



1-888-NJ Pool 1

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 Information Technology Report

➤ Claims Management System RFP

The request for proposal for the claims management system started the beginning of August; you can find the RFP request on our website www.njsig.org under the “Request for Proposal” section. All questions have been addressed and my answers were posted on the NJSIG website site prior to the August 22, 2016 deadline.

The proposal submission deadline has passed and we have received 6 proposals from software vendors. I am in the process of reviewing those now and I will present my recommendations to Bill Mayo by the end of September.

➤ Electronic Time Management Program

For years now we were using paper request forms to request vacation, sick and holiday time off. Bill Mayo tasked the IT Department with designing a system that would address all time off requests submitted by employees, manage the employee’s time off bank while following the time off and attendance policies. What was created is a very user friendly system that meets all the policy requirements.

The system allows the employee to submit a request, the request is forward through email to the employee’s supervisor or manager where it can be approved or denied. This system also allows managers and supervisors to track employee’s time off through a dashboard view and reports. Shadi Hermina designed the system with input from Chai Respes, Maryann Osborne, Renee Johnson-Payne and the NJSIG’s management team.

➤ Electronic OPRA Request

The IT Department has automated the OPRA request where the requester can now submit the request on our website. That request is forward to defined people within NJSIG and sent into our paperless system ImageRight.

➤ Reporting

The IT Department continues to run loss runs on request for brokers and members. We have been working with all the different auditors to provide reports and data needed for their audits. We also manage the majority of the reports for internal use for all departments.



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➤ New Hire Terrence Lyttle

I would like to introduce you to the IT Department's new Desktop Support person Terrence Lyttle. Terrence comes to us from Williams Inc. where he held the position of Client Support Analyst. Terrence brings experience and enthusiasm to the position and he will be a great addition to our department and company.

Jeff Cook

Jeff Cook
Information Systems Manager
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