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## New Jersey Schools Insurance Group

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### Board of Trustees Meeting of November 16, 2016

#### Discussion Item

#### Claim Committee and Procedures

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With the new Board of Trustee meeting schedule, there are two large time gaps between scheduled Board meetings. For the months between November and March and months between June and September we propose the following procedure for trial alerts and claim settlement authority requests:

*In the middle of each month without a scheduled Board meeting, Claim Manager Tony Ruggeri will send notice of pending trials and/or requests for settlement authority to the Claims Committee. The notice will include a summary of the claims and justification for any requested settlement authority. Claim Committee members can pick one of two options:*

- ***I acknowledge & approve** or*
- ***I have a question/concerns** and wish to discuss any matters of litigation or answer questions raised by members of the committee.*

*If one of the claim committee members responds with **I have a question/concerns, a conference call**, within a week, Tony will establish a brief phone-in Claims Committee conference call to discuss matters identified.*

A summary of all matters brought up in Claims Committee communications and conference calls will be made a part of the Board package for the next scheduled Trustee meeting.

Per the NJSIG Plan of Risk Management filed annually with the Department of Banking & Insurance, the Claims Committee consists of the Chairperson, the Vice-Chairperson, a NJASBO Trustee, the Claims Manager and ***NJSIG Counsel***. NJSIG Counsel is not a defined term in the Plan of Risk Management. Archer & Greiner or Jill Deitch are able to fulfill this position on the Claims Committee. Legal guidance for litigated matters and settlement advice comes predominantly from the defense counsel assigned to the particular claim.

*William Mayo*

William Mayo, CPCU, ARM  
Executive Director