

**NEW JERSEY CYBER RISK MANAGEMENT FUND  
OPEN MINUTES  
JUNE 22, 2023  
VIA TELECONFERENCE – 2:00 PM**

Chairman Tom Merchel called the meeting to order, read the statement of compliance open public meeting act and led the pledge of allegiance.

**ROLL CALL OF 2023 FUND COMMISSIONERS**

Tom Merchel, Chair	PMM JIF - Township of Moorestown	Present
Joy Tozzi, Secretary	Mid-Jersey JIF - Township of Robbinsville	Present
Megan Champney	Suburban Municipal JIF - City of Summit	Present
Steve Rovell	Suburban Metro JIF - Belleville Twp.	Present
Jim Gant	Monmouth JIF - Sea Girt Borough	Present
Joseph Wolk	Camden JIF - Borough of Mount Ephraim	Present
Bernard Rutkowski	NJUA JIF - Toms River MUA	Present
Marc Schrieks	South Bergen JIF - Lodi Borough	Present
Lisa McLaughlin	Atlantic JIF - Margate City	Present
Paul Tomasko	Bergen JIF - Borough of Alpine	Present
Meghan Jack	Burloco JIF - Riverside Twp	Present
Casey Wagner	Central JIF - Woodbridge	Present
Chris Burnett	FIRST JIF - Mt. Laurel Twp. Fire Dist. #1	Present
Adam Brewer	Morris JIF - Pequannock Township	Present
Diane Lapp	Ocean JIF - Manchester Twp	Present
John Clarke	PHA JIF - New Brunswick Housing Authority	Present
James Ulrich	NJSI JIF - Clark Township	Present
Michael Razze	Trico JIF - Pitman Borough	Absent
Frank Elenio	PAIC JIF - Ridgefield Borough	Present

**PROFESSIONALS PRESENT:**

Executive Director/Adm	PERMA Risk Management Services <b>Dave Grubb, Joseph Hrubash, Cathleen Kiernan</b>
Deputy Executive Director	Risk Program Administrators <b>Paul Forlenza, Kamini Patel</b>
Claims Adjustor	CB Claims LLC <b>Chris Botta, Esq.</b>
Chief Financial Officer	<b>Pauline Kontomanolis, CPA</b>
Attorney	Dorsey & Semrau <b>Sue Sharpe, Esq., Fred Semrau, Esq.</b>
Claims Manager	<b>Robyn Walcoff, Esq.</b>

Planning Consultant            **Barbara Murphy**

Treasurer                        **Charles Cuccia**

Qualified Purchasing Agent   **Sean Canning**

**ALSO PRESENT:**

Ted Preusch, Bergen JIF, Alternate Fund Commissioner  
Joe Criscuolo, Central JIF, Alternate Fund Commissioner  
Matthew Martin, FIRST JIF, Alternate Fund Commissioner  
James Brady, Mid-Jersey JIF, Alternate Commissioner  
Matthew von der Hayden, Ocean JIF, Alternate Commissioner  
Matt T. McArow Jr., GJEM Otterstedt Agency  
Amy Pieroni, Acrisure  
Michael Avalone, Conner Strong & Buckelew  
Alison Kelly, Danskin Insurance Agency  
John Casagrande, Danskin Insurance Agency  
Chuck Casagrande, Danskin Insurance Agency  
Dave Vozza, The Vozza Agency  
Robin Rengstorff, The Vozza Agency  
Chuck Hartsoe, PEGAS  
Lindsay Travali, Acrisure  
Don Sciolaro, PIA  
Hallee Cramer, Risk Strategies  
Ed Cooney, Conner Strong & Buckelew  
Jonathon Tavares, Conner Strong & Buckelew  
Jackie Lindsey, Conner Strong & Buckelew  
Katie Walters, Conner Strong & Buckelew  
Michael Merchel, Conner Strong & Buckelew  
Dave Grubb, PERMA  
Pauline Kontomanolis, PERMA  
Brad Stokes, PERMA  
Steve Sacco, PERMA  
Zareena Majeed, PERMA  
Jason Thorpe, PERMA  
Tracy Lopez, PERMA  
Sandra Cantwell, PERMA

**MINUTES:** Chairman Merchel said included in the agenda were the open minutes of May 9, 2023.

**Motion To Approve May 9, 2023 Open Minutes:**

Moved:	Commissioner Gant
Second:	Commissioner Clarke
Vote:	18 Yes, 0 Nay, 1 Abstention (Commissioner Razzo)

Chairman Merchel said he would like to update the June 20, 2023 Risk Control Committee minutes in Appendix II to clarify in the third paragraph the discussion was to insure pricing per entity.

**CORRESPONDENCE:**

NONE

**EXECUTIVE DIRECTOR REPORT:**

**Risk Control Committee:** In response to Executive Director, Assistant Executive Director gave a report on the Risk Control Committee. The committee last met on Tuesday, June 20th to discuss the revised Competitive Contracting RFP for Training/Phishing and the RFP for External Scanning. Questions were added to obtain more information on the process each vendor uses to manage the administration of the rollout for training and phishing exercises. A structured pricing range was requested to assist the committee in evaluating vendor costs. Definitions for vulnerability testing were strengthened. Chairman Merchel said a few scoring questions were clarified. Chairman Merchel thanked Commissioner Brewer for working with Mr. Canning to fine tune the proposals and he also thanked the committee for their input. Fund Attorney said the updated proposals are a result of the knowledge the committee has learned over the past six months and gave credit to their commitment and effort.

**Motion to Approve the Competitive Contracting for Cyber Training / Phishing and External Scanning.**

Moved: Commissioner Wolk  
Second: Commissioner Clarke  
Roll Call Vote: Unanimous

**Technology Stack Questionnaire:** The technology stack questionnaire developed by the Chertoff Group was emailed to Origami users on June 7, 2023. An email was also sent from the Fund office to notify Fund Commissioners and Risk Management Consultants that the survey was launched. The requested deadline for responses is June 30, 2023. Deputy Executive Director suggested a reminder email is sent to members that have not yet replied.

**Webpage:** Chairman Merchel said he would like to revisit a discussion on creating a ‘public’ page and ‘members’ page to prevent bad actors from seeing the tools and methodologies we are using to prevent cybercrime. Fund Attorney agreed and said they would discuss and make a recommendation to the Executive Directors. There is also concern on what information would be available through OPRA. Underwriting Manager said the concern is content addressing our cyber security framework and any details about our security. Fund Attorney said if the board was agreeable to the professionals’ making changes in the short term. Chairman Merchel asked for objections and there were none. Commissioner McLaughlin asked to be notified via email if changes were made before the next board meeting.

**NEXT MEETING:** Assistant Executive Director said the next meeting is scheduled for Thursday July 20, 2023 at 2:00 PM via Zoom however that will not give enough time to advertise the RFP’s and evaluate the results. It was agreed that August 3<sup>rd</sup> would allow the needed time.

**Motion to Approve Rescheduling the July 20<sup>th</sup> meeting to August 3<sup>rd</sup> at 2:00 PM via Zoom:**

Moved: Commissioner Eleino  
Second: Commissioner Gant  
Vote: Unanimous

**UNDERWRITING MANAGER:** Underwriting Manager said the compliance program with the updated security framework has approximately 20 submissions and they are receiving questions and feedback. They hope to see an increase in compliance during renewal.

**TREASURER:**

Treasurer asked for a motion to approve the June 2023 Bills List

June 2023	\$34,492.02
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**Motion to adopt Resolution 45-23 For June 2023 Vouchers:**

Moved: Commissioner Jack  
Second: Commissioner Clarke  
Roll Call Vote: Unanimous

**NEW BUSINESS:**

NONE.

**OLD BUSINESS:**

Executive Director Grubb said he is stepping down as Executive Director and Joseph Hrubash will assume the role of Executive Director for the JIF. Mr. Grubb said it has been very interesting to get another joint insurance fund launched and organized and he will continue to be involved as the Executive Director representing the Bergen JIF. The board joined the Chairman in expressing thanks to Mr. Grubb for his work and service.

**PUBLIC COMMENT:**

None.

**MOTION TO ADJOURN:**

Moved: Commissioner Tomasko  
Second: Commissioner Clarke  
Vote: Unanimous

**MEETING ADJOURNED:** 2:18 PM

**NEXT MEETING:** August 3, 2023 – 2:00 PM via Zoom

Sandra Cantwell, Assisting Secretary

For

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JOY TOZZI, SECRETARY

# NEW JERSEY CYBER RISK MANAGEMENT FUND BILLS LIST

Resolution No. 45-23

June 2023

**WHEREAS**, the Treasurer has certified that funding is available to pay the following bills:

**BE IT RESOLVED** that the New Jersey Cyber Risk Management Fund’s Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

**FURTHER**, that this authorization shall be made a permanent part of the records of the Fund.

**FURTHER**, that this authorization shall be made a permanent part of the records of the Fund.

**FUND YEAR 2023**

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001049			
001049	CB CLAIMS LLC	CLAIMS ADMIN FEE 06/23	2,083.33
			<b>2,083.33</b>
001050			
001050	QUAL-LYNX	MONTHLY BANKING SERVICES 06/23	500.00
			<b>500.00</b>
001051			
001051	PERMA RISK MANAGEMENT	POSTAGE 05/23	30.97
001051	PERMA RISK MANAGEMENT	ADMINISTRATOR FEE 06/23	10,416.67
			<b>10,447.64</b>
001052			
001052	ARTHUR J. GALLAGHER RISK MGMT SERVICES, LLC	DEPUTY ADMIN 06/23	4,166.67
			<b>4,166.67</b>
001053			
001053	THE ACTUARIAL ADVANTAGE	ACTUARY FEES 06/23	2,083.33
			<b>2,083.33</b>
001054			
001054	CHARLES CUCCIA	TREASURER FEE 06/23	2,083.33
			<b>2,083.33</b>
001055			
001055	CONNER STRONG AND BUCKELEW	UNDERWRITING MANAGER FEE 06/23	4,166.66
			<b>4,166.66</b>
001056			
001056	ORIGAMI RISK, LLC	PORTION OF INVOICE 23-1509 4/23	7,650.00
			<b>7,650.00</b>
001057			
001057	THE CANNING GROUP	QPA SERVICES 05/23	1,250.00
			<b>1,250.00</b>
001058			
001058	COURIER POST	ACCT CHL-993 AD DATE 05/30/23	11.18
			<b>11.18</b>
001059			
001059	NJ ADVANCED MEDIA	ACCT 1000975964 AD DATE 05/31/23	24.94
001059	NJ ADVANCED MEDIA	ACCT 1000975964 AD DATE 05/04/23	24.94
			<b>49.88</b>
		<b>Total Payments FY 2023</b>	<b>34,492.02</b>

**TOTAL PAYMENTS ALL FUND YEARS**

**34,492.02**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Attest

Dated: \_\_\_\_\_

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer: \_\_\_\_\_