

**NEW JERSEY CYBER RISK MANAGEMENT FUND  
OPEN MINUTES  
SEPTEMBER 18, 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
Michael Mevoli	Camden JIF	Absent
Bernard Rutkowski	Toms River MUA - NJUA JIF	Absent
Marc Schrieks	Lodi Borough – South Bergen JIF	Present
James Pacanowski	Ventnor City, Atlantic JIF	Absent
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	Present
Matthew von der Hayden	Stafford Township – Ocean JIF	Present
Frank Elenio	Ridgefield Borough – PAIC JIF	Present
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 <b>Joseph Hrubash</b>
Deputy Executive Director	Risk Program Administrators <b>Kamini Patel</b>
Claims Adjustor	CB Claims LLC <b>Chris Botta, Esq.</b>
Chief Accounting Officer	PERMA Risk Management Services <b>Pauline Kontomanolis, CPA</b>
Attorney	Dorsey & Semrau Susan Sharpe, Esq & <b>Frederick Semrau, Esq.</b>
Underwriting Manager	Conner Strong & Buckelew <b>Edward Cooney</b>
Claims Manager	PERMA Risk Management Services <b>Robyn Walcoff, Esq.</b>
Planning Consultant	Risk Loss Managers <b>Barbara Murphy</b>
Treasurer	<b>Chuck Cuccia</b>

**ALSO PRESENT:**

Diane Ambrosio (Alt), Ocean JIF  
Don Sciolaro, PIA Agency  
Tom Merchel, Conner Strong & Buckelew  
Katie Walters, Conner Strong & Buckelew  
Chuck Casagrande, Danskin Insurance Agency  
Dave Grubb, Perma Risk Management Services  
Cathleen Kiernan, Perma Risk Management Services  
Stephen Sacco, Perma Risk Management Services  
Brad Stokes, Perma Risk Management Services  
Zareena Majeed, Perma Risk Management Services  
Brendan Kelly, Cape May County MUA

**MINUTES:** Included in the agenda were the open minutes of July 17, 2025

**MOTION TO APPROVE JULY 17, 2025**

Moved: Commissioner Brewer  
Second: Commissioner Schrieks  
Vote: 11 Ayes, 0 Nays, 3 Abstain (Commissioners Mevoli, Pine and Elenio)

**CORRESPONDENCE** None

**EXECUTIVE DIRECTOR REPORT:**

Operations Committee met on September 11<sup>th</sup> and reviewed the following items?

- **Cyber JIF Deductible Billings** – Fund office has received multiple requests to adopt a six-month due date for payment of member deductibles. Committee recommended adopting this time frame for due dates.

**Motion to Adopt a Resolution 34-25 Amending the Fund's Fiscal Management Plan to establish a due date for member deductible billings:**

Moved: Commissioner Champney Kweislet  
Second: Commissioner von der Hayden  
Roll Call: All Ayes

- **Cyber Ransomware.** In 2023, the Fund approved a process to authorize timely payments in response to ransomware requiring cyber currency payments. Carrier will reimburse this type of cost (when in their layer) but will not manage the transaction. Operations Committee recommended adopting the confidential procedures drafted by the Fund Treasurer and Fund Attorney (emailed to Board of Fund Commissioners under separate cover).

**Motion to adopt procedures to authorize timely ransomware payments:**

Moved: Commissioner Champney Kweislet  
Second: Commissioner von der Hayden  
Roll Call: All Ayes

- **Cyber Risk Control:** As part of the Fund's Basic Security Risk Control, members are asked to register with Multi-State Information Sharing & Analysis Center (MS-ISAC) and New Jersey Cybersecurity Communication and Integration Cell (NJCCIC).

This service is no longer free for members. Underwriting Manager has been working on a solution with NJCCIC to buy memberships for all New Jersey local governments but he noted the process is taking longer than anticipating. As a result, Operations Committee recommends the requirement for members to secure this membership - in basic security section of the cyber risk control - be temporarily suspended.

**MOTION TO TEMPORARILY SUSPEND BASIC SECURITY COMPLIANCE REQUIREMENT TO SECURE MEMBERSHIP IN MS-ISAC:**

Moved: Commissioner Champney Kweislet  
Second: Commissioner von der Hayden  
Roll Call: All Ayes

- **Cyber Educational Series:** Underwriting Manager is planning to schedule his webinar on JCMI Banking Controls in November and Incidence Response in December.
- **Chertoff Group:** Underwriting Manager is actively working with the Chertoff Group to draft a model IT agreement for members' use and to address confusion with the 3<sup>rd</sup> Party Risk Assessment Tool CIS Control.
- **Competitive Contracting RFPs.** The Fund's contracts with the Executive Director, Deputy Executive Director and Planning Consultant were awarded for a three-year term with an option to extend for a 4<sup>th</sup> and 5<sup>th</sup> year; three-year term expires at year-end. Committee is recommending the Fund extend the agreements through January 1, 2028 at reorganization.

**MOTION TO EXTEND THE FUND'S CONTRACTS WITH EXECUTIVE DIRECTOR, DEPUTY EXECUTIVE DIRECTOR AND PLANNING CONSULTANT FOR A 4TH AND 5TH YEAR.**

Moved: Commissioner Schrieks  
Second: Commissioner Elenio  
Roll Call: All Ayes

- **Internal Controls:** Operations Committee reviewed the correspondence from the Fund Treasurer and recommends the Board secure the services of an independent accountant to strengthen the internal controls and segregation of duties of the Cyber JIF.

**MOTION TO AUTHORIZE SEEKING THE SERVICES OF AN INDEPENDENT ACCOUNTING.**

Moved:            Commissioner Brewer  
Second:           Commissioner Ulrich  
Roll Call:        All Ayes

**Cyber JIF Meeting Time:** In response to suggestions raised at the July meeting, options for other dates and/or times provided the board members with options for rescheduling the Cyber JIF meetings. Following a discussion, the board agreed to reschedule the time for meetings when scheduled for the third Thursday to 1:30 and asked that calendar invites be issued. The November meeting was already scheduled at a different date and time to accommodate the league conference.

**Due Diligence:** Financial Fast Track as of June 31, 2025 and Loss Ratio Report as of August 30, 2025 distributed for information.

**Claims Committee:** A Claims Detail Report as of 8-31-25 was distributed for information. In addition, Committee met on September 12<sup>th</sup> to authorize a ransomware payment. Payment Authority Request was submitted to Board of Fund Commissioners.

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

**RESOLUTION 35-25 FOR SEPTEMBER 2025 VOUCHERS:**

<b>JULY 2025</b>	
<b>2025</b>	\$72,520.68
<b>Total</b>	\$72,520.68

**MOTION TO APPROVE RESOLUTION 35-25 SEPTEMBER BILLS LIST AS PRESENTED:**

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

**NEW BUSINESS:**

None.

**OLD BUSINESS:**

None.

**PUBLIC COMMENT:**

None.

**MOTION TO ADJOURN:**

Moved:            Commissioner Clarke  
Second:           Commissioner Elenio

Vote:                    Unanimous

Meeting Adjourned: 4:00 pm

Cate Kiernan, Assisting Secretary for Adam Brewer, Secretary

**RESOLUTION NO: 34-25**  
**NEW JERSEY CYBER RISK MANAGEMENT FUND**  
(hereafter referred to as the “FUND”)  
**AMENDING THE FISCAL MANAGEMENT**  
**PLAN FOR THE 2025 FUND YEAR**

**WHEREAS**, The FUND is duly constituted as a Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et.seq.); and

**WHEREAS**, The FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.); and

**WHEREAS**, The FUND adopted Resolution 1-25 adopting a Fiscal Management Plan for Fund year 2025 (a copy is attached hereto);

**WHEREAS**, The FUND has received a recommendation to establish a due date for member deductible billings.

**NOW, THEREFORE BE IT RESOLVED**, that section V. be amended as follows:

The rate of interest assessed by the Fund for delinquent assessments shall be ten (10) percent per annum, from the assessment due dates of January 31 and April 30, 2025.

The Delinquent assessment fee shall also be imposed when installment assessments are received 15 days after all other assessment due dates, and when member deductibles payments are received 15 days after the six-month due date following the date deductible billing is issued by the Fund.

ADOPTED: this 18th day of September 2025 before the Governing Body:

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Chair

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Secretary

# NEW JERSEY CYBER RISK MANAGEMENT FUND

## BILLS LIST

Resolution No. 35-25

SEPTEMBER 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>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
	CB CLAIMS LLC	CLAIMS ADMIN FEES 09/25	2,167.50 <b>2,167.50</b>
	PERMA RISK MANAGEMENT PERMA RISK MANAGEMENT	POSTAGE 08/25 ADMIN FEES 09/25	58.06 10,837.50 <b>10,895.56</b>
	THE ACTUARIAL ADVANTAGE	ACTUARY FEES 09/25	2,167.50 <b>2,167.50</b>
	ARTHUR J GALLAGHER LLC dba ARTHUR J GALLAGHER LLC dba	DEPUTY ADMINISTRATOR 09/25 EXEC DIR. COORDINATOR FEES Q3 25	4,335.00 7,163.25 <b>11,498.25</b>
	RISK & LOSS MANAGERS, INC RISK & LOSS MANAGERS, INC	PLANNING CONSULTANT Q3 25 LOCAL EXEC DIR. COORDINATOR Q3 25	3,901.50 1,924.78 <b>5,826.28</b>
	CHARLES CUCCIA	TREASURER FEE 09/25	2,167.50 <b>2,167.50</b>
	PERMA RISK MANAGEMENT SERVICES	LOCAL EXEC DIRE. COORD. Q3 2025	28,927.19 <b>28,927.19</b>
	CONNER STRONG AND BUCKELEW	UNDERWRITING MGMT FEE 09/25	4,335.00 <b>4,335.00</b>
	PL SERVICES, LLC AKA PEGAS	LOCAL JIF COORDINATOR Q3 2025 9/25	2,510.00 <b>2,510.00</b>
	THE CANNING GROUP LLC	QPA SERVICES INV 2025-09 09/25	1,300.50 <b>1,300.50</b>
	PRINCETON STRATEGIC COMM GROUP LLC	Q1 WEBSITE MAINT. INV 6075 09/25	725.40 <b>725.40</b>
	<b>Total Payments FY 2025</b>		<b>72,520.68</b>
	<b>TOTAL PAYMENTS ALL FUND YEARS</b>		<b>72,520.68</b>

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**Chairperson**

Attest:

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

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

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**Treasurer**

