



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 September 20, 2023
(Ratified at the Board of Trustees Meeting on October 18, 2023)**

New Jersey Schools Insurance Group's Board of Trustees Meeting of September 20, 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 Rapuano, Esq.; Joanne Kirby; Phil Williams; Casey Byrne; Latonya Brennan; Al Kirk; Jay Lynch; Alix Silva

NJSIG Staff: Jill Deitch, Esq.; Beth Ferlicchi, Esq.; Benjamin Ziemann, Esq.; Jeff Cook; Michele Carosi; Claire King; Sherwin Archibald; Lauren Schilling; Anthony Fernandez; Denise Hall; Karen Olsen; Gabe Foeldes; Jillian Smith; Neil Marek; Leslie McMahon; Joseph Semptimphelter; Ivy Davis.

ITEM #1 CALL TO ORDER

In accordance with the Sunshine Law and N.J.S.A. 10:4-10, due notice of all pending meetings was given to the *Newark Star Ledger*, www.NJ.com, and *Trenton Times* on July 7, 2023. Notice of this meeting was also filed with the New Jersey Secretary of State. Electronic notice of this meeting was also posted to NJSIG's website at www.njsig.org. The meeting was called to order at approximately 1:00 p.m.

ITEM #2 ROLL CALL

Stephanie Brown, Ed.D.	–	Present
Nicholas Bice	–	Present
Richard Casey	–	Absent
Christopher Carrubba	–	Present

Damaris Gurowsky	–	Present
Irene LeFebvre	–	Present
Jamie Moscony	–	Present
Chris Russo, Ed.D.	–	Present
Vacant	–	Absent

ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION MINUTES OF July 19, 2023.

Action Taken: Moved (Carrubba) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Carrubba, Gurowsky, LeFebvre, Moscony, Russo) to accept the July 19, 2023 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

Lynch reported on the MOCSSIF sub-fund, noted a new sub-fund chair; noted that renewals were challenging but went well overall

Brennan reported on the ERIC North and NJEIF sub-funds; noted that they have already established their calendar of meetings, booklet of partnerships and activities

Kirk reported on the BACCEIC and ERIC South sub-funds; noted that they are looking forward to collaborating with Brennan for the first BACCEIC sub-fund meeting on Oct. 3, which will present on fundamental school insurance, risk management and loss control topics

Casey Byrne reported on the CAIP sub-fund; noted that their first meeting is scheduled for Sept. 27 and that David Nash, Esq. will be presenting on the new school employee sick leave laws

ITEM #6 REPORTS

A. Executive Director report.

Jill Deitch, Esq., Executive Director, introduced Alix Silva, a member of the Vineland Board of Education, who has been nominated by the NJSBA to fill our current vacancy and invited to today's meeting to meet everyone and get a sense of NJSIG's work.

Deitch also provided an overview of the Executive Director report and an update on the status of the organization.

B. Accounting / Finance report.

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

C. Underwriting report.

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

D. Claims report.

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

E. Information Technology report.

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

F. Member Services and Loss Control report.

Lauren Schilling, Member Services and Loss Control Manager, provided an overview of the Member Services and Loss Control Department report and an update on the status of the department.

ITEM #7 DISCUSSION ITEMS

A. Trustee nomination

Presented by Deitch. Gave update of Trustee terms, i.e.: three Trustee terms are expiring in June 2024 (Carrubba, Gurowsky, Moscony); three Trustee terms are expiring in June 2025 (Bice, Casey, LeFebvre); and three Trustee terms are expiring in June 2026 (Brown, Russo, Vacant).

B. NJSIG’s Remote Work Pilot program - updated

Presented by Deitch. Discussed extension of remote work pilot program for another year (September 11, 2023 - September 13, 2024) and changes made to clarify certain provisions.

C. NJSBA Workshop - Atlantic City Oct. 23-26, 2023

Presented by Schilling. Discussed NJSIG’s planned trainings and presentations at the NJSBA Workshop.

D. Vacant buildings, possible future policy changes

Presented by Deitch and King. Discussed possibility of changing policy language to limit coverage of vacant buildings in the future; reinsurance becoming increasingly difficult to secure on these risks, affecting pool as a whole.

ITEM #8 ACTION ITEMS

A. Contracting:

1. Reinsurance brokerage services (NJSIG No. 0923-01)

Presented by Deitch.

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

2. Outside counsel - NEPHA hotline (NJSIG No. 0923-02)

Presented by Schilling.

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

B. Procurements using electronic procurement process (NJSIG No. 0923-03)

Presented by Deitch

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

C. Checking accounts & new claims ratification (NJSIG No. 0923-04)

Presented by Carosi.

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

ITEM #9 NEW BUSINESS

A. Action Item; New Trustee Nomination

Action Taken: Moved (LeFebvre) \ Second (Carrubba) \ Carried (Affirmative Votes = Brown, Bice, Carrubba, Gurowsky, LeFebvre, Moscony, Russo) to nominate Alix Silva, Board member of the Vineland Board of Education, to serve the unexpired portion of the currently vacant school board member position on NJSIG's Board of Trustees, as the New Jersey School Board Association (NJSBA) representative from the South, with a term from 9/20/2023 to 6/30/2026. No opposition or abstentions. Welcome Alix Silva!

ITEM #10 CLOSED (EXECUTIVE) SESSION

Action Taken: Moved (LeFebvre) \ Second (Carrubba) \ Carried (Affirmative Votes = Brown, Bice, Carrubba, Gurowsky, LeFebvre, Moscony, Russo) to enter closed session at approximately 1:50 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; and/or
- B. Matters involving attorney client privilege; and/or
- C. Matters involving pending contract negotiation; and/or
- D. Matters involving terms and conditions of employment of 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 not return to open session to conduct business at the conclusion of the executive/closed session.

A. Claims

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

*Following this discussion, Archibald left the meeting.

B. Personnel matter

[REDACTED]

ITEM #9 ADJOURN MEETING

Action Taken: Moved (LeFebvre) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Carrubba, Gurowsky, LeFebvre, Moscony, Russo) to adjourn the meeting at approximately 2:13 p.m.