



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

**Board of Trustees Meeting of May 15, 2019**  
**Board of Trustees Meeting Minutes of March 20, 2019**

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New Jersey Schools Insurance Group's (NJSIG) Board of Trustees Meeting of March 20, 2019 at NJSIG's Mount Laurel office.

**ATTENDEES**

**Trustees:** Thomas F. Connors, Ph.D., Irene Le Febvre, Dennis Quinn, 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*, Beth Ferlicchi, *Assistant General Counsel*, Jeffrey Cook, *Information Systems Manager*, Debra Rice, *Interim Client Relations and Safety and Risk Control Manager*, Claire King, *Interim Underwriting Manager* 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 4:04 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	A
James J. Jencarelli, Jr.	A	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 JANUARY 16, 2018.**

There was a correction made to the spelling of Thomas F. Connors, Ph.D. in the January 16, 2019 Board of Trustees Meeting minutes Item #3 Acceptance of the Public and Executive Session.

*Action Taken: M (Connors) | S (Sullivan) | Carried (Affirmative Votes = Connors, Le Febvre, Quinn, Russo, Sullivan) to accept the January 16, 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.

William Mayo, Executive Director, reported annually NJSIG requests Willis Tower Watson (“WTW”) to provide the sub-fund safety grant allocations. This year we requested WTW recommend sub-fund safety grant allocations for each member. There was some resistance with some of the sub-funds, we have instructed them that it's in their best interest to use the WTW recommendations. They can take some time to make the adjustments so there are no major. These steps have been taken to preserve the organization’s integrity.

## **ITEM #6 REPORTS:**

### **C. Client Relations and Safety and Risk Control**

Debra Rice, Interim Client Relations and Safety and Risk Control Manager, announced the fifth annual broker meeting was a success with over 80 attendees.

Client Relations completed the winter meetings of the seven sub-funds. The meetings covered various topics including vaping, mental health and cyber liability. We are planning the spring training meetings.

Debra Rice reported the Senior Safety and Risk Control Representatives conducted a significant number of trainings and meetings for members and employees.

Debra Rice proudly announced five months ago 78 members did not have safety committees. Safety and Risk Control pulled together and made an initiative to get more schools to develop safety committees. Within five months, 47 schools are creating safety committees. That's a 60% increase in safety committee participation.

### **A. Executive Director**

William Mayo, Executive Director, briefly described what happened with reinsurance renewals and the effect that it is going to have on rating for next year. William Mayo will explain the details during the reinsurance discussion item.

### **B. Comptroller**

Comptroller, Michele Carosi, expounded on the details of the sub-fund allocations. About 50% of the sub-funds are using WTW's allocations, the other 50% of the sub-funds have decided to use their own methodology of allocating their entire sub-fund amount that was determined by the actuary.

Michele Carosi also reported she has been working on the budget and detailed the process.

## **D. Underwriting**

Claire King, Interim Underwriting Manager, announced the department will be training with the IT department to learn how to use the claims software, Origami, to view how accounts are doing and premium versus losses.

Claire King explained the duties of underwriting assistant and certificate processor.

William Mayo, Executive Director, reported a separate email address for certificate requests has been setup. That will isolate the emails and funnel them into the right people much more quickly than scrolling through all the different emails that come throughout the day.

## **E. Claims**

Jill Deitch, Chief Legal Officer, explained the number of claims that were reported and those that were closed. Jill Deitch detailed several favorable outcomes, which were detailed in her written report.

## **F. Information Technology**

Jeff Cook, Information Systems Manager, reported the Information Technology department has busy working with each internal department to automate manual processes. We received great feedback from the brokers on the dashboard. Since the broker meeting, we had multiple requests from other brokers seeking access to the dashboard and requesting other features for it.

## **ITEM #7 ACTION ITEMS:**

### **A. Reinsurance**

*Action Taken: M (Sullivan) | S (Quinn) | Carried (Affirmative Votes = Connors, Le Febvre, Quinn, Russo, Sullivan) to approve the renewal of reinsurance coverage at a cost not to exceed \$36,000,000 based on expiring exposure data. Further, the Board of Trustees authorizes the Executive Director to renew with alternative responsible carriers if the terms and*

*conditions offered by those carriers provide a clear advantage in member pricing or coverage terms.*

**B. Contracting**

**B1. Outside Counsel**

*Action Taken: M (Sullivan) | S (Russo) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Russo, Sullivan) to approve the firms identified in the resolution be designated as outside counsel in the respective areas.*

**B2. Financial Auditor**

*Action Taken: M (Connors) | S (Quinn) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Russo, Sullivan) to adopt the contract for financial auditing professional services be awarded to Bowman & Company, LLP based on the results of the evaluation that was conducted in 2018.*

**C. Policy First Reading**

**C1. Policy 8030 Employment Practices Counseling Hotline**

*Action Taken: M (Connors) | S (Quinn) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, Russo, Sullivan) to adopt the proposed policy 8030 employment practices counseling hotline as a first reading.*

**D. Checking Accounts & New Claims Ratification**

*Action Taken: M (Sullivan) | S (Connors) | Carried (Affirmative Votes = Connors, Le Febvre, Meloche, 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 1/1/2019 to 2/28/2019 as shown in the online (Microscribe) version of the meeting package.*

## ITEM #8 NEW BUSINESS

William Mayo, Executive Director, presented two orders of business. The first order of business was Trustees' responsibility to frame the process of rate making and its implications. The second order of business was reinsurance, which he explain in depth.

*William Mayo*

William Mayo, CPCU, ARM  
Executive Director