



New Jersey Schools Insurance Group
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Board of Trustees Meeting of September 26, 2018
Board of Trustees Meeting Minutes of June 20, 2018

New Jersey Schools Insurance Group's (NJSIG) Board of Trustees Meeting of June 20, 2018 at NJSIG's Marlboro office.

ATTENDEES

Trustees: James J. Jencarelli, Jr., Irene Le Febvre, Joseph Meloche, Ed. D., Steven K. Robinson, Christopher Russo, Ed. D., and Dana Sullivan

Participants: David Rapuano, Esquire of *Archer & Greiner*, Dave Ritch and Phil Williams of *Willis Re*

NJSIG

Staff: William Mayo, *Executive Director*; Michele Carosi, *Comptroller*; Kelly Machu, *Underwriting/Client Relations Manager*; Jill Deitch, *Chief Legal Officer*; Beth Ferlicchi, *Assistant General Counsel*; Jeffrey Cook, *Information Systems 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 4:00 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 June 4, 2018. Copies of these notices are on file with the New Jersey Secretary of State.

ITEM #2 ROLL CALL

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

ITEM #3 TRUSTEE NOMINATIONS:

- 3A. NJSBA Northern – Irene LeFebvre
- 3B. NJASBO Central – Dana Sullivan
- 3C. NJASBO Southern – Christopher Russo, Ed. D.

Action Taken: M (Robinson) | S (Meloche) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the NJSBA reappointment of Irene LeFebvre as the northern Board Member representative for the term 7/1/18 to 6/30/21; to approve the NJASBO Trustee nomination of Dana Sullivan as the central Business Administrator for the term 7/1/18 to 6/30/21; approve the NJASBO nomination of Christopher Russo, Ed. D. as the southern Business Administrator representative for the term 7/1/18 to 6/30/21.

ITEM #4 ACCEPTANCES OF THE PUBLIC AND EXECUTIVE SESSION MINUTES OF MAY 16, 2018.

Action Taken: M (Robinson) | S (Russo) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to accept the May 16, 2018 public and executive session Board of Trustees meeting minutes.

ITEM #5 PUBLIC PARTICIPATION

There was no public participation.

ITEM #6 SUB-FUND LIAISONS – Reports/Comments

There were no sub-fund liaison reports.

ITEM #7 REPORTS:

A. Executive Director

William Mayo, Executive Director, reported everything seems to be going smoothly and NJSIG is having a good year.

B. Comptroller

Comptroller, Michele Carosi, detailed an attempt at fraud on NJSIG banking accounts. She explained there was no risk to NJSIG and no money was taken from the bank accounts.

C. Client Relations, Loss Control & Underwriting

Client Relations, Loss Control & Underwriting Manager, Kelly Machu announced the renewal season was ending and things were looking good.

D. Claims

Jill Deitch, Chief Legal Officer, described several positive claims outcomes, which were detailed in her written report.

E. Information Technology

Jeff Cook, IT Manager, had nothing to add to his written report, but solicited questions.

ITEM #8 ACTION ITEMS:

A. Outside Counsel

Action Taken: M (Meloche) | S (Russo) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to designate law firms as Outside Counsel for subrogation and recovery litigation, insurance coverage counsel and litigation, and school board insurance group counsel based

on technical criteria, management criteria, cost criteria and the service provider's demonstrated service to public entities in the State of New Jersey for a duration of one year. The Executive Director is hereby authorized to execute a contract with the below-referenced service provider;

- a. Subrogation and recovery litigation (C-2018-0006):*
 - i. Law Office of Stephen E. Gertler; and,*
 - ii. White and Williams, LLP.*
- b. Insurance coverage counsel and litigation (C-2018-0007):*
 - i. Malapero Prisco Klauber & Licata, LLP; and,*
 - ii. Schenck Price Smith & King, LLP.*
- c. School board insurance group counsel (L-2018-0001):*
 - i. Archer & Greiner, P.C.*
 - ii. Schenck Price Smith & King, LLP*
 - iii. Weiner Law Group, LLP.*

B. 2018/2019 Budget

Action Taken: M (Sullivan) | S (Russo) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the 2018/2019 Budget.

C. 2018/2019 Plan of Risk Management

Action Taken: M (Meloche) | S (Jencarelli) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the 2018/2019 Plan of Risk Management.

D. 2018/2019 Meeting Dates

Action Taken: M (Robinson) | S (Sullivan) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the 2018/2019 Meeting Dates.

E. Policy Second Reading:

E1. Policy 3710 Safety Grant

Action Taken: M (Sullivan) | S (Jencarelli) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve policy 3710 safety grant as a second reading.

E2. Policy 6111 Exempt and Non-Exempt Employees and Overtime

Action Taken: M (Russo) | S (Meloche) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve policy 6111 exempt and non-exempt employees and overtime as a second reading.

E3. Policy 7680 Discretionary Settlement Authority

Action Taken: M (Meloche) | S (Russo) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve policy 7680 discretionary settlement authority as a second reading.

Policy 7680 discretionary settlement authority was eliminated and moved to the 2018/2019 Plan of Risk Management.

E4. Policy 8010 Standard Broker Commissions & Policy 8020 Broker of Record

Action Taken: M (Robinson) | S (Sullivan) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve policy 8010 standard broker commissions and policy 8020 broker of record procedures for a second reading.

F. Checking Accounts & New Claim Ratification

Action Taken: M (Robinson) | S (Russo) | Carried (Affirmative Votes = Jencarelli, Le Febvre, Meloche, Robinson, Russo, Sullivan)

to approve and ratify the checks and new claims, which have been issued from accounts XXXX392 (operating account) and XXXX555 (claim account) for the period of 5/1/2018 to 5/31/2018 as shown in the online (Microscribe) version of the meeting package.

ITEM #9 NEW BUSINESS

There was no new business.

William Mayo

William Mayo, CPCU, ARM
Executive Director