



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 June 15, 2022  
(Ratified at the Board of Trustees Meeting on July 13, 2022)**

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New Jersey Schools Insurance Group's Board of Trustees Meeting of June 15, 2022 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:** Joanne Kirby of *Alliant*, Susan Leung of *Alliant*, Jack Zisa of *Regional Risk Managers*.

**NJSIG Staff:** Jill Deitch, Esq., Michele Carosi, Jeff Cook, Claire King, Sherwin Archibald, Stephen Tucker, Esq., Beth Ferlicchi, Esq., Renee Johnson-Payne, Ivy Davis, Leslie McMahon, Karen Olsen, Denise Hall.

**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 10:19 a.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 November 30, 2021. Copies of these notices are on file with the New Jersey Secretary of State.

**ITEM #2 ROLL CALL**

Stephanie Brown, Ed.D.	–	Absent
Richard Casey	–	Absent
Christopher Carrubba	–	Absent
Irene LeFebvre	–	Present
Joseph Meloche, Ed.D.	–	Present
Chris Russo, Ed.D.	–	Present

Josephine Sharpe – Present  
Dana Sullivan – Present  
Damaris Gurowsky – Present

**ITEM #3 ACCEPTANCE OF THE PUBLIC SESSION MINUTES OF May 24, 2022.**

Action Taken: Moved (Sullivan)\ Second (Meloche)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to accept the May 24, 2022 Board of Trustees meeting minutes.

**ITEM #4 PUBLIC PARTICIPATION**

Public participation was invited. There was no public participation.

**ITEM #5 SUB-FUND LIAISONS – Reports/Comments**

Jack Zisa representing NJEIF noted the renewal cycle for their sub-fund has gone smoothly, and commended NJSIG for encouraging full participation in the safety grant program. Indicated looking forward to having in-person meetings for the 2022/2023 fund year.

**ITEM #6 REPORTS:**

**A. Executive Director’s Report**

Jill Deitch, 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. Client Relations and Safety and Risk Control Report**

No report.

**D. Underwriting Report**

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

**E. Claims Report**

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

**F. Information Technology Report**

Jeff Cook, Information Systems Manager, provided an overview of his report and an update on the status of the department.

**ITEM #7 DISCUSSION ITEMS**

**A. Trustee nominations**

Presented by Deitch.

**B. July 13, 2022 Board retreat topics**

Presented by Deitch.

**ITEM #8 ACTION ITEMS:**

**A. 2022/2023 Budget – Second reading (NJSIG No. 0622-01)**

Presented by Carosi.

Action Taken: Moved (Gurowsky)\ Second (LeFebvre)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**B. 2022/2023 Plan of Risk Management – Second reading (NJSIG No. 0622-02)**

Presented by Deitch.

Action Taken: Moved (LeFebvre)\ Second (Sullivan)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**C. 2022/2023 Meeting dates (NJSIG No. 0622-03).**

Presented by Deitch. Trustees discussed moving all meetings to a default time of 1:00 p.m., and agreed with the proposed dates.

Action Taken: Moved (Sullivan)\ Second (LeFebvre)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to approve the resolution with the above-referenced modification to the times of the meetings. No opposition or abstentions.

**D. Trustee nominations (NJSIG No. 0622-04)**

Presented by Deitch.

Action Taken: Moved (Meloche)\ Second (Sullivan)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**E. Cyber; memorandum of coverage (NJSIG No. 0622-05)**

Presented by Deitch and Tucker.

Action Taken: Moved (Sullivan)\ Second (Meloche)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**F. Excess and reinsurance for 2022/2023 policy year (NJSIG No. 0622-06)**

Presented by Deitch.

Action Taken: Moved (LeFebvre)\ Second (Sullivan)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**G. Contracting: Actuarial services (NJSIG No. 0622-07)**

Presented by Deitch.

Action Taken: Moved (LeFebvre)\ Second (Sullivan)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**H. Contracting: Outside counsel (NJSIG No. 0622-08)**

Presented by Archibald.

Action Taken: Moved (Sullivan)\ Second (LeFebvre)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**I. Position grades and wage ranges (NJSIG No. 0622-09)**

Presented by Deitch.

Action Taken: Moved (Gurowsky)\ Second (Meloche)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**J. Checking accounts & new claims ratification (NJSIG No. 0622-10)**

Presented by Carosi.

Action Taken: Moved (Sullivan)\ Second (LeFebvre)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo,

Sharpe, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**ITEM #9 NEW BUSINESS**

None.

**ITEM #10 CLOSED (EXECUTIVE) SESSION**

Action Taken: Moved (LeFebvre)\ Second (Sullivan)\ Carried (Affirmative Votes = LeFebvre, Meloche, Russo, Sharpe, Sullivan, Gurowsky) to enter executive session at 10:46 a.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,

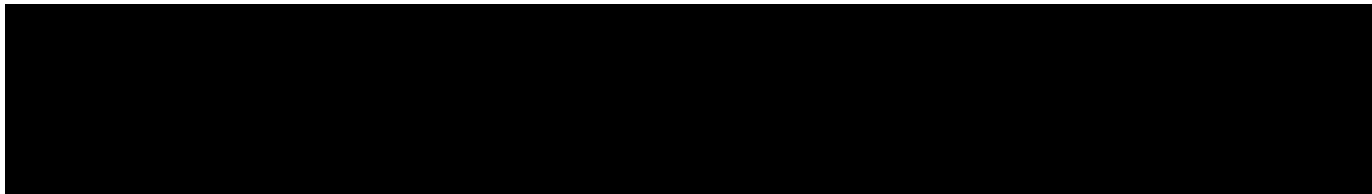
BE IT RESOLVED by the Board of Trustees of the New Jersey Schools Insurance Group that it is necessary to meet in executive session to discuss certain items involving:

- A. Litigation; and/or
- B. Matters involving attorney client privilege.

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 not return to open session to conduct business at the conclusion of the executive session.

**A. Claims**





**ITEM #11 ADJOURN MEETING**

Action Taken: M (Sullivan)\ S (LeFebvre)\ Carried (Affirmative Votes = Brown, Carrubba, LeFebvre, Russo, Sullivan, Gurowsky) to end closed session and adjourn the meeting at approximately 11:05 a.m.