve Armenti, Medlogix
Cindy Villagra, Acrisure, LLC
Don Sciolaro, World Insurance
Dick Cushing, Gebhardt & Kiefer, P.C.
Colleen McLean, D&H Alternative Risk Solutions – Remote
Kristin Wilkinson, D&H Alternative Risk Solutions – Remote
Wayne Dietz, D&H Alternative Risk Solutions – Remote
Genevieve Crowthers, The Barclay Group – Remote
Simeon Hitzel, Glen Gardner Borough – Remote
Shantele Pollock, Hamilton Township – Remote
Stacy Pennington, Salem County – Remote
Frederick Carr, Spotswood Borough – Remote
John Drake, Sussex County MUA – Remote
Tina Kraus, Vernon Township – Remote
Joan Vanderveen, West Amwell Township – Remote

3. **Secretary's Report**

Approval of the June 18, 2026 Executive Committee and Closed Executive Session Meeting Minutes.

A Motion to approve the June 18, 2026 Executive Committee and Closed Executive Session Meeting Minutes was made by Robin Collins and seconded by Kevin Sluka. A roll call vote was taken, and the motion passed unanimously.

3. **Treasurer's Report**

a) Bill List – July 16, 2026

The July 16, 2026 Bill List was presented totaling $1,126,255.38. A Motion to approve the Bill List was made by Kevin Sluka and seconded by Robin Collins. A roll call vote was taken, and the motion passed unanimously.

b) Treasurer's Report as of May 31, 2026 was included in the Kit and reviewed by the Executive Committee. There were no questions or comments.

Motion to approve and accept the May 31, 2026 Treasurer's Report was made by Robin Collins and seconded by Kevin Sluka. A roll call vote was taken, and the motion passed unanimously.

4. Discussion Items

- Medlogix Monthly Reports June 2026
  The Medlogix Monthly Reports for June 2026 were included in the agenda kit and reviewed by Steve Armenti.

- Review of Claim Payment/Settlement Authorities

Claim Number	Date of Loss	Payment
SWM089810	11/9/2024	$18,475.40
SWM086667	2/1/2018	$15,000.00
SWM081915	11/10/2022	$248,917.62
SWM083438-01	4/8/2023	$118,469.53
SWM064977	10/1/2018	$14,910.00
SWM089794	11/6/2024	$39,782.25
GCCRA095843	6/1/2026	$29,180.00
GCEGH095832	5/29/2026	$88,050.00
GCEGH095848	4/7/2026	$15,820.11
GCHMT095933	6/4/2026	$115,612.74
GCHMM095936	2/11/2026	$13,489.17
GCHMM093182	9/5/2025	$67,255.22
GCHIL093095	2/29/2024	$25,999.00
GCCOS094539	2/9/2026	$45,000.00
GCWTW095984	6/3/2026	$21,263.00

- Review of Claims Management Reports
  The D&H New Claim Listings for WC and All Lines from 6/1/2026 to 6/30/2026 were reviewed.

- 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 reported that the Loss Control Department will be issuing two new bulletins, one addressing Heat Illness Prevention and the other focusing on the Risk of Firehouse Fires. Mr. Ruch also advised the Committee that inspections of facility sprinkler systems will be conducted in the coming months. In addition, we are partnering with Chubb to conduct a property maintenance training session at their training facility. This session will concentrate on property maintenance practices, building inspections, and the identification of areas susceptible to freezing pipes or the deterioration of water lines. The training is intended for Department of Public Works (DPW) Supervisors, Facilities personnel, and Business Administrators. Lastly, Bill noted that planning is underway for the annual Snowplow Rodeo, which is scheduled to take place in October. Additional details will be provided as they become available.

- Administrator's Report – Caroline Conboy reported that the 2027 renewal applications will be distributed shortly. She also informed the Committee that the Office of the Administrator is

collaborating with the Fund Treasurer and Actuary to complete a comprehensive financial analysis.

Ms. Conboy is working with D&H and Medlogix to coordinate a Workers' Compensation Seminar for the Fund's appointed defense attorneys, which is scheduled to be held in September.

Ms. Conboy recommended that the responsibility for the Fund's website security be transferred from the website platform, Weebly, to the Office of the Administrator. Following discussion, the Executive Committee unanimously approved the recommendation.

- Fund Attorney Report - None

- Safety Grants:
  The following 2026 Safety Grants were included in the Kit and reviewed by Bill Ruch:
  - Fredon Township - $605.04
  - Raritan Borough - $2,192.00
  - Roxbury Township - $9,824.72

  A Motion to approve the 2026 Safety Grant for Fredon Township, Raritan Borough, and Roxbury Township was made by Kevin Sluka and seconded by Robin Collins. A roll call was taken, and the motion passed unanimously.

5. **Public Comment** – None

6. **Open Executive Session**
   Open Executive Session began at 11:13 am

7. **Claim Approvals**

   Claim Payee Listings

   Month Ending 6/30/2026:

Auto Liability	$135,031.77
General Liability	$216,404.01
Property	$534,094.28
Law Enforcement	$95,962.14
Workers Compensation	$2,394,430.23

   D&H Expenses
   Month Ending June 30, 2026 - $24,413.39

   A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed was made by Robin Collins and seconded by Kevin Sluka. A roll call vote was taken, and the motion passed unanimously.

2. **Closed Session**
   A Motion to come out of Executive Session and go into Closed Executive Session was made at 11:22 am by Kevin Sluka and seconded by Robin Collins. All in favor. Public Session resumed at 12:11 pm.

8. **Resolution EC26-56 Resolution Adopting Fund Meeting Schedule 2027** – A motion to approve Resolution EC26-56 Resolution Adopting Fund Meeting Schedule 2027 was made by Kevin Sluka and was seconded by Robin Collins. A roll call vote was taken, and the motion passed unanimously.

8. **Resolution EC26-57 Governing Body Certification of the Annual Audit** –

Statewide Insurance Fund 12-31-2025 & 2024 Financial Audit Report was completed by Suplee Clooney & Company included in the agenda kit and was reviewed by the Executive Committee.

A motion to approve Resolution EC26-57 Governing Body Certification of the Annual Audit was made by Kevin Sluka and was seconded by Robin Collins. A roll call vote was taken, and the motion passed unanimously.

9. **Approval of the Milliman Claim Review Contract** – A motion to approve the Milliman Claim Review Contract not to Exceed $75,000 was made by Kevin Sluka and was seconded by Robin Collins. A roll call vote was taken, and the motion passed unanimously.

10. **Adjournment**

The next meeting will be held on Thursday, August 20, 2026, at One Sylvan Way, Parsippany, NJ 07054. The meeting will begin at 10:30 am.

A motion to adjourn the meeting was made by Kevin Sluka and seconded by Robin Collins. All in favor. The meeting adjourned at 12:13 pm.

Respectfully submitted,

Authorized Signature