

**NEW JERSEY CYBER RISK MANAGEMENT FUND
OPEN MINUTES
July 18, 2024**

VIA TELECONFERENCE – 3:30 PM

Chairwoman Tozzi called the meeting to order. Ms. Cantwell read the statement of compliance open public meeting act.

ROLL CALL OF 2024 FUND COMMISSIONERS

Joy Tozzi - Chair	East Windsor - Mid-Jersey JIF	Present
Adam Brewer - Secretary	Pequannock Township – Morris JIF	Present
Megan Champney	City of Summit- Suburban Municipal JIF	Absent
Jim Gant	Sea Girt Borough – Monmouth JIF	Absent
Joseph Wolk	Borough of Mount Ephraim- Camden JIF	Present
Bernard Rutkowski	Toms River MUA - NJUA JIF	Absent
Marc Schrieks	Lodi Borough – South Bergen JIF	Absent
James Pacanowski	Ventnor City, Atlantic JIF	Present
Ted Preusch	Upper Saddle River - Bergen JIF	Present
Meghan Jack	Riverside Twp- Burlco JIF	Present
Casey Wagner	Woodbridge - Central JIF	Present
Matthew Martin	Hopewell Township BOFC – FIRST JIF	Absent
Matthew von der Hayden	Stafford Twp – Ocean JIF Alternate	Present
Frank Elenio	Ridgefield Borough – PAIC JIF	Present
Susan Danson	Maple Shade - PMM JIF	Present
John Clarke	Princeton Housing Authority- NJPHA JIF	Present
James Ulrich	Clark Township – NJSI JIF	Absent
Vincent Quatrone	Little Falls – Suburban Metro JIF	Absent
Michael Razzo	Pittman Borough - Trico JIF	Absent

PROFESSIONALS PRESENT:

Executive Director/Admin.	PERMA Risk Management Services Joseph Hrubash, Cate Kiernan
Deputy Executive Director	Risk Program Administrators Paul Forlenza, Kamini Patel
Claims Adjustor	CB Claims LLC Chris Botta, Esq.
Attorney	Dorsey & Semrau Sue Sharpe, Esq., Frederick Semrau, Esq.
Underwriting Manager	Conner Strong & Buckelew Edward Cooney
Treasurer	Chuck Cuccia

ALSO PRESENT:

Don Sciolaro, PIA Agency
Tom Merchel, Conner Strong & Buckelew
Katie Walters, Conner Strong & Buckelew
Jonathon Tavares, Conner Strong & Buckelew

Jaclyn Lindsey, Conner Strong & Buckelew
Charles Casagrande, Danskin Insurance Agency
John Casagrande, Danskin Insurance Agency
Matt McArow Sr.
Steve Sacco, Perma Risk Management Services
Brad Stokes, Perma Risk Management Services
Robyn Walcoff, Perma Risk Management Services
Sandra Cantwell, Perma Risk Management Services

MINUTES: Included in the agenda were the open minutes of May 18, 2024 and June 20, 2024.

**MOTION TO APPROVE OPEN MINUTES FOR MAY 18, 2024
AND JUNE 20, 2024:**

Moved: Commissioner Wolk
Second: Commissioner Elenio
Vote: Unanimous

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT:

Operations Committee Report. Executive Director said the Operations Committee had their first meeting in June and covered several topics to report to the Board.

Executive Director said the Committee is recommending a one-year extension of the Fund’s contract with D2 Cybersecurity for training and phishing. D2 has confirmed they can provide shorter training modules with more frequency and group training can be accommodated. The length of the training modules discussed were either two (2) thirty minute or three (3) twenty-minute modules. The group training would be for employees with server emails but limited or no access to a work computer. The Committee is also recommending that the JIF extend the contract with D2 for external vulnerability scanning for one year.

**Motion to Adopt Resolution 29-24 Extending the Fund’s Contract with D2 Cybersecurity for the Period of September 1, 2024 to September 1, 2025 for Training & Phishing
and**

Motion to Adopt Resolution 30-24 Extending the Fund’s Contract with D2 Cybersecurity for the Period of September 1, 2024 to September 1, 2025 for External Vulnerability Scanning.

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

Executive Director said the Underwriting Manager has identified a potential exposure for members providing IT services to a third-party. The Committee asked the Underwriting Manager to develop a survey to determine how many members may be engaged in shared services or contracted to provide IT services and then use that information to seek potential coverage.

Executive Director said the New Jersey Counties Excess Liability Fund (NJCE) requested consideration for membership in the NJ Cyber JIF and the Committee is recommending the Fund continues to manage our current membership and reconsider the request next year.

Chairwomen Tozzi thanked the members of the Operations Committee for their time to discuss the reported topics.

Claims Committee Report: Executive Director said the Claims Committee had their first meeting July 16th and reviewed a claim summary report as of June 30th and loss ratio reports by Member JIF as of June 30th. The Committee also reviewed a sample Payment Authorization Request (PARs) form. Commissioners made suggestions for change to the reports. The reports will be updated and forwarded to the committee for review. There were no PARs presented for approval.

The Claim Summary Report will be available for future closed session meetings The Loss Ratio Reports will be updated and distributed to the Board on a quarterly basis. The Claims Committee will schedule meetings approximately one week before the Board meetings and will cancel if they are not needed. Chairwomen Tozzi thanked the professionals for their work on the reports.

Cybersecurity Consulting Service Competitive Contract: Executive Director said the Fund received eight responses to Competitive Contract #24-01, for cyber consulting services. The responses were well outside the scope and pricing, and therefore the recommendation is to reject the submissions and reissue CC#24-01 with further clarification.

Motion to adopt Resolution 31-24 Rejecting All Submittals for CC#24-01 Cybersecurity Consulting Services and reissue CC#24-01 with further clarification.

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

Cyber Risk Control Compliance Report: Executive Director said the Compliance Report by Member was sent under separate cover.

Claims Activity: Executive Director said confidential loss ratio report was also sent to the Board of Fund Commissioners under separate cover.

Next meeting: Executive Director said the next NJ Cyber JIF meeting is scheduled for September 19, 2024 at 3:30 PM via audio / video teleconference.

TREASURER: Treasurer asked for a motion to approve the June 2024 and July 2024 Bills lists:

RESOLUTION 32-24 FOR JUNE 2024 VOUCHERS:

June 2024	
2024	\$59,333.23
Total	\$59,333.23

RESOLUTION 33-24 FOR JULY 2024 VOUCHERS:

July 2024	
2023	\$30,000.00
2024	\$85,081.68
Total	\$115,081.68

**MOTION TO APPROVE RESOLUTION 32-24 JUNE BILLS LIST AND
RESOLUTION 33-24 JULY 2024 BILLS LIST AS PRESENTED:**

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

UNDERWRITING MANAGER: Underwriting Manager said the compliance program continues to get a lot of attention and questions and general push for compliance. Questions are very welcome because they help define the program. They are working to release an update later this year that does not have any changes but will provide additional comments, tips and tricks for achieving compliance.

EXECUTIVE SESSION: Executive Director confirmed there was no need for Closed Session today.

Fund Attorney: Mr. Semrau said the Fund is making great progress and has built a strong foundation, thanks to the experience and dedication of the Commissioners and the professionals.

NEW BUSINESS:

None.

OLD BUSINESS:

None.

PUBLIC COMMENT:

None.

MOTION TO ADJOURN:

Moved: Commissioner Clarke
Second: Commissioner Brewer
Vote: Unanimous

MEETING ADJOURNED: 3:45 PM

Sandra Cantwell, Assisting Secretary for Adam Brewer, Secretary

**NEW JERSEY CYBER RISK MANAGEMENT FUND
BILLS LIST**

Resolution No. 32-24

JUNE 2024

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

BE IT RESOLVED that the New Jersey Municipal Environmental 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.

FUND YEAR 2024

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
CB CLAIMS LLC	CLAIMS ADMIN FEE 06/24	2,125.00 2,125.00
QUAL-LYNX	BANKING SERVICES 06/24	500.00 500.00
PERMA RISK MANAGEMENT PERMA RISK MANAGEMENT	POSTAGE 05/24 ADMINISTRATOR FEE 06/24	7.68 10,625.00 10,632.68
THE ACTUARIAL ADVANTAGE	ACTUARY FEE 06/24	2,125.00 2,125.00
ARTHUR J GALLAGHER LLC dba	DEPUTY ADMINISTRATOR 06/24	4,250.00 4,250.00
RISK & LOSS MANAGERS, INC	LOCAL ED COORDINATOR Q2 2024 06/24	1,477.94 1,477.94
CHARLES CUCCIA	TREASURER FEE 06/24	2,125.00 2,125.00
PERMA RISK MANAGEMENT SERVICES	LOCAL ED COORD- 12 JIFS Q2 2024 06/24	28,053.02 28,053.02
CONNOR STRONG AND BUCKELEW	UNDERWRITING MANAGER FEE 06/24	4,250.00 4,250.00
PL SERVICES, LLC AKA PEGAS	LOCAL EXEC.DIRECTOR COORD. Q2 2024	2,527.39 2,527.39
THE CANNING GROUP	QPA SERVICES 06/24	1,250.00 1,250.00
NJ ADVANCED MEDIA	ACCT 1000975964 AD 10873837 6/4/24	17.20 17.20
	Total Payments FY 2024	59,333.23
	TOTAL PAYMENTS ALL FUND YEARS	59,333.23

Chairperson

Attest:

Dated: _____

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

Treasurer

**NEW JERSEY CYBER RISK MANAGEMENT FUND
BILLS LIST**

Resolution No. 33-24

JULY 2024

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

BE IT RESOLVED that the New Jersey Municipal Environmental 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.

FUND YEAR 2023

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
CHERTOFF GROUP LLC	CYBER SECURITY PROG. SUPP. 11/23-5/24	30,000.00
		30,000.00
	Total Payments FY 2023	30,000.00

FUND YEAR 2024

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
NJ ADVANCED MEDIA	VOID AND REISSUE	-39.56
		-39.56
CB CLAIMS LLC	CLAIMS ADMIN FEE 07/24	2,125.00
		2,125.00
QUAL-LYNX	BANKING SERVICES 07/24	500.00
		500.00
PERMA RISK MANAGEMENT	POSTAGE 06/24	7.04
PERMA RISK MANAGEMENT	ADMINISTRATOR FEE 07/24	10,625.00
		10,632.04
THE ACTUARIAL ADVANTAGE	ACTUARY FEE 07/24	2,125.00
		2,125.00
ARTHUR J GALLAGHER LLC dba	DEPUTY ADMINISTRATOR 07/24	4,250.00
ARTHUR J GALLAGHER LLC dba	LOCAL EXEC DIR. COORD. Q2 24 07/24	7,057.64
		11,307.64
CHARLES CUCCIA	TREASURER FEE 07/24	2,125.00
		2,125.00
CONNER STRONG AND BUCKELEW	UNDERWRITING MANAGER FEE 07/24	4,250.00
		4,250.00
TRI COUNTY MUNICIPAL	2024 CYBER SERVICE REIMBURSEMENT	18,506.00
		18,506.00
BURLINGTON COUNTY MUNICIPAL	2024 CYBER SERVICE REIMBURSEMENT	10,684.00
		10,684.00
ATLANTIC COUNTY MUNICIPAL	2024 CYBER SERVICE REIMBURSEMENT	21,491.00
		21,491.00
THE CANNING GROUP	QPA SERVICES 07/24	1,250.00
		1,250.00
NJ ADVANCED MEDIA	ACCT 100097564- AD 10881036 6/24/24	16.34
NJ ADVANCED MEDIA	ACCT 1000975964 AD 10831159 2/21/24	39.56
NJ ADVANCED MEDIA	ACCT 1000975964- AD 10877424 6/12/24	69.66
		125.56
	Total Payments FY 2024	85,081.68
	TOTAL PAYMENTS ALL FUND YEARS	115,081.68

Chairperson

Attest:

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

Dated: _____

Treasurer