



1-888-NJ Pool 1

New Jersey Schools Insurance Group

6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

Board of Trustees Meeting of March 15, 2017 Board of Trustees Meeting Minutes of January 12, 2017

New Jersey Schools Insurance Group's Board of Trustees Meeting of January 12, 2017 at the Group's Mount Laurel office.

ATTENDEES

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

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

NJSIG

Staff: William Mayo, *Executive Director*; Michele Carosi, *Comptroller*; Jill Deitch, *Chief Legal Officer*; Stephen Tucker, *Assistant General Counsel*; and Renee Johnson-Payne, *Executive Assistant*.

ITEM #1 CALL TO ORDER

With a quorum present, the meeting was called to order at 5:30 p.m. In accordance with the Sunshine Law, due notice of all pending meetings was given to the *Atlantic City Press*, *Newark Star Ledger*, and *Trenton Times* on January 6, 2017. Copies of these notices are on file with the New Jersey Secretary of State.

ITEM #2 ROLL CALL

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

ITEM #3 ACTION ITEMS:

William Mayo, Executive Director provided a brief overview of the special Board of Trustees meeting and thanked the Trustees for their participation. He explained the Group has a large number of request for proposals (RFP) and request for qualifications (RFQ) that need to be disseminated to be compliant with public school contracting law. The Group's general counsel and the Canning Group advised us to follow public school contracting law. In order to move forward, it is required to have a board resolution approving the Group's use of competitive contracting. This resolution permits NJSIG to procure the goods and services listed within via the competitive contracting process.



1-888-NJ Pool 1

New Jersey Schools Insurance Group

6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

Board of Trustees Meeting Minutes of January 12, 2017

Pg. 2

3A. Competitive Contracting Process Resolution

Action Taken: M (Jencarelli) | S (Sullivan) | Carried (Affirmative Votes = Connors, Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the Competitive Contracting Process Resolution.

3C. Qualified Purchasing Agent Resolution

Action Taken: M (Russo) | S (Jencarelli) | Carried (Affirmative Votes = Connors, Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the Canning Group, LLC to act as the NJSIG's Qualified Purchasing Agent (QPA) at a cost of \$7,500 for a period of one year.

3B. Public Relations and Communication Services Resolution

Action Taken: M (Meloche) | S (Jencarelli) | Carried (Affirmative Votes = Connors, Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve engaging the Echo Group, LLC to act as the NJSIG's public relations and communication service consultant at a cost of \$50,000 for a period of one year.

ITEM #4 NEW BUSINESS

William Mayo, Executive Director explained that he would like to grant two sub funds one-year contract extensions. A discussion ensued the conclusion was to add the sub fund contract extensions to the March 2017 Board of Trustees meeting agenda.

Action Taken: M (Robinson) | S (Connors) | C (Affirmative Votes = Connors, Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to adjourn meeting at 5:40 p.m.

William Mayo

William M. Mayo, CPCU, ARM
Executive Director