



New Jersey Schools Insurance Group
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Board of Trustees Meeting of March 9, 2020
Board of Trustees Meeting Minutes of January 15, 2020

New Jersey Schools Insurance Group's (NJSIG) Board of Trustees Meeting of January 15, 2020 at NJSIG's Mount Laurel office.

ATTENDEES

Trustees: Irene Le Febvre, Thomas F. Connors, Ph.D., Christopher Russo, Ed. D., Steven K. Robinson and Dana Sullivan

Participants: David Rapuano, Esquire of *Archer*, Phil Williams of *Willis Re*, Stephanie Brown, Ed.D. (nominated Board member)

NJSIG

Staff: Jill Deitch, *Executive Director*, Michele Carosi, *Chief Financial Officer*, Jeff Cook, *Information Systems Manager*, Debra Rice, *Client Relations/Safety and Risk Control Manager*, Claire King, *Underwriting Manager*, Sherwin Archibald, *Claims Manager*, Stephen Tucker, *Assistant General Counsel*, Beth Ferlicchi, *Assistant General Counsel*, and Renee Johnson-Payne, *Executive Assistant*

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 4:15 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 October 25, 2019. Copies of these notices are on file with the New Jersey Secretary of State.

ITEM #2 ROLL CALL

Thomas F. Connors, Ph.D. ✓	Joseph Meloche, Ed.D	A	Dana Sullivan	✓
James J. Jencarelli, Jr.	A	Steven K. Robinson	✓	
Irene Le Febvre	✓	Christopher Russo, Ed.D.	✓	

ITEM #3 ACCEPTANCE OF THE PUBLIC SESSION AND EXECUTIVE SESSION MINUTES OF November 18, 2019.

Action Taken: M (Connors)\ S (Sullivan)\ Carried (Affirmative Votes = Connors, Le Febvre, Robinson, Russo, Sullivan) to accept the November 18, 2019 public session and executive session minutes Board of Trustees meeting minutes.

ITEM #4 PUBLIC PARTICIPATION

There was no public participation.

ITEM #5 SUB-FUND LIAISONS – Reports/Comments

There were no sub-fund liaison reports.

ITEM #6 REPORTS:

A. Executive Director:

Jill Deitch, Executive Director explained NJSIG is in the midst of negotiations for reinsurance and excess insurance for the 2020/2021 policy year. Jill Deitch, Sherwin Archibald, Claims Manager and Phil Williams, Willis Re met with many reinsurers in London and South Carolina to promote NJSIG’s lines of business and discuss the climate of the hardening reinsurance market.

Since becoming Executive Director Jill Deitch has made it her mission to listen to all of NJSIG’s stakeholders, including trustees, members, brokers and employees to hear how NJSIG is meeting their expectations, and where the organization has opportunities to improve.

NJSIG has also coordinated a cyber security presentation for the NJSBA’s Cyber Security conference, which was well-received.

B. Chief Financial Officer:

Michele Carosi, Chief Financial Officer, has been working with IT and Investors Bank to get the new online banking forum up and running. Some new levels of criteria for the positive pay system have been added for additional levels of fraud protection for NJSIG.

Michele Carosi reported the grant allocation analysis were received from Willis Towers Watson. She explained the data is verified and forwarded to the sub-fund administrators for their review before it is uploaded into the Safety Grant portal.

C. Client Relations and Safety and Risk Control Manager:

Debra Rice, Client Relations and Safety and Risk Control Manager, reported two of NJSIG's seven sub-funds are completing their three year commitments. Those two sub-fund are 43% of NJSIG's total membership. She stressed the significance of meeting with every business administrator from the at risk sub-fund members.

Debra Rice expressed concerns about procuring a superior reporting mechanism for school districts, parents, and students to anonymously report bullying or an incident. An RFP was completed, but none of the companies met NJSIG's budget requirements.

Debra Rice reported CBIZ fixed Asset Appraisal Services GASB-34 will soon be added to NJSIG's value added services. Members will receive a discounted price as part of their membership with NJSIG.

D. Underwriting Manager:

Claire King, Underwriting Manager, explained the complexity of software for an insurance pool. NJSIG provides fifteen lines of coverage where the current software calculates premiums and tracks data and exports invoices to accounting. NJSIG plans to go out for RFP for underwriting software.

E. Information Technology:

Jeff Cook, Information Systems Manager, reviewed all levels of NJSIG's security and discussed safeguarding against security breaches.

F. Claims Manager:

Sherwin Archibald, Claims Manager, shared the closing year activity in claims. The new legislation extending the statute of limitations on sexual abuse and molestation claims went into effect on December 1, 2019; however, so far there has not been any influx of sexual abuse and molestation claims.

NJSIG has been closely inspecting the managed care services and billing to ensure all bills and payments are accurate.

ITEM #7 DISCUSSION ITEMS:

A. Willis Towers Watson's pricing study

Jill Deitch, Executive Director gave an overview of the traditional process of voting at the November Board of Trustees meeting. Deitch discussed changing this vote to the March Board of Trustees meeting so that the Board of Trustees would have information regarding both the SIR and reinsurance. There was also discussion by Deitch on providing conservative pricing guidance to the sub-fund administrators, and the Board members expressed that conservative guidance is preferable to optimistic guidance.

B. Trustee Nomination

Jill Deitch gave an overview of the traditional Board of Trustee nomination process. Connors gave an overview of the process he had proposed in October of 2015. Board of Trustees agreed with memorializing the nomination procedure. Jill Deitch introduced and welcomed Dr. Stephanie Brown.

Action Taken: M (Robinson)\ S (Sullivan)\ Carried (Affirmative Votes = Connors, Le Febvre, Robinson, Russo, Sullivan) to approve the NJASA nomination of Stephanie Brown, Ed.D to serve on the NJSIG Board of Trustees, as the central Superintendent representative, from 1/15/20 to 6/30/20.

C. Employee morale initiatives

Jill Deitch discussed how NJSIG managers can help build up morale and discussed her recommendation that the Board budget a reasonable amount in future years for employee morale initiatives.

D. Quarterly loss runs

Jill Deitch discussed sending the quarterly loss runs electronically instead of by US mail.

ITEM #8 ACTION ITEMS:

A. Checking Accounts & New Claims Ratification

Action Taken: M (Sullivan)\ S (LeFebvre)\ Carried (Affirmative Votes = Brown, Connors, Le Febvre, Robinson, Russo, Sullivan) to approve and ratify the checks and new claims which have been issued from accounts XXXXXXXX210 (operating account) and XXXXXXXX229 (claim account) for the period of 11/1/2019 to 12/31/2019 as shown in the online (Microscribe) version of the meeting package.

B. Contracting:

1. Incident reporting system RFP

Action Taken: M (Sullivan)\ S (LeFebvre)\ Carried (Affirmative Votes = Brown, Connors, Le Febvre, Robinson, Russo, Sullivan) to reject all proposals for an incident reporting system because they all substantially exceed NJSIG's budgeted amount for the services.

2. Appointment of special counsel

Action Taken: M (Sullivan)\ S (LeFebvre)\ Carried (Affirmative Votes = Brown, Connors, Le Febvre, Robinson, Russo, Sullivan) to approve Anderson & Shah, LLC to represent NJSIG members under C-2019-0001 and C-2019-0002 for general litigation and complex general litigation matters.

ITEM #9 NEW BUSINESS

There was no new business.

ITEM #10 EXECUTIVE SESSION

Action Taken: M (Robinson)\ S (Russo)\ Carried (Affirmative Votes = Brown, Connors, Le Febvre, Robinson, Russo, Sullivan) to go into executive session to discuss matters of Attorney Client Privilege. 5:35 pm.

Jill Deitch

Jill Deitch, Esq.
Executive Director