

STATEWIDE INSURANCE FUND
One Sylvan Way, Parsippany, NJ 07054

May 19, 2020

EXECUTIVE COMMITTEE MEETING MINUTES

1. Call to Order

The Statewide Insurance Fund held an Executive Committee Meeting via video conference. 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
Rich Phelan, Vice Chairman (Town of Clinton) – Present
William Eagen, Secretary (Jefferson Township) – Present
George Kallert (Weehawken Township) – Absent
Kevin Sluka (Somerville Borough) – Absent
Maryellen Brennan (Springfield Township) – Present
Matt Hall (Borough of Washington) – Present

Alternate Executive Committee

Robin Collins (Chester) – Present
Jamie Cryan, (Cranford) – Absent
Brett Radi (Manville) – Absent

Also Present:

Caroline J. Conboy, Fund Administrator
Moiria Kenah, Office of the Administrator
Mary Ann Leuthe, Office of the Administrator
Sharyn Tagliareni, Office of the Administrator
Richard Cushing, Gebhardt & Kiefer, P.C.
Wayne Dietz, D&H Alternative Risk Solutions
Sue Hammer, D&H Alternative Risk Solutions
Richard Hazard, D&H Alternative Risk Solutions
Theresa Laoudis, D&H Alternative Risk Solutions
Ivan Cohen, I-Core System, Inc.
Dave Weightman, PMA Group
Bill Ruch, PMA Group
John Matthews, PMA Group
Missy Pudimott, Medlogix
Lindsay Travali, Accrisure

2. Secretary's Report

Approval of the April 21, 2020 Loss Control Meeting Minutes, Executive Committee Meeting Minutes, and Closed Executive Committee Meeting Minutes. A motion to approve the April 21, 2020. Loss Control, Executive Committee and Closed Executive Committee Meeting Minutes was made by Robin Collins and seconded by Rich Phelan. All in favor.

3. Treasurer's Report

a) Bill List- May 19, 2020

The May 19, 2020 Bill List was presented totaling \$394,857.14.

Motion to approve the Bill List was made by Bill Eagen and seconded by Robin Collins. A roll call vote was taken, the motion passed unanimously.

b) Treasurer's Report as of March 31, 2020 was reviewed. Ms. Conboy noted the Fund has a CD that will be renewing on May 22, 202. The Financial Committee agreed to renew with Valley Bank for Nine Months at .65%.

Motion to approve and accept the March 31, 2020 Treasurer's Report was made by Matt Hall and seconded by Rich Phelan. A roll call vote was taken. The motion passed unanimously.

4. Discussion Items

A. Review of Claim Payment/Settlement Authorities

1. Medlogix Requests for Medical Bill Payment Authorization

SWM059723	8/1/2017	29,141.06
SWM068194	7/1/2019	125,773.82

2. D&H Requests for WC Settlement &/or Payment Authorizations

SWM056660	11/17/2016	25,755.00
SWM045063	3/5/2014	203,940.00
SWM066074	1/9/2019	18,450.00
SWM062941	4/25/2018	115,440.00
SWM058011 & SWM060708	3/9/2017	35,840.00
SWN065126	10/6/2018	18,978.75
SWM056661	11/18/2016	25,911.75
SWM054410	9/10/2015	44,388.00
SWM065118	10/9/2018	18,978.75

3. D&H Requests for AL Settlement &/or Payment Authorizations

GCCHE071394	3/31/2020	15,532.00
GCSAL071390	3/12/2020	10,598.00
GCSWA068752-01	8/9/2019	\$0.00

B. Review of Claims Management Reports

The D&H new claim listings for WC and All Lines from 4/1/20 to 4/30/20 were reviewed.

C. Loss Control Report

Bill Ruch reported the Fund recently sent out a bulletin on the COVID 19 pandemic with regard to planning for Public Entities to reopen their facilities. It includes best practices on how to strategically manage the risk of bringing operations back safely. Bill advised towns should share this information with all departments. The Risk Consultants have been encouraging members to visit the Fund's website on a daily basis since there are many changes with regard to COVID 19. The Risk Consultants are available to assist in anyway if members need help with reopening. Bill advised they plan to return to doing field work on May 26th, doing playground and park inspections, as well as assessments of employees to make sure the training they received is being implemented during their work day.

D. SIF Grant Applications

1. Chester Township
2. Jefferson Township

The Grant Approval worksheet for Chester Township was reviewed by Bill Ruch. A Motion to approve the grant was made by Rich Phelan and seconded by Matt Hall. Roll call was taken. Robin Collins abstained.

The Grant Approval worksheet for Jefferson Township was reviewed by Bill Ruch. A motion to approve the grant was made by Robin Collins and seconded by Maryellen Brennan. Roll call was taken. Bill Eagen abstained.

E. Medlogix Savings Reports April 2020

The Medlogix Reports for April 2020 included in the agenda kit were reviewed by Missy Pudimott. Missy provided the current COVID 19 claim statistics. The Fund has 55 cases reported, 17 are record only, and 6 are currently open. She commented that the Fund's reported cases are lower than other public entities. She also advised that it appears that elective surgeries will restart next week, so any injured employees awaiting procedures should be able to obtain the treatment.

F. Administrator's Report

1. An extension has been requested from the Department of Banking and Insurance with respect to the annual audit; no response has been received as of yet.
2. The Office of the Administrator has been working with the Safety and Loss control representatives on getting them back into the field. The Fund has

determined it will be up to the towns with regard to how each town can move forward and how they want to handle the safety meetings.

3. Dr. More has been hired by the Fund to assist the City of Long Branch with respect to their beach and pool operations. Dr. More is preparing a report to help guide them through the summer season.
4. Caroline advised she has received questions regarding returned premiums and further explained that JIF's are not considered insurance. Several lines are self insured. Joint insurance Funds are not subject to the order that the governor issued. Commercial insurance companies have to file their loss experience by June 1st and could require companies to refund premium to policyholders if expected losses are reduced. The Fund will evaluate losses over the next few months.
5. Caroline provided an update on a recent federal bill that was passed by the House with respect to Business Interruption coverage. This is something that the Fund will continue to monitor.
6. The Administrator's office is currently working on Fund year 2021. Caroline advised it is anticipated that there will be reduced payroll and expenditures, and some possible rate changes. Caroline asked the Executive Committee if it would be appropriate to send out renewal applications and resolutions as opposed to waiting until July. The Executive Committee agreed there is no need to wait since business with municipalities' remains open and they need to keep things moving forward.

5. Public Comment

There was no public comment.

6. Approvals

A motion for approval of payment authorizations, payee listings, and D&H Expenses as discussed in Executive Session was made by Rich Phelan and seconded by Bill Eagen. Roll call vote was taken, all in favor.

8. Closed Executive Session

At 11:26 am a Motion to come out of Executive Session and enter into Closed Executive Session to discuss pending litigation was made by Rich Phelan and seconded by Maryellen Brennan. Executive Session video session ended at 11:26 am. The Executive Committee and Fund Professionals remained on the video.

Public session resumed at 12:16 pm.

10. Adjournment

The next meeting of the Executive Committee will be held Tuesday June 16, 2020, location and format to be determined. The meeting will begin at 10:30AM.

Motion to adjourn the meeting was made by Rich Phelan and seconded by Matt Hall. All in favor. The meeting was adjourned at 12:17 pm.

Respectfully submitted,

Authorized Signature