



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

**Board of Trustees Meeting Minutes of September 15, 2021
(Ratified at the Board of Trustees Meeting on October 20, 2021)**

New Jersey Schools Insurance Group's Board of Trustees Meeting of September 15, 2021 took place at NJSIG's office, located at 6000 Midlantic Drive, Suite 300 North, Mount Laurel, New Jersey 08054, and by video teleconference.

ATTENDEES

- Trustees:** Stephanie Brown, Christopher Russo, Dana Sullivan, Irene Le Febvre, Steven Robinson, Joseph Meloche, Richard Casey, Christopher Carrubba;
- Participants:** Jack Zisa of *Regional Risk Managers*, Latonya Brennan of *Arthur J. Gallagher & Co.*, Bob Gemmell of *Brown and Brown Metro*, David Rapuano, Esq. of *Archer*, Phil Williams of *Willis Re Pooling*, Joanne Kirby of *Willis Re Pooling*, Jay Lynch of *Alliant/Boynton*, Dan Regan of *Arthur J. Gallagher & Co.*, Casey Byrne of *J. Byrne Agency*, Jim Ridgway of *J. Byrne Insurance*, Alfred Kirk of *Conner Strong*, Gail White of *Regional Risk Managers*, Dominick Cinelli of *Brown and Brown Metro*;
- NJSIG Staff:** Jill Deitch, Esq., *Executive Director*, Michele Carosi, *Chief Financial Officer*, Jeff Cook, *Information Systems Manager*, Claire King, *Underwriting Manager*, Sherwin Archibald, *Claims Manager*, Stephen Tucker, Esq., *General Counsel*, Beth Ferlicchi, Esq., *Assistant General Counsel*, Renee Johnson-Payne, *Executive Assistant*, Ivy Davis, *Sr. Business Development Specialist*, Sameer Sarfraz, *Sr. Safety and Risk Control Rep.*, Joanne Gunter, *Sr. Safety and Risk Control Coordinator*;

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 10:00 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 July 28, 2021. Copies of these notices are on file with the New Jersey Secretary of State.

ITEM #2 ROLL CALL

- Stephanie Brown, Ed.D. – Present
- Richard Casey – Present
- Christopher Carrubba – Present
- Irene Le Febvre – Present
- Joseph Meloche, Ed.D. – Present
- Steven K. Robinson – Present
- Chris Russo, Ed.D. – Present
- Josephine Sharpe – Absent
- Dana Sullivan – Present

*Sharpe joined the meeting at approximately 10:39 a.m.

ITEM #3 ACCEPTANCE OF THE PUBLIC SESSION AND EXECUTIVE SESSION MINUTES OF JUNE 2021 AND JULY 2021.

Action Taken: M (Le Febvre)\ S (Robinson)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Le Febvre, Meloche, Robinson, Russo, Sullivan) to accept the June 16, 2021 and July 27, 2021 public session and executive session Board of Trustees meeting minutes.

ITEM #4 PUBLIC PARTICIPATION

There was no public participation.

ITEM #5 SUB-FUND LIAISONS – Reports/Comments

Latonya Brennan of Arthur J. Gallagher & Co. thanked the NJSIG claims staff for their responsiveness with the significant named storms in August and September. Brennan also noted that ERIC North has been pushing

forward with educational initiatives and newsletters designed to reduce losses.

Jack Zisa of Regional Risk Managers representing NJEIF thanked NJSIG claims staff for responsiveness during all of the recent named storms, and thanked all the staff for a successful renewal.

Jay Lynch from Alliant Insurance Services / Boynton representing MOCSSIF noted that ERIC North and MOCSSIF plan to coordinate meetings during this upcoming year. Noted that they are going to focus on cyber and concussion protocols in athletics.

Al Kirk from Connor Strong representing ERIC South and BACCEIC thanked claims staff, and noted that they will also be focusing on cyber controls in their trainings this year.

Bob Gemmell of Brown and Brown Metro representing ERIC West reiterated what the other sub-fund administrators noted.

ITEM #6 REPORTS:

A. Executive Director's Report

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

B. Accounting/Finance Report

Michele Carosi, Chief Financial Officer, provided an overview of her report and an update on the status of the department

C. Client Relations and Safety and Risk Control Report

No report.

D. Underwriting Report

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

E. Claims Report

Sherwin Archibald, Claims Manager, provided an overview of his report and an update on the status of the department. Archibald also provided a general update on claims trends within the organization comparing year over year activity. Archibald also provided a general update on claims activity related to the remnants of Hurricane Ida.

F. 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. WTW Net liabilities (reserve) study, presentation

Discussion item presented by Stacy Mina of Willis Towers Watson. Mina presented the results of the net liabilities study, and explained the methodology used in developing this study.

B. Mask mandate

Discussion item presented by Deitch. A number of trustees all indicated that any guidance NJSIG can provide indicating the insurance consequences for non-compliance would be helpful. Issues raised included consequences of non-compliance with mask mandates, issues related to bringing third-parties onto school property, such as parents, and possible implications of vaccine mandates on insurance.

D. Risk Based Capital/Surplus Study Guideline as of June 30, 2021

Discussion item presented by Carosi. Carosi also updated the Board that management is working on a successor surplus policy which will be more useful than the current risk based capital policy.

ITEM #8 ACTION ITEMS:

A. WTW Net liabilities (reserve) study, adoption (NJSIG No. 0921-1) presented by Carosi.

Action Taken: M (Sullivan)\ S (Robinson)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Le Febvre, Meloche, Robinson, Russo, Sullivan) to adopt the WTW net

liabilities (reserve study) dated August 31, 2021 as presented. No opposition or abstentions.

B. Safety grant declaration (NJSIG No. 0921-2) presented by Carosi.

Action Taken: M (Robinson)\ S (Brown)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Le Febvre, Meloche, Robinson, Russo, Sullivan) to adopt the resolution as presented. No opposition or abstentions.

C. Checking accounts and new claims ratification (NJSIG No. 0921-3) presented by Carosi.

Action Taken: M (Robinson)\ S (Casey)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the claims and checks as presented. No opposition or abstentions.

D. Refund of member contribution due to COVID-19 (NJSIG No. 0921-4) presented by Deitch.

Action Taken: M (Robinson)\ S (Sullivan)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Le Febvre, Meloche, Robinson, Russo, Sullivan) to adopt the resolution as presented. No opposition or abstentions.

E. Outside counsel (NJSIG No. 0921-5) presented by Archibald and Deitch.

Action Taken: M (Sullivan)\ S (Le Febvre)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Le Febvre, Meloche, Robinson, Russo, Sullivan) to adopt the resolution as presented. No opposition or abstentions.

F. Outside counsel – employment practices hotline (NJSIG No. 0921-6) presented by Archibald.

Action Taken: M (Meloche)\ S (Brown)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Le Febvre, Meloche, Robinson, Russo, Sullivan) to adopt the resolution as presented. No opposition or abstentions.

G. Insurance brokerage services (NJSIG No. 0921-6) presented by Deitch.

Action Taken: M (Sullivan)\ S (Casey)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Le Febvre, Meloche, Robinson, Russo, Sullivan) to adopt the resolution as presented. No opposition or abstentions.

ITEM #9 NEW BUSINESS

There was no new business.

ITEM #10 EXECUTIVE SESSION

There was no executive session.

ITEM #11 ADJOURN MEETING

Action Taken: M (Le Febvre)\ S (Meloche)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Le Febvre, Meloche, Robinson, Russo, Sullivan) to adjourn the meeting at approximately 11:10 am.