



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

**Board of Trustees Meeting of September 16, 2020**  
**Board of Trustees Meeting Minutes of July 20, 2020**

---

---

New Jersey Schools Insurance Group's (NJSIG) Board of Trustees Meeting (Trustee Retreat) of July 20, 2020 at NJSIG's Mount Laurel office.

**ATTENDEES**

**Trustees:** Thomas F. Conners, Ph.D., Christopher Russo, Ed.D, Steven Robinson, Stephanie Brown, Ed. D., Dana Sullivan, Joseph Meloche, Ed. D., and Irene Le Febvre; Josephine Sharpe joined the meeting at 11:07 a.m.

**Participants:** David Rapuano, Esquire of *Archer*, Amanda Wethington of *Korn Ferry*, Matt Shirley of *Korn Ferry*

**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*, Neil Marek, *Liability Claims Supervisor*, Stephen Tucker, *General Counsel*, Beth Ferlicchi, *Assistant General Counsel*, 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 10:18 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 June 27, 2020. Copies of these notices are on file with the New Jersey Secretary of State.

**ITEM #2 ROLL CALL**

Stephanie Brown, Ed.D.	√	Irene LeFebvre	√	Christopher Russo, Ed.D	√
Thomas F. Conners, Ph.D.	√	Joseph Meloche, Ed.D.	√	Josephine Sharp	√
James J. Jencarelli, Jr.	A	Steven Robinson	√	Dana Sullivan	√

**ITEM #3 PUBLIC PARTICIPATION**

There was no public participation.

**ITEM #4 SUB-FUND LIAISONS – Reports/Comments**

There were no sub-fund liaisons.

**ITEM #5 REPORTS:**

There were no NJSIG manager reports presented at this Trustee retreat.

**ITEM #6 DISCUSSION ITEMS**

**A. Board of Trustees orientation**

Discussion by Le Febrve of the topic of Board of Trustees orientation for new Board of Trustees members. Le Febrve offered an orientation to any new Board of Trustees member that might want to participate.

**B. Board of Trustees committees**

Discussion by Le Febrve of the Board of Trustees committees. Open discussion as to whether the Board is of the opinion that the current committee system sufficiently addresses the operations of the organization. Generally the consensus is that the committee system is sufficiently addressing the needs of the organization.

**C. Position wage ranges and grades**

Discussion of position wage ranges and grades. Introduction to topic by Le Febvre and Deitch.

Presentation by Wethington and Shirley of Korn Ferry on their methodology and the services they render. Trustees asked questions of Korn Ferry with regard to how Korn Ferry takes into account the benefits package that NJSIG employees are afforded as public employees.

Korn Ferry indicated that they can provide a total remuneration study that would include an analysis of the benefits package as well as any resulting modifications to the wage ranges. NJSIG can obtain a quote to have that benefits review.

#### **D. Donated leave policy**

Discussion of donated leave proposed policy. The Trustees generally were in agreement that this policy would not be a good idea, but they would consider other modifications to the sick leave policy that could boost morale without the problematic aspects of a donated leave policy.

#### **E. Surplus policy draft**

Surplus policy draft discussion led by Deitch. Plan to have a draft surplus policy for the Board's consideration soon.

#### **F. COVID-19 grant/return of contributions**

COVID-19 grant/return of contributions discussion led by Deitch. Reference to DOBI bulletin that directs insurance carriers to return premium as a result of exposure changes due to COVID-19. Discussion by Carosi about estimated COVID-19 grant/return of contributions amount.

#### **G. Board meetings**

Discussion of morning meetings and meeting schedule. Consensus is that morning meetings will work better. Discussion of numbering of resolutions.

**ITEM #7 ACTION ITEMS:**

**A. Checking Accounts & New Claims Ratification**

*Action Taken: M (Robinson) \ S (Sullivan) \ Carried (Affirmative Votes = Brown, Le Febvre, Meloche, Robinson, Sullivan, Sharpe, Connors, Russo) 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 6/1/2020 to 6/30/2020 as shown in the online (Microscribe) version of the meeting package.*

**B. 2020-2021 Meeting Dates – First Reading**

*Action Taken: M (Russo) \ S (Sullivan) \ Carried (Affirmative Votes = Brown, Le Febvre, Meloche, Robinson, Sullivan, Sharpe, Connors, Russo) to approve the proposed 2020/2021 Meeting Dates (as revised) for a first reading.*

**C. Acceptance of the Public Session and Executive Session Minutes of June 17, 2020**

*Action Taken: M (Robinson) \ S (Meloche) \ Carried (Affirmative Votes = Brown, Le Febvre, Meloche, Robinson, Sullivan, Sharpe, Connors, Russo) to accept the June 17, 2020 public session and executive session Board of Trustees meeting minutes.*

**ITEM #8 NEW BUSINESS**

There was no new business.

**ITEM #9 EXECUTIVE SESSION**

*Action Taken: M (Meloche) \ S (Sullivan) \ Carried (Affirmative Votes = Brown, Le Febvre, Meloche, Robinson, Sullivan, Sharpe, Connors, Russo) to go into executive session to discuss litigation, matters of attorney client privilege, etc. 11:46 a.m.*

*Jill Deitch*

Jill Deitch, Esq.  
Executive Director