



New Jersey Schools Insurance Group  
6000 Midlantic Drive, Suite 300 North  
Mount Laurel, New Jersey 08054  
[www.njsig.org](http://www.njsig.org)

**Board of Trustees Meeting Minutes of March 20, 2023  
(Ratified at the Board of Trustees Meeting on May 17, 2023)**

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New Jersey Schools Insurance Group’s Board of Trustees Meeting of March 20, 2023 took place at NJSIG’s office, located at 6000 Midlantic Drive, Suite 300 North, Mount Laurel, New Jersey 08054, and by video teleconference.

**ATTENDEES**

**Participants:** Latonya Brennan; Jack Zisa; Al Kirk; Jay Lynch Jim Ridgway; and Bob Gemmell; Phil Williams; Joanne Kirby; Taylor Forst; Stephen Moore; Spiro Molfetas; Morgan Dickman; Casey Byrne.

**NJSIG Staff:** Jill Deitch, Esq.; Jeff Cook; Claire King; Sherwin Archibald; Stephen Tucker, Esq.; Beth Ferlicchi, Esq.; Karen Olsen; Kathleen Koehler; Lauren Schilling; Ivy Davis; Joe Semptimphelter; Leslie McMahon; and, Anthony Fernandez.

**ITEM #1 CALL TO ORDER**

In accordance with the Sunshine Law and N.J.S.A. 10:4-10, due notice of this meeting was sent to the Newark Star Ledger and [www.NJ.com](http://www.NJ.com) on March 17, 2023. In addition, pursuant to N.J.S.A. 10:4-9.1, electronic notice of this meeting was also posted to NJSIG’s website at [www.njsig.org](http://www.njsig.org) on March 18, 2023. The meeting was called to order at approximately 1:00 p.m.

**ITEM #2 ROLL CALL**

Stephanie Brown, Ed.D.	–	Present
Nicholas Bice	–	Present
Richard Casey	–	Present
Christopher Carrubba	–	Absent
Damaris Gurowsky	–	Present

Irene LeFebvre	–	Present*
Joseph Meloche, Ed.D.	–	Present
Chris Russo, Ed.D.	–	Present
Vacant	–	Absent

\*LeFebvre joined the meeting at approximately 1:03 p.m.

**ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION MINUTES OF JANUARY 18, 2023.**

Action Taken: Moved (Bice) \ Second (Meloche) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, Meloche, and Russo) to accept the January 18, 2023 Board of Trustees meeting minutes.

**ITEM #4 PUBLIC PARTICIPATION**

Public participation was invited. There was no public participation.

**ITEM #5 SUB-FUND LIAISON REPORTS**

Zisa noted that they had a successful NJEIF meeting. Noted that this will likely be his last meeting participating and thanked the organization for the many years of success.

Brennan noted that they are planning the May 2023 meeting to be focused on school security.

Gemmell noted the success of the ERIC West joint meeting.

Lynch noted he is aiding in the planning of the upcoming Eric North and MOCSSIF meeting

Kirk noted they're in the midst of renewal and planning the May meeting. Excited for NJSIG's online portal.

Ridgway noted they have reserved the date for their May meeting. Noted successful launch of online underwriting application portal.

**ITEM #6 REPORTS**

**A. Executive Director report.**

Jill Deitch, Esq., Executive Director, provided an overview of her report and an update on the status of the organization.

NJSIG reinsurance broker, Taylor Forst, Assistant Vice President, Alliant Insurance Services, Inc., gave an update on the property reinsurance market.

**B. Accounting / finance report.**

Michele Carosi, Chief Financial Officer, was absent from the meeting due to a family emergency.

**C. Underwriting report.**

Claire King, Underwriting Manager, provided an overview of her report and an update on the status of the department.

**D. Claims report.**

Sherwin Archibald, Claims Manager, provided an overview of his report and an update on the status of the department.

**E. Information technology report.**

Jeff Cook, Information Systems Manager, provided an overview of his report and an update on the status of the department.

**ITEM #7 DISCUSSION ITEMS**

**A. Trustee terms and committees (adopted 1.18.23).**

Presented by Deitch.

**B. Vice Chairperson nomination.**

Presented by Deitch.

**C. Investment of NJSIG additional funds.**

Presented by Deitch.

**D. Online underwriting application portal; launch.**

Presented by Deitch.

**E. Remote work pilot program; update.**

Presented by Deitch.

**ITEM #8 ACTION ITEMS**

**A. WTW general rate level analysis July 1, 2023 - 2024 (NJSIG No. 0323-01).**

Presented by Deitch and Mina.

Action Taken: Moved (Gurowsky) \ Second (Meloche) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to approve the resolution as presented. No opposition or abstentions.

**B. Excess and reinsurance for the 2023-2024 policy year (NJSIG No. 0323-02)**

Presented by Deitch

Action Taken: Moved (LeFebvre) \ Second (Meloche) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to approve the resolution as presented. No opposition or abstentions.

**C. Surplus policy – second reading (NJSIG No. 0323-03).**

Presented by Deitch.

Action Taken: Moved (Gurowsky) \ Second (Meloche) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky,

LeFebvre, Meloche, and Russo) to approve the resolution as presented. No opposition or abstentions.

**D. Return of surplus program; recommendation for first return (NJSIG No. 0323-04).**

Presented by Deitch.

Action Taken: Moved (Casey) \ Second (LeFebvre) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to approve the resolution as presented. No opposition or abstentions.

**E. Sponsorship, NJSBA Workshop 2023 Oct. 23-26 (NJSIG No. 0323-05).**

Presented by Deitch.

Action Taken: Moved (Gurowsky) \ Second (Meloche) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, Meloche, and Russo) to approve the resolution as presented. No opposition. LeFebvre abstained from this vote.

**F. Contracting: Financial auditor (NJSIG No. 0323-06).**

Presented by Deitch.

Action Taken: Moved (Meloche) \ Second (LeFebvre)\ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to approve the resolution as presented. No opposition or abstentions.

**G. Checking accounts & new claims ratification (NJSIG No. 0323-07).**

Presented by Deitch.

Action Taken: Moved (Meloche) \ Second (LeFebvre) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky,

LeFebvre, Meloche, and Russo) to approve the resolution as presented. No opposition or abstentions.

**ITEM #9 NEW BUSINESS**

No new business.

**ITEM #10 CLOSED (EXECUTIVE) SESSION**

Action Taken: Moved (Casey) \ Second (LeFebvre) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to enter closed session at 1:50 p.m. No opposition or abstentions.

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

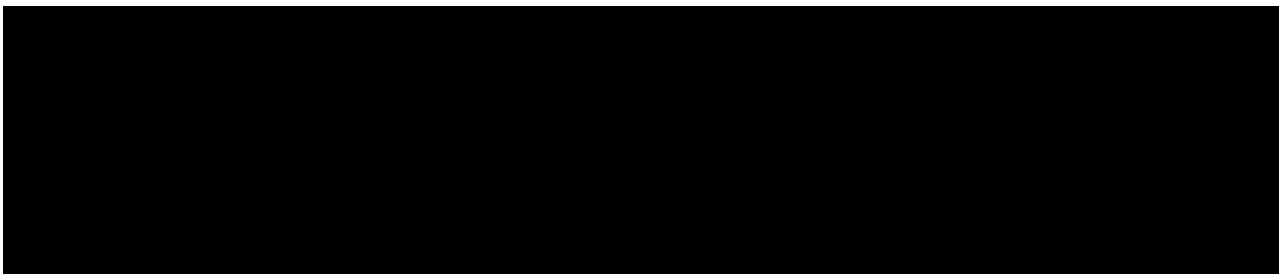
WHEREAS, the Open Public Meetings Act requires that the Group adopt a resolution at a public meeting to go into private session; now, therefore,

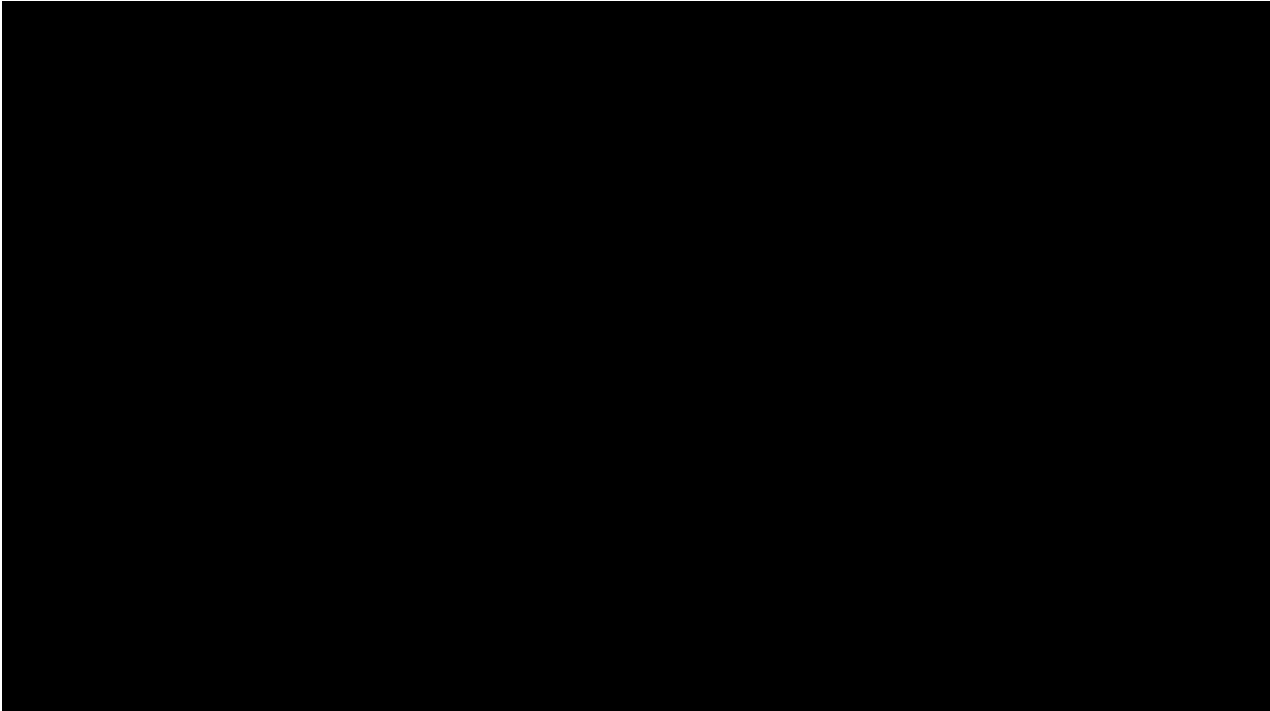
BE IT RESOLVED by the Board of Trustees of the New Jersey Schools Insurance Group that it is necessary to meet in executive session to discuss certain items involving:

- A. Litigation; and,
- B. 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 not return to open session to conduct business at the conclusion of the executive/closed session.





**ITEM #11 ADJOURN MEETING**

Action Taken: Moved (Meloche) \ Second (LeFebvre) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to adjourn the meeting at approximately 2:04 p.m.