



New Jersey Schools Insurance Group

6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

Board of Trustees Meeting of September 21, 2016 Board of Trustees Meeting Minutes of June 15, 2016

New Jersey Schools Insurance Group's Board of Trustees Meeting of June 15, 2016 at the Group's Marlboro office.

ATTENDEES

Trustees: Thomas F. Connors, Kevin Kitchenman, Irene Le Febvre, Steven Robinson, Chris Russo, Tyler Seville, and Anthony Tonzini, Jr.

Participants: Frank Domin, Jr., Sub Fund Liaison representing BACCEIC, and David Rapuano, Esquire representing Archer & Greiner.

NJSIG

Staff: William Mayo, *Executive Director*; Michele Carosi, *Comptroller*; Chris Cozine, *Database Supervisor*; Jill Deitch, *Chief Legal Officer*; Anthony Jones, *Loss Control Manager*; Kelly Machu, *Client Relations and Underwriting Manager*; Anthony Ruggeri, *Interim Claim Manager*; Chai Respes, *Human Resource Manager*; and Renee Johnson-Payne, *Executive Assistant*.

ITEM #1 CALL TO ORDER

With a quorum present, the meeting was called to order at 4:20 p.m. In accordance with the Sunshine Law, due notice of all pending meetings was given to the *Atlantic City Press*, *Newark Star Ledger*, and *Trenton Times* on April 29, 2016. Copies of these notices are on file with the New Jersey Secretary of State.

ITEM #2 ROLL CALL

Thomas F. Connors, Ph.D.	ç	Steven K. Robinson	ç
James J. Jencarelli, Jr.	A	Christopher Russo, Ed. D	ç
Irene Le Febvre	ç	Tyler Seville	ç
Kevin Kitchenman	ç	Anthony N. Tonzini, Jr.	ç

ITEM #3 RECOGNITION OF TRUSTEE SERVICE:

William Mayo, Executive Director, presented service recognition plaques to the retiring Trustees Kevin Kitchenman and Anthony Tonzini, Jr. for generously volunteering their time and energy to the NJSIG Board of Trustees.



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ITEM #4 TRUSTEE NOMINATIONS:

4A. NJSBA Northern – Irene Le Febvre

Action Taken: M (Connors) | S (Seville) | Abstention (Le Febvre) | Carried (Affirmative Votes = Connors, Kitchenman, Robinson, Russo, Tonzini, Seville) to approve the NJSBA reappointment of Irene LeFebvre as the northern Board Member representative for the term 7/1/16 to 6/30/19.

4B. NJASBO Central – Dana Sullivan

Action Taken: M (Le Febvre) | S (Robinson) | Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve the NJASBO nomination of Dana Sullivan as the central Business Administrator for the term 7/1/16 to 6/30/19.

4C. NJASBO Southern – Christopher Russo, Ed. D

Action Taken: M (Kitchenman) | S (Connors) | Abstention (Russo) | Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Tonzini, Seville) to approve the NJASBO nomination of Christopher Russo, Ed. D as the southern Business Administrator representative for the term 7/1/16 to 6/30/19.

ITEM #5 CHAIRPERSON AND VICE CHAIRPERSON SELECTION

Roll Call Vote: M (Tonzini) | S (Seville) | Abstention (Le Febvre) | Carried (Affirmative Votes = Connors, Kitchenman, Robinson, Russo, Tonzini, Seville) to approve Irene Le Febvre as NJSIG Chair for the term of 7/1/16 to 6/30/17.

Roll Call Vote: M (Connors) | S (Robinson) | Abstention (Russo) | Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve Chris Russo as NJSIG Vice-Chair for the term of 7/1/16 to 6/30/17.

ITEM #6 ACCEPTANCES OF THE PUBLIC AND EXECUTIVE SESSION MINUTES OF MAY 16, 2016.

Action Taken: M (Robinson) | S (Connors) | Abstentions (Seville) | Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini) to accept the May 18, 2016 Public and Executive Session Board of Trustees Meeting Minutes.



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ITEM #7 PUBLIC PARTICIPATION

Action Taken: M (Kitchenman) | S (Russo) | Carried (Affirmative Votes Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to open the public session for public participation.

Action Taken: M (Connors) | S (LeFebvre) | Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to close the public session for public participation.

ITEM #8 SUB FUND LIAISONS – Reports/Comments

Frank Domin, Jr., BACCEIC Liaison reported BACCEIC the joint Training Day on June 3, 2016 was a success. The morning session was a Workers' Compensation training and the afternoon session was Transgender training facilitated by Dr. Paula Rodriguez both sessions were filled with useful information.

ITEM #9 REPORTS

Executive Director, William Mayo, reported the Group's attendance at the Charter School Conference, Atlantic City May 25-26, 2016. NJSIG insures 72 of New Jersey's 90 Charter Schools. The members of the New Jersey Charter School Association will be contacted to establish communication and to stay abreast of emerging risk management issues for Charter School Members.

William Mayo provided background on the upcoming RFPs. He explained that Jill Deitch, Esquire, Chief Legal Officer, and Michele Carosi, Comptroller, collaborated with Archer & Greiner and the Director of the State of New Jersey Division of Purchase and Property to glean information on compliance and process for RFPs.

Michele Carosi, Comptroller, reported that our financial auditor Nisivoccia will be in the Mount Laurel office tomorrow June 16, 2016 at 11:00 a.m. for a pre-audit meeting. The RFP for Banking Services and the Custodial Services and the Investment Advisors will be posted to the www.njsig.org website and advertised in the newspaper. Michele Carosi and William Mayo will evaluate and analyze the RFP responses for a September presentation to the Finance committee.

Kelly Machu, Client Relations and Underwriting Manager, reported that there are about 225 renewable submissions and 90 quotes are with the brokers/members. It is common to be waiting for renewal applications to arrive at this time of year. There is no cause for concern.



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Tony Jones, Loss Control Manager, reported two of the three summer training classes for defensive driving is at capacity. He also reported about 80 have yet to begin the Safety Grant process, we have reached out to those districts. All other districts have either completed or are just waiting for some paperwork to come in.

Tony Ruggeri, Claims Manager, reported the Claim audit results were very favorable, in terms of being compliant with process and procedure. A liability claims audit and a property insurance audit is scheduled for mid-July and early August respectively.

Chris Cozine, Database Supervisor, reported I.T await the claims management software RFP responses.

ITEM #10 DISCUSSION ITEMS:

A. Open Public Records Act (OPRA) Request Web Page

Executive Director, William Mayo, announced that the web page for OPRA requests is now up and running with the assistance of the I.T. Department and Jill Deitch.

B. Benefits Broker RFP

Executive Director, William Mayo, recommended releasing and RFP for employee benefits, broker and advisory services for the Group. Prior Boards have opted not to have a benefits broker, but to make it a do it yourself project internally. The Group needs to have that expertise of a benefits broker.

C. Banking, Custodial and Asset Management RFP

Executive Director, William Mayo, recommended releasing the Banking, Custodial and Asset Management RFP.

ITEM #11 ACTION ITEMS:

A. Professional Services Approval 2016/2017

Action Taken: M (Robinson)\ S (Seville)\ Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve Nisivoccia as the financial auditor, Willis Towers Watson as the actuary, Archer and Greiner as the Group's legal counsel and RHB Consulting as the claim auditor for the 2016/2017 fund year.



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B. 2016 Claims Audit

Action Taken: M (Russo)\ S (Seville)\ Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve the 2016 claim audit report as prepared by RHB Consulting.

C. 2016/2017 Budget

Action Taken: M (Connors)\ S (Robinson)\ Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve the 2016/2017 budget.

D. 2016/2017 Plan of Risk Management

Action Taken: M (Connors)\ S (Robinson)\ Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve the 2016/2017 Plan of Risk Management.

E. 2016/2017 Meeting Dates

Action Taken: M (Connors)\ S (Robinson)\ Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve the 2016/2017 meeting dates.

F. Second Policy Reading:

1. Employee Bonding Policy 3201

Action Taken: M (Robinson)\ S (Connors)\ Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve the Employee Bonding Policy 3201 as a second reading.

2. Trustee Expense Policy 3210

Action Taken: M (Robinson)\ S (Connors)\ Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve the Trustee Expense Policy 3210 as a second reading.



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3. Discretionary Settlement Authority Policy 7680

Action Taken: M (Connors)\ S (Le Febvre)\ Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve the Discretionary Settlement Authority Policy 7680 as a second reading.

G. Checking Accounts & New Claims Ratification

Action Taken: M (Seville)\ S (Connors)\ Carried (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to approve and ratify the checks and new claims which have been issued from accounts XXXX392 (operating account) and XXXX555 (claim account) for the period of 6/1/2016 to 8/31/2016.

ITEM #12 NEW BUSINESS

There was no new business.

ITEM #13 EXECUTIVE SESSION

EXECUTIVE SESSION

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:

11A. Litigation;

11B. Matters involving attorney client privilege regarding personnel;

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

FURTHER RESOLVED that the Board of Trustees will return to open session to conduct business at the conclusion of the executive session.

8/30/16



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Action Taken: M (Robinson) | S (Le Febvre) | C (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to make a motion to close open session at 4:58 p.m. and move meeting into executive session.

Action Taken: M (Robinson) | S (Connors) | C (Affirmative Votes = Connors, Kitchenman, Le Febvre, Robinson, Russo, Tonzini, Seville) to adjourn meeting at 6:30 p.m.

William Mayo

William M. Mayo, CPCU, ARM
Executive Director