



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 18, 2019
Board of Trustees Meeting Minutes of June 12, 2019

New Jersey Schools Insurance Group's (NJSIG) Board of Trustees Meeting of June 12, 2019 at NJSIG's Mount Laurel office.

ATTENDEES

Trustees: Irene Le Febvre, Thomas F. Connors, Ph.D., Joseph Meloche, Ed.D., Steve Robinson, Christopher Russo, Ed.D., and Dana Sullivan

Participants: David Rapuano, Esquire of *Archer & Greiner*, Phil Williams of *Willis Re*

NJSIG

Staff: William Mayo, *Executive Director*, Michele Carosi, *Comptroller*, Jill Deitch, *Chief Legal Officer*, Beth Ferlicchi, *Assistant General Counsel*, Chris Cozine, *Database Supervisor*, Debra Rice, *Interim Client Relations and Safety and Risk Control Manager*, Claire King, *Interim Underwriting Manager* 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 4:04 p.m. In accordance with the Sunshine Law and N.J.S.A. 10:4-10, due notice of all pending meetings was given to the *Atlantic City Press*, *Newark Star Ledger*, and *Trenton Times* on October 20, 2018. 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	√	Steven K. Robinson	√
James J. Jencarelli, Jr.	A	Gerald North	A	Christopher Russo, Ed.D.	√
Irene Le Febvre	√	Dennis Quinn	A	Dana Sullivan	√

EXECUTIVE SESSION RESOLUTION

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. 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 return to open session to conduct business at the conclusion of the executive session.

Action Taken: ***M (Robinson) \ S (Sullivan) \ Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to close open session and move meeting into executive session.***

Discussion: Attorney-client privileged.

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.

Action Taken: ***M (Connors) \ S (Sullivan) \ Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to close executive session and move meeting into open public session.***

ITEM #3 ACCEPTANCES OF THE PUBLIC AND EXECUTIVE SESSION MINUTES OF MAY 15, 2019.

Action Taken: M (Robinson) | S (Connors) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to accept the May 15, 2019 public and executive session 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

William Mayo, Executive Director, explained the reinsurance markets are hardening. William Mayo identified an additional challenge with school board legal liability due to new legislation.

William Mayo also proposed creating a residual claim fund. The fund would provide members' protection from molestation and sexual abuse claims, if NJSIG is no longer able to provide members coverage. The fund can be available next year, if necessary.

B. Comptroller

Comptroller, Michele Carosi, explained she is waiting for the state to release the GASB 68 numbers. The impact on the income statement is less than \$1 million dollars.

C. Client Relations and Safety and Risk Control

Debra Rice, Interim Client Relations and Safety and Risk Control Manager, reported the safety grants are complete. She commented the dashboard provided outstanding results.

D. Underwriting

Claire King, Interim Underwriting Manager, announced the renewal season was ending and things were looking good.

E. Claims

Sherwin Archibald, Liability Claims Supervisor, detailed four favorable outcomes.

F. Information Technology

Chris Cozine, Database Supervisor, had no additions to his written report.

ITEM #7 ACTION ITEMS:

A. Trustee Reappointments

Action Taken: M (Sullivan) \ S (Robinson) \ Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the NJSBA re-nomination of Irene Le Febvre to serve on the NJSIG Board of Trustees, as the northern Board Member representative, the NJASBO reappointment of Christopher Russo, Ed.D to serve on the NJSIG Board of Trustees, as the southern Business Administrator representative for the term 7/1/19 to 6/30/22, and the NJASA re-nomination of Joseph Meloche, Ed.D to serve on the NJSIG Board of Trustees, as the southern Superintendent representative, from 7/1/19 to 6/30/21.

B. Trustee Reorganization

Action Taken: M (Robinson) \ S (Connors) \ Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve Irene Le Febvre as Chairperson.

Action Taken: M (Sullivan) \ S (Connors) \ Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve Christopher Russo, Ed.D as Vice-Chairperson.

C. 2019/2020 Draft Budget

Action Taken: M (Meloche) | S (Russo) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the draft 2019/2020 budget.

D. 2019/2020 Draft Plan of Risk Management

Action Taken: M (Sullivan) | S (Russo) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the draft 2019/2020 Plan of Risk Management.

E. 2019/2020 Meeting Dates

Action Taken: M (Connors) | S (Robinson) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the proposed 2019/2020 meeting dates.

F. Policy Second Reading

F1. Policy 6250 Tuition Reimbursement

Action Taken: M (Sullivan) | S (Connors) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve policy 6250 Tuition Reimbursement as a second reading.

G. Contracting

G1. Outside Counsel

Action Taken: M (Sullivan) | S (Robinson) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the firms identified in the attached resolution be designated as outside counsel in the respective areas.

G2. Employment practices counseling

Action Taken: M (Russo) | S (Meloche) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve a contract for the provision of Employment Practices Counseling Hotline services be awarded to Cleary, Giacobbe, Alfieri, Jacobs LLC.

G3. Actuarial services

Action Taken: M (Sullivan) | S (Robinson) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the contract for actuarial services be awarded to Willis Towers Watson.

H. Checking Accounts & New Claims Ratification

Action Taken: M (Robinson) | S (Russo) | Carried (Affirmative Votes = Connors, Meloche, Quinn, 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 3/1/2019 to 4/30/2019 as shown in the online (Microscribe) version of the meeting package.

I. 2019/2020 Position grades and wage ranges

Action Taken: M (Robinson) | S (Russo) | Carried (Affirmative Votes = Connors, Meloche, Quinn, Robinson, Russo, Sullivan) to approve the position grades and wage ranges for the 2019/2020 fiscal year, to be effective on September 1, 2019.

ITEM #8 NEW BUSINESS

Set up board retreat to conduct the Executive Director search.

William Mayo

William Mayo, CPCU, ARM
Executive Director