



New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
www.njsig.org

**Board of Trustees Meeting Minutes of January 18, 2023
(Ratified at the Board of Trustees Meeting on March 20, 2023)**

New Jersey Schools Insurance Group's Board of Trustees Meeting of January 18, 2023 took place at NJSIG's office, located at 6000 Midlantic Drive, Suite 300 North, Mount Laurel, New Jersey 08054, and by video teleconference.

ATTENDEES

Participants: David A. Rapuano, Esq.; Latonya Brennan; Jack Zisa; Al Kirk; Jay Lynch; Casey Byrne; Nicholas Bice, and Bob Gemmell.

NJSIG Staff: Jill Deitch, Esq.; Michele Carosi; Jeff Cook; Claire King; Sherwin Archibald; Stephen Tucker, Esq.; Beth Ferlicchi, Esq.; Ivy Davis; Joe Semptimphelter, Leslie McMahon, and Anthony Fernandez.

ITEM #1 CALL TO ORDER

Pursuant to N.J.S.A. 10:4-10, with a quorum present, the meeting was called to order at approximately 1:01 p.m. In accordance with the Sunshine Law and N.J.S.A. 10:4-10, due notice of this meeting was given to the *Atlantic City Press*, *Newark Star Ledger*, and *Trenton Times* on July 11, 2022. Copies of these notices are on file with the New Jersey Secretary of State.

ITEM #2 ROLL CALL

Stephanie Brown, Ed.D.	–	Present
Nicholas Bice	–	Present*
Richard Casey	–	Present
Christopher Carrubba	–	Present**
Damaris Gurowsky	–	Present
Irene LeFebvre	–	Absent

Joseph Meloche, Ed.D. – Present
Chris Russo, Ed.D. – Present
Vacant – Absent

* Bice was sworn in as a Trustee at approximately 1:30 p.m.

** Carrubba joined the meeting at approximately 1:03 p.m.

ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION MINUTES OF NOVEMBER 16, 2022.

Action Taken: Moved (Meloche)\ Second (Gurowsky)\ Carried (Affirmative
Votes = Brown, Casey, Meloche, Russo, and Gurowsky) to
accept the November 16, 2022 Board of Trustees meeting
minutes.

ITEM #4 PUBLIC PARTICIPATION

Public participation was invited. There was no public participation.

ITEM #5 SUB-FUND LIAISON REPORTS

Brennan spoke on how well the ERIC North meeting went, and noted that they received great feedback from attendees who felt the topics were useful. Lynch reiterated this point. Russo also reiterated this point.

Zisa noted the upcoming NJEIF meeting will also utilize this same topic.

Kirk noted the upcoming ERIC South and BAECCEIC meeting will utilize a similar topic, and will include another presenter as well.

Gemmell noted the upcoming ERIC West meeting will utilize the same topic and also address school mapping.

Byrne noted the upcoming CAIP meeting will utilize the same topic.

ITEM #6 REPORTS

A. Executive Director report.

Jill Deitch, Esq., Executive Director, provided an overview of her report and an update on the status of the organization.

B. Accounting / finance report.

Michele Carosi, Chief Financial Officer, provided an overview of her report and an update on the status of the department.

C. Underwriting report.

Claire King, Underwriting Manager, provided an overview of her report and an update on the status of the department.

D. Claims report.

Sherwin Archibald, Claims Manager, provided an overview of his report and an update on the status of the department.

E. Information technology report.

Jeff Cook, Information Systems Manager, provided an update on the status of the department.

ITEM #7 DISCUSSION ITEMS

A. Reinsurance property renewal meetings, update.

Presented by Deitch. Deitch provided a summary of the status of the reinsurance property renewal and the property market in general.

B. Virtual sub-fund administrator meeting.

Presented by Deitch.

C. March 2023 virtual broker meeting.

Presented by Deitch.

D. AGRiP annual governance conference.

Presented by Deitch. Russo noted the timing of this conference was not ideal for school administrators because it is when budgets are due.

E. Executive Director contract.

Presented by Rapuano. Minor contract details to be discussed in closed session.

ITEM #8 ACTION ITEMS

A. Trustee nominations (NJSIG No. 0123-1).

Presented by Deitch. Bice sworn in as a Trustee. Term runs from January 18, 2023 to June 30, 2025. DiFalco withdrew as a nominee.

Action Taken: Moved (Casey)\ Second (Carrubba)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Meloche, Russo, and Gurowsky) to approve the resolution as presented as to Bice only. No opposition or abstentions.

B. Checking accounts and new claims ratification (NJSIG No. 0123-2).

Presented by Carosi.

Action Taken: Moved (Gurowsky)\ Second (Meloche)\ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Meloche, Russo, and Gurowsky) to approve the resolution as presented. No opposition or abstentions.

C. Surplus policy – first reading (NJSIG No. 0123-3).

Presented by Deitch.

Action Taken: Moved (Meloche)\ Second (Carrubba)\ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Meloche, Russo, and Gurowsky) to approve the resolution as presented. No opposition or abstentions.

D. Contracting

1. PeopleSoft consulting services (NJSIG No. 0123-4).

Presented by Cook.

Action Taken: Moved (Gurowsky)\ Second (Carrubba)\ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Meloche, Russo, and Gurowsky) to approve the resolution as presented. No opposition or abstentions.

2. Sub-fund administration services (NJSIG No. 0123-5).

Presented by Deitch.

Action Taken: Moved (Carrubba)\ Second (Meloche)\ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Meloche, Russo, and Gurowsky) to approve the resolution as presented. No opposition or abstentions.

E. Authorization to invest additional funds (NJSIG No. 0123-6).

Presented by Deitch.

Action Taken: Moved (Meloche)\ Second (Carrubba)\ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Meloche, Russo, and Gurowsky) to approve the resolution as presented. No opposition or abstentions.

ITEM #9 NEW BUSINESS

Tutorial on how to open a .pdf portfolio presented by Tucker. No other new business.

ITEM #10 CLOSED (EXECUTIVE) SESSION

Action Taken: Moved (Meloche)\ Second (Carrubba)\ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba,

Meloche, Russo, and Gurowsky) to enter closed session at 1:47 p.m. No opposition or abstentions.

WHEREAS, N.J.S.A. 10:4-6 et. seq., (“the Open Public Meetings Act”), authorizes public entities to meet in executive session under certain circumstances; and

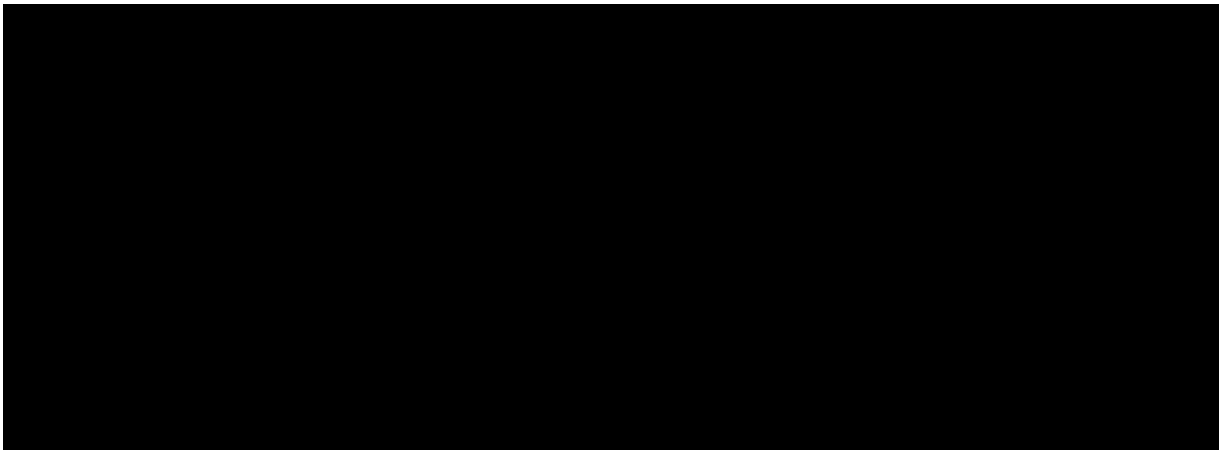
WHEREAS, the Open Public Meetings Act requires that the Group adopt a resolution at a public meeting to go into private session; now, therefore,

BE IT RESOLVED by the Board of Trustees of the New Jersey Schools Insurance Group that it is necessary to meet in executive session to discuss certain items involving:

- A. Litigation;
- B. Matters involving attorney client privilege;
- C. Matters involving pending contract negotiation; and,
- D. Matters involving terms and conditions of employment of a current public employee

BE IT FURTHER RESOLVED that any discussion held by the Board of Trustees which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Trustees will return to open session to conduct business at the conclusion of the executive/closed session.



Action Taken: Moved\ Second\Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Meloche, Russo, and

Gurowsky) to exit closed session and return to open session at approximately 2:10 p.m. No opposition or abstentions.

ITEM #11 ACTION ITEMS (CONTINUED)

F. Executive Director contract (NJSIG No. 0123-7).

Presented by Rapuano.

Action Taken: Moved\Second\Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Meloche, Russo, and Gurowsky) to authorize Chairperson Russo to execute the Executive Director contract, on behalf of NJSIG, in the form as discussed. No opposition or abstentions.

ITEM #12 ADJOURN MEETING

Action Taken: Moved (Russo)\ Second (Meloche)\ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Meloche, Russo, and Gurowsky) to adjourn the meeting at approximately 2:15 p.m.