



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

Board of Trustees Meeting of November 18, 2020
Board of Trustees Meeting Minutes of October 14, 2020

New Jersey Schools Insurance Group's (NJSIG) Board of Trustees Meeting of October 14, 2020 at NJSIG's Mount Laurel office.

ATTENDEES

Trustees: Stephanie Brown, Ed. D., Thomas F. Connors, Ph.D., Irene Le Febvre, Steven Robinson, Christopher Russo, Ed. D., Dana Sullivan; Joseph Meloche, Ed. D. (joined the meeting at 10:30 a.m.)

Participants: David Rapuano, Esquire of *Archer*, Joann Kirby of *Willis Re Pooling*, Phil Williams of *Willis Re Pooling*, Jay Lynch of *Alliant/Boynton*, Latonya Brennan of *Arthur J. Gallagher & Co.*, Casey Byrne of *J. Byrne Insurance* and Jim Ridgway of *J. Byrne Insurance*

NJSIG

Staff: Jill Deitch, *Executive Director*, Jeff Cook, *Information Systems Manager*, Debra Rice, *Client Relations/Safety and Risk Control Manager*, Sherwin Archibald, *Claims Manager*, Stephen Tucker, *General Counsel*, Beth Ferlicchi, *Assistant General Counsel*, Renee Johnson-Payne, *Executive Assistant*, Jacquie Godfrey, *Safety and Risk Control Coordinator*, Joanne Gunter, *Senior Safety and Risk Control Coordinator* and Lauren Schilling, *Marketing and Communications Specialist*

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 10:05 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

September 11, 2020. Copies of these notices are on file with the New Jersey Secretary of State.

ITEM #2 ROLL CALL

Stephanie Brown, Ed.D.	√	Irene LeFebvre	√	Christopher Russo, Ed.D	√
Thomas F. Connors, Ph.D.	√	Joseph Meloche, Ed.D.	√	Josephine Sharp	A
James J. Jencarelli, Jr.	A	Steven Robinson	√	Dana Sullivan	√

ITEM #3 ACCEPTANCE OF THE PUBLIC SESSION AND EXECUTIVE SESSION MINUTES OF SEPTEMBER 16, 2020.

Action Taken: M (Robinson)\ S (Connors)\ Carried (Affirmative Votes = Brown, Connors, Le Febvre, Russo, Robinson, Sullivan) to accept the September 16, 2020 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. provided a report on ERIC North’s first virtual sub-fund meeting. She thanked NJSIG’s staff for their presentation and noted that attendees received one professional credit. The tentative focus for the November meeting will be workers’ compensation issues.

Jay Lynch of Alliant/Boynton reported that the first MOCSIFF meeting will take place soon and the focus will be coverage and tort issues related to the COVID-19 pandemic.

ITEM #6 REPORTS:

A. Executive Director:

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

Deitch also explained that NJSIG sponsored the March 13, 2020 New Jersey School Board Association new board member orientation weekend. The orientation was cancelled due to COVID-19. In light of that cancelation, NJSBA agreed to apply NJSIG's sponsorship to the next in-person new board member orientation weekend, provide NJSIG with a one-hour session at the January 2021 virtual new board member orientation, and provide NJSIG with the opportunity to deliver three virtual training sessions during the 2020-21 school year.

B. Client Relations and Safety and Risk Control Manager:

Debra Rice, Client Relations and Safety and Risk Control Manager, provided an overview of her report and an update on the status of her department.

C. Information Technology Manager:

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

D. Claims Manager:

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

ITEM #7 DISCUSSION ITEMS

A. Korn Ferry – total remuneration study (including benefits)

Discussion item presented by Deitch. Trustees agreed that this study was unlikely to provide sufficient value for the cost and agreed to refer the issue of whether any position grades should be taken off the chart to the personnel committee. Rapuano elaborated on the new pay equity laws and stated that position wage ranges help to create structure so as to ensure that pay equity laws are complied with.

B. Sub-fund meeting topics and QPA credits

Discussion on sub-fund meetings and obtaining QPA credits. Feedback from business administrator trustees was that while QPA credits can be helpful, it is not a significant priority; CPE credits would be a more significant benefit if those would be obtainable. Feedback from board

member trustees was that the NJSBA has found that attendance at their trainings increases when they offer professional development credits.

C. COVID-19 refund of member contributions, distribution

Discussion item presented by Deitch. General feedback is that a credit against future contributions would be more useful to members than a refund.

D. Surplus policy – draft, status

Jill Deitch provided an update on the draft NJSIG surplus threshold policy, which is currently being reviewed by NJSIG's actuary.

ITEM #8 ACTION ITEMS:

A. Checking accounts and new claims ratification (NJSIG No. 1020-1)

Action Taken: M (Sullivan)\ S (Connors)\ Carried (Affirmative Votes = Brown, Connors, Le Febvre, Meloche, Russo, Robinson, 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 9/1/2020 to 9/30/2020 as shown in the online (Microscribe) version of the meeting package.

ITEM #9 NEW BUSINESS

Robinson congratulated Le Febvre on being named school board member of the year by the NJSBA.

ITEM #10 EXECUTIVE SESSION

Action Taken: M (Connors)\ S (Meloche)\ Carried (Affirmative Votes = Brown, Connors, Le Febvre, Meloche, Russo, Robinson, Sullivan) to go into executive session to discuss litigation, matters of attorney client privilege, etc. 10:57 a.m.

Jill Deitch

Jill Deitch, Esq.
Executive Director