



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

**Board of Trustees Meeting of January 13, 2021**  
**Board of Trustees Meeting Minutes of November 18, 2020**

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New Jersey Schools Insurance Group's (NJSIG) Board of Trustees Meeting of November 18, 2020 at NJSIG's Mount Laurel office.

**ATTENDEES**

**Trustees:** Thomas F. Connors, Ph.D., Irene Le Febvre, Joseph Meloche, Ed. D., Steven Robinson, Christopher Russo, Ed. D., Dana Sullivan; Josephine Sharpe (joined the meeting at 10:30 a.m.), Stephanie Brown, Ed. D. (departed the meeting at 10:45 a.m.)

**Participants:** David Rapuano, Esq. of *Archer*, Joanne Kirby of *Willis Re Pooling*, Phil Williams of *Willis Re Pooling*, Jay Lynch of *Alliant/Boynton*, Latonya Brennan of *Arthur J. Gallagher & Co.*, Jim Ridgway of *J. Byrne Insurance*, Alfred Kirk of *Conner Strong*, James Miles of *Bowman & Company*, Dennis Skalkowski of *Bowman & Company*, Lauren Mance of *Wilmington Trust*, Qia Qasim of *Wilmington Trust* and Mary Alice Avery of *Wilmington Trust*

**NJSIG**

**Staff:** Jill Deitch, Esq., *Executive Director*, Michele Carosi, *Chief Financial Officer*, Jeff Cook, *Information Systems Manager*, Debra Rice, *Client Relations/Safety and Risk Control Manager*, Claire King, *Underwriting Manager*, Sherwin Archibald, *Claims Manager*, Stephen Tucker, Esq., *General Counsel*, Beth Ferlicchi, Esq., *Assistant General Counsel* and Renee Johnson-Payne, *Executive Assistant*

**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 10:01 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	√
James J. Jencarelli, Jr.	A	Steven Robinson	√	Dana Sullivan	√

**ITEM #3 ACCEPTANCE OF THE PUBLIC SESSION AND EXECUTIVE SESSION MINUTES OF OCTOBER 14, 2020.**

*Action Taken: M (Robinson)\ S (Connors)\ Carried (Affirmative Votes = Brown, Connors, Le Febvre, Meloche, Robinson, Russo, Sullivan) to accept the October 14, 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 second virtual sub-fund training session. She thanked NJSIG’s staff for their presentation and noted that attendees received one professional development ethics credit.

Jay Lynch of Alliant/Boynton thanked NJSIG staff and Latonya Brennan for their contributions to making the MOCSIFF meeting a success. He will share the feedback from the meeting survey once received.

**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 discussed NJSIG’s request to DOBI to return portions of member contributions related to the COVID-19

situation. Deitch reported that the London reinsurance meetings, in December, would be held virtually this year, and that it is unclear whether the South Carolina reinsurance meetings, in February, will be conducted virtually or in-person.

### **B. Accounting/Finance Report**

Michele Carosi, Chief Financial Officer, provided an overview of her report and an update on the status of her department. Carosi provided a detailed analysis of the COVID-19 member contribution return credit project.

### **C. 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. Rice discussed the positive feedback received relating to NJSIG's presentation and attendance at the NJSBA Virtual Conference. The virtual conference led to increased traffic to the NJSIG.org website.

### **D. Underwriting**

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

### **E. Claims Manager**

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

### **F. Information Technology Manager:**

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

## **ITEM #7 DISCUSSION ITEMS**

### **A. NJSIG Investments/Wilmington Trust**

Mary Alice Avery, Lauren Mance, and Zia Qasim, of Wilmington Trust, presented an update on NJSIG's investment portfolio and the domestic and global markets.

## **B. Reinsurance quotes, timelines**

Phil William, Willis Re Pooling, gave an overview of the reinsurance market. He also discussed the reinsurance quote process and explained why getting the quotes earlier has been and will be difficult.

## **C. Marlboro office; alternate meeting locations**

Discussion item presented by Deitch. Deitch reported that the Marlboro office lease would not be renewed in February 2021. Deb Rice identified a few potential alternate meeting locations, and a discussion ensued. The result was that, when meetings aren't being held in NJSIG's Mount Laurel office, they can be held at the Westfield Board of Education or the Educational Services Commission of New Jersey, in Piscataway.

## **D. COVID-19, WC experience modification factors**

Jill Deitch introduced this discussion item. Claire King explained that the NJ Compensation Rating and Inspection Bureau (NJCRIB) is excluding all COVID-19 claims from its experience rating calculations. NJSIG plans to do the same, as COVID-19 claims are not likely to be a strong predictor of future claims. While NJSIG is not bound by NJCRIB rate-making, we do incorporate its experience rating methodology into our own WC rate calculations. King does not anticipate this to have a significant impact on NJSIG members.

## **ITEM #8 ACTION ITEMS:**

### **A. Financial Audit 6/30/20 (NJSIG No. 1120-1)**

Michele Carosi introduced the financial auditors, James Miles and Dennis Skalkowski, from Bowman and Company, LLP, who presented NJSIG's audit report for fiscal years ended June 30, 2020 and 2019.

***Action Taken: M (Robinson)\ S (Russo)\ Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Russo, Robinson, Sharpe, Sullivan) to approve the financial statements and audit report as presented by Bowman for the 2019/2020 fund year.***

### **B. Contracting**

1. RFP I-2020-0003 – Cloud data storage and recovery services (NJSIG No. 1120-2)

*Action Taken: M (Sullivan) \ S (Russo) \ Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Russo, Robinson, Sharpe, Sullivan) to award the contract for cloud data storage and recovery services to VMSources Group, Inc. based on the results of the committee's evaluation.*

2. Addendum to Executive Director contract (NJSIG No. 1120-3)

*Action Taken: M (Sullivan) \ S (Connors) \ Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Russo, Robinson, Sharpe, Sullivan) to authorize the Chairperson to execute an addendum to the Executive Director contract, to set compensation for the Executive Director for the period of December 1, 2020 through November 30, 2021.*

- C. Checking accounts and new claims ratification (NJSIG No. 1120-4)

*Action Taken: M (Robinson) \ S (Meloche) \ Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Russo, Robinson, Sharpe, 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 10/1/2020 to 10/31/2020 as shown in the online (Microscribe) version of the meeting package.*

## ITEM #9 NEW BUSINESS

There was no new business.

## ITEM #10 EXECUTIVE SESSION

*Action Taken: M (Meloche) \ S (Connors) \ Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Russo, Robinson, Sharpe,*

*Sullivan) to go into executive session to discuss litigation, matters of attorney client privilege, etc. 11:32 a.m.*

*Jill Deitch*

Jill Deitch, Esq.  
Executive Director