

**NEW JERSEY CYBER RISK MANAGEMENT FUND
OPEN MINUTES
JULY 17, 2025**

VIA TELECONFERENCE – 3:30 PM

Chairwoman Tozzi called the meeting to order and read the statement of compliance open public meeting act. The Commissioners recited the Pledge of Allegiance.

ROLL CALL OF 2025 FUND COMMISSIONERS

Joy Tozzi - Chair	East Windsor - Mid-Jersey JIF	Present
Adam Brewer - Secretary	Pequannock Township – Morris JIF	Present
Megan Champney Kweselait	City of Summit- Suburban Municipal JIF	Present
James Gant	Sea Girt Borough – Monmouth JIF	Present
TBD	Camden JIF	Absent
Bernard Rutkowski	Toms River MUA - NJUA JIF	Present
Marc Schrieks	Lodi Borough – South Bergen JIF	Present
James Pacanowski	Ventnor City, Atlantic JIF	Present
Ted Preusch	Upper Saddle River - Bergen JIF	Present
Erin Provenzano	Delanco - Burlco JIF	Present
Casey Wagner	Woodbridge - Central JIF	Present
Alan Pine	Mount Laurel Twp. FD#1 – FIRST JIF	Absent
Matthew von der Hayden	Stafford Township – Ocean JIF	Present
Frank Elenio	Ridgefield Borough – PAIC JIF	Absent
John Clarke	Princeton Housing Authority- NJPHA JIF	Absent
Susan Danson	Maple Shade - PMM JIF	Absent
James Ulrich	Clark Township – NJSI JIF	Present
Vincent Quatrone	Little Falls – Suburban Metro JIF	Present
Michael Razze	Pittman Borough - Trico JIF	Present

PROFESSIONALS PRESENT:

Executive Director/Admin.	PERMA Risk Management Services Joseph Hrubash
Deputy Executive Director	Risk Program Administrators Paul Forlenza
Claims Adjustor	CB Claims LLC Chris Botta, Esq.
Chief Accounting Officer	PERMA Risk Management Services Pauline Kontomanolis, CPA
Attorney	Dorsey & Semrau Frederick Semrau, Esq.
Underwriting Manager	Conner Strong & Buckelew Edward Cooney
Claims Manager	PERMA Risk Management Services Robyn Walcoff, Esq.
Planning Consultant	Risk Loss Managers Barbara Murphy

Treasurer

Chuck Cuccia

ALSO PRESENT:

Diane Ambrosio (Alt), Ocean JIF
Don Sciolaro, PIA Agency
Frank Covelli, PIA Agency
Hallee Cramer, Risk Strategies
Mathew T. McArow, GJEM-Otterstedt Insurance Agency, Inc.
Tom Merchel, Conner Strong & Buckelew
Katie Walters, Conner Strong & Buckelew
Jonathon Tavares, Conner Strong & Buckelew
Chuck Casagrande, Danskin Insurance Agency
John Casagrande, Danskin Insurance Agency
Alison Kelly, Danskin Insurance Agency
Kamini Patel, Risk program Managers
Dave Grubb, Perma Risk Management Services
Cathleen Kiernan, Perma Risk Management Services
Brad Stokes, Perma Risk Management Services
Pauline Kontomanolis, Perma Risk Management Services
Sandra Cantwell, Perma Risk Management Services

Executive Director welcomed Erin Provenzano who has joined the Fund as the BURLCO JIF representative, replacing Meghan Jack.

MINUTES: Included in the agenda were the open minutes of June 12, 2025.

MOTION TO APPROVE JUNE 12, 2025:

Moved: Commissioner Schrieks
Second: Commissioner Ulrich
Vote: 10 Ayes, 0 Nays, 4 Abstain (Commissioners Champney, Rutkowski, Preusch, Provenzano)

CORRESPONDENCE

Executive Director said last month the JIF was informed that D2 was in the process of being acquired by Xcitiium, Inc. The Fund Office received notice via email that the acquisition was completed, and the transition would begin on July 7th. There is no changes in staff, service or pricing. The Fund's current contract is with AppliedInfo Partners, Inc. dba D2 and should be updated via resolution to reflect the new name.

MOTION TO ADOPT RESOLUTION 30-25 AUTHORIZING THE ASSIGNMENT OF APPLIEDINFO PARTNERS, INC, DBA D2 CYBERSECURITY CONTRACT TO XCITIUM, INC.

Moved: Commissioner Champney
Second: Commissioner Wagner
Roll Call Vote: 13 Ayes, 1 Abstain (Commissioner Provenzano)

Commissioner Quatrone said there have been times when he did not find D2 to be responsive but would agree to give them the benefit of the doubt as they move through the transition.

EXECUTIVE DIRECTOR REPORT:

The Executive Director reviewed the following:

D2 Cybersecurity Contracts: The current contracts with D2 for Training/Phishing and External Scanning will expire on September 1st. The Fund initially awarded a contract to D2 for one year with an option to extend for a second and third year and the Fund extended the contract for the second year. In June, the Operations Committee recommended the Fund extend the contract for the third year.

Motion to Adopt Resolution 31-25 Extending the Fund's Contract with D2 Cybersecurity for the Period of September 1, 2025 to September 1, 2026 for Training & Phishing and Resolution 32-25 Extending the Fund's Contract with D2 Cybersecurity for the Period of September 1, 2025 to September 1, 2026 for External Vulnerability Scanning

Moved: Commissioner Schrieks
Second: Commissioner Champney
Roll Call Vote: 13 Ayes, 1 Abstain (Commissioner Provenzano)

Claims Committee: The Claims Committee met earlier today to review the one Payment Authority Request (PAR). Fund Attorney said there was a detailed discussion, and the Committee is recommending approval. Commissioner Schrieks added this PAR was previously presented. Executive Director said the Claims Detail report was sent under separate cover.

Motion to Approve the PAR as Recommended by the Claims Committee

Moved: Commissioner Schrieks
Second: Commissioner Brewer
Roll Call Vote: 13 Ayes, 1 Abstain (Commissioner Provenzano)

Commissioner Pacanowski said in reviewing the Claims Detail report, he was curious about the older claims that have no outstanding balances and still show as open. He also asked about some outstanding balances showing on claims from his town. Executive Director said the Claims Manager would follow up on both questions and respond.

Cyber/Crime: A memorandum from the Underwriting Manager addressing the differences between cyber incidents that are covered by the Cyber Policy and those covered in the Fund's Crime Policy was included in the agenda. The Underwriting Manager said cyber related losses can spill over into crime because the end loss is a crime or theft type of loss. Both coverages can trigger at the same time and sometimes they stack on top of each other. The enclosed memorandum outlines an explanation and some examples. Circumstances will vary for each claim so feel free to reach out with any questions. Chairwomen Tozzi and the Fund Attorney both thanked the Underwriting Manager, saying the memo was clear and very helpful.

Cyber Framework, Framework Supporting Information, Certification Checklist & Technology Model Policy: Underwriting Manager has updated these documents to provide more clarification and the add language concerning the newly adopted appeal process. The updated documents are included in the agenda for the Commissioner's convenience. Underwriting Manager said that with the help of the Board of Commissioners, a defined appeal process is now available for a member that feels they have mitigated a control task, but not necessarily in the manner the framework has laid out. Additionally, he stressed that there are no changes to the security requirements, and the updates are comprised of a lot more comments based on the questions and discussions he is having with IT staff and Commissioners.

In response to Commissioner Pacanowski, Underwriting Manager said he is currently in discussion with MS-ISAC to see if the JIF can obtain a membership that can then be extended to our members, rather than each

member needing to sign up individually and each pay a separate membership fee. Until a workaround or program is in place, this requirement will be loosened.

Mr. Merchel said in Intermediate controls section of the Framework there is a requirement to use the 3rd Party Risk Assessment tool CIS Control 15. The tool has multiple sections, and it can be confusing to understand which portion the member or the vendor should be completing. Underwriting Manager agreed and said his team would review and look for ways to clarify the instructions for using the tool.

Cyber JIF Meeting Time: The Fund has received inquiries about the feasibility of moving to an earlier time of day for the Cyber JIF meetings. After some discussion, Chairwomen Tozzi suggested we have further offline discussions to see if another time will allow more Commissioners to attend. Executive Director said the Claims committee will also be looking at creating a scheduled meeting time.

Tracking Reports: The Financial Fast Track as of March 31st shows surplus at \$4.3m and the Fund has a strong cash balance. The Loss Ratios report is included in the agenda for informational purposes.

The next meeting will be held on Thursday, September 18, 2025 at 3:30 PM via audio / video teleconference.

TREASURER: Treasurer asked for a motion to approve the July 2025 Bills list:

RESOLUTION 33-25 FOR JUNE 2025 VOUCHERS:

JULY 2025	
2025	\$27,316.02
Total	\$27,316.02

MOTION TO APPROVE RESOLUTION 33-25 JULY BILLS LIST AS PRESENTED:

Moved: Commissioner Gant
Second: Commissioner Brewer
Roll Call Vote: 13 Ayes; Commissioner Quatrone recused on Conner Strong payments

UNDERWRITING MANAGER: Underwriting Manager the webinar offered on June 16th titled “The Basics of Basic” was well received and is posted on the Cyber website in the secure document section. An email will be sent out shortly to announce a future webinar coming in the fall, and additional information that will be coming out in 2025 for the cyber educational campaign.

ATTORNEY: Fund Attorney said the Treasurer, Ms. Kontomanolis and himself are looking at implementing additional internal controls and procedures for making payments. They will be presenting the suggestions to the Operations Committee and will then report to the board.

NEW BUSINESS:

None.

OLD BUSINESS:

None.

PUBLIC COMMENT:

None.

MOTION TO ADJOURN:

Moved:	Commissioner Clarke
Second:	Commissioner Elenio
Vote:	Unanimous

Meeting Adjourned: 4:02 PM

Sandra Cantwell, Assisting Secretary for Adam Brewer, Secretary

RESOLUTION #31-25
OF THE NEW JERSEY CYBER RISK MANAGEMENT FUND AUTHORIZING THE
EXTENSION OF THE CYBER TRAINING/PHISHING SERVICES CONTRACT
AWARDED THROUGH THE COMPETITIVE CONTRACTING PROCESS
CC# 23-01

WHEREAS, the Fund has a desire for Cyber Training/ Phishing Services

WHEREAS such services were procured through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A: 11-4.2, for a period of up to five (5) years; and

WHEREAS, the Fund duly advertised the competitive contract proposal for a minimum of 20 days, and received proposals on July 20, 2023 at 9:00 A.M. and

WHEREAS, the Fund awarded D2 Cybersecurity, 28 Worlds Fair Drive, Somerset, NJ 08873 for an initial period of one (1) year through Resolution #46-23 and a second year through Resolution #29-24; and

WHEREAS the New Jersey Local Publics Contract Law at N.J.S.A 40A:1 1-4.2 allows for a contract award of up to five (5) years under the competitive contract process; and

WHEREAS, it is the desire of the Fund to extend the contract as authorized for an additional one (1) year, from September 1, 2025 through September 1, 2026.

WHEREAS, the Board of Fund Commissioners has previously agreed to assign the contract to Xcitium, Inc having just acquired D2 Cybersecurity;

NOW, THEREFORE, BE IT RESOLVED by Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund that it does hereby authorize a contract extension with Xcitium, Inc. 200 Broadacres Drive, Bloomfield, NJ 07003 under the precepts of CC#23-01 for Cyber Training/ Phishing for a third year based on attached fee schedule exhibit but not to exceed 350,000 over a 12-month period

Chairperson

Attest: _____ Dated: _____

CC# 23-01 Phishing/ Training
9/1/25-9/1/26 Xcitium, Inc. (D2) Fee Schedule

Max User Count	PER USER PER YEAR
0-30,000	\$8.84
0-40,000	\$8.32
0-50,000	\$8.17
0-60,000	\$8.01
0-70,000	\$7.85
0-80,000	\$7.70
0-90,000	\$7.55
90,000+	\$7.28
Average	\$7.97

RESOLUTION #32-25
OF THE NEW JERSEY CYBER RISK MANAGEMENT FUND AUTHORIZING THE
EXTENSION OF THE CONTRACT FOR EXTERNAL SCANNING SERVICES
AWARDED THROUGH THE COMPETITIVE CONTRACTING PROCESS
CC# 23-02

WHEREAS, the Fund has a desire for Cyber External Vulnerability Scanning Services

WHEREAS such services were procured through the competitive contracting process under the New Jersey Local Publics Contract Law, N.J.S.A. 40A: 11-4.2, for a period of up to five (5) years; and

WHEREAS, the Fund duly advertised the competitive contract proposal for a minimum of 20 days, and received proposals on July 20, 2023 at 9:00 A.M. and

WHEREAS, the Fund awarded D2 Cybersecurity, 28 Worlds Fair Drive, Somerset, NJ 08873 for an initial period of one (1) year through Resolution #47-23 and for a second year through Resolution #30-24;

WHEREAS the New Jersey Local Publics Contract Law at N.J.S.A 40A:11-4.2 allows for a contract award of up to five (5) years under the competitive contract process; and

WHEREAS, it is the desire of the Fund to extend the contract as authorized for an additional one (1) year, from September 1, 2025 through September 1, 2026.

WHEREAS, the Board of Fund Commissioners has previously agreed to assign the contract to Xcitium, Inc. having just acquired D2 Cybersecurity;

NOW, THEREFORE, BE IT RESOLVED by the Board of Fund Commissioners of the New Jersey Cyber Risk Management Fund that it does hereby authorize a contract extension with Xcitium, Inc., 200 Broadacres Drive, Bloomfield, NJ 07003, under the precepts of CC#23-01 for Cyber Training/ Phishing for a third year based on attached fee schedule exhibit but not to exceed 250,000 over the 12-month period

Chairperson

Attest: _____ Dated: _____

CC# 23-02 External Scanning
9/1/25 – 9/1/26 Xcitium (D2) Fee Schedule

PROPOSAL	
Max User Count	
0-452 members	\$510.84
0-490 members	\$476.50
0-597 member	\$405.76

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

Resolution No. 33-25

JULY 2025

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 2025

<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
CB CLAIMS LLC	CLAIMS ADMIN FEES 07/25	2,167.50 2,167.50
PERMA RISK MANAGEMENT PERMA RISK MANAGEMENT	POSTAGE 06/25 ADMIN FEES 07/25	5.52 10,837.50 10,843.02
THE ACTUARIAL ADVANTAGE	ACTUARY FEES 07/25	2,167.50 2,167.50
ARTHUR J GALLAGHER LLC dba	DEPUTY ADMINISTRATOR 07/25	4,335.00 4,335.00
CHARLES CUCCIA	TREASURER FEE 07/25	2,167.50 2,167.50
CONNER STRONG AND BUCKELEW	UNDERWRITING MGMT FEE 07/25	4,335.00 4,335.00
THE CANNING GROUP LLC	QPA SERVICES INV 2025-07 07/25	1,300.50 1,300.50
	Total Payments FY 2025	27,316.02
	TOTAL PAYMENTS ALL FUND YEARS	27,316.02

Chairperson

Attest:

Dated: _____

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

Treasurer