

General Fund and Executive Committee Meeting Minutes  
December 19, 2023

**I. Call to Order – Barbara Murphy, Administrator**

The meeting was called to order at 10:08 a.m. by Barbara Murphy.

**II. Open Public Meetings Statement Read – Barbara Murphy, Administrator**

The Open Public Meetings Act was read by Barbara Murphy.

**III. Roll Call**

Executive Committee:

		<u>Attendance:</u>
James Ulrich	Township of Clark	Present
Jeff Welz	North Hudson Regional Fire & Rescue	Present
Hector Olmo (a. 10:09 am)	Borough of Paramus	Present

Fund Commissioners

Johanna Conyer	City of Burlington	Present
Jodi Botlinger	Township of Burlington	Present

Alternate Fund Commissioners

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

Also Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Michaelene Miller	
Craig Gotilla	Ansell Grimm & Aaron
Mark Worthington	T&M Associates
Rachel Ruiz	Alamo Insurance
Steve Walsh	Barclay Insurance
Helen Goodwin	Hardenberg Insurance Group

**IV. Introduction of Guests**

Jodi Botlinger introduced Stacey Schwoebel as the newly appointed alternate fund commissioner to the Township of Burlington.

**V. General Fund Business**

**A. Slate of Officers - 2024 Fund Year**

**Motion** to open nominations.

**Moved:** Hector Olmo

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous      Nay:

The fund commissioners discussed the slate of officers for fund year 2024. Discussion ensued and the consensus was to nominate the following:

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NEW JERSEY MUNICIPAL SELF INSURERS' JOINT INSURANCE FUND

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Chairperson: Jeffrey Welz  
Vice - Chairperson: Johanna Conyer  
Secretary: Hector Olmo

**Motion** to close nominations.

**Moved:** Hector Olmo

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous      Nay:

**Motion** to nominate the Slate of Officers as discussed for the 2024 Fund Year.

**Moved:** Hector Olmo

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous      Nay:

**B. MELJIF Delegate**

**Motion** to open the nominations for the MELJIF delegate.

**Moved:** Hector Olmo

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous      Nay:

The fund commissioners discussed the MEL delegate for fund year 2024. Discussion ensued and the consensus was to nominate James Ulrich.

**Motion** to close the nominations for the MELJIF delegate.

**Moved:** Hector Olmo

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous      Nay:

**Motion** to nominate James Ulrich to serve as the MELJIF Delegate for the 2024 Fund Year.

**Moved:** Hector Olmo

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous      Nay:

**C. Cyber JIF Delegate**

**Motion** to open the nominations for the Cyber JIF delegate.

**Moved:** Hector Olmo

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous      Nay:

The fund commissioners discussed the Cyber JIF delegate for fund year 2024. Discussion ensued and the consensus was to nominate James Ulrich.

**Motion** to close the nominations for the Cyber JIF delegate.

**Moved:** Hector Olmo

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous      Nay:

**Motion** to nominate James Ulrich to serve as the Cyber JIF Delegate for the 2024 Fund Year.

**Moved:** Hector Olmo

**Seconded:** James Ulrich

**Vote:** Approved: Unanimous      Nay:

**VI. Executive Committee Business**

**A. Approval of the General Fund and Executive Committee Open Meeting Minutes of November 29, 2023**

**Motion** to approve General Fund and Executive Committee Open Meeting Minutes of November 29, 2023.

**Moved:** Johanna Conyer

**Seconded:** Jodi Botlinger

**Vote:** Approved: Unanimous      Nay:

**B. Reports**

1. Chairperson – Kenneth MacMillan  
There was no report.
2. MEL Delegate’s Report – James Ulrich  
There was no report.
3. Cyber JIF Delegate – James Ulrich  
Barbara Murphy asked that members who have not yet provided their user and contact lists to D2 for training to please do so as soon as possible.
4. Secretary – Jeffrey Welz  
There was no report.
5. Custodian of Funds – Kenneth MacMillan
  - a. Approval of Bill Lists for all Fund Years  
**Motion** to approve bill lists for all fund years totaling \$93,698.75.  
**Moved:** Jodi Botlinger  
**Seconded:** Hector Olmo  
**Vote:** Approved: Unanimous      Nay:
  - b. Treasurer's Report  
As per the report distributed at the meeting.
  - c. Investment Report  
As per the report distributed at the meeting.
5. Attorney's Report – Ansell Grimm & Aaron, Craig Gotilla  
There was no report.
6. Administrator’s Report – Risk and Loss Managers, Inc., Barbara Murphy
  - a. 2024 Renewal Documents  
Barbara Murphy stated that the 2024 certificates of insurance, auto ID cards and workers’ compensation notices would be sent to members shortly.
7. Safety and Loss Control Services – T&M Associates, Mark Worthington  
Mark Worthington stated that the safety committee members recently held their final 2023 safety committee meeting.

**C. Old Business**

There was no old business.

**D. New Business**

1. Public Hearing and Budget Adoption

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

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- a. **Motion** to open the Public Hearing on the 2024 Fund Year Budget.  
**Moved:** James Ulrich  
**Seconded:** Hector Olmo  
**Vote:** Approved: Unanimous      Nay:
- b. **Motion** to close the Public Hearing on the 2024 Fund Year Budget.  
**Moved:** Johanna Conyer  
**Seconded:** Jodi Botlinger  
**Vote:** Approved: Unanimous      Nay:
- c. Resolution 23-29 Adoption of the 2024 Budget  
**Motion** to approve Resolution 23-29 adopting the 2024 Fund Year Budget.  
**Moved:** James Ulrich  
**Seconded:** Johanna Conyer  
**Vote:** Approved: Unanimous      Nay:

- 2. Resolution 23-30 Introduction of 2024 Fund Year Budget Revision #1  
Barbara Murphy stated that the 2024 fund year budget had been revised to include a prior year revenue carry forward to help offset the increase in the 2024 fund year budget, as per the discussion at the last meeting.  
**Motion** to approve Resolution 23-30 and certify the assessments.  
**Moved:** James Ulrich  
**Seconded:** Jodi Botlinger  
**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:** Hector Olmo  
**Seconded:** James Ulrich  
**Vote:** Approved: Unanimous      Nay:  
The meeting adjourned at 10:22 a.m.

The next meeting will be held at **10:00 a.m.** on **Friday, January 9, 2024.**

Respectfully submitted,

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Authorized Signature

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Date