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Board of Trustees Meeting of March 16, 2016 Human Resource Report

I am happy to report we have conducted several interviews for the position in the Accounting Department. We have a few more face-to-face interviews to complete prior to extending an offer to a candidate. We filled several open positions in a few other departments and those new employees have been integrating well within the organization and helping us fulfill our mission of providing exceptional service to our members. We are currently in the process of evaluating the job descriptions for the Loss Control Staff. It is good practice to evaluate all job descriptions every few years and this will be the next phase in an ongoing effort for that project.

I have met with both the Mount Laurel Police Department and the Fire Marshall regarding our new facility. These meetings were helpful because they allowed us an opportunity to introduce ourselves and familiarize ourselves with the local authorities. Our new facility presents a different set of procedures we knew we needed to put in place specifically our emergency evacuation procedures. A baseline plan has been put in place to address those immediate needs. All employees have been provided with the appropriate training and a plan is in place to train the employees who were unable to attend. I had the opportunity to join a webinar with Tony Jones regarding an app which can be used on any smart phone which will enable us to provide more robust and detailed information not just to our staff, visitors to our facility, and most importantly to the appropriate first responders and emergency personnel should an event occur. Tony and I have a few more follow up discussions planned.

A recently published article highlighted questionable behavior by a town and its payroll provider. The issue was whether and how timely if at all the appropriate taxes and liability payments were made. We have a payroll company who is responsible for submitting our payments and filing the appropriate tax forms. They are required quarterly to send us documentation once that has been done and then I verify their documentation with the state via an online website. I will continue to ensure all of our liabilities are paid in a timely fashion.

Should you have any questions regarding any of the above issues or any other of the Group's HR matters I am always available.

Chai Respes

Chai Respes, Human Resource Manager