



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 November 16, 2022  
(Ratified at the Board of Trustees Meeting on January 18, 2023)**

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New Jersey Schools Insurance Group's Board of Trustees Meeting of November 16, 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:** David A. Rapuano, Esq. of Archer & Greiner; Joanne Kirby of Alliant; Phil Williams of Alliant; Latonya Brennan of Gallagher; Zia Qasim of Wilmington Trust; Mary Alice Avery of Wilmington Trust; Dennis Skalkowski of Bowman & Company; 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.; 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 1:00 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*
Richard Casey	–	Present
Christopher Carrubba	–	Present

Damaris Gurowsky	–	Present
Irene LeFebvre	–	Present
Joseph Meloche, Ed.D.	–	Present
Chris Russo, Ed.D.	–	Present
Dana Sullivan	–	Present
Vacant	–	Absent

\*Stephanie Brown joined at approximately 1:03 p.m.

**ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION MINUTES OF OCTOBER 19, 2022.**

Action Taken: Moved (Casey)\ Second (LeFebvre)\ Carried (Affirmative Votes = Casey, Carrubba, LeFebvre, Meloche, Russo, Sullivan and Gurowsky) to accept the October 19, 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**

Jack Zisa representing NJEIF noted that he has scheduled the first NJEIF sub-fund meeting for December 2022.

**ITEM #6 REPORTS**

**A. Executive Director 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. 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 overview of his report and an update on the status of the department.

**ITEM #7 DISCUSSION ITEMS**

**A. NJSIG Investments: Wilmington Trust**

Presented by Mary Alice Avery & Zia Qasim, Wilmington Trust

**B. Trustee nominations**

Presented by Deitch. Deitch noted that NJASBO nominated Business Administrator Nicholas Bice from the Burlington Township Board of Education as a trustee to replace Trustee Dana Sullivan once she steps down from the NJSIG Board at the end of December 2022. Bice attended the first part of today's meeting. Deitch noted that she has requested a nominee from the NJSBA for a trustee to fill the seat vacated by Josephine Sharpe.

**ITEM #8 ACTION ITEMS**

**A. Financial Audit 6/30/21 (NJSIG No. 1122-1).**

Presented by Michele Carosi and Dennis Skalkowski of Bowman & Company.

Action Taken: Moved (LeFebvre)\ Second (Sullivan)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, LeFebvre, Meloche, Russo, Sullivan and Gurowsky) to

approve the resolution as presented. No opposition or abstentions.

**B. Checking accounts and new claims ratification (NJSIG No. 1122-2).**

Presented by Carosi.

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

**C. Contracting**

**1. Insurance brokerage services (NJSIG No. 1122-3).**

Presented by Deitch.

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

**2. Independent medical examination services (NJSIG No. 1122-4).**

Presented by Archibald.

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

**ITEM #9 NEW BUSINESS**

Use of SchoolBoard.net. Deitch proposed utilizing the .pdf portfolio solely for BOT Board packages and discontinuing the use of SchoolBoard.net. Some

Trustees noted difficulty using the .pdf portfolio. NJSIG will continue to use both formats until the .pdf portfolio issues are resolved.

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

Action Taken: Moved (LeFebvre)\ Second (Meloche)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, LeFebvre, Meloche, Russo, Sullivan and Gurowsky) to enter closed session at 1:54 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

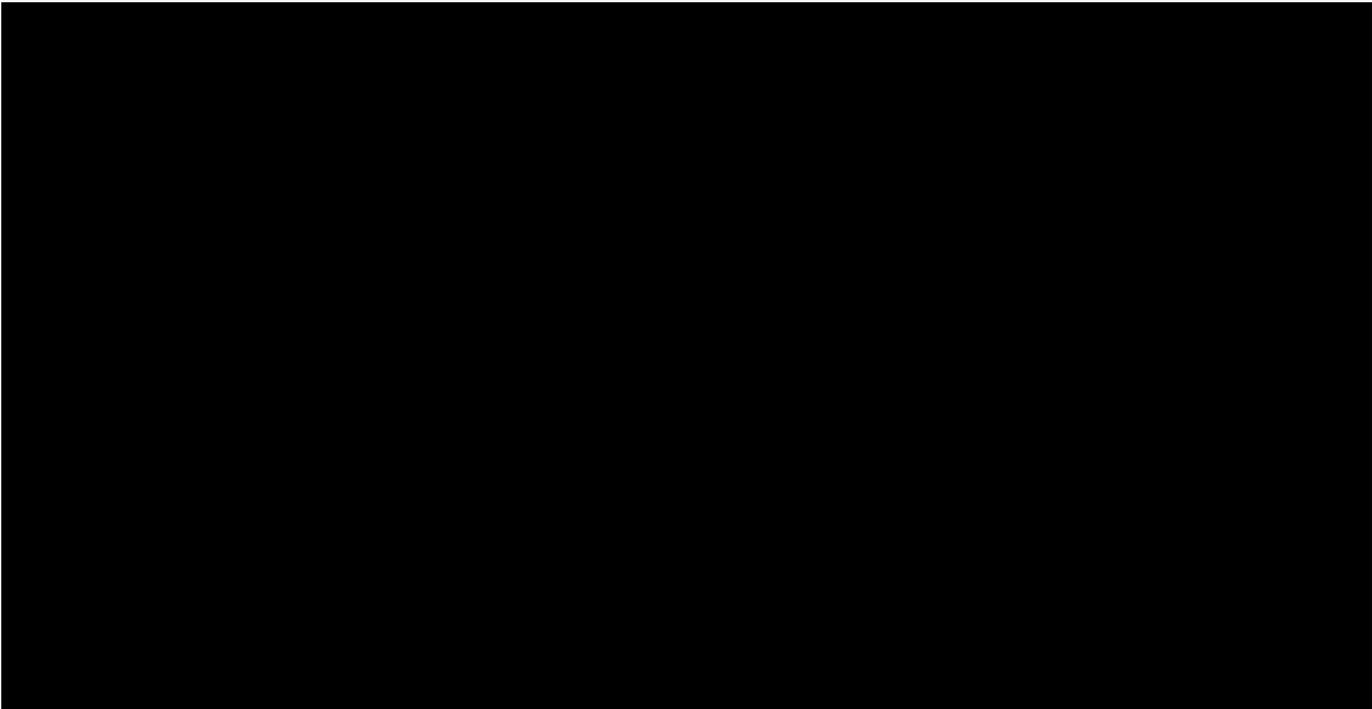
WHEREAS, the Open Public Meetings Act requires that the Group adopt a resolution at a public meeting to go into private session; now, therefore,

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 session.



## ITEM #11 ACTION ITEMS

### C. Contracting

#### 3. Executive Director contract (NJSIG No. 1122-5).

Discussion of this item was deferred to closed session. Presented by Rapuano.

\*Following this discussion, the Board moved to re-enter open session at approximately 3:15 p.m.

Action Taken: Moved (LeFebvre)\ Second (Sullivan)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, LeFebvre, Meloche, Russo, Sullivan and Gurowsky) to authorize a five-year contract, effective December 1, 2022, for Jill Deitch, Esq. to continue to serve as NJSIG Executive Director, with a 4% pay increase authorized for year 1 (i.e., December 1, 2022 to November 30, 2023), and pay raises for each successive year to be determined by the Board. Final contract with all employment details to be ratified at the next Board meeting. No opposition or abstentions.

## **ITEM #12 ADJOURN MEETING**

Action Taken: Moved (LeFebvre)\ Second (Sullivan)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, LeFebvre, Meloche, Russo, Sullivan and Gurowsky) to adjourn the meeting at approximately 3:19 p.m.