



New Jersey Schools Insurance Group
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Board of Trustees Meeting of March 20, 2019
Board of Trustees Meeting Minutes of January 16, 2019

New Jersey Schools Insurance Group's (NJSIG) Board of Trustees Meeting of January 16, 2019 at NJSIG's Mount Laurel office.

ATTENDEES

Trustees: Thomas F. Connors, Jr., James J. Jencarelli, Jr., Irene Le Febvre, Joseph Meloche, Ed. D., Steve Robinson, Christopher Russo, Ed. D., and Dana Sullivan

Participants: David Rapuano, Esquire of *Archer & Greiner*

NJSIG

Staff: William Mayo, *Executive Director*, Michele Carosi, *Comptroller*, Jill Deitch, *Chief Legal Officer*, Stephen Tucker, *Assistant General Counsel*, Jeffrey Cook, *Information Systems Manager*, Debra Rice, *Client Relations/Safety and Risk Control Supervisor*, Claire King, *Underwriting Supervisor* 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 4:05 p.m. In accordance with the Sunshine Law and N.J.S.A. 10:4-10, due notice of all pending meetings was given to the *Atlantic City Press*, *Newark Star Ledger*, and *Trenton Times* on October 20, 2018. Copies of these notices are on file with the New Jersey Secretary of State.

ITEM #2 ROLL CALL

Thomas F. Connors, Ph.D.	√	Joseph Meloche, Ed.D	A	Steven K. Robinson	√
James J. Jencarelli, Jr.	√	Gerald North	A	Christopher Russo, Ed.D.	√
Irene Le Febvre	√	Dennis Quinn	√	Dana Sullivan	√

ITEM #3 ACCEPTANCES OF THE PUBLIC AND EXECUTIVE SESSION MINUTES OF NOVEMBER 28, 2018.

Action Taken: M (Robinson) | S (Sullivan) | Carried (Affirmative Votes = Connors, Jencarelli, Le Febvre, Quinn, Robinson, Russo, Sullivan) to accept the November 28, 2018 public and executive session Board of Trustees meeting minutes.

ITEM #4 PUBLIC PARTICIPATION

There was no public participation.

ITEM #5 SUB-FUND LIAISONS – Reports/Comments

There were no sub-fund liaison reports.

ITEM #6 REPORTS:

A. Executive Director

William Mayo, Executive Director, had no additional information to add to his report.

B. Comptroller

Comptroller, Michele Carosi, responded to a Trustee question regarding Oracle PeopleSoft software.

C. Client Relations, Safety and Risk Control and Underwriting

Jill Deitch Chief Legal Officer, introduced Debra Rice, Client Relations Supervisor and Claire King, Underwriting Supervisor to report on their respective departments.

Debra Rice, Client Relations Supervisor, reported Client Relations Representatives, Ivy Davis and Joe Semptimphelter joined Jill Deitch and Bill Mayo at the NJSBA new school board member retreat, it was very successful event.

Debra Rice announced there will be seven sub-fund meetings over the next five weeks. The meetings will cover various subjects including vaping, mental health and cyber liability.

Claire King, Underwriting Supervisor, reported the department is working diligently on the 2019/2020 workers' compensation mods. Things are going pretty smoothly with the software and we're off to another good program year.

E. Information Technology

Jeff Cook, Information Systems Manager, reported the Information Technology department has been very busy with the ImageRight upgrade and training. The IT staff did an excellent job with the ImageRight upgrade and training everything was perfect.

D. Claims

Jill Deitch, Chief Legal Officer, explained several favorable outcomes, which were detailed in her written report.

ITEM #7 ACTION ITEMS:

A. Cash management and investment plan

Action Taken: M (Russo) | S (Sullivan) | Carried (Affirmative Votes = Connors, Jencarelli, Le Febvre, Quinn, Robinson, Russo, Sullivan) to approve the cash management & investment plan as a third reading.

B. Checking Accounts & New Claims Ratification

Action Taken: M (Robinson) | S (Jencarelli) | Carried (Affirmative Votes = Connors, Jencarelli, Le Febvre, Quinn, Robinson, Russo, 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 11/1/2018 to 12/31/2018 as shown in the online (Microscribe) version of the meeting package.

ITEM #8 NEW BUSINESS

There was no new business.

William Mayo

William Mayo, CPCU, ARM
Executive Director