

GENERAL FUND, EXECUTIVE COMMITTEE  
REORGANIZATION MEETING MINUTES  
January 9, 2024

**I. Call to Order – Jeffrey Welz, Chairperson**

The meeting was called to order at 10:03 a.m. by Chairperson Welz.

**II. Open Public Meetings Statement Read – Jeffrey Welz, Chairperson**

The Open Public Meetings Act was read by Chairperson Welz.

**III. Roll Call**

Fund Commissioners:

		<u>Attendance:</u>
Johanna Conyer	City of Burlington	Present
Jodi Botlinger	Township of Burlington	Present
James Ulrich	Township of Clark	Present
Jeffrey Welz	North Hudson Regional Fire & Rescue	Present
Hector Olmo	Borough of Paramus	Present

Alternate Fund Commissioners

Stacey Schwoebel	Township of Burlington	Present
Michael DeOrio	North Hudson Regional Fire & Rescue	Absent

Also Present:

Jennifer Kobliska	Borough of Paramus
Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gottilla	Ansell Grimm & Aaron PC
Mark Worthington	T&M Associates
Claudia Acosta	Qual Lynx
Sameer Sarfraz	Alamo Insurance
Steve Walsh	Barclay Insurance
Helen Goodwin	Hardenbergh Insurance Group
Patti Fahy	Reliance Insurance
Kenneth MacMillan	Custodian of Funds

**IV. Introduction of Guests**

There were no introductions.

**V. General Fund Business**

**A. Resolution 24.01 Appointing Officers to Serve Full Fund and Executive Committee**

***Motion*** to approve Resolution 24.01.

**Moved:** James Ulrich

**Seconded:** Hector Olmo

**Vote:** Approved: Unanimous      Nay:

VI. **Executive Committee Business – Jeffrey Welz, Chairperson**

A. **Approval of December 19, 2023 General Fund and Executive Committee Open Meeting Minutes**

**Motion** to approve General Fund and Executive Committee Open Meeting Minutes of December 19, 2023

**Moved:** James Ulrich

**Seconded:** Hector Olmo

**Vote:** Approved: Unanimous      Nay:

B. **Reports**

1. Chairperson's Report – Jeffrey Welz  
There was no report.
2. MEL Delegate's Report – James Ulrich  
James Ulrich stated that the MEL had recently held its reorganizational meeting.
3. Cyber JIF Delegate's Report – James Ulrich  
James Ulrich stated that the Cyber JIF had recently held its reorganizational meeting and elected its slate of officers. He stated that additional excess limits of \$2 million per claim/\$4 million annual aggregate would be added for 2024. He further stated that an additional \$500,000 of excess cybercrime (social engineering) would also be included.
4. Secretary's Report – Hector Olmo  
There was no report.
5. Custodian of Funds – Kenneth MacMillan
  - a. Approval of Bill Lists for all Fund Years  
**Motion** to approve Treasurer's Report and Bill Lists for all fund years totaling \$1,417,412.04.  
**Moved:** Hector Olmo  
**Seconded:** Jodi Botlinger  
**Vote:** Approved: Unanimous      Nay:
  - b. Treasurer's Report  
As per the report distributed at the meeting.
  - c. Investment Status  
As per the report distributed at the meeting.
6. Attorney's Report – Ansell Grimm & Aaron PC – Craig Gottilla  
As per the report included in the agenda package.
  - a. Resolution 24.02 Establishing 2024 meeting schedule
  - b. Resolution 24.03 Appointing MEL Delegate – James Ulrich
  - c. Resolution 24.04 Appointing Cyber JIF Delegate – James Ulrich
  - d. Resolution 24.05 Designating Bank Depositories
  - e. Resolution 24.06 Designating Authorized Signatures
  - f. Resolution 24.07 Adopting Cash Management Plan
    - i. Appointment of Finance Subcommittee  
Chairperson Welz appointed Kenneth MacMillan, Johanna Conyer, Hector Olmo and James Ulrich to serve on the finance subcommittee.
  - g. Resolution 24.08 Setting Interest Rate for Delinquent Assessments
  - h. Resolution 24.09 Designating Official Newspapers
  - i. Resolution 24.10 Appointing Actuary - The Actuarial Advantage
  - j. Resolution 24.11 Approving Auditor - Withum, Smith & Brown
  - k. Resolution 24.12 Appointing Legal Counsel – Ansell Grimm & Aaron PC
  - l. Resolution 24.13 Appointing Custodian of Funds - Kenneth MacMillan

---

**NEW JERSEY MUNICIPAL SELF INSURERS' JOINT INSURANCE FUND**

---

- m. Resolution 24.14 Authorizing Loss Prevention Specialist - T&M Associates
- n. Resolution 24.15 Appointing Property Claims Servicing Organizations - Bergen Risk Managers, Inservco Insurance Services, and Qual-Lynx.
- o. Resolution 24.16 Appointing Investment Manager – PFM Asset Management, LLC
- p. Resolution 24.17 Appointing Public Agency Compliance Officer - Risk and Loss Managers, Inc.
- q. Resolution 24.18 Adopting a Risk Management Plan

**Motion** to approve Resolutions 24.02 through 24.18.

**Moved:** Jodi Botlinger

**Seconded:** Johanna Conyer

**Vote:** Approved: Unanimous      Nay:

- 7. Administrator’s Report - Risk and Loss Managers, Inc.  
As per the memorandum included in the agenda package.
- 8. Safety and Loss Control Services – Mark Worthington, T&M Associates  
There was no report.

**C. Old Business**

There was no old business.

**D. New Business**

- 1. Public Hearing and Budget Adoption
  - a. **Motion** to open the Public Hearing on the 2024 Fund Year Budget Revision #1.  
**Moved:** James Ulrich  
**Seconded:** Hector Olmo  
**Vote:** Approved: Unanimous      Nay:
  - b. **Motion** to close the Public Hearing on the 2024 Fund Year Budget Revision #1.  
**Moved:** Johanna Conyer  
**Seconded:** Jodi Botlinger  
**Vote:** Approved: Unanimous      Nay:
  - c. Resolution 24.19 Adoption of the 2024 Budget  
**Motion** to approve Resolution 24.19 adopting the 2024 Fund Year Budget Revision #1.  
**Moved:** James Ulrich  
**Seconded:** Johanna Conyer  
**Vote:** Approved: Unanimous      Nay:

**E. Public Comment**

There was no public comment.

**F. Closed Session**

There was no closed session.

**VII. Adjournment**

**Motion** to Adjourn.

**Moved:** Johanna Conyer

**Seconded:** Hector Ulmo

**Vote:** Approved: Unanimous      Nay:

The meeting adjourned at 10:20 a.m.

**NEW JERSEY MUNICIPAL SELF INSURERS' JOINT INSURANCE FUND**

---

The next meeting will be a joint meeting with the safety delegates held at **10:00 a.m.** on **Tuesday, March 12, 2024.**

Respectfully submitted,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date