



NJSIG

Board of Trustees Meeting

June 16, 2021



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

2020/2021 NJSIG Board of Trustees

Irene Le Febvre Chairperson ❖2019-2022 North Board Member	Boonton Board of Education 434 Lathrop Ave. Boonton, NJ 07005	momlefebvre@hotmail.com Committees: Claims, Policy
Christopher Russo, Ed.D. Vice-Chairperson ❖2019-2022 South Business Administrator	West Windsor-Plainsboro Regional 55 Grovers Mill Road Plainsboro, NJ 08536	Christopher.Russo@ww-p.org Committees: Claims, Personnel
Richard J. Casey Trustee ❖2021-2022 Central Board Member	Ocean Gate Board of Education 200 W. Arverne Ave., PO Box 1039 Ocean Gate, NJ 08740	richard.casey1@comcast.net Committee: Finance
James J. Jencarelli, Jr. Trustee ❖2018-2021 North Superintendent	Morris Hills Regional 2 Mill Creek Road Sparta, NJ 07871	jjencarelli@mhrd.org Committee: Personnel
Joseph Meloche, Ed.D. Trustee ❖2019-2021 South Superintendent	Cherry Hill Public Schools 45 Ranoldo Terrace Cherry Hill, NJ 08034	JMeloche@chcl.org Committee: Personnel
Steven K. Robinson Trustee ❖2018-2021 North Business Administrator	Livingston Township Board of Education 11 Foxcroft Drive Livingston, NJ 07039	srobinson@livingston.org Committee: Finance
Dana Sullivan Trustee ❖2019-2022 Central Business Administrator	Westfield Board of Education 302 Elm Street, Rm 101 Westfield, NJ 07090	dsullivan@westfieldnj12.org Committees: Claims, Policy
Stephanie Brown, Ed.D. Trustee ❖2020-2023 Central Superintendent	Milltown Board of Education Joyce Kilmer School 21 West Church Street Milltown, NJ 08850	sbrown@milltownps.org Committee: Finance
Josephine Sharpe Trustee ❖2020-2023 South Board Member	Wildwood Board of Education 4300 Pacific Avenue Wildwood, NJ 08260	jm.sharpe@hotmail.com Committee: Personnel
Jill Deitch, Esq. Executive Director	6000 Midlantic Drive, Suite 300 North Mount Laurel, NJ 08054	jdeitch@njsig.org

**New Jersey Schools Insurance Group
Trustee Terms**

6/12/2019 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Gerald North 6/30/2022	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Vacant 6/30/2020	Thomas F. Connors, Ph.D. 6/30/2022	Irene Le Febvre 6/30/2022

1/15/2020 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Stephanie Brown, Ed.D. 1/15/2020 - 6/30/2020	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Vacant 6/30/2020	Thomas F. Connors, Ph.D. 6/30/2022	Irene Le Febvre 6/30/2022

3/9/2020 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Stephanie Brown, Ed.D. 1/15/2020 - 6/30/2020	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Josephine Sharpe 3/9/2020 - 6/30/2020	Thomas F. Connors, Ph.D. 6/30/2022	Irene Le Febvre 6/30/2022

6/17/2020 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Stephanie Brown, Ed.D. 7/1/2020 - 6/30/2023	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Josephine Sharpe 7/1/2020 - 6/30/2023	Thomas F. Connors, Ph.D. 6/30/2022	Irene Le Febvre 6/30/2022

1/13/2021 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Stephanie Brown, Ed.D. 7/1/2020 - 6/30/2023	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Josephine Sharpe 7/1/2020 - 6/30/2023	Vacant 6/30/2022	Irene Le Febvre 6/30/2022

3/17/2021 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Stephanie Brown, Ed.D. 7/1/2020 - 6/30/2023	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Josephine Sharpe 7/1/2020 - 6/30/2023	Richard J. Casey 3/17/21 - 6/30/2022	Irene Le Febvre 6/30/2022

 : denotes changes made at Board meeting



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Meeting Dates 2020/2021

July 20, 2020

September 16, 2020

October 14, 2020

November 18, 2020

January 13, 2021

March 17, 2021

May 19, 2021

June 16, 2021

All meetings will take place at the Mount Laurel Office and via GoToMeeting at 10:00 a.m. unless otherwise noted.



New Jersey Schools Insurance Group
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BOARD OF TRUSTEES MEETING
Wednesday, June 16, 2021
6000 Midlantic Drive, Suite 300 North, Mount Laurel, NJ
Meeting 10:00 a.m.

JUNE AGENDA

PUBLIC SESSION

ITEM #

1. Call to Order

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 September 11, 2020. Copies of these notices are on file with the New Jersey Secretary of State.

2. Roll Call

Stephanie Brown, Ed.D.
Richard J. Casey
James J. Jencarelli, Jr.

Irene Le Febvre
Joseph Meloche, Ed.D.
Steven K. Robinson

Christopher Russo, Ed.D.
Josephine Sharpe
Dana Sullivan

3. Acceptance of the public and executive session minutes for May 19, 2021.

4. Public Participation - Opportunity for public to address the NJSIG Trustees regarding specific agenda items. Each person will have five minutes to speak.

5. Sub-fund Liaisons - Reports/Comments

6. Reports:

- A. Executive Director Report
- B. Accounting/Finance Report
- C. Safety & Risk Control/Client Relations Report

Jill Deitch
Michele Carosi
Debra Rice

- | | |
|----------------------------------|-------------------|
| D. Underwriting Report | Claire King |
| E. Claims Report | Sherwin Archibald |
| F. Information Technology Report | Jeff Cook |

7. Discussion Items:

- | | |
|-------------------------------------|-------------|
| A. Trustee nominations | Jill Deitch |
| B. Board retreat dates | Jill Deitch |
| C. NJSIG return to office | Jill Deitch |
| D. Sub-fund administration services | Jill Deitch |

8. Action Items:

- | | |
|--|----------------|
| A. 2021/2022 Budget – second reading
(NJSIG No. 0621-1) | Michele Carosi |
| B. 2021/2022 Plan of Risk Management – second reading
(NJSIG No. 0621-2) | Jill Deitch |
| C. 2021/2022 Meeting dates – second reading
(NJSIG No. 0621-3) | Jill Deitch |
| D. Trustee nominations
(NJSIG No. 0621-4) | Jill Deitch |
| E. Excess and reinsurance for the 21-22 policy year
(NJSIG No. 0621-5) | Jill Deitch |
| F. Contracting: Actuarial services
(NJSIG No. 0621-6) | Jill Deitch |
| G. Checking accounts & new claims ratification
(NJSIG No. 0621-7) | Michele Carosi |
| H. Position grades and wage ranges
(NJSIG No. 0621-8) | Jill Deitch |

9. New Business

10. Executive Session

EXECUTIVE SESSION

EXECUTIVE SESSION RESOLUTION

WHEREAS, N.J.S.A. 10:4-6 et. seq., (“the Open Public Meetings Act”), authorizes public entities to meet in executive session under certain circumstances; and

WHEREAS, the Open Public Meetings Act requires that the Group adopt a resolution at a public meeting to go into private session; now, therefore,

BE IT RESOLVED by the Board of Trustees of the New Jersey Schools Insurance Group that it is necessary to meet in executive session to discuss certain items involving:

- A. Litigation; and/or
- B. Matters involving attorney client privilege; and/or
- C. Matters involving pending contract negotiation; and/or
- D. Matters involving terms and conditions of employment of current public employee

BE IT FURTHER RESOLVED that any discussion held by the Board of Trustees which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Trustees will not return to open session to conduct business at the conclusion of the executive session.



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Board of Trustees Meeting of June 16, 2021
Board of Trustees Meeting Minutes of May 19, 2021

New Jersey Schools Insurance Group's (NJSIG) Board of Trustees Meeting of May 19, 2021 at NJSIG's Mount Laurel office.

ATTENDEES

Trustees: Irene Le Febvre, Richard Casey, Joseph Meloche, Ed. D., Steven Robinson, Dana Sullivan, Christopher Russo, Ed. D., Stephanie Brown;

Participants: David Rapuano, Esq. of *Archer*, Chris Carrubba (prospective board member), Phil Williams of *Willis Re Pooling*, Joanne Kirby of *Willis Re Pooling*, Howard Panensky of *Willis Re Pooling*, Jay Lynch of *Alliant/Boynton*, Latonya Brennan of *Arthur J. Gallagher & Co.*, Dan Regan of *Arthur J. Gallagher & Co.*, Casey Byrne of *J. Byrne Agency*, Jim Ridgway of *J. Byrne Insurance*, Alfred Kirk of *Conner Strong*, Gail White of *Regional Risk Managers*, Jack Zisa of *Regional Risk Managers*, Bob Gemmell of *Brown and Brown Metro*, Dominick Cinelli of *Brown and Brown Metro*;

NJSIG

Staff: Jill Deitch, Esq., *Executive Director*, Michele Carosi, *Chief Financial Officer*, Jeff Cook, *Information Systems Manager*, Debra Rice, *Client Relations/Safety and Risk Control Manager*, Sherwin Archibald, *Claims Manager*, Stephen Tucker, Esq., *General Counsel*, Beth Ferlicchi, Esq., *Assistant General Counsel*, Renee Johnson-Payne, *Executive Assistant*, Lauren Schilling, *Marketing and Communication Specialist*, Ivy Davis, *Sr. Business Development Specialist*, Joseph Semptimphelter, *Sr. Business Development Specialist*, Sameer Sarfraz, *Sr. Safety and Risk Control Rep.*, Joanne Gunter, *Sr. Safety and Risk Control Coordinator*, Jacquie Godfrey, *Safety and Risk Control Coordinator*, Leslie McMahon, *Actuarial Analyst*;

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 approximately 10:00 a.m. In accordance with the Sunshine Law and N.J.S.A. 10:4-10, due notice of this meeting was given to the *Atlantic City Press*, *Newark Star Ledger*, and *Trenton Times* on September 11, 2020. Copies of these notices are on file with the New Jersey Secretary of State.

ITEM #2 ROLL CALL

Stephanie Brown, Ed.D.	√	Irene Le Febvre	√	Chris Russo, Ed.D.	√
Richard Casey	√	Joseph Meloche, Ed.D	√	Josephine Sharp	A
James J. Jencarelli, Jr.	A	Steven K. Robinson	√	Dana Sullivan	√

ITEM #3 ACCEPTANCE OF THE PUBLIC SESSION AND EXECUTIVE SESSION MINUTES OF MARCH 17, 2021.

Action Taken: M (Sullivan)\ S (Meloche)\ Carried (Affirmative Votes = Brown, Casey, Le Febvre, Meloche, Robinson, Russo, Sullivan) to accept the March 17, 2021 public session and executive session Board of Trustees meeting minutes.

ITEM #4 PUBLIC PARTICIPATION

There was no public participation.

ITEM #5 SUB-FUND LIAISONS – Reports/Comments

Jack Zisa of Regional Risk Managers representing NJEIF thanked NJSIG for the details on the coverage updates included in the 2021-2022 Master Coverage Overview and reworking the cyber liability coverage given the market conditions.

Al Kirk of Conner Strong representing BACCIEC and ERIC South thanked the Underwriting Department for distributing renewal quotes so quickly during their busy season. He commented that the COVID-19 refund credits and the safety grants are helping to retain members.

ITEM #6 REPORTS:

A. Executive Director's Report

Jill Deitch, Executive Director, provided an overview of her report and an update on the status of NJSIG. Deitch discussed that the reinsurance rates have been finalized and were overall favorable. The Underwriting department is busy distributing quotes to new and current members.

Deitch reported that credit invoices have been distributed to the membership, which reflect the amounts of their NJSIG COVID-19 refund. Members can use their refund to offset outstanding member contributions/invoiced premiums for 20/21 or 21/22. Members were also able to request checks for the refund amount, rather than using the refund as a credit. More refund checks were requested than anticipated. Members who requested a check should receive them in the next week or two.

B. Accounting/Finance Report

Michele Carosi, Chief Financial Officer, provided an overview of her report and an update on the status of her department.

Carosi discussed moving some financial reporting and accounting functions from the Claims Department to the Accounting Department. The first phase of the transition was transitioning the Claims Bill Payer to the Accounting Department under the supervision of the Senior Staff Accountant. She further explained that the goal is to transition all of the Claims Department's financial functions into the Accounting Department and for the claims payable functions to mirror the internal control procedures currently in place in the Accounting Department. This process will require time and may require additional staffing, which will be presented to the Board of Trustees prior to any implementation or transition.

Carosi also reported that Investors Bank is reducing our interest rate on our current floor amount of 50 basis points to 40 basis points, based on the economic conditions related to COVID-19 and the Federal Reserve's reducing of interest rates. There are no other changes with Investors Bank and NJSIG will continue to receive all of its services for free.

C. Client Relations and Safety and Risk Control Report

Debra Rice, Client Relations and Safety and Risk Control Manager, provided an overview of her report and an update on the status of her department. Rice discussed how Client Relations was very busy, with five sub-funds coming out of commitment and the demands of renewal season.

Rice also reported that NJSIG released an updated COVID-19 Coverage and updated COVID-19 Employment FAQs, which has been useful to out member and brokers. She also reported that the spring sub-fund meetings have concluded and were successful.

Rice also noted that NJSIG hosted a 50-minute session on Family Medical Leave: Understanding FMLA and NJFLA with Cleary, Giacobbe, Alfieri, and Jacobs LLC at NJSBA's First Annual Virtual Spring Symposium on May 12, 2021. NJSIG's session was the most attended session.

Rice reported positive feedback for our partnership with the National Safety Council, which offers members an online defensive driving course.

E. Claims Report

Sherwin Archibald, Claims Manager, provided an overview of his report and an update on the status of his department.

F. Information Technology Report

Jeff Cook, Information Systems Manager, provided an overview of his report and an update on the status of his department. Cook also reported that NJSIG became a member of New Jersey Cybersecurity & Communications Integration Cell (NJCCIC). Cook explained that NJCCIC will help with staying ahead of cyberattacks and inform about cybersecurity events. Cook reported his participation in a NJCCIC conference call where they discussed the Colonial Pipeline cyberattack. Chairperson Le Febvre asked Cook to share the cybersecurity information with NJSIG members.

ITEM #7 DISCUSSION ITEMS

A. COVID-19 returns; update

Discussion item presented by Carosi. Carosi reported that the Accounting Department processed 115 COVID-19 refunds checks. Next week, the Accounting Department will mail member statements, which will show any outstanding balance and credits to be used toward a payment from 2020-2021 or 2021-2022.

B. Trustee nominations

Discussion item presented by Deitch. Deitch solicited a nomination for a northern region superintendent from Dr. Bozza from the New Jersey Association of School Administrators (NJASA), as James Jencarelli’s term will expire in June 2021. The nominee, Chris Carrubba, will attend the June meeting.

Deitch announced that although Meloche and Robinson’s terms will end in June 2021, they have agreed to continue to serve on the Board of Trustees.

C. Cyber coverage changes

Discussion item presented by Deitch. Deitch introduced Howard Panensky from Willis Re Pooling. Panensky discussed the cyber liability market, cybersecurity measures, ransomware claims and the changes to NJSIG’s 2021-2022 cyber liability coverage, limits and retentions.

D. July/August Trustee retreat

Discussion item presented by Deitch. Deitch discussed inviting AGRiP to give an overview of government risk pools as a retreat topic. Ann Gergen, AGRiP Executive Director, will be the presenter. Deitch asked the Trustees to forward their availability for possible retreat dates.

Chairperson Le Febvre suggested that nominees for a new Chairperson be addressed at the retreat.

ITEM #8 ACTION ITEMS:

A. 2021-2022 Budget – First Reading (NJSIG No. 0521-1)

Action Taken: M (Robinson)\ S (Russo)\ Carried (Affirmative Votes = Brown, Casey, Le Febvre, Meloche, Robinson, Russo,

Sullivan) to approve the 2021-2022 Budget as presented for a first reading.

B. 2021-2022 Plan of Risk Management – First Reading (NJSIG No. 0521-2)

Action Taken: M (Sullivan) \ S (Russo) \ Carried (Affirmative Votes = Brown, Casey, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the 2020-2021 Plan of Risk Management as presented for a first reading.

C. 2021-2022 Meeting Dates – First Reading (NJSIG No. 0521-3)

Action Taken: M (Robinson) \ S (Sullivan) \ Carried (Affirmative Votes = Brown, Casey, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the 2021/2022 Meeting Dates for a first reading.

D. WTW Rate Level Analysis July 1, 2021 – 2022 (NJSIG No. 0521-4)

Action Taken: M (Sullivan) \ S (Russo) \ Carried (Affirmative Votes = Brown, Casey, Le Febvre, Meloche, Robinson, Russo, Sullivan) to approve the Willis Towers Watson revised rate review for the July 1, 2021/2022 policy year, report dated April 21, 2021, and the rates contained therein, including increasing NJSIG's self-insured retention for the general liability and automobile liability to \$1,000,000 for the 2021/2022 policy year. The Executive Director is also authorized to implement a communicable disease sub-limit of \$1,000,000 per occurrence, with a pool-wide annual aggregate of \$9,000,000 on the general liability, automobile liability and school board leader liability.

E. Contracting:

1. Outside counsel: GL, school/educ., WC (NJSIG No. 0521-5)

Action Taken: M (Sullivan) \ S (Robinson) \ Carried (Affirmative Votes = Brown, Casey, Le Febvre, Meloche, Robinson, Russo, Sullivan) to designate as Outside Counsel for: General Litigation (C-2021-0003); Complex General Litigation (C-2021-0004); School / Education Litigation (C-2021-0005); General Workers' Compensation Litigation (C-2021-0006); and Complex Workers' Compensation Litigation (C-2021-0007), the firms listed on the resolution included in the online (Microscribe) version of the meeting package, based on the results of the RFQ committee's evaluation. .

2. Outside counsel: special subro./coverage (NJSIG No. 0521-6)

Action Taken: M (Sullivan) \ S (Robinson) \ Carried (Affirmative Votes = Brown, Casey, Le Febvre, Meloche, Robinson, Russo, Sullivan) to designate Pashman Stein Walder Hayden as outside counsel to represent the interests of NJSIG and a member district in a matter involving principles of reinsurance coverage.

3. Property inspections (NJSIG No. 0521-7)

Action Taken: M (Sullivan) \ S (Robinson) \ Carried (Affirmative Votes = Brown, Casey, Le Febvre, Meloche, Robinson, Russo, Sullivan) to award the contract for Loss control property inspection services (LC-2021-0001) to H&S Loss Control Inspections, Inc. based on the results of the RFP committee's evaluation.

F. Checking Accts. & New Claims Ratification (NJSIG No. 0521-8)

Action Taken: M (Robinson) \ S (Meloche) \ Carried (Affirmative Votes = Brown, Casey, Le Febvre, Meloche, Robinson, 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 03/1/2021 to 04/30/2021 as shown in the online (Microscribe) version of the meeting package.

ITEM #9 NEW BUSINESS

There was no new business.

ITEM #10 EXECUTIVE SESSION

Action Taken: M (Robinson) \ S (Sullivan) \ Carried (Affirmative Votes = Brown, Casey, Le Febvre, Meloche, Robinson, Russo, Sullivan) to go into executive session to discuss litigation, matters of attorney client privilege, etc. at 11:12 a.m.

Jill Deitch

Jill Deitch, Esq.
Executive Director



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Board of Trustees Meeting of June 16, 2021 Executive Director Report

NJSIG's most recent memorandum to staff regarding our response to the COVID-19 situation was distributed on June 7, 2021. It is attached for your review. Governor Murphy issued Executive Order 243 on May 26, 2021, rescinding most requirements to accommodate remote working arrangements for businesses and non-profits. We are keeping the status quo through the end of August, continuing to accommodate remote working wherever possible but allowing any employees who need or want to return to the office to do so. As of September 1, 2021, when NJSIG's members are likely to return to full in-person operations, I have directed that all NJSIG employees return to work in person at NJSIG's Mount Laurel office for a minimum of two days per week. As NJSIG is in the middle of the busy renewal season, we did not want to disrupt remote operations, which continue to run smoothly, and we wanted to give employees time to plan in order to ensure an easy return to the office. After September, we will reassess the status of operations. Many employees have expressed an interest in continuing some remote work in the future. We can look into a whether a remote work policy independent of the COVID-19 pandemic could work for NJSIG after September 2021.

Attached to my report is NJSIG's most current organizational chart. There have been some personnel changes this year, and those changes are outlined in the attached chart.

Four of our contracts for sub-fund administration services, for sub-funds CAIP, ERIC North, ERIC West, and NJEIF, expire this month, as they were all on a three-year term. The contracts for the remaining three sub-funds are on a five-year term and do not expire for another two years. We last went out to RFP for sub-fund administration services for CAIP, ERIC North, ERIC West, and NJEIF in December 8, 2017 and February 2, 2018. The NJSIG resolutions authorizing execution of contracts for sub-fund administration services for these sub-funds were executed in January 23, 2018 (attached hereto). These resolutions called for three-year terms but also included an option to extend the contracts for two additional one-year terms. I

believe the organization is best served by extending these contracts for the additional two years, so that all of our sub-funds are on the same contract schedule. At the end of those two years, we plan to publish a new request for proposals for sub-fund administration services as to all seven of our sub-funds.

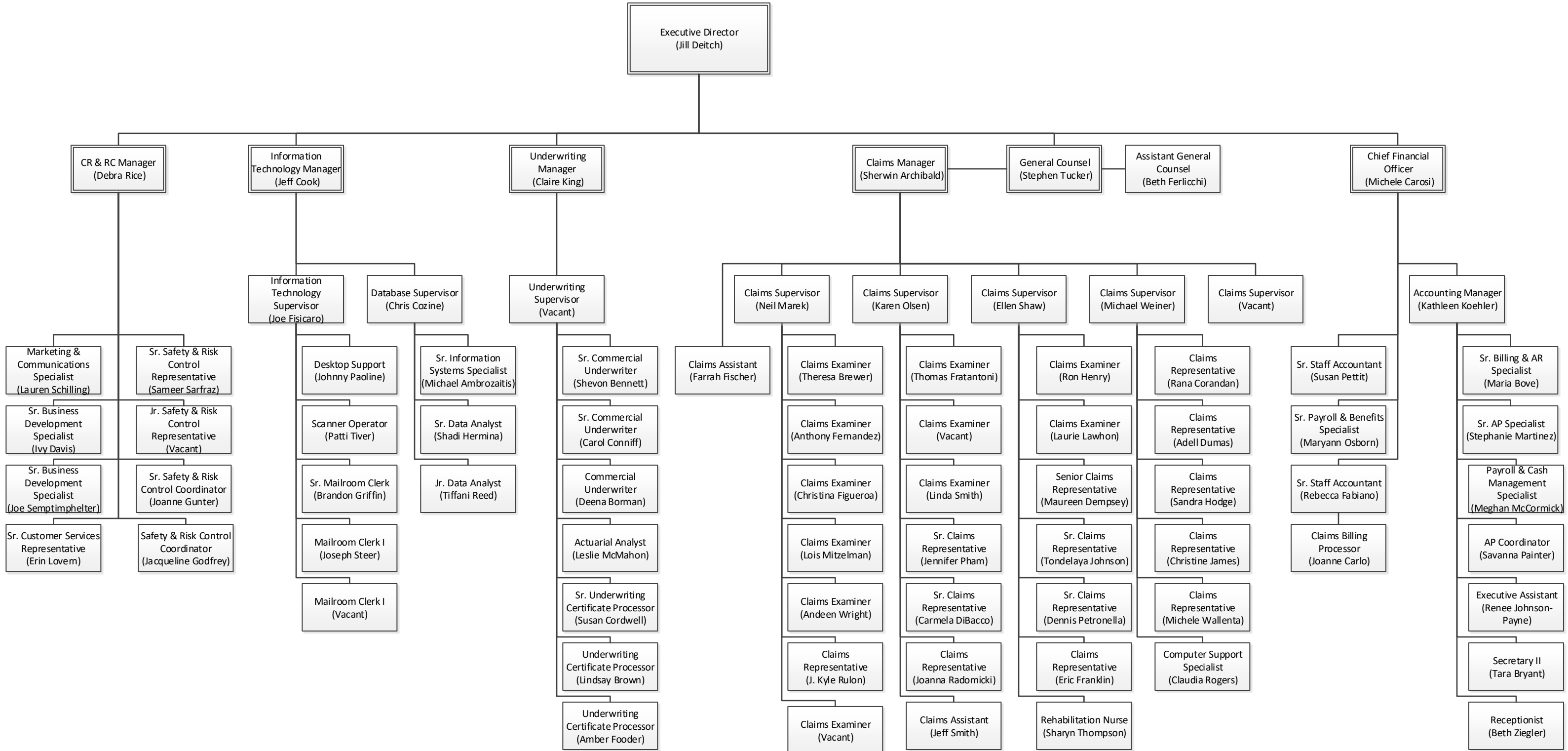
Summer 2021 is nearly upon us, and we are in the last weeks of determining membership for the 2021/2022 policy period. We look forward to meeting with our members in the fall, hopefully at some in-person sub-fund meetings, to do what we can to help ensure a safe return to in-person learning.

Respectfully submitted,

Jill Deitch, Esq.
Executive Director
New Jersey Schools Insurance Group



New Jersey Schools Insurance Group



NEW JERSEY SCHOOLS INSURANCE GROUP
MEMORANDUM

Date: June 7, 2021

To: All NJSIG Employees

From: Jill Deitch, Esq.
Executive Director

Subject: Guidance to mitigate the risk of spread of COVID-19 in the workplace (updated)

Employee health and safety is a top priority at the New Jersey Schools Insurance Group (“NJSIG”), and NJSIG continues to monitor the severe acute respiratory syndrome coronavirus 2 (“SARS-CoV-2”) / coronavirus disease 2019 (“COVID-19”) situation to help keep us all safe at work. It is also important to ensure the continuous delivery of essential NJSIG services to our members and their employees for the duration of this situation. Below are important things you should know. All of the below procedures are effective immediately and will remain in effect until further notice. This guidance supersedes all prior guidance related to COVID-19. This guidance is subject to change and may be superseded as conditions warrant.

1. Workplace safety

Employees should follow the Centers for Disease Control and Prevention’s (“CDC”) guidance regarding steps to prevent illness and social distancing when feasible while working, as detailed below.

a. Steps to mitigate the risk of spread of COVID-19

Steps you can take to prevent spread of flu and the common cold will also help prevent COVID-19:

- Wash hands often with soap and water. If not available, use hand sanitizer;
- Avoid touching your eyes, nose, or mouth with unwashed hands;
- Avoid contact with people who are sick;
- Stay home while you are sick and avoid contact with others;
- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing; and,

- Get flu and COVID-19 vaccines.¹

This information was taken from the below-referenced New Jersey Department of Health (“NJDOH”) website as of the date of this memorandum. For more up to date guidance on what to do if you suspect you may be sick, visit the NJDOH’s website at: https://www.nj.gov/health/cd/topics/covid2019_community.shtml.

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces. Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing cloth face coverings/masks (“masks”), avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds. This information was taken from the below-referenced CDC website as of the date of this memorandum. For more up to date guidance on steps to prevent illness, visit the CDC’s website at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.

While working, NJSIG employees, including those who are fully vaccinated, should stay at least six (6) feet from all other people at all times. This includes other NJSIG employees, employees of member Boards of Education, as well as any member of the public with whom NJSIG employees may interact.

In accordance with Executive Order 192, NJSIG will “[p]romptly notify all employees of any known exposure to COVID-19 at the worksite, consistent with the confidentiality requirements of the ADA and any other applicable laws, and consistent with guidance from the EEOC[.]” For a copy of Executive Order 192, visit the State of New Jersey’s website at: <https://nj.gov/infobank/eo/056murphy/pdf/EO-192.pdf>.

b. Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

¹ NJSIG does not require employees to get a COVID-19 vaccine.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. This information was taken from the below-referenced CDC website as of the date of this memorandum. For more up to date guidance on what to do if you suspect you may be sick, visit the CDC's website at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Please let the Legal Department know if you think you have COVID-19 or another respiratory illness. Managers and supervisors should notify the Legal Department of any employee that is present in the office with suspected COVID-19, or is absent due to suspected COVID-19.

c. Daily COVID-19 self-screening survey

In accordance with Executive Order 192, any employee and authorized non-employee reporting in person to NJSIG's Mount Laurel office must first complete a COVID-19 self-screening survey before entering the workplace. A new COVID-19 self-screening survey must be completed on each date an employee plans on entering the NJSIG office. NJSIG's COVID-19 self-screening survey is available through the time off portal here: <http://dashboard.njsig.org/TIMEOFF/>. Your time and attendance credentials should be used to login to complete the self-screening survey. Employees should complete the COVID-19 self-screening survey from home on the date they plan on working in the office, before leaving for the office. In the event that an employee forgets to complete their self-screening survey before leaving home, the employee must complete their self-screening survey in the reception area before entering any other area

of the office. Print surveys are available for authorized non-employees that need to enter NJSIG's Mount Laurel office.

d. Masks

In accordance with Executive Order 192, NJSIG “[r]equire[s] employees. . . entering the worksite to wear cloth or disposable face masks while on the premises, in accordance with [CDC] recommendations, except where the individual is under two years of age or where it is impracticable for an individual to wear a face mask, such as when the individual is eating or drinking or where a service being provided by the employer cannot be performed on an individual who is wearing a mask[.]” Employees are permitted “to remove face masks when the employees are situated at their workstations and are more than six feet from other individuals at the workplace, or when an individual is alone in a walled office[.]”

NJSIG reserves the right to deny entry to the worksite to any employee who declines to wear a mask, except when doing so would violate State or federal law. Where an employee cannot wear a mask because of a disability, this employee should immediately inform NJSIG of this. NJSIG may require employees to produce medical documentation supporting claims that they are unable to wear a face mask because of a disability. If an employee notes that another employee is not wearing a mask, this may be reported to the Legal Department for resolution. Employees should not attempt to resolve non-compliance with this requirement on their own.

Masks worn by employees should be selected in accordance with CDC guidance, which is available from the CDC website at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>. In accordance with Executive Order 192, NJSIG has obtained face masks for any employee that would like one. General information regarding face masks is available from the CDC website at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>. Employees must still follow guidance regarding steps to prevent illness and social distancing while working in the office even while wearing a face mask.

On May 26, 2021, the Governor of the State of New Jersey issued Executive Order 243. For a copy of Executive Order 243, visit the State of New Jersey's website at: <https://nj.gov/infobank/eo/056murphy/pdf/EO-243.pdf>. This order states in pertinent part that “employers, as defined in Executive Order No. 192 (2020), in workplaces that are not open to the public per Executive Order No. 242 (2021) are not mandated to require employees to wear face masks or social distance at the worksite where the employee provides proof that they are fully vaccinated, as defined by the

CDC, and in accordance with federal and State law.” As such, effective June 4, 2021, any NJSIG employee who provides proof to NJSIG that they are fully vaccinated, as defined by the CDC, is not required to wear a mask in the office. NJSIG does not require employees to get a COVID-19 vaccine. Employees that have provided proof that they are fully vaccinated, and elect not to wear a mask in the workplace, should be aware that they may be implicitly disclosing their vaccination status. Fully vaccinated employees may continue to wear a mask in the office. Proof that an employee is fully vaccinated should be emailed to the Legal Department. For more specific guidance on how the CDC defines “fully vaccinated,” visit the CDC’s website at: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>.

In accordance with Executive Order 242, authorized non-employees who enter NJSIG’s worksite (i.e., vendors, brokers, etc.) are required to wear a mask, regardless of their vaccination status. If an employee notes an authorized non-employee is not wearing a mask, this may be reported to the Legal Department for resolution. Employees should not attempt to resolve non-compliance with this requirement on their own.

e. Building / office

Please continue to conduct all meetings via teleconference, Zoom, or GoToMeeting wherever possible. No employees should report to NJSIG’s Mount Laurel office without first informing their supervisor. It is very important, for your safety, that NJSIG is aware of which employees are in the office and when.

When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility. This information was taken from the below-referenced CDC website as of the date of this memorandum. For more up to date guidance on cleaning, visit the CDC’s website at: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>. The interior areas of NJSIG’s Mount Laurel office are cleaned on a daily basis.

Soap is available for hand washing next to the sinks in all bathrooms and kitchens in the office. Alcohol-based hand sanitizer is also available in the common areas. Disposable gloves are available for any employee who would like to utilize gloves while handling inbound deliveries.

With regard to office occupancy capacity, NJSIG’s Mount Laurel office has 20,073 of occupied square feet. See Mount Laurel Bureau of Fire Prevention inspection report, available at https://mobile-eyes.com/InspectPortal_ViewReport.asp?file=1000184TL-14590997604&tr=3B9CDE65-E853-487F-AD27-C161B1B098C4&sum=N. For eighty (80) employees, this provides 250.9125 square feet per employee. Per the Federal Emergency Management Agency, U.S. Fire Administration, “[a]n assumed occupant load factor of greater than 113 square feet per person indicates that the building could potentially practice social distancing without any impact on the number of people present in the building.” A copy of the Federal Emergency Management Agency, U.S. Fire Administration guidance regarding Understanding the impact of social distancing on occupancy is available at https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html.

For up-to-date OSHA guidance on mitigating and preventing the spread of COVID-19 in the workplace, visit the Occupational Safety and Health Administration’s website guidance on preparing workplaces for COVID-19 at <https://www.osha.gov/coronavirus/safework>.

2. Applicable leave time procedures

NJSIG’s sick leave time policy is set forth in NJSIG Policy 6230. A copy of NJSIG Policy 6230 is available online at: https://www.njsig.org/downloads/bylaws/NJSIG_Policy_Manual_2020-2021.pdf#page=123. The following changes have been made to NJSIG’s procedures with respect to COVID-19:

- a. Isolation (diagnosis with COVID-19): If an employee is diagnosed with COVID-19, the employee may not enter a NJSIG worksite until they meet the return to work criteria below. If, despite such a diagnosis, the employee is not experiencing symptoms, and/or is able to work and wishes to work during the period of COVID-19-related isolation, then the employee shall be permitted to work from home during the period of isolation, if working from home is possible for the employee’s position. While NJSIG’s standard work week remains thirty-five hours, Managers are authorized to modify an employee’s core hours under NJSIG Policy 6110 where necessary and where feasible to accommodate such a work from home arrangement. If a work from home arrangement cannot be accommodated, then the employee will be required to utilize their accrued sick, vacation and/or holiday leave time during the period of the COVID-19-related isolation. In order for the above

to apply, the employee shall provide documentation to the Legal Department verifying their COVID-19 diagnosis within fifteen calendar days of the employee's initial absence. Diagnosed employees should stay home and follow medical direction regarding treatment and absence from work.

Return to work is governed by the "return to work" provision below.

For guidance on what to do if you are sick, visit the CDC's website at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.

- b. Quarantine:** If an employee is not experiencing symptoms of COVID-19 but is (i) directed by a medical professional or government agency to quarantine due to suspicion of exposure to COVID-19, and/or (ii) undergoing a period of self-quarantine pursuant to public health assessment recommendations, then the employee shall be permitted to work from home for the period of the COVID-19-related quarantine, if working from home is possible for the employee's position. While NJSIG's standard work week remains thirty-five hours, Managers are authorized to modify an employee's core hours under NJSIG Policy 6110 where necessary and where feasible to accommodate such a work from home arrangement. If a work from home arrangement cannot be accommodated, the employee will be required to utilize their accrued sick, vacation and/or holiday leave time during the period of the COVID-19-related quarantine. In order for the above to apply, the employee shall provide documentation to the Legal Department verifying the period of the COVID-19-related quarantine within fifteen calendar days of the employee's initial absence.

Return to work is governed by the "return to work" provision below.

- c. Symptoms of respiratory illness:** If an employee is experiencing symptoms of respiratory illness consistent with COVID-19, the employee should immediately seek medical care and request to be tested for COVID-19. If the medical facility is unable to provide such testing, the employee should obtain documentation stating the same, and request a date by which the medical facility will be able to provide such testing. Such documentation shall be provided to the Legal Department within fifteen calendar days of the employee's initial absence. If the employee provides such documentation, the employee may not enter a NJSIG worksite until they meet the return to work criteria below. If the medical facility provides the employee with a date by

which it will be able to provide COVID-19 testing, the employee shall return to the medical facility to obtain such testing prior to returning to work. If, despite experiencing such symptoms, the employee is able to work and wishes to work, then the employee shall be permitted to work from home during the period in which they are experiencing symptoms of respiratory illness consistent with COVID-19, if working from home is possible for the employee's position. While NJSIG's standard work week remains thirty-five hours, Managers are authorized to modify an employee's core hours under NJSIG Policy 6110 where necessary and where feasible to accommodate such a work from home arrangement. If a work from home arrangement cannot be accommodated, or if the employee is otherwise unable to work, then the employee will be required to utilize their accrued sick, vacation and/or holiday leave time during the period in which they are experiencing symptoms of respiratory illness consistent with COVID-19.

Return to work is governed by the "return to work" provision below.

- d. Immediate family member's diagnosis with COVID-19: If an employee's absence is caused by the employee's need to care for an immediate family member who has been diagnosed with COVID-19, but the employee is able to work and wishes to work during the period of the immediate family member's COVID-19-related isolation, the employee shall be permitted to work from home for the period of the immediate family member's COVID-19-related self-isolation, if working from home is possible for the employee's position. While NJSIG's standard work week remains thirty-five hours, Managers are authorized to modify an employee's core hours under NJSIG Policy 6110 where necessary and where feasible to accommodate such a work from home arrangement. If a work from home arrangement cannot be accommodated, the employee will be required to utilize accrued sick, vacation and/or holiday time during the period of the immediate family member's COVID-19-related self-isolation. In order for the above to apply, the employee shall provide documentation to the Legal Department verifying the immediate family member's COVID-19-related self-isolation within fifteen calendar days of the employee's initial absence.
- e. Immediate family member's self-quarantine or isolation: If an employee's absence is caused by the employee's need to care for an immediate family member who has been (i) directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, and/or (ii) undergoing a period of self-quarantine

or isolation pursuant to public health assessment recommendations, then the employee shall be permitted to work from home for the period of the immediate family member's COVID-19-related self-isolation or quarantine, if working from home is possible for the employee's position. While NJSIG's standard work week remains thirty-five hours, Managers are authorized to modify an employee's core hours under NJSIG Policy 6110 where necessary and where feasible to accommodate such a work from home arrangement. If a work from home arrangement cannot be accommodated, the employee will be required to utilize accrued sick, vacation or holiday time during the period of the immediate family member's COVID-19-related self-isolation or quarantine. In order for the above to apply, the employee shall provide documentation to the Legal Department verifying the immediate family member's COVID-19-related self-isolation or quarantine within fifteen calendar days of the employee's initial absence.

- f. School / child care center closures or reduction in availability: Employees who are not under suspicion of having been exposed or diagnosed with COVID-19 but must to stay home with a child due to the closure or reduction in availability of a preschool program, elementary school, secondary school, or child care center related to COVID-19, will be required to provide documentation to the Legal Department verifying the closing or reduction in availability. Employees who provide such documentation shall be permitted to work from home, if feasible, during the period of the COVID-19-related closure or reduction in availability. While NJSIG's standard work week remains thirty-five hours, Managers are authorized to modify an employee's core hours under NJSIG Policy 6110 where necessary and where feasible to accommodate such a work from home arrangement. If a work from home arrangement cannot be accommodated or is not feasible, the employee will be required to utilize accumulated sick, vacation or holiday time, during the period of the COVID-19-related closure or reduction in availability.

- g. Required medical documentation: For cases where individuals are undergoing a period of treatment, isolation or quarantine under the circumstances described above, documentation from a local, state or federal governmental agency, a medical professional, office, or hospital or proof that the employee was recently in a location where the recommendation by a governmental agency is to self-quarantine will satisfy the requirement to provide documentation. Additional forms of documentation may also be permitted, as determined by NJSIG. If an employee is absent from work without sufficient documentation confirming treatment, diagnosis, quarantine or

isolation due to exposure or potential exposure, standard leave rules apply.

h. Return to work:

- i. With the exception of employees who have had COVID-19 within the past 3 months and employees who are fully vaccinated (as defined by the CDC), all employees who have been in close contact (as defined by the CDC) with someone who has COVID-19 will not be permitted to enter the workplace until the expiration of the recommended 14-day period of quarantine from the point of last exposure. Furthermore:
- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
 - People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
 - People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

This information was taken from the below-referenced CDC website as of the date of this memorandum. For more up to date guidance on quarantine, and for more specific guidance on how the CDC defines “close contact” and “fully vaccinated,” visit the CDC’s website at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

- ii. Employees diagnosed with COVID-19 and employees that have displayed symptoms of respiratory illness consistent with COVID-19 will be not be permitted to enter the workplace until the following conditions have been met (based on the scenario presented):
1. *Scenario:* I think or know I had COVID-19, and I had symptoms.

You can be around others after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving*

*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”

2. *Scenario:* I tested positive for COVID-19 but had no symptoms.

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

3. *Scenario:* I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Persons who are severely immunocompromised may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with an infectious disease expert or your local health department to determine whether testing will be necessary before you can be around others.

This information was taken from the below-referenced CDC website as of the date of this memorandum. For more up to date guidance on return to work after illness, visit the CDC’s website at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.

Please note that the paid leave provisions of the Families First Coronavirus Response Act (FFCRA), which required certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19, expired on December 31, 2020. For more information on the FFCRA, visit the U.S. Department of Labor’s website at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.

3. Working remotely; Working in the office

On March 21, 2020, the Governor of the State of New Jersey issued Executive Order 107 in response to COVID-19. For a copy of Executive Order 107, visit the State of New Jersey's website at: <https://nj.gov/infobank/eo/056murphy/pdf/EO-107.pdf>. This order states in pertinent part that “[a]ll New Jersey residents shall remain home or at their place of residence unless they are . . . reporting to, or performing, their job[.]” Executive Order 107, at 5 ¶ 2. This Executive Order also provides that “[a]ll businesses or non-profits in the State, whether closed or open to the public, must accommodate their workforce, wherever practicable, for telework or work-from-home arrangements.” Executive Order 107, at 10 ¶ 10. This Executive Order also provides that “[t]o the extent a business or non-profit has employees that cannot perform their functions via telework or work-from-home arrangements, the business or non-profit should make best efforts to reduce staff on site to the minimal number necessary to ensure that essential operations can continue.” Executive Order 107, at 10 ¶ 11.

In accordance with Executive Order 107, NJSIG has made best efforts to reduce staff on site in NJSIG's Mount Laurel office to the minimum necessary to ensure that essential operations can continue. This includes accommodating all employees, wherever practicable, with work-from-home arrangements. However, certain parts of NJSIG's operations, including but not limited to mail operations, check issuance and the attendant supervision, cannot presently be performed from home.

To that end, and in accordance with Executive Order 107, all employees that can perform their functions via work-from-home arrangements may do so until August 31, 2021. Employees should coordinate with their supervisor to determine the dates on which they will report to NJSIG's Mount Laurel office as of September 1, 2021, in accordance with the information below. In the event that you are an employee that can perform your functions via a work-from-home arrangement, but you would prefer to work in the office on one or more dates, you must first notify your supervisor before reporting to the office. As outlined above, it is very important, for your safety, that NJSIG is aware of which employees are in the office and when.

For employees who have functions that cannot be performed from home, you should continue to coordinate with your supervisor regarding the dates on which you should report to NJSIG's Mount Laurel office to perform these functions until August 31, 2021. Employees should coordinate with their supervisor to determine the dates on which they will report to NJSIG's Mount Laurel office as of September 1, 2021, in accordance with the information below. In the event that you are an employee that cannot perform all of your functions via a work-from-home arrangement, and you would prefer to work in the office more frequently than you are currently required, you must first notify your supervisor before reporting to the office on any additional day(s).

Again, it is very important, for your safety, that NJSIG is aware of which employees are in the office and when.

On May 26, 2021, the Governor of the State of New Jersey issued Executive Order 243 in response to COVID-19. This order states in pertinent part that “[p]aragraphs 10 and 11 of Executive Order No. 107 (2020) are hereby rescinded. Businesses and non-profits that require staff to report to a physical worksite must continue to follow the provisions of Executive Order No. 192 (2020), as applicable.” Thus, in accordance with Executive Order 243, effective September 1, 2021, unless approved in advance by the Executive Director, all employees must work at NJSIG’s Mount Laurel office a minimum of two days per week. Employees should coordinate with their supervisor regarding the dates on which they will report to NJSIG’s Mount Laurel office as of September 1, 2021.

All employees working from home will continue to be paid their normal wages. All employees working in the office will continue to be paid their normal wages. Non-exempt employees should continue to utilize the PayChex time and attendance online system to record all time worked, whether in the office, or at home. This system can be accessed online utilizing the following link: <https://timeandlabor.paychex.com/secure/>. Employees should record all time off requests, including those related to COVID-19, using the NJSIG time off system, which is available on NJSIG’s intranet at <http://dashboard.njsig.org/TIMEOFF/>.



A Message from New Jersey Schools Insurance Group's Executive Director

NJSIG's Response to the Cyber Liability Insurance Market Changes

Dear members of the New Jersey Schools Insurance Group:

NJSIG has received a number of broker inquiries over the last several weeks regarding the tumultuous cyber liability insurance market, as well as the unfavorable retentions/deductibles, and policy form that were imposed upon our program without warning by our cyber liability insurer, Beazley Group. We wanted to provide you with additional context regarding the state of the cyber liability market, and what we have been doing to attempt to address this issue.

The marketplace for cyber liability insurance has continued to harden over the last several years, a trend that has only accelerated over the last year due to high profile cyber-attacks that exploited vulnerabilities in prominent software platforms such as [SolarWinds Orion](#), [Microsoft Exchange Server](#), [Accellion File Transfer Appliance](#), as well as high profile ransomware attacks on [CNA Financial Corp.](#) (\$40,000,000), [Colonial Pipeline Company](#) (\$4,400,000) and [Brenntag SE](#) (\$4,400,000). In addition to these high profile cyber-attacks, the Federal Bureau of Investigation's (FBI) Internet Crime Complaint Center [reported](#) a stunning proliferation in the sheer number of cyber complaints reported in 2020, totaling 791,790 from the American public, with reported losses exceeding \$4,000,000,000. According to the FBI, this represents a 69% increase in total complaints from 2019 to 2020.

In this context, the more recent acceleration of high profile cyber-attacks aimed at public schools such as [Broward County Public Schools](#), as well as the more general warning issued by the FBI in December 2020 that cyber criminals have been focusing on public schools as targets of opportunity ([Alert AA20-345A](#)), has increased the risk profile for the cyber liability of public schools in the eyes of the cyber liability insurance market. Thus, in this already hardened cyber liability insurance market, these developments have severely reduced the availability of cyber liability coverage, particularly for public schools, and even more so for public school pools. In an attempt to combat these trends, NJSIG's reinsurance broker marketed our group program to at least fourteen other carriers. Unfortunately, due the variability in minimum cyber security controls in place amongst our membership, as well as our membership's unfavorable loss history, we were unable to obtain better terms than those offered by the Beazley Group.

Looking forward, NJSIG currently retains no risk on the cyber liability line of coverage. While we have explored the possibility of retaining risk on the cyber liability line of coverage – and indeed, we do not shy away from retaining risk where our members need us to do so, such as with communicable disease – the current cyber insurance market with its present volatility is not, in our estimation, amenable to pooling at the present time. The current volatility leaves NJSIG without a strong basis upon which to predict future losses in the near term, and thus unable to provide members with predictable rates. While pooling can be very cost-effective for lines of coverage with actuarially predictable losses, if a pool fails to collect sufficient

contributions to cover retained risk, members must be reassessed. Reassessment of members for additional contributions is something that NJSIG aims to avoid, as an additional assessment of members for completed years is antithetical to the cost-effective coverage offering we attempt to offer our members. Thus, so long as for-profit commercial carriers are willing to assume this cyber risk, it is our belief that our membership is best served transferring this risk to commercial insurers on a member-by-member basis. We will continue to assess the situation, and we rely on your feedback to decide next steps for what is best for the membership at large.

NJSIG's cyber liability coverage was previously included as a component of our property coverage in prior years. However, for the 2021/2022 upcoming policy year the cyber liability coverage is an independent line item on your proposal that may be accepted, or rejected. In response to your inquiries, NJSIG requested that Beazley Group confirm that NJSIG members are free to obtain separate policies of cyber insurance with other carriers to cover the retention/deductible in the Beazley policy, and that payments made (whether directly or indirectly) by these separate policies will serve to satisfy the retention/deductible in the Beazley Group policy. In response, on June 11, 2021, Beazley Group has stated that they will "recognize erosion of retention by payments made by third parties towards a covered loss under this policy. The inability of the third party to pay will not relieve the named insured of the obligation to cover our retention. Also, this is subject to review and acceptance of our legal team as well as finalizing the wording." If Beazley Group provides additional information on this point, we will of course let you know.

So, what can you, NJSIG's brokers and members, do to help improve the cyber program for next year? While NJSIG does not view it as within our role, nor within our expertise, to dictate to our members what cyber security measures they should have in place (such as two-factor authentication and strong independent backup protocols), most cyber insurers now require proof of minimum cyber security measures to even consider providing coverage. Many organizations offer public recommendations about minimum cyber security protocols, and recently President Biden issued an [Executive Order](#) dictating the minimum cyber security standards that all Federal Governmental agencies must implement. While this Executive Order is not binding on public schools in the State of New Jersey, it offers a good starting point for thinking about how to improve an organization's cyber security. In addition, the Educational Services Commission of New Jersey cooperative pricing system, in which many NJSIG members also participate, also offers preapproved [cyber security vendor services](#). Finally, members can also join the [New Jersey Cybersecurity and Communications Integration Cell](#) (NJCCIC), which is a component organization within the New Jersey Office of Homeland Security and Preparedness. You can become a member of the NJCCIC at no cost, and the NJCCIC provides a wide array of cybersecurity services, including the development and distribution of cyber alerts and advisories, cyber tips and best practices for effectively managing cyber risk. Other NJCCIC services include threat briefings, risk assessments, incident response support, and training.

Without uniform adoption of minimum cyber security measures by all NJSIG members, we cannot anticipate a material improvement in our membership's loss performance, and thus in the future of our group cyber program. I hope you find this information useful, and I look forward to hearing from you regarding your feedback on the future of NJSIG's cyber program.

Thank you and stay well.

Jill Deitch, Esq.
Executive Director
New Jersey Schools Insurance Group



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

Resolution Authorizing the Execution of a Contract Pursuant to the Public School Contracts Law

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage for its members;

WHEREAS, NJSIG requires sub-fund administration services for the Educational Risk & Insurance Consortium - North (ERIC North) sub-fund;

WHEREAS, NJSIG has engaged in a fair and open competitive contracting process, pursuant to which proposals were solicited; and,

WHEREAS, an evaluation committee was convened by NJSIG and has evaluated all proposals submitted.

NOW THEREFORE, BE IT RESOLVED THAT:

- 1) NJSIG awards the contract for sub-fund administration services for the Educational Risk & Insurance Consortium - North (ERIC North) sub-fund to Arthur J. Gallagher & Co. Risk Management Services, Inc. for a duration of three years, with an option to extend for two additional one-year terms;
- 2) NJSIG awards the contract to this provider based on technical criteria, management criteria and cost criteria;



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

Resolution Authorizing the Execution of a Contract Pursuant to the Public School Contracts Law

- 3) The Executive Director is hereby authorized to execute a contract with the above-referenced provider;
- 4) This designation is in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq.;
- 5) A notice of this action shall be published once in the official newspaper designated by NJSIG, and is on file and available for public inspection at the office of NJSIG.

I certify that the foregoing is a true copy of a Resolution passed by the New Jersey Schools Insurance Group at the meeting duly held on the 23th day of January, 2018.



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

Resolution Authorizing the Execution of a Contract Pursuant to the Public School Contracts Law

New Jersey Schools Insurance Group

By: Irene M. LeFebvre
Irene Le Febvre, Chairperson

Board Secretary
Use Only

DATE: *January 23, 2018*

MOVED BY: *Robison*

SECONDED BY: *Russo*

VOTE: *Cannon, Jencanelli, LeFebvre, Melode, Robison, Russo*



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Resolution Pursuant to the Public School Contracts Law

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage for its members;

WHEREAS, NJSIG requires sub-fund administration services for the Educational Risk & Insurance Consortium – West (ERIC West) sub-fund;

WHEREAS, NJSIG has engaged in a fair and open competitive contracting process, pursuant to which proposals were solicited; and,

WHEREAS, an evaluation committee was convened by NJSIG and has evaluated all proposals submitted.

NOW THEREFORE, BE IT RESOLVED that:

- 1) NJSIG rejects all proposals for sub-fund administration services for the Educational Risk & Insurance Consortium – West (ERIC West) sub-fund;
- 2) NJSIG rejects all proposals submitted for because the lowest bid substantially exceeds NJSIG’s cost estimates for the services;
- 3) The Executive Director is hereby directed to reissue the request for proposals for sub-fund administration services for the Educational Risk & Insurance Consortium – West (ERIC West) sub-fund;



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

Resolution Pursuant to the Public School Contracts Law

- 4) This rejection is in accordance with the Public School Contracts Law, N.J.S.A.
18A:18A-1, et seq.;

I certify that the foregoing is a true copy of a Resolution passed by the New Jersey Schools Insurance Group at the meeting duly held on the 23rd day of January, 2018.

New Jersey Schools Insurance Group

By: Irene M. LeFebvre

Irene Le Febvre, Chairperson

Board Secretary
Use Only

DATE: January 23, 2018

MOVED BY: Melochi

SECONDED BY: Connors

VOTE: Connors, Incarelli, LeFebvre, Melochi, Robinson, Russo



New Jersey Schools Insurance Group

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Resolution Authorizing the Execution of a Contract Pursuant to the Public School Contracts Law

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage for its members;

WHEREAS, NJSIG requires sub-fund administration services for the Cape May Atlantic Insurance Pool (CAIP) sub-fund;

WHEREAS, NJSIG has engaged in a fair and open competitive contracting process, pursuant to which proposals were solicited; and,

WHEREAS, an evaluation committee was convened by NJSIG and has evaluated all proposals submitted.

NOW THEREFORE, BE IT RESOLVED that:

- 1) NJSIG awards the contract for sub-fund administration services for the Cape May Atlantic Insurance Pool (CAIP) sub-fund to J. Bryne Insurance for a duration of three years, with an option to extend for two additional one-year terms;
- 2) NJSIG awards the contract to this provider based on technical criteria, management criteria and cost criteria;



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Resolution Authorizing the Execution of a Contract Pursuant to the Public School Contracts Law

- 3) The Executive Director is hereby authorized to execute a contract with the above-referenced provider;
- 4) This designation is in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq.;
- 5) A notice of this action shall be published once in the official newspaper designated by NJSIG, and is on file and available for public inspection at the office of NJSIG.

I certify that the foregoing is a true copy of a Resolution passed by the New Jersey Schools Insurance Group at the meeting duly held on the 23th day of January, 2018.



New Jersey Schools Insurance Group

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Resolution Authorizing the Execution of a Contract Pursuant to the Public School Contracts Law

New Jersey Schools Insurance Group

By: Irene Le Febvre

Irene Le Febvre, Chairperson

Board Secretary
Use Only

DATE: *January 23, 2018*

MOVED BY: *Robinson*

SECONDED BY: *fiscarelli*

VOTE: *Connors, fiscarelli, Le Febvre, Melochi, Robinson, Russo*



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Resolution Pursuant to the Public School Contracts Law

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage for its members;

WHEREAS, NJSIG requires sub-fund administration services for the North Jersey Educational Insurance Fund (NJEIF) sub-fund;

WHEREAS, NJSIG has engaged in a fair and open competitive contracting process, pursuant to which proposals were solicited; and,

WHEREAS, an evaluation committee was convened by NJSIG and has evaluated all proposals submitted.

NOW THEREFORE, BE IT RESOLVED that:

- 1) NJSIG rejects all proposals for sub-fund administration services for the North Jersey Educational Insurance Fund (NJEIF) sub-fund;
- 2) NJSIG rejects all proposals submitted for the reasons set forth in the evaluation committee’s report;
- 3) The Executive Director is hereby directed to reissue the request for proposals for sub-fund administration services for the North Jersey Educational Insurance Fund (NJEIF) sub-fund;



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Resolution Pursuant to the Public School Contracts Law

- 4) This rejection is in accordance with the Public School Contracts Law, N.J.S.A.
18A:18A-1, et seq.;

I certify that the foregoing is a true copy of a Resolution passed by the New Jersey Schools Insurance Group at the meeting duly held on the 23th day of January, 2018.

New Jersey Schools Insurance Group

By: Irene M. Le Febvre

Irene Le Febvre, Chairperson

Board Secretary
Use Only

DATE: January 23, 2018

MOVED BY: Meloché

SECONDED BY: Russo

VOTE: Cousis, Jucavelli, Le Febvre, Meloché, Robinson, Russo



New Jersey Schools Insurance Group
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Board of Trustees Meeting of June 16, 2021 Accounting/Finance Report

- ACCOUNTING DEPARTMENT PROCESSES:

- (1) **Billing & Accounts Receivable Processes:** NJSIG's Accounting Department processed \$142 million of 2020/2021 renewal gross member contributions and endorsements in the PeopleSoft Billing Module as of the date of this report (06/08/2021). The Accounting Department is current with all business that was bound and exported from the Underwriting system (Navrisk). In addition, the Accounting Department continues to invoice NJSIG's members in the PeopleSoft Billing system for monthly Workers Compensation installments and miscellaneous endorsements as the billing data is exported from Navrisk. The Accounting Department collected and applied \$138.5 million of members' contribution deposits (to date) for the 2020/2021 fiscal year. The Accounting Department manages the collection status of NJSIG member contributions by distributing the color-coded NJSIG account statements to members on the 15th of each month.

- (2) **Accounts Payable:** All accounts payable vouchers and payments are current. The Accounting Department processed \$13.9 million of broker commissions as part of the direct bill procedures during the 2020/2021 fiscal year.

- **FINANCIAL REPORTS:**

Please find the attached financial reports for the periods of April and May 2021. I have also included the 05/31/2021 Investment & Cash reports.

- **SPECIAL PROJECTS:**

Please see below for the details of additional Accounting/Finance special projects:

- (1) 2021/2022 Budget: The 2021/2022 budget was communicated to NJSIG members prior to this meeting in compliance with NJSIG bylaws. There are no changes to the budget that was accepted as the first reading at the May meeting. The final budget will be presented at this meeting as the second reading (and includes the actuaries' budget opinion). The trustees will be asked to pass a resolution to accept/adopt this as NJSIG's FY 2021/2022 budget. The adopted budget will be filed with NJ Department of Banking and Insurance subsequent to NJSIG's board resolution. Please review the budget for discussion and for any final questions at this meeting.
- (2) COVID-19 Member Contribution Returns: The Accounting Dept. issued 119 COVID-19 member Contribution Return credit checks. The Accounting Dept. also sent account statements to all members. The account statements

listed the member's remaining FY2020/2021 balances due to NJSIG, as well as the respective COVID-19 Member Contribution Return credit (for those members that did not receive a check). These members have the option of applying the credit to payments due for the FY2020/2021 year, or using it towards payments due in the FY2021/2022 year. The Accounting Dept. will be tracking and applying all COVID-19 credits that members choose to apply as an offset to their NJSIG member contribution payment(s). Finally, the Accounting Dept. will also continue to process checks for any member that requests that option.

- (3) FY2020/2021 Financial Audit – I have reached out to Bowman & Bowman to start planning for the fiscal year end audit. Typically, the auditors' fieldwork starts in late July/early August.

Thank you,

Michele Carosi

Chief Financial Officer



NJSIG
Balance Sheet
For the Period Ended 4/30/2021

	<u>Current Balance</u>	<u>Prior Year</u>
<u>Current Assets:</u>		
CASH IN BANKS	218,282,907.59	190,545,232.05
Money Market (WT)	101,602.90	9,659,712.58
Invest Fund US Notes (WT)	175,580,000.20	178,570,000.20
Invest Prem/Disc - Notes (WT)	(98,690.66)	(430,622.88)
Market Value Adjust (WT)	535,313.59	2,376,929.22
Invest Fund-US Bills (WT)	14,560,000.00	0.00
Invest Prem/Disc Bills (WT)	(16,167.05)	0.04
MARKETABLE SECURITIES	190,662,058.98	190,176,019.16
Reins. Recovery Receivable	0.00	0.00
Reins. Recovery 85/86 Recvb'l	(24,922.70)	(39,274.66)
REINSURANCE RECEIVABLES	(24,922.70)	(39,274.66)
Interest/Divid Recvb'l - WT	292,267.69	526,812.85
INTEREST/DIVIDENDS RECEIVABLES	292,267.69	526,812.85
Misc. Accounts Receivable	(15,000.00)	0.00
Legal Settlement Recvb'l	100.00	100.00
MISC ACCOUNTS RECEIVABLES	(14,900.00)	100.00
Premium Recvb'l Installments	6,009,495.58	6,067,645.89
Premium Receivable	3,409,278.19	5,043,252.12
PREMIUM RECEIVABLES	9,418,773.77	11,110,898.01
TOTAL Current Assets	418,616,185.33	392,319,787.41
F&F Original Value	1,840,271.63	1,849,528.80
Accumulated Depreciation	(1,481,841.79)	(1,366,650.63)
TOTAL FIXED ASSETS	358,429.84	482,878.17
<u>Other Assets:</u>		
Prepaid General Insurance	174,946.31	130,812.76
Prepaid Crime Insurance	0.11	18,318.11
Prepaid General Expenses	93,862.29	100,180.59
Prepaid TPA Expenses	0.00	0.00
PREPAID ASSETS	268,808.71	249,311.46



NJSIG
Balance Sheet
For the Period Ended 4/30/2021

	<u>Current Balance</u>	<u>Prior Year</u>
Unearned Reins Exp	0.00	0.00
Unearned Agent Comm.	0.00	0.00
UNEARNED EXPENSES	<u>0.00</u>	<u>0.00</u>
OTHER ASSETS	<u>0.00</u>	<u>0.00</u>
GASB68-Defer Out-ChngInAssump	1,445,992.00	2,631,505.00
GASB68-DeferOut-ChngProportion	1,531,257.00	2,268,736.00
GASB68-DeferOut-ExpectvsActual	259,917.00	304,540.00
GASB68DeferOut-SubsqntContrib	0.00	0.00
DEFERRED OUTFLOWS	<u>3,237,166.00</u>	<u>5,204,781.00</u>
TOTAL OTHER ASSETS	<u>3,505,974.71</u>	<u>5,454,092.46</u>
TOTAL ASSETS	<u><u>422,480,589.88</u></u>	<u><u>398,256,758.04</u></u>
Accrued Expenses Payable	122,294.69	122,294.69
A/P Module INS01	(479.49)	(1,158.60)
Safety Grant Payable	11,092,711.17	13,550,247.42
Deferred Rent Liability	82,198.86	0.00
Federal Income Tax W/H	(5.60)	(5.60)
Medicare - Employer	(1.31)	(1.31)
FSA MED Payable	(3,343.92)	(1,983.80)
FSA Depend Payable	(497.54)	908.32
TOTAL CURRENT LIABILITIES	<u>11,292,876.86</u>	<u>13,670,301.12</u>
Estimated Unpaid Losses	191,332,000.00	200,277,000.00
Reserve-Unalloc Loss Adjust	8,700,000.00	8,700,000.00
Unearned Premiums	0.00	0.00
Post Retirement Bene Paybl	2,162,556.04	2,189,899.61
Rate Stabilization-ERIC North	593,362.40	593,362.40
Rate Stabilization-ERIC South	99,230.99	99,230.99
Rate Stabilization - ERIC West	197,760.85	197,760.85
Rate Stabilization - BACCCEIC	319,325.66	319,325.66
Rate Stabilization - MOCSSIF	320,824.09	320,824.09
Rate Stabilization - NJEIF	437,559.63	437,559.63
TOTAL LONG TERM LIABILITIES	<u>204,162,619.66</u>	<u>213,134,963.23</u>
Pensions Payable	(1,173.15)	41,097.77
GASB68-Pension Payable	14,481,115.00	15,969,473.00



NJSIG
Balance Sheet
For the Period Ended 4/30/2021

	<u>Current Balance</u>	<u>Prior Year</u>
403B/T. Rowe Price Payable	(4,396.11)	4,075.72
Retro Claims (Cash)	143,974.16	192,462.50
Group Term Life Payable	(2,173.07)	136.88
Agent Comm. Payable	916,365.18	701,910.08
TOTAL OTHER LIABILITIES	<u>15,533,712.01</u>	<u>16,909,155.95</u>
TOTAL REINSURANCE PAYABLES	<u>1,961,113.16</u>	<u>1,900,068.11</u>
TOTAL EXCISE TAX LIABILITIES	<u>(4,833.16)</u>	<u>(5,211.23)</u>
TOTAL MEMBER RETURN PAYABLES	<u>0.32</u>	<u>0.00</u>
GASB68-DeferIn-DiffInInvest	228,590.00	149,794.00
GASB68-DeferIn-ChngIn Proport	176,714.00	68,024.00
GASB68-DeferIn-ChngInAssump	5,026,349.00	5,106,188.00
GASB68-DeferIn-ExpectVsActual	63,971.00	82,344.00
GASB75-DeferIn-ExpectVSActual	(34.00)	(34.00)
GASB68-DeferIn-SpecLiabIndivER	0.00	246.00
TOTAL DEFERRED INFLOWS	<u>5,495,590.00</u>	<u>5,406,562.00</u>
TOTAL LIABILITIES	<u>238,441,078.85</u>	<u>251,015,839.18</u>
Retained Earnings Fund Balance	139,233,104.69	107,824,597.90
Year-to-Date Earnings	44,806,406.34	39,416,320.96
Total Capital	<u>184,039,511.03</u>	<u>147,240,918.86</u>
Total Liabilities and Capital	<u>422,480,589.88</u>	<u>398,256,758.04</u>



**NJSIG
Income Statement
For the Period Ending 4/30/2021**

	<u>Actuals YTD</u>	<u>Budget YTD</u>	<u>Actuals Month</u>	<u>Budget Month</u>
Income:				
Member Contributions	142,400,945.60	140,299,998.00	100.62	0.00
Retro Accounts Income	0.00	0.00	0.00	0.00
Total Income	142,400,945.60	140,299,998.00	100.62	0.00
Adjustments:				
Member Contribution Returns	0.00	0.00	0.00	0.00
4301 Reinsurance Recoveries	8,866,896.61	0.00	4,415,547.78	0.00
4303 Accrued Reins Recoveries	(860,306.00)	0.00	0.00	0.00
4304 Subrogation Income	754,987.32	0.00	75,613.38	0.00
4307 Claim Deduct'bl Credit	45,776.75	0.00	0.00	0.00
Recoveries & Subro Income	8,807,354.68	0.00	4,491,161.16	0.00
Revenue	151,208,300.28	140,299,998.00	4,491,261.78	0.00



NJSIG
Income Statement
For the Period Ending 4/30/2021

	<u>Actuals YTD</u>	<u>Budget YTD</u>	<u>Actuals Month</u>	<u>Budget Month</u>
Expenses:				
5102 Salaries-Temporary Employees	885.92	38,333.33	0.00	3,833.33
5103 Salaries	4,602,952.68	5,504,730.84	0.00	550,473.08
5104 Salaries-Overtime	18,578.70	28,438.33	0.00	2,843.83
5105 Salaries-Third Party Sick Pay	0.00	0.00	0.00	0.00
5106 Deferred Compensation Pay	4,500.00	5,000.00	0.00	500.00
5108 Payroll Tax Expenses	305,192.08	427,660.00	0.00	42,766.00
5109 Pension Expense	887,675.91	776,781.67	0.00	77,678.17
5111 Recruiting Costs	0.00	2,083.33	0.00	208.33
5112 Post Retirement Bene Exp	0.00	205,595.00	0.00	20,559.50
5113 Employee Medical Benefits	792,006.52	918,447.50	94,015.95	91,844.75
5114 Employee Dental Benefits	54,518.79	56,358.33	5,496.88	5,635.83
5115 Employee Vision Benefits	20,555.77	22,929.17	2,023.89	2,292.92
5118 Employee ST Disab & Other Ins	51,045.08	66,666.67	(100.74)	6,666.67
5119 Defined Contrib Retirement Exp	548.23	2,280.83	0.00	228.08
Personnel Expenses	<u>6,738,459.68</u>	<u>8,055,305.00</u>	<u>101,435.98</u>	<u>805,530.50</u>
5203 Marketing Expenses	<u>1,815.25</u>	<u>7,500.00</u>	<u>125.00</u>	<u>750.00</u>
Member Services Dept Expenses	<u>1,815.25</u>	<u>7,500.00</u>	<u>125.00</u>	<u>750.00</u>
5227 Loss Prevention	<u>332.08</u>	<u>14,791.67</u>	<u>41.25</u>	<u>1,479.17</u>
Loss Control Dept Expenses	<u>332.08</u>	<u>14,791.67</u>	<u>41.25</u>	<u>1,479.17</u>
5252 Claims Audit Expense	0.00	75,000.00	0.00	7,500.00
5253 Claims Admin. Expenses	(463.00)	0.00	0.00	0.00
Claims Dept Expenses	<u>(463.00)</u>	<u>75,000.00</u>	<u>0.00</u>	<u>7,500.00</u>
5301 Accounting Fees	0.00	4,166.67	0.00	416.67
5303 Actuary Fees	116,291.72	241,666.67	13,724.09	24,166.67
5305 Loss Control Outside Services	198,474.43	226,250.00	27,433.83	22,625.00
5306 Legal & Professional Fees	5,995.00	104,166.67	877.50	10,416.67
5310 Third Party Admin.-Willis	562,500.00	562,500.00	56,250.00	56,250.00
Outside Service Fees	<u>883,261.15</u>	<u>1,138,750.01</u>	<u>98,285.42</u>	<u>113,875.00</u>
Total Agent Commission Expense	<u>14,080,489.16</u>	<u>12,785,689.00</u>	<u>0.00</u>	<u>0.00</u>
5401 Claims Expense	44,221,404.38	59,935,195.00	4,445,910.41	5,993,519.50



NJSIG
Income Statement
For the Period Ending 4/30/2021

	<u>Actuals YTD</u>	<u>Budget YTD</u>	<u>Actuals Month</u>	<u>Budget Month</u>
Claims Expenses	44,221,404.38	59,935,195.00	4,445,910.41	5,993,519.50
Reinsurance Expenses	39,715,757.57	39,277,284.17	0.00	12,234.92
5352 IT - Office Equipment Supplies	2,187.35	25,416.67	191.88	2,541.67
5353 Office Equipment Maintenance	7,609.40	25,250.00	1,108.38	2,525.00
5354 Computer Software Maintenance	169,600.00	291,270.83	11,554.14	29,127.08
Information Technology Dept Expenses	179,396.75	341,937.50	12,854.40	34,193.75
5702 Depreciation Expense	458,409.80	512,825.83	36,582.04	51,282.58
5703 Dues & Subscriptions	27,517.97	94,775.84	2,685.83	9,477.58
5704 Misc. Bank Fees	95,184.40	86,145.83	23,813.76	8,614.58
5705 IRS & State Tax/Fees	9.80	0.00	0.00	0.00
5708 Rent Expense	382,143.64	414,765.00	22,817.29	41,476.50
5709 Office Supplies	10,961.63	18,679.17	288.76	1,867.92
5710 Office Operating Expenses	34,536.71	50,500.00	165.00	5,050.00
5711 Office Leased Expenses	12,005.11	16,250.00	909.51	1,625.00
5715 Group's Insurance Expense	194,987.38	226,625.00	20,831.29	22,662.50
5716 Group's Crime Insurance Exp.	13,738.50	0.00	0.00	0.00
5717 FSA Admin Fee	1,777.20	2,083.33	166.00	208.33
5723 Postage	33,212.94	57,916.67	3,414.32	5,791.67
5727 Employee Seminar Expenses	8,591.50	72,695.84	3,429.25	7,269.58
5728 Insurance Course Fees	3,912.75	12,499.99	222.00	1,250.00
5729 Tuition Reimbursement	0.00	30,625.00	0.00	3,062.50
5730 Audit Fees	(1,400.00)	60,833.33	0.00	6,083.33
5731 Consulting Fees	78,534.34	287,916.67	541.67	28,791.67
5732 Miscellaneous Expenses	2,379.75	4,583.33	576.84	458.33
5733 Disaster Recovery Expenses	164,639.92	97,951.67	49,000.00	9,795.17
5737 Cell Phone Expense	8,081.85	8,900.00	783.15	890.00
5746 Foreign Excise Tax	102,305.51	85,981.67	0.00	8,598.17
Business Operating Expenses	1,631,530.70	2,142,554.17	166,226.71	214,255.42
5201 Travel & Related Expenses	1,269.25	59,583.33	0.00	5,958.33
5851 Annual Meeting	16,329.10	50,750.00	132.90	5,075.00
5852 Trustee Meeting Expense	392.15	5,000.00	0.00	500.00
Conferences & Meeting Expenses	17,990.50	115,333.33	132.90	11,533.33
Total Expenses	107,469,974.22	123,889,339.85	4,825,012.07	7,194,871.59



NJSIG
Income Statement
For the Period Ending 4/30/2021

	<u>Actuals YTD</u>	<u>Budget YTD</u>	<u>Actuals Month</u>	<u>Budget Month</u>
Other Revenue and Expenses:				
4414 Interest-NJ Cash Mgmt Fund	179.19	0.00	0.00	0.00
4423 Interest - InvBk Concentration	889,201.93	0.00	89,340.74	0.00
4424 Interest-Invest Fund (WT)	1,744,573.21	0.00	148,993.26	0.00
4425 Accrued Interest/Divid	(297,011.08)	0.00	(38,127.60)	0.00
Investment Income	<u>2,336,943.25</u>	<u>0.00</u>	<u>200,206.40</u>	<u>0.00</u>
4501 Unrealized Gain/Loss	(1,405,384.80)	0.00	(99,117.20)	0.00
Financial Income	<u>(1,405,384.80)</u>	<u>0.00</u>	<u>(99,117.20)</u>	<u>0.00</u>
4603 Miscellaneous Income	1,304.88	0.00	0.00	0.00
4604 Realized Gain/(Loss) Invest-WT	271,362.51	0.00	24,339.84	0.00
4605 Seminar Income	1,450.00	0.00	0.00	0.00
4609 Change in Unrnd Ag Comm	(36,755.07)	0.00	0.00	0.00
4610 Change in Unrnd Reins	(98,915.77)	0.00	0.00	0.00
Other Revenues	<u>138,446.55</u>	<u>0.00</u>	<u>24,339.84</u>	<u>0.00</u>
5901 Amortization of Inv. Premiums	1,924.72	0.00	2,466.50	0.00
Investment Expenses	<u>1,924.72</u>	<u>0.00</u>	<u>2,466.50</u>	<u>0.00</u>
Total Other Revenue and Expenses	<u>1,068,080.28</u>	<u>0.00</u>	<u>122,962.54</u>	<u>0.00</u>
Net Revenue	<u>44,806,406.34</u>	<u>16,410,658.15</u>	<u>(210,787.75)</u>	<u>(7,194,871.59)</u>



NJSIG
Balance Sheet
For the Period Ended 5/31/2021

	<u>Current Balance</u>	<u>Prior Year</u>
<u>Current Assets:</u>		
CASH IN BANKS	218,771,054.47	189,352,377.36
Money Market (WT)	9,526,603.93	9,315,556.29
Invest Fund US Notes (WT)	166,155,000.20	169,260,000.20
Invest Prem/Disc - Notes (WT)	(77,292.77)	(377,650.76)
Market Value Adjust (WT)	457,362.19	2,121,086.60
Invest Fund-US Bills (WT)	14,560,000.00	9,660,000.00
Invest Prem/Disc Bills (WT)	(16,167.05)	(5,105.57)
MARKETABLE SECURITIES	190,605,506.50	189,973,886.76
Reins. Recovery Receivable	0.00	0.00
Reins. Recovery 85/86 Recvb'l	(24,922.70)	(39,274.66)
REINSURANCE RECEIVABLES	(24,922.70)	(39,274.66)
Interest/Divid Recvb'l - WT	396,611.34	725,290.30
INTEREST/DIVIDENDS RECEIVABLES	396,611.34	725,290.30
Misc. Accounts Receivable	0.00	0.00
Legal Settlement Recvb'l	100.00	100.00
MISC ACCOUNTS RECEIVABLES	100.00	100.00
Premium Recvb'l Installments	3,004,747.45	3,033,822.51
Premium Receivable	1,680,746.55	3,930,066.93
PREMIUM RECEIVABLES	4,685,494.00	6,963,889.44
TOTAL Current Assets	414,433,843.61	386,976,269.20
F&F Original Value	1,846,578.93	1,850,913.86
Accumulated Depreciation	(1,519,821.63)	(1,419,829.41)
TOTAL FIXED ASSETS	326,757.30	431,084.45
<u>Other Assets:</u>		
Prepaid General Insurance	153,078.02	116,468.24
Prepaid Crime Insurance	0.11	16,028.36
Prepaid General Expenses	75,896.82	85,374.09
Prepaid TPA Expenses	0.00	0.00
PREPAID ASSETS	228,974.95	217,870.69



NJSIG
Balance Sheet
For the Period Ended 5/31/2021

	<u>Current Balance</u>	<u>Prior Year</u>
Unearned Reins Exp	0.00	0.00
Unearned Agent Comm.	0.00	0.00
UNEARNED EXPENSES	<u>0.00</u>	<u>0.00</u>
OTHER ASSETS	<u>0.00</u>	<u>0.00</u>
GASB68-Defer Out-ChngInAssump	1,445,992.00	2,631,505.00
GASB68-DeferOut-ChngProportion	1,531,257.00	2,268,736.00
GASB68-DeferOut-ExpectvsActual	259,917.00	304,540.00
GASB68DeferOut-SubsqntContrib	0.00	0.00
DEFERRED OUTFLOWS	<u>3,237,166.00</u>	<u>5,204,781.00</u>
TOTAL OTHER ASSETS	<u>3,466,140.95</u>	<u>5,422,651.69</u>
TOTAL ASSETS	<u>418,226,741.86</u>	<u>392,830,005.34</u>
Accrued Expenses Payable	122,294.69	122,294.69
A/P Module INS01	(402.70)	(533.84)
Safety Grant Payable	11,092,711.17	13,550,247.42
Deferred Rent Liability	82,198.86	0.00
Federal Income Tax W/H	(5.60)	(5.60)
Medicare - Employer	(1.31)	(1.31)
FSA MED Payable	(4,598.55)	(532.29)
FSA Depend Payable	(497.54)	1,269.66
TOTAL CURRENT LIABILITIES	<u>11,291,699.02</u>	<u>13,672,738.73</u>
Estimated Unpaid Losses	191,332,000.00	200,277,000.00
Reserve-Unalloc Loss Adjust	8,700,000.00	8,700,000.00
Unearned Premiums	0.00	0.00
Post Retirement Bene Paybl	2,162,556.04	2,188,911.13
Rate Stabilization-ERIC North	593,362.40	593,362.40
Rate Stabilization-ERIC South	99,230.99	99,230.99
Rate Stabilization - ERIC West	197,760.85	197,760.85
Rate Stabilization - BACCCEIC	319,325.66	319,325.66
Rate Stabilization - MOCSSIF	320,824.09	320,824.09
Rate Stabilization - NJEIF	437,559.63	437,559.63
TOTAL LONG TERM LIABILITIES	<u>204,162,619.66</u>	<u>213,133,974.75</u>
Pensions Payable	(44,895.93)	42,644.62
GASB68-Pension Payable	14,481,115.00	15,969,473.00



NJSIG
Balance Sheet
For the Period Ended 5/31/2021

	<u>Current Balance</u>	<u>Prior Year</u>
403B/T. Rowe Price Payable	(13,188.77)	4,075.72
Retro Claims (Cash)	141,260.49	187,833.39
Group Term Life Payable	(4,550.39)	240.02
Agent Comm. Payable	430,809.35	403,265.99
TOTAL OTHER LIABILITIES	<u>14,990,549.75</u>	<u>16,607,532.74</u>
TOTAL REINSURANCE PAYABLES	<u>1,961,113.16</u>	<u>1,895,223.63</u>
TOTAL EXCISE TAX LIABILITIES	<u>(4,833.16)</u>	<u>(5,211.23)</u>
TOTAL MEMBER RETURN PAYABLES	<u>0.32</u>	<u>0.00</u>
GASB68-DeferIn-DiffInInvest	228,590.00	149,794.00
GASB68-DeferIn-ChngIn Proport	176,714.00	68,024.00
GASB68-DeferIn-ChngInAssump	5,026,349.00	5,106,188.00
GASB68-DeferIn-ExpectVsActual	63,971.00	82,344.00
GASB75-DeferIn-ExpectVSActual	(34.00)	(34.00)
GASB68-DeferIn-SpecLiabIndivER	0.00	246.00
TOTAL DEFERRED INFLOWS	<u>5,495,590.00</u>	<u>5,406,562.00</u>
TOTAL LIABILITIES	<u>237,896,738.75</u>	<u>250,710,820.62</u>
Retained Earnings Fund Balance	139,233,104.69	107,824,597.90
Year-to-Date Earnings	41,096,898.42	34,294,586.82
Total Capital	<u>180,330,003.11</u>	<u>142,119,184.72</u>
Total Liabilities and Capital	<u>418,226,741.86</u>	<u>392,830,005.34</u>



**NJSIG
Income Statement
For the Period Ending 5/31/2021**

	<u>Actuals YTD</u>	<u>Budget YTD</u>	<u>Actuals Month</u>	<u>Budget Month</u>
Income:				
Member Contributions	142,401,120.25	140,299,998.00	174.65	0.00
Retro Accounts Income	0.00	0.00	0.00	0.00
Total Income	142,401,120.25	140,299,998.00	174.65	0.00
Adjustments:				
Member Contribution Returns	0.00	0.00	0.00	0.00
4301 Reinsurance Recoveries	8,866,896.61	0.00	0.00	0.00
4303 Accrued Reins Recoveries	(860,306.00)	0.00	0.00	0.00
4304 Subrogation Income	754,987.32	0.00	0.00	0.00
4307 Claim Deduct'bl Credit	45,776.75	0.00	0.00	0.00
Recoveries & Subro Income	8,807,354.68	0.00	0.00	0.00
Revenue	151,208,474.93	140,299,998.00	174.65	0.00



NJSIG
Income Statement
For the Period Ending 5/31/2021

	<u>Actuals YTD</u>	<u>Budget YTD</u>	<u>Actuals Month</u>	<u>Budget Month</u>
Expenses:				
5102 Salaries-Temporary Employees	5,219.97	42,166.66	4,334.05	3,833.33
5103 Salaries	4,602,952.68	6,055,203.92	0.00	550,473.08
5104 Salaries-Overtime	18,578.70	31,282.16	0.00	2,843.83
5105 Salaries-Third Party Sick Pay	0.00	0.00	0.00	0.00
5106 Deferred Compensation Pay	4,500.00	5,500.00	0.00	500.00
5108 Payroll Tax Expenses	305,192.08	470,426.00	0.00	42,766.00
5109 Pension Expense	887,675.91	854,459.84	0.00	77,678.17
5111 Recruiting Costs	0.00	2,291.66	0.00	208.33
5112 Post Retirement Bene Exp	0.00	226,154.50	0.00	20,559.50
5113 Employee Medical Benefits	883,876.55	1,010,292.25	91,870.03	91,844.75
5114 Employee Dental Benefits	59,894.79	61,994.16	5,376.00	5,635.83
5115 Employee Vision Benefits	22,511.28	25,222.09	1,955.51	2,292.92
5118 Employee ST Disab & Other Ins	67,319.93	73,333.34	16,274.85	6,666.67
5119 Defined Contrib Retirement Exp	548.23	2,508.91	0.00	228.08
Personnel Expenses	<u>6,858,270.12</u>	<u>8,860,835.50</u>	<u>119,810.44</u>	<u>805,530.50</u>
5203 Marketing Expenses	1,940.25	8,250.00	125.00	750.00
Member Services Dept Expenses	<u>1,940.25</u>	<u>8,250.00</u>	<u>125.00</u>	<u>750.00</u>
5227 Loss Prevention	373.33	16,270.84	41.25	1,479.17
Loss Control Dept Expenses	<u>373.33</u>	<u>16,270.84</u>	<u>41.25</u>	<u>1,479.17</u>
5252 Claims Audit Expense	0.00	82,500.00	0.00	7,500.00
5253 Claims Admin. Expenses	(463.00)	0.00	0.00	0.00
Claims Dept Expenses	<u>(463.00)</u>	<u>82,500.00</u>	<u>0.00</u>	<u>7,500.00</u>
5301 Accounting Fees	0.00	4,583.34	0.00	416.67
5303 Actuary Fees	116,291.72	265,833.34	0.00	24,166.67
5305 Loss Control Outside Services	232,568.27	248,875.00	34,093.84	22,625.00
5306 Legal & Professional Fees	6,030.00	114,583.34	35.00	10,416.67
5310 Third Party Admin.-Willis	562,500.00	618,750.00	0.00	56,250.00
Outside Service Fees	<u>917,389.99</u>	<u>1,252,625.01</u>	<u>34,128.84</u>	<u>113,875.00</u>
Total Agent Commission Expense	<u>14,080,489.77</u>	<u>12,785,689.00</u>	<u>0.61</u>	<u>0.00</u>
5401 Claims Expense	47,778,891.86	65,928,714.50	3,557,487.48	5,993,519.50



NJSIG
Income Statement
For the Period Ending 5/31/2021

	<u>Actuals YTD</u>	<u>Budget YTD</u>	<u>Actuals Month</u>	<u>Budget Month</u>
Claims Expenses	47,778,891.86	65,928,714.50	3,557,487.48	5,993,519.50
Reinsurance Expenses	39,715,757.57	39,289,519.09	0.00	12,234.92
5352 IT - Office Equipment Supplies	2,537.35	27,958.34	350.00	2,541.67
5353 Office Equipment Maintenance	7,609.40	27,775.00	0.00	2,525.00
5354 Computer Software Maintenance	188,324.70	320,397.91	18,724.70	29,127.08
Information Technology Dept Expenses	198,471.45	376,131.25	19,074.70	34,193.75
5702 Depreciation Expense	496,389.64	564,108.41	37,979.84	51,282.58
5703 Dues & Subscriptions	30,782.03	104,253.42	3,264.06	9,477.58
5704 Misc. Bank Fees	95,184.40	94,760.41	0.00	8,614.58
5705 IRS & State Tax/Fees	9.80	0.00	0.00	0.00
5708 Rent Expense	422,508.17	456,241.50	40,364.53	41,476.50
5709 Office Supplies	12,410.83	20,547.09	1,449.20	1,867.92
5710 Office Operating Expenses	35,927.70	55,550.00	1,390.99	5,050.00
5711 Office Leased Expenses	12,960.89	17,875.00	955.78	1,625.00
5715 Group's Insurance Expense	223,795.67	249,287.50	28,808.29	22,662.50
5716 Group's Crime Insurance Exp.	13,738.50	0.00	0.00	0.00
5717 FSA Admin Fee	1,777.20	2,291.66	0.00	208.33
5723 Postage	37,568.21	63,708.34	4,355.27	5,791.67
5727 Employee Seminar Expenses	9,363.75	79,965.42	772.25	7,269.58
5728 Insurance Course Fees	4,067.75	13,749.99	155.00	1,250.00
5729 Tuition Reimbursement	0.00	33,687.50	0.00	3,062.50
5730 Audit Fees	(1,400.00)	66,916.66	0.00	6,083.33
5731 Consulting Fees	79,076.01	316,708.34	541.67	28,791.67
5732 Miscellaneous Expenses	2,607.70	5,041.66	227.95	458.33
5733 Disaster Recovery Expenses	164,639.92	107,746.84	0.00	9,795.17
5737 Cell Phone Expense	8,865.00	9,790.00	783.15	890.00
5746 Foreign Excise Tax	102,305.51	94,579.84	0.00	8,598.17
Business Operating Expenses	1,752,578.68	2,356,809.59	121,047.98	214,255.42
5201 Travel & Related Expenses	1,269.25	65,541.66	0.00	5,958.33
5851 Annual Meeting	16,462.00	55,825.00	132.90	5,075.00
5852 Trustee Meeting Expense	426.25	5,500.00	34.10	500.00
Conferences & Meeting Expenses	18,157.50	126,866.66	167.00	11,533.33
Total Expenses	111,321,857.52	131,084,211.44	3,851,883.30	7,194,871.59



NJSIG
Income Statement
For the Period Ending 5/31/2021

	<u>Actuals YTD</u>	<u>Budget YTD</u>	<u>Actuals Month</u>	<u>Budget Month</u>
Other Revenue and Expenses:				
4414 Interest-NJ Cash Mgmt Fund	179.19	0.00	0.00	0.00
4423 Interest - InvBk Concentration	983,611.49	0.00	94,409.56	0.00
4424 Interest-Invest Fund (WT)	1,744,574.24	0.00	1.03	0.00
4425 Accrued Interest/Divid	(192,667.43)	0.00	104,343.65	0.00
Investment Income	<u>2,535,697.49</u>	<u>0.00</u>	<u>198,754.24</u>	<u>0.00</u>
4501 Unrealized Gain/Loss	(1,483,336.20)	0.00	(77,951.40)	0.00
Financial Income	<u>(1,483,336.20)</u>	<u>0.00</u>	<u>(77,951.40)</u>	<u>0.00</u>
4603 Miscellaneous Income	1,304.88	0.00	0.00	0.00
4604 Realized Gain/(Loss) Invest-WT	298,238.49	0.00	26,875.98	0.00
4605 Seminar Income	1,450.00	0.00	0.00	0.00
4609 Change in Unrnd Ag Comm	(36,755.07)	0.00	0.00	0.00
4610 Change in Unrnd Reins	(98,915.77)	0.00	0.00	0.00
Other Revenues	<u>165,322.53</u>	<u>0.00</u>	<u>26,875.98</u>	<u>0.00</u>
5901 Amortization of Inv. Premiums	7,402.81	0.00	5,478.09	0.00
Investment Expenses	<u>7,402.81</u>	<u>0.00</u>	<u>5,478.09</u>	<u>0.00</u>
Total Other Revenue and Expenses	<u>1,210,281.01</u>	<u>0.00</u>	<u>142,200.73</u>	<u>0.00</u>
Net Revenue	<u>41,096,898.42</u>	<u>9,215,786.57</u>	<u>(3,709,507.92)</u>	<u>(7,194,871.59)</u>

N J S I G
SUMMARY OF CASH AND INVESTMENTS
AS OF **5/31/2021**

CASH & CASH EQUIVALENTS:

Petty Cash	\$190.66
Cash Mgmt. Fund - N.J. State	\$342,624.14
Concentration Acct (TD Bank)	\$0.00
Claims Acct (TD Bank)	(\$289.27)
Concentration Acct (Investors)	\$220,777,527.20
Operating Acct (Investors)	(\$451,460.61)
Claims Acct (Investors)	(\$1,739,105.06)
Payroll Acct (Investors)	\$632,231.91
Assessmnt Collection Acct(INV)	(\$790,663.92)
Money Market (WT)	\$9,526,603.93

TOTALS AS OF **5/31/2021** **\$228,297,658.98**

INVESTMENTS:

(Including amortization of premiums/discounts & excluding market value adjustments)

	<u>MATURITY</u> <u>AMOUNT</u>	<u>AMORTIZED</u> <u>PREMIUM/DISCOUNT</u> <u>VALUE</u>	<u>TOTAL MARKET</u> <u>VALUE</u>	<u>% OF</u> <u>INVEST</u>
0 TO 12 MONTHS	\$100,105,000	(\$93,450)	\$100,466,396	55%
12 TO 24 MONTHS	\$80,610,000	\$0	\$80,612,516	45%
24 TO 36 MONTHS	\$0			
36 TO 48 MONTHS	\$0			
48 TO 60 MONTHS	\$0			
TOTALS	<u><u>\$180,715,000</u></u>	<u><u>(\$93,450)</u></u>	<u><u>\$181,078,912</u></u>	<u><u>100%</u></u>

TOTAL AS OF	5/31/2021	
CASH & CASH EQUIVALENTS		\$228,297,659
INVESTMENTS		\$181,078,912
TOTAL		<u><u>\$409,376,571</u></u>

**NEW JERSEY SCHOOLS INSURANCE GROUP
INVESTMENT PREMIUMS - FISCAL YEAR**

6/30/2021

VALUED AS OF:

5/31/2021

SOURCE: Wilmington Trust Statements:
Account Detailed Summary Report
Investment Detail Report

Purchase Date	Due Date	Description	Maturity /Par Value	Purchase Price	# of days held to maturity	Amortiz. Invest prem/disc
05/15/2020	09/10/2020	UNITED STATES TREASURY BILLS DTD 09/12/2019 Due/ 09/10/2020	\$0	\$0	118	\$0
07/15/2020	10/06/2020	UNITED STATES TREASURY BILLS DTD 05/05/2020 Due/ 10/06/2020	\$0	\$0	83	\$0
06/02/2020	11/03/2020	UNITED STATES TREASURY BILLS DTD 06/02/2020 Due/ 11/03/2020 (orig disc/prem = \$6698.72)	\$0	\$0	154	\$0
05/15/2020	11/12/2020	UNITED STATES TREASURY BILLS DTD 05/14/2020 Due/11/12/2020	\$0	\$0	181	\$0
06/16/2020	12/10/2020	UNITED STATES TREASURY BILLS DTD 06/11/2020 Due/12/10/2020	\$0	\$0	177	\$0
08/31/2020	01/12/2021	UNITED STATES TREASURY BILLS DTD 08/11/2020 Due/01/12/2021	\$0	\$0	134	\$0
09/30/2020	03/25/2021	UNITED STATES TREASURY BILLS DTD 03/26/2020 Due/03/25/2021	\$0	\$0	176	\$0
09/10/2020	09/09/2021	UNITED STATES TREASURY BILLS DTD 09/10/2020 Due/09/09/2021	\$5,025,000	\$5,018,268	364	\$0
01/12/2021	12/30/2021	UNITED STATES TREASURY BILLS DTD 12/31/2020 Due/12/30/2021	\$9,535,000	\$9,525,565	352	\$0
TOTAL CASH EQUIVALENTS			\$14,560,000	\$14,543,833		
06/21/2019	07/15/2020	UNITED STATES TREASURY NOTES DTD 07/15/2017 1.500% 7/15/2020	\$0	\$0	390	\$0
07/15/2019	08/31/2020	UNITED STATES TREASURY NOTES DTD 07/31/2015 1.375% 8/31/2020	\$0	\$0	413	\$0
07/18/2019	09/30/2020	UNITED STATES TREASURY NOTES DTD 09/30/2015 1.375% 9/30/2020	\$0	\$0	440	\$0
10/01/2019	01/31/2021	UNITED STATES TREASURY NOTES DTD 01/31/2016 1.375% 1/31/2021	\$0	\$0	488	\$0
01/15/2020	02/28/2021	UNITED STATES TREASURY NOTES DTD 02/29/2016 1.125% 2/28/2021	\$0	\$0	410	\$0

**NEW JERSEY SCHOOLS INSURANCE GROUP
INVESTMENT PREMIUMS - FISCAL YEAR**

6/30/2021

VALUED AS OF:

5/31/2021

SOURCE: Wilmington Trust Statements:
Account Detailed Summary Report
Investment Detail Report

Purchase Date	Due Date	Description	Maturity /Par Value	Purchase Price	# of days held to maturity	Amortiz. Invest prem/disc
03/17/2020	02/28/2021	UNITED STATES TREASURY NOTES DTD 02/29/2016 1.125% 2/28/2021	\$0	\$0	348	\$0
10/01/2019	03/31/2021	UNITED STATES TREASURY NOTES DTD 03/31/2016 1.250% 3/31/2021	\$0	\$0	547	\$0
12/31/2019	04/30/2021	UNITED STATES TREASURY NOTES DTD 04/30/2016 1.250% 4/30/2021	\$0	\$0	486	\$0
01/02/2020	05/31/2021	UNITED STATES TREASURY NOTES DTD 05/31/2016 1.375% 5/31/2021	\$0	\$0	515	\$0
10/01/2019	06/30/2021	UNITED STATES TREASURY NOTES DTD 06/30/2016 1.125% 6/30/2021	\$10,245,000	\$10,160,159	638	(\$80,985)
12/16/2019	07/31/2021	UNITED STATES TREASURY NOTES DTD 07/31/2016 1.125% 7/31/2021	\$9,600,000	\$9,514,875	593	(\$76,368)
11/15/2019	08/31/2021	UNITED STATES TREASURY NOTES DTD 08/30/2016 1.125% 8/31/2021	\$9,300,000	\$9,219,715	655	(\$69,254)
10/01/2019	09/30/2021	UNITED STATES TREASURY NOTES DTD 09/30/2016 1.125% 9/30/2021	\$9,200,000	\$9,109,797	730	(\$75,252)
10/01/2019	10/31/2021	UNITED STATES TREASURY NOTES DTD 10/31/2019 1.5% 10/31/2021	\$9,725,000	\$9,698,408	761	(\$21,280)
12/02/2019	11/30/2021	UNITED STATES TREASURY NOTES DTD 11/30/2019 1.5% 11/30/2021	\$9,200,000	\$9,175,922	729	(\$18,034)
01/31/2020	01/31/2022	UNITED STATES TREASURY NOTES DTD 1/31/2020 1.375% 1/31/2022	\$9,325,000	\$9,319,172	731	(\$3,883)
02/18/2020	01/31/2022	UNITED STATES TREASURY NOTES DTD 1/31/2020 1.375% 1/31/2022	\$9,325,000	\$9,321,357	713	(\$2,719)
10/06/2020	04/30/2022	UNITED STATES TREASURY NOTES DTD 4/30/2020 0.125% 4/30/2022	\$9,625,000	\$9,623,496	571	(\$624)
11/03/2020	09/30/2022	UNITED STATES TREASURY NOTES DTD 9/30/2020 0.125% 9/30/2022	\$4,800,000	\$4,795,688	696	(\$1,295)
11/03/2020	10/31/2022	UNITED STATES TREASURY NOTES DTD 10/31/2020 0.125% 10/31/2022	\$4,800,000	\$4,795,875	727	(\$1,186)
11/12/2020	10/31/2022	UNITED STATES TREASURY NOTES DTD 10/31/2020 0.125% 10/31/2022	\$4,900,000	\$4,895,406	718	(\$1,280)

**NEW JERSEY SCHOOLS INSURANCE GROUP
INVESTMENT PREMIUMS - FISCAL YEAR**

6/30/2021

VALUED AS OF:

5/31/2021

SOURCE: Wilmington Trust Statements:
Account Detailed Summary Report
Investment Detail Report

Purchase Date	Due Date	Description	Maturity /Par Value	Purchase Price	# of days held to maturity	Amortiz. Invest prem/disc
12/10/2020	11/30/2022	UNITED STATES TREASURY NOTES DTD 11/30/2020 0.125% 11/30/2022	\$9,400,000	\$9,396,328	720	(\$882)
02/01/2021	12/31/2022	UNITED STATES TREASURY NOTES DTD 11/23/2020 0.125% 12/31/2022	\$9,315,000	\$9,318,275	698	\$558
03/01/2021	1/31/2023	UNITED STATES TREASURY NOTES DTD 1/31/2021 0.125% 1/31/2023	\$9,625,000	\$9,623,872	701	(\$146)
03/31/2021	1/31/2023	UNITED STATES TREASURY NOTES DTD 1/31/2021 0.125% 1/31/2023	\$3,100,000	\$3,099,273	671	(\$67)
03/01/2021	2/28/2023	UNITED STATES TREASURY NOTES DTD 2/28/2021 0.125% 2/28/2023	\$9,650,000	\$9,648,869	729	(\$141)
03/31/2021	2/28/2023	UNITED STATES TREASURY NOTES DTD 2/28/2021 0.125% 2/28/2023	\$3,100,000	\$3,098,910	699	(\$97)
3/25/2021	3/31/2023	UNITED STATES TREASURY NOTES DTD 3/31/2021 0.125% 3/31/2023	\$9,420,000	\$9,417,056	736	(\$268)
3/31/2021	3/31/2023	UNITED STATES TREASURY NOTES DTD 3/31/2021 0.125% 3/31/2023	\$3,100,000	\$3,098,668	730	(\$113)
4/30/2021	4/30/2023	UNITED STATES TREASURY NOTES DTD 4/30/2021 0.125% 4/30/2023	\$9,400,000	\$9,392,656	730	(\$624)
TOTAL US TREASURIES			\$166,155,000	\$165,723,778		(\$353,940)
			\$180,715,000	\$180,267,611		(\$353,940)

**NEW JERSEY SCHOOLS INSURANCE GROUP
INVESTMENT PREMIUMS - FISCAL YEAR**

VALUED AS OF:

SOURCE: Wilmington Trust Statements:
Account Detailed Summary Report
Investment Detail Report

Purchase Date	Due Date	Description	PAR VALUE AS OF:				
			One Year To Maturity Date	Two Year To Maturity Date	5/31/2021 Three Year To Maturity Date	Four Year To Maturity Date	Five Year To Maturity Date
05/15/2020	09/10/2020	UNITED STATES TREASURY BILLS DTD 09/12/2019 Due/ 09/10/2020	0.00				
07/15/2020	10/06/2020	UNITED STATES TREASURY BILLS DTD 05/05/2020 Due/ 10/06/2020	0.00				
06/02/2020	11/03/2020	UNITED STATES TREASURY BILLS DTD 06/02/2020 Due/ 11/03/2020 (orig disc/prem = \$6698.72)	0.00				
05/15/2020	11/12/2020	UNITED STATES TREASURY BILLS DTD 05/14/2020 Due/11/12/2020	0.00				
06/16/2020	12/10/2020	UNITED STATES TREASURY BILLS DTD 06/11/2020 Due/12/10/2020	0.00				
08/31/2020	01/12/2021	UNITED STATES TREASURY BILLS DTD 08/11/2020 Due/01/12/2021	0.00				
09/30/2020	03/25/2021	UNITED STATES TREASURY BILLS DTD 03/26/2020 Due/03/25/2021	0.00				
09/10/2020	09/09/2021	UNITED STATES TREASURY BILLS DTD 09/10/2020 Due/09/09/2021	5,025,000.00				
01/12/2021	12/30/2021	UNITED STATES TREASURY BILLS DTD 12/31/2020 Due/12/30/2021	9,535,000.00				
TOTAL CASH EQUIVALENTS			\$14,560,000				\$0
06/21/2019	07/15/2020	UNITED STATES TREASURY NOTES DTD 07/15/2017 1.500% 7/15/2020	0.00				
07/15/2019	08/31/2020	UNITED STATES TREASURY NOTES DTD 07/31/2015 1.375% 8/31/2020	0.00				
07/18/2019	09/30/2020	UNITED STATES TREASURY NOTES DTD 09/30/2015 1.375% 9/30/2020	0.00				
10/01/2019	01/31/2021	UNITED STATES TREASURY NOTES DTD 01/31/2016 1.375% 1/31/2021	0.00				
01/15/2020	02/28/2021	UNITED STATES TREASURY NOTES DTD 02/29/2016 1.125% 2/28/2021	0.00				

**NEW JERSEY SCHOOLS INSURANCE GROUP
INVESTMENT PREMIUMS - FISCAL YEAR**

VALUED AS OF:

SOURCE: Wilmington Trust Statements:
Account Detailed Summary Report
Investment Detail Report

Purchase Date	Due Date	Description	PAR VALUE AS OF:				
			One Year To Maturity Date	Two Year To Maturity Date	5/31/2021 Three Year To Maturity Date	Four Year To Maturity Date	Five Year To Maturity Date
03/17/2020	02/28/2021	UNITED STATES TREASURY NOTES DTD 02/29/2016 1.125% 2/28/2021	0.00				
10/01/2019	03/31/2021	UNITED STATES TREASURY NOTES DTD 03/31/2016 1.250% 3/31/2021	0.00				
12/31/2019	04/30/2021	UNITED STATES TREASURY NOTES DTD 04/30/2016 1.250% 4/30/2021	0.00				
01/02/2020	05/31/2021	UNITED STATES TREASURY NOTES DTD 05/31/2016 1.375% 5/31/2021	0.00				
10/01/2019	06/30/2021	UNITED STATES TREASURY NOTES DTD 06/30/2016 1.125% 6/30/2021	10,245,000.00				
12/16/2019	07/31/2021	UNITED STATES TREASURY NOTES DTD 07/31/2016 1.125% 7/31/2021	9,600,000.00				
11/15/2019	08/31/2021	UNITED STATES TREASURY NOTES DTD 08/30/2016 1.125% 8/31/2021	9,300,000.00				
10/01/2019	09/30/2021	UNITED STATES TREASURY NOTES DTD 09/30/2016 1.125% 9/30/2021	9,200,000.00				
10/01/2019	10/31/2021	UNITED STATES TREASURY NOTES DTD 10/31/2019 1.5% 10/31/2021	9,725,000.00				
12/02/2019	11/30/2021	UNITED STATES TREASURY NOTES DTD 11/30/2019 1.5% 11/30/2021	9,200,000.00				
01/31/2020	01/31/2022	UNITED STATES TREASURY NOTES DTD 1/31/2020 1.375% 1/31/2022	9,325,000.00				
02/18/2020	01/31/2022	UNITED STATES TREASURY NOTES DTD 1/31/2020 1.375% 1/31/2022	9,325,000.00				
10/06/2020	04/30/2022	UNITED STATES TREASURY NOTES DTD 4/30/2020 0.125% 4/30/2022	9,625,000.00				
11/03/2020	09/30/2022	UNITED STATES TREASURY NOTES DTD 9/30/2020 0.125% 9/30/2022		4,800,000.00			
11/03/2020	10/31/2022	UNITED STATES TREASURY NOTES DTD 10/31/2020 0.125% 10/31/2022		4,800,000.00			
11/12/2020	10/31/2022	UNITED STATES TREASURY NOTES DTD 10/31/2020 0.125% 10/31/2022		4,900,000.00			

**NEW JERSEY SCHOOLS INSURANCE GROUP
INVESTMENT PREMIUMS - FISCAL YEAR**

VALUED AS OF:

SOURCE: Wilmington Trust Statements:
Account Detailed Summary Report
Investment Detail Report

Purchase Date	Due Date	Description	PAR VALUE AS OF:		
			One Year To Maturity Date	Two Year To Maturity Date	5/31/2021 Three Year To Maturity Date Four Year To Maturity Date Five Year To Maturity Date
12/10/2020	11/30/2022	UNITED STATES TREASURY NOTES DTD 11/30/2020 0.125% 11/30/2022		9,400,000.00	
02/01/2021	12/31/2022	UNITED STATES TREASURY NOTES DTD 11/23/2020 0.125% 12/31/2022		9,315,000.00	
03/01/2021	1/31/2023	UNITED STATES TREASURY NOTES DTD 1/31/2021 0.125% 1/31/2023		9,625,000.00	
03/31/2021	1/31/2023	UNITED STATES TREASURY NOTES DTD 1/31/2021 0.125% 1/31/2023		3,100,000.00	
03/01/2021	2/28/2023	UNITED STATES TREASURY NOTES DTD 2/28/2021 0.125% 2/28/2023		9,650,000.00	
03/31/2021	2/28/2023	UNITED STATES TREASURY NOTES DTD 2/28/2021 0.125% 2/28/2023		3,100,000.00	
3/25/2021	3/31/2023	UNITED STATES TREASURY NOTES DTD 3/31/2021 0.125% 3/31/2023		9,420,000.00	
3/31/2021	3/31/2023	UNITED STATES TREASURY NOTES DTD 3/31/2021 0.125% 3/31/2023		3,100,000.00	
4/30/2021	4/30/2023	UNITED STATES TREASURY NOTES DTD 4/30/2021 0.125% 4/30/2023		9,400,000.00	
TOTAL US TREASURIES			\$85,545,000	\$80,610,000	

\$100,105,000 \$80,610,000



New Jersey Schools Insurance Group
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Board of Trustees Meeting June 16, 2021 Client Relations and Safety and Risk Control Report

Client Relations & Safety and Risk Control

- The 2021/2022 renewal season is very busy. Client Relations is working closely with Underwriting to retain membership. There are several new member and member round out submissions. We have received 338 renewal applications and there are an estimated 73 renewal applications still not submitted.
- The safety grant portal closed on June 1. There were 357 safety grant applications approved.
- Safety and Risk Control and Client Relations continue to attend both in person and virtual safety committee meetings, trainings and claims reviews.
- The 2021 NJSBA Workshop will be virtual once again this year (October 26-28). NJSIG will be a Premier Sponsor. See the benefits of sponsorship attached. This will include an hour long training session, premium branding, and additional opportunities for virtual engagement.
- Client Relations and the Claims department are working on a plan to conduct new claim reporting procedures training virtually to our members. Members typically ask for this training in August, September, and October. We anticipate that many schools will request this training as schools open for in-person learning in September. Virtual training will allow NJSIG to train a large number of staff at once.

Debra Rice
Client Relations/Safety and Risk Control Manager

NJSBA'S VIRTUAL WORKSHOP 2021

OCTOBER 26 - 28

SPONSORSHIP OPPORTUNITIES

NJSBA's Virtual Workshop enables the education community to come together to learn, collaborate, and chart the course for the future of schools and districts in NJ. Now, more than ever, school leaders are seeking your content and resources, and for solutions to the issues they're facing. Space is limited.



For more information, contact Patrice Maillet, Business Development Director, at pmaillet@njsba.org or Lynn Anderson, Exhibits Manager at landerson@njsba.org.

Co-Sponsored by NJASBA and NJASA

	SPONSORSHIPS			EXHIBITING	
	PREMIERE \$15,000	SIGNATURE \$10,000	INNOVATIVE \$5,000	STANDARD \$2,000	NONPROFIT \$900
Premium Logo Sign in the Event Lobby	Yes				
Premium Booth Location	Yes				
Premium Branding Opportunity	Yes				
Sponsor Branding in virtual conference marketing (when applicable).	Yes				
One-Hour Live Speaking Session with live chat capabilities and attendee Q & A (Available to attendees for 1 month).	Yes	Yes			
Session Attendee List	Yes	Yes			
Leaderboard Inclusion	Yes	Yes	Yes		
Swag Bag Inclusion	Yes	Yes	Yes		
Superintendent and Business Administrator Contact List, including district addresses and email.	Yes	Yes	Yes		
NEW! Half-Hour Live Session			Yes		
Customizable Virtual Booth Virtual booths give you the ability to host meetings and video chats, add images, videos, and presentations and documents. Review booth options.	Yes, including video, document uploads, signage, and more. (choose from 10 of the 10 templates)	Yes, including video, document uploads, signage, and more. (choose from 6 of the 10 templates)	Yes, including video, document uploads, signage, and more. (choose from 4 of the 10 templates)	Yes. Includes customizable signage and document uploads. (choose from 2 of the 10 templates)	Yes. Includes customizable signage and document uploads. Template will be assigned.
NEW! Personal Meeting Rooms Schedule demos and meetings for up to 50 people right in your booth. Feature videos and documents in your meeting room.	Yes	Yes	Yes	Yes	Yes
ENHANCED! Booth Chat Engage in real-time conversations with attendees using video, audio, and text in a 1:1 chat or group setting.	Yes	Yes	Yes	Yes	Yes
NEW! Chat Slot Booking Attendees can pre-book appointments with our team.	Yes	Yes	Yes	Yes	Yes
NEW! Daily Booth Engagement Reports	Yes	Yes	Yes	Yes	Yes
Post-Show Booth Engagement Report	Yes	Yes	Yes	Yes	Yes
Booth Attendee List	Yes	Yes	Yes	Yes	Yes
Logo Displayed on Event Website	Yes	Yes	Yes	Yes	Yes
Extended Availability Booths, sessions, and other content available to attendees for 1 month.	Yes	Yes	Yes	Yes	Yes



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Board of Trustees Meeting of June 16, 2021 Underwriting Report

The NJSIG Underwriting Department continues to work diligently to provide our brokers with renewal proposals in a timely manner and give consideration to new member submissions.

As of 6/7/21, approximately 255 proposals had been issued, 35 bind orders had been received, 18 incomplete renewal submissions awaited additional information and 75 renewal submissions remained outstanding.

The Client Relations team is actively following up with brokers with friendly reminders regarding outstanding and/or incomplete submissions and promptly responding to daily broker renewal inquiries.

As bind orders are received, they are processed in the NavRisk underwriting system and prepared for invoicing after July 1st by the Accounting Department. Additionally, to ensure our members meet their contractual obligations in a timely manner, the Certificate Processors have begun the annual process of renewing over 1000 certificates of insurance that come due during the first quarter of the new program year

Per NJSIG Policy #8020, June 10 was the cut-off date for the acceptance of all Broker or Record changes for the 21-22 program year.

Claire A. King, J.D., AIC
Underwriting Manager



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Board of Trustees Meeting of June 16, 2021 Claims Report

CLAIM ACTIVITY

By major coverage, newly received claims (including record only) with an entry date after May 19, 2021:

Auto liability: 18
General liability: 37
Professional liability: 55
Property: 15
Workers' compensation: 162

By major coverage, closed claims (including record only) with a last closed date after May 19, 2021:

Auto liability: 24
General liability: 36
Professional liability: 21
Property: 12
Workers' compensation: 210

CLAIM OUTCOMES

NJSIG continues to obtain favorable outcomes through the efforts of the claims department.

- Claims activity.
- Claims trending.

Sherwin Archibald
Claims Manager



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Board of Trustees Meeting of June 16, 2021 IT Report

Thin Client Workstations with Virtual Desktops

On May 25, VmSources presented a demonstration of different models of thin client workstations. The thin clients showed no performance issues when running the Horizon View virtual desktops on them. We were able to add the peripheral devices (second monitor, camera, microphone, keyboard, and mouse) to the thin client and they performed well.

KnowBe4 Email Awareness Program

This program allows NJSIG to send out test phishing emails to our staff to see how an employee responds to a phishing email. If the employee opens an attachment, or clicks a link in the email that they should not, this program provides NJSIG with the results of an employee's actions and provides appropriate training to that employee. KnowBe4 provides NJSIG with the current and older email phishing scams and uses training videos to address any issues that need to be corrected.

IT Department

We have completed the hardware and software upgrades to the server that host NJSIG's websites and dashboards.

The IT department continues to provide all loss runs to the underwriting department, claims, loss control, client relations and brokers as needed.

Jeffrey Cook
Information Systems Manager



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**Board of Trustees Meeting of June 16, 2021
2021/2022 Budget – Second/Final Reading
Action Item
(NJSIG No. 0621-1)**

The NJ Department of Banking and Insurance (DOBI) requires NJSIG to file the next fiscal year budget by 06/30/2021. Attached is the draft of the fiscal year 2021/2022 NJSIG budget. This attached budget is unchanged since your review and approval of the first reading at the May 19, 2021 meeting. This is the second and final reading of the 2021/2022 NJSIG budget and requires Trustee approval prior to submission to DOBI. Attached please find the 2021/2022 final NJSIG budget for your review, discussion and approval at the June 2021 meeting.

Recommended Resolution (NJSIG No. 0621-1): to approve and adopt the attached 2021/2022 NJSIG budget.

Michele Carosi
Chief Financial Officer



NJSIG
Income Statement
For the Periods Ending

KEY:
A8 - 8 months actual
E12 - Estimate based on A8
B20 - Budgeted 2020 amount
A - Actual paid after 02/2020

Account	Department	Description	FY 2018/2019 Actuals YTD	FY 2019/2020 Budget YTD	FY 2019/2020 Actuals YTD	FY 2019/2020 Variance	02/28/2021 8 MONTHS Budget YTD	02/28/2021 8 MONTHS Actuals YTD	06/30/2021 12 MONTHS Budget YTD	06/30/2021 12 MONTHS PROJECTED	FY 2021/2022 Budget YTD
		Income:									
4101		Audit Premium Written	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4102		Student Accident	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4103		Workman's Compensation	73,404,560.50	75,621,752.00	76,453,624.14	831,872.14	73,741,020.00	74,528,138.42	73,741,020.00	74,528,138.42	A8 74,731,702.00
4104		Property	18,394,959.86	18,926,664.00	20,047,949.84	1,121,285.84	22,158,736.00	22,926,982.99	22,158,736.00	22,926,982.99	A8 24,571,046.00
4105		Automobile Liability	5,585,102.76	5,616,377.00	5,940,733.96	324,356.96	4,501,960.00	4,758,407.10	4,501,960.00	4,758,407.10	A8 3,171,700.00
4106		Automobile Phys. Damage	981,623.21	994,196.00	1,036,001.41	41,805.41	708,400.00	879,948.49	708,400.00	879,948.49	A8 831,543.00
4107		General Liability	7,993,389.75	8,117,367.00	8,429,518.37	312,151.37	9,958,305.00	10,111,671.62	9,958,305.00	10,111,671.62	A8 9,886,550.00
4108		Boiler	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4109		Errors & Omissions	16,423,464.84	17,350,405.00	17,889,216.16	538,811.16	18,330,643.00	17,513,485.66	18,330,643.00	17,513,485.66	A8 18,772,508.00
4110		Umbrella	4,445,181.13	4,559,320.00	4,829,300.79	269,980.79	5,479,908.00	5,591,627.17	5,479,908.00	5,591,627.17	A8 7,268,220.00
4111		Crime	609,872.22	613,186.00	628,035.45	14,849.45	616,719.00	656,427.38	616,719.00	656,427.38	A8 228,850.00
4113		Pollution Liability Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4114		E.D.P.	992,050.54	1,011,526.00	1,045,180.22	33,654.22	1,022,781.00	1,104,711.11	1,022,781.00	1,104,711.11	A8 0.00
4115		Cigna/Fireman's Fund Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4117		Retro Accounts Income	6,931.74	0.00	8,443.80	8,443.80	0.00	2,078.90	0.00	3,118.35	E12 0.00
4118		Willis Change in Unrnd Premium	(4,864.44)	0.00	(20,712.90)	(20,712.90)	0.00	383,060.51	0.00	383,060.51	A8 0.00
4121		Builder's Risk	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4122		Supplemental Indemnity	1,801,768.00	1,725,512.00	1,839,317.55	113,805.55	1,769,388.00	2,019,357.69	1,769,388.00	2,019,357.69	A8 2,214,469.00
4123		Bond Premium	274,946.18	274,209.00	284,416.15	10,207.15	278,379.00	139,594.27	278,379.00	139,594.27	A8 0.00
4125		Equipment Breakdown	1,223,125.12	1,229,800.00	1,291,502.88	61,702.88	1,733,759.00	1,771,455.87	1,733,759.00	1,771,455.87	A8 1,694,221.00
	560	Underwriting Department									94,509.00
4126		Crisis Management									94,509.00
	560	Underwriting Department									1,150,002.00
4127		Cyber Liability									1,150,002.00
	560	Underwriting Department									356,393.00
4128		Environmental									356,393.00
	560	Underwriting Department									57,536.00
4129		Restart									57,536.00
4131		Willis ChngUnerndRetMgtFeePrem	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
		Premium Income	132,132,111.41	136,040,314.00	139,702,527.82	3,662,213.82	140,299,998.00	142,386,947.18	140,299,998.00	142,387,986.63	145,029,249.00
4202		Retro Prem/Srvc Written	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Retro Accounts Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



NJSIG
Income Statement
For the Periods Ending

KEY:
A8 - 8 months actual
E12 - Estimate based on A8
B20 - Budgeted 2020 amount
A - Actual paid after 02/2020

Account	Department	Description	FY 2018/2019 Actuals YTD	FY 2019/2020 Budget YTD	FY 2019/2020 Actuals YTD	FY 2019/2020 Variance	02/28/2021 8 MONTHS Budget YTD	02/28/2021 8 MONTHS Actuals YTD	06/30/2021 12 MONTHS Budget YTD	06/30/2021 12 MONTHS PROJECTED	FY 2021/2022 Budget YTD
		Total Income	132,132,111.41	136,040,314.00	139,702,527.82	3,662,213.82	140,299,998.00	142,386,947.18	140,299,998.00	142,387,986.63	145,029,249.00
		Adjustments:									
4700		Contribution Return - 00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4703		WComp Contrib Return	0.00	0.00	(3,100,232.00)	(3,100,232.00)	0.00	0.00	0.00	0.00	0.00
4705		AL Contrib Return	0.00	0.00	(178,967.00)	(178,967.00)	0.00	0.00	0.00	0.00	0.00
4799		Contribution Return - 99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Member Contribution Returns	0.00	0.00	(3,279,199.00)	(3,279,199.00)	0.00	0.00	0.00	0.00	0.00
4301		Reinsurance Recoveries	2,861,889.33	1,450,000.00	6,345,535.50	4,895,535.50	0.00	2,854,451.63	0.00	2,854,451.63	A8 0.00
4302		Reins Recovery W/C 85/86	1,598.66	0.00	14,351.96	14,351.96	0.00	0.00	0.00	0.00	A8 0.00
4303		Accrued Reins Recoveries	1,465,038.38	0.00	(916,882.00)	(916,882.00)	0.00	(860,306.00)	0.00	(860,306.00)	A8 0.00
4304		Subrogation Income	1,432,764.67	0.00	688,581.29	688,581.29	0.00	588,607.22	0.00	588,607.22	A8 0.00
4306		Reinsurance Rebate Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4307		Claim Deductible Credit	0.00	0.00	133,388.00	133,388.00	0.00	43,500.00	0.00	43,500.00	A8 0.00
		Recoveries & Subro Income	5,761,291.04	1,450,000.00	6,264,974.75	4,814,974.75	0.00	2,626,252.85	0.00	2,626,252.85	0.00
		Revenue	137,893,402.45	137,490,314.00	142,688,303.57	5,197,989.57	140,299,998.00	145,013,200.03	140,299,998.00	145,014,239.48	145,029,249.00
		Expenses:									
5102		Salaries-Temporary Employees	50,887.19	129,336.00	44,347.95	(84,988.05)	30,666.66	885.92	46,000.00	1,328.88	E12 27,500.00
5103		Salaries	5,927,674.45	6,772,600.80	6,074,655.56	(697,945.24)	4,403,784.67	4,099,437.84	6,605,677.01	6,149,156.76	E12 6,795,064.00
5104		Salaries - Overtime	56,964.46	57,560.04	20,952.66	(36,607.38)	22,750.66	17,381.06	34,126.00	26,071.59	E12 25,099.00
5106		Deferred Compensation Pay	0.00	0.00	2,500.00	2,500.00	4,000.00	4,000.00	6,000.00	6,000.00	E12 6,000.00
5108		Payroll Tax Expenses	462,554.13	546,924.00	587,731.35	40,807.35	342,128.00	258,065.43	513,192.00	387,098.15	E12 657,592.00
5109		Pension Expense	829,775.16	966,197.04	803,692.00	(162,505.04)	621,425.34	0.00	932,138.00	932,138.00	B21 902,324.00
5109-68		GASB68-Pension Expense	789,779.00	0.00	568,285.00	568,285.00	0.00	0.00	0.00	0.00	E12 0.00
5110		Employee Benefits Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	E12 0.00
5111		Recruiting Costs	2,087.20	24,750.00	13,377.50	(11,372.50)	1,666.66	0.00	2,500.00	2,500.00	2,000.00
5112		Retiree Med Bene Exp	243,406.00	265,757.04	(9,699.00)	(275,456.04)	164,476.00	0.00	246,714.00	246,714.00	B21 64,693.00
5113		Employee Medical Benefits	934,580.25	1,181,790.00	919,821.53	(261,968.47)	734,758.00	524,251.69	1,102,137.00	786,377.54	E12 1,085,808.00
5114		Employee Dental Benefits	58,053.69	68,492.04	61,486.64	(7,005.40)	45,086.66	37,954.25	67,630.00	56,931.38	E12 72,235.00
5115		Employee Vision Benefits	23,911.80	27,555.00	26,308.40	(1,246.60)	18,343.34	16,507.99	27,515.00	24,761.99	E12 29,834.00
5116		EE HRA Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
5117		Employee FSA Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
5118		Employee Short Term Disability & Other Ins	65,166.30	81,999.96	69,856.57	(12,143.39)	53,333.34	45,097.38	80,000.00	80,000.00	B21 81,000.00
5119		Defined Contribution Retirement Expense	5,992.09	6,222.96	4,790.50	(1,432.46)	1,824.66	548.23	2,737.00	822.35	E12 1,262.00
		Personnel Expenses	9,450,831.72	10,129,184.88	9,188,106.66	(941,078.22)	6,444,244.00	5,004,129.79	9,666,366.00	8,699,900.62	9,750,411.00
5202		Newsletter Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	E12 0.00



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5203		Marketing Expenses	7,744.53	14,499.96	5,581.42	(8,918.54)	6,000.00	1,440.25	9,000.00	2,160.38	E12	7,000.00
		Member Services Dept. Expenses	7,744.53	14,499.96	5,581.42	(8,918.54)	6,000.00	1,440.25	9,000.00	2,160.38		7,000.00
5227		Loss Prevention	89,407.60	27,848.04	9,814.41	(18,033.63)	11,833.34	37.94	17,750.00	56.91	E12	1,930.00
5228		Office Equipment Maintenance	0.00	0.00	0.00		0.00	0.00	0.00	0.00	E12	0.00
5229		Computer Software Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	E12	0.00
		Loss Control Dept. Expenses	89,407.60	27,848.04	9,814.41	(18,033.63)	11,833.34	37.94	17,750.00	56.91		1,930.00
5252		Claims Audit Expense	0.00	102,000.00	0.00	(102,000.00)	60,000.00	0.00	90,000.00	0.00	A8	0.00
5253		Claims Admin. Expenses	(762.00)	0.00	(124.00)	(124.00)	0.00	(428.00)	0.00	(642.00)	E12	0.00
		Claims Dept. Expenses	(762.00)	102,000.00	(124.00)	(102,124.00)	60,000.00	(428.00)	90,000.00	(642.00)		0.00
5301		Accounting Fees	0.00	0.00	3,273.00	3,273.00	3,333.34	0.00	5,000.00	0.00	E12	5,000.00
5303		Actuary Fees	201,279.29	275,000.04	156,538.58	(118,461.46)	193,333.34	93,804.33	290,000.00	290,000.00	B21	249,500.00
5305		Loss Control Outside Services	257,658.86	294,776.04	246,628.07	(48,147.97)	181,000.00	140,227.94	271,500.00	210,341.91	E12	384,500.00
5306		Legal & Professional Fees	112,576.23	200,000.04	35,881.13	(164,118.91)	83,333.34	2,935.00	125,000.00	119,750.00		75,000.00
5310		Third Party Admin.-Willis	675,000.00	675,000.00	675,000.00	0.00	450,000.00	393,750.00	675,000.00	675,000.00	B21	675,000.00
		Outside Service Fees	1,246,514.38	1,444,776.12	1,117,320.78	(327,455.34)	911,000.01	630,717.27	1,366,500.01	1,295,091.92		1,389,000.00
5309		MOCSSIF Agent Commission Exp.	350,000.00	364,000.00	364,000.00	0.00	0.00	0.00	364,000.00	364,000.00	B21	298,917.00
5311		Agent Commission Exp	12,609,016.45	12,092,957.00	13,411,789.78	1,318,832.78	12,785,689.00	14,067,393.57	12,785,689.00	14,067,391.48	A8	13,311,813.00
5312		NJEIF Agent Commission Exp.	400,000.00	400,000.00	400,000.00	0.00	0.00	0.00	400,000.00	400,000.00	B21	400,000.00
5315		ERIC North Agent Comm. Exp.	400,000.00	400,000.00	400,000.00	0.00	0.00	0.00	400,000.00	400,000.00	B21	400,000.00
5316		ERIC South Agent Comm Exp	201,932.68	225,000.00	197,588.32	(27,411.68)	0.00	0.00	190,760.00	190,760.00	B21	218,664.00
5318		ERIC WEST AG. COMM EXP	362,826.69	330,000.00	354,887.77	24,887.77	0.00	0.00	397,030.00	397,030.00	B21	415,717.00
5319		BACCEIC Agent Commission Exp	175,000.00	175,000.00	175,000.00	0.00	0.00	0.00	175,000.00	175,000.00	B21	183,750.00
5320		CAIP Agent Commission Expense	82,695.69	88,000.00	94,619.88	6,619.88	0.00	0.00	94,125.00	94,125.00	B21	104,998.00
		Total Agent Commission Expense	14,581,471.51	14,074,957.00	15,397,885.75	1,322,928.75	12,785,689.00	14,067,393.57	14,806,604.00	16,088,306.48		15,333,859.00
5401		Claims Expense	64,332,022.64	72,431,439.00	61,524,852.78	(10,906,586.22)	47,948,156.00	31,587,827.15	71,922,234.00	71,922,234.00		72,414,116.00
5402		Change in Claims Reserves	(7,361,000.00)	0.00	(8,945,000.00)	(8,945,000.00)	0.00	0.00	0.00	0.00		0.00
5403		Change in Claims Reserves for ULAG	(200,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5404		NEPHA Deductible Reimb. Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5405		Claims Deductible Debit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
		Claims Expenses	56,771,022.64	72,431,439.00	52,579,852.78	(19,851,586.22)	47,948,156.00	31,587,827.15	71,922,234.00	71,922,234.00		72,414,116.00
5502		Reinsurance Exp (Group/Flat)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
5505		Reinsurance Exp-District Bill	34,019,892.22	35,958,733.00	36,106,458.65	147,725.65	39,154,935.00	39,531,036.90	39,154,935.00	39,531,036.90	A8	42,977,965.00
5507		Reinsurance Exp-NJSBAIG Paid	10,754.65	109,556.04	194,545.65	84,989.61	97,879.34	156,427.98	146,819.00	156,427.98	A8	250,137.00



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Account	Department	Description	FY 2018/2019 Actuals YTD	FY 2019/2020 Budget YTD	FY 2019/2020 Actuals YTD	FY 2019/2020 Variance	02/28/2021 8 MONTHS Budget YTD	02/28/2021 8 MONTHS Actuals YTD	06/30/2021 12 MONTHS Budget YTD	06/30/2021 12 MONTHS PROJECTED	FY 2021/2022 Budget YTD
		Reinsurance Expenses	34,030,646.87	36,068,289.04	36,301,004.30	232,715.26	39,252,814.34	39,687,464.88	39,301,754.00	39,687,464.88	43,228,102.00
5352		IT - Office Equipment Supplies	8,538.36	36,800.04	18,142.35	(18,657.69)	20,333.34	1,406.97	30,500.00	30,500.00	B21 25,500.00
5353		Office Equipment Maintenance	14,837.26	30,300.00	10,049.70	(20,250.30)	20,200.00	6,501.02	30,300.00	30,300.00	B21 15,500.00
5354		Computer Software Maintenance	311,231.16	347,154.96	337,632.57	(9,522.39)	233,016.66	134,338.80	349,525.00	349,525.00	B21 349,055.00
		Information Technology Dept.	334,606.78	414,255.00	365,824.62	(48,430.38)	273,550.00	142,246.79	410,325.00	410,325.00	390,055.00
5702		Depreciation Expense	504,818.62	631,074.96	573,720.83	(57,354.13)	410,260.66	358,362.51	615,391.00	615,391.00	B21 635,795.00
5703		Dues & Subscriptions	286,204.53	113,316.00	86,226.20	(27,089.80)	75,820.67	19,481.90	113,731.01	113,731.01	B21 46,850.00
5704		Misc. Bank Fees	90,771.82	93,575.04	93,046.60	(528.44)	68,916.66	71,370.64	103,375.00	107,055.96	E12 103,875.00
5705		IRS Penalty Fees	0.00	0.00	10,460.48	10,460.48	0.00	9.80	0.00	9.80	A8 0.00
5708		Rent Expense	382,656.02	483,753.96	502,376.40	18,622.44	331,812.00	318,961.82	497,718.00	478,442.73	E12 502,757.00
5708-DEFER		Rent - Deferred Exp(Inc.)	0.00	0.00	82,198.86	82,198.86	0.00	0.00	0.00	0.00	E12 0.00
5709		Office Supplies	101,538.28	37,740.00	21,757.38	(15,982.62)	14,943.34	8,903.68	22,415.00	13,355.52	E12 22,000.00
5710		Office Operating Expenses	54,560.51	65,184.00	58,517.75	(6,666.25)	40,400.00	34,041.71	60,600.00	51,062.57	E12 69,400.00
5711		Office Leased Expenses	30,381.56	19,500.00	15,391.12	(4,108.88)	13,000.00	9,844.43	19,500.00	19,500.00	B21 12,000.00
5712		Telephone Expense	0.00	999.96	0.00	(999.96)	0.00	0.00	0.00	0.00	B21 0.00
5713		Employee Internet Reimbursmt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	B21 0.00
5714		Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	B21 0.00
5715		Group's Insurance Expense	196,213.38	225,699.96	184,377.42	(41,322.54)	181,300.00	125,679.55	271,950.00	271,950.00	B21 337,585.00
5716		Group's Crime Insurance Exp.	36,888.48	42,000.00	32,316.48	(9,683.52)	0.00	15,809.08	0.00	0.00	B21 0.00
5717		FSA Admin Fee	1,437.70	4,118.04	2,081.20	(2,036.84)	1,666.66	996.00	2,500.00	1,494.00	E12 2,000.00
5723		Postage	61,970.13	69,500.04	53,796.61	(15,703.43)	46,333.34	26,651.84	69,500.00	39,977.76	E12 52,500.00
5727		Employee Seminar Expenses	19,860.44	147,050.04	17,810.79	(129,239.25)	58,156.67	2,793.75	87,235.01	4,190.63	E12 47,086.00
5728		Insurance Course Fees	3,098.08	34,600.08	719.00	(33,881.08)	9,999.99	3,489.75	14,999.99	5,234.63	E12 10,400.00
5729		Tuition Reimbursement	13,096.63	40,490.04	4,995.00	(35,495.04)	24,500.00	0.00	36,750.00	36,750.00	B21 26,250.00
5730		Audit Fees	82,475.00	71,400.00	71,400.00	0.00	48,666.66	(1,400.00)	73,000.00	73,000.00	B21 74,300.00
5731		Consulting Fees	124,735.38	287,500.08	223,092.74	(64,407.34)	230,333.34	77,451.00	345,500.00	345,500.00	B21 287,500.00
5732		Miscellaneous Expenses	7,618.03	3,699.96	2,197.77	(1,502.19)	3,666.66	1,624.67	5,500.00	5,500.00	B21 6,500.00
5733		Disaster Recovery Expenses	112,629.12	129,042.00	111,580.40	(17,461.60)	78,361.34	113,019.92	117,542.00	169,529.88	E12 90,000.00
5734		Building Appraisal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5735		DOBI Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5736		Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5737		Employee Cell Phone Expense	14,177.72	15,999.96	11,049.31	(4,950.65)	7,120.00	5,529.89	10,680.00	8,294.84	E12 9,480.00
5738		OPRA expenses	0.00	24,999.96	0.00	(24,999.96)	0.00	0.00	0.00	0.00	B21 0.00
5746		Accrued Excise Tax	63,870.71	64,815.96	82,679.42	17,863.46	68,785.34	102,190.62	103,178.00	102,190.62	A8 124,257.00
5798		A/P Discounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5804		Assessments Written-off	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5805		Admin Write-off Exp.	(15,660.71)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5806		Ins. Refund Control Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5807		Ins. Write-off Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5808		Ins. Discount Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



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			FY 2018/2019	FY 2019/2020	FY 2019/2020	FY 2019/2020	02/28/2021	02/28/2021	06/30/2021	06/30/2021		FY 2021/2022
Account	Department	Description	Actuals YTD	Budget YTD	Actuals YTD	Variance	8 MONTHS	8 MONTHS	12 MONTHS	12 MONTHS	PROJECTED	Budget YTD
5809		Safety Grant Distribution Exp	2,000,000.00	0.00	2,000,000.00	2,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00
		Business Operating Expenses	4,173,341.43	2,606,060.04	4,241,791.76	1,635,731.72	1,714,043.34	1,294,812.56	2,571,065.00	2,462,160.92		2,460,535.00
5201		Travel & Related Expenses	69,647.29	103,604.88	43,668.98	(59,935.90)	47,666.66	1,207.85	71,500.00	1,811.78	E12	34,241.00
5851		Annual Meeting	53,480.18	63,400.00	56,734.05	(6,665.95)	40,600.00	15,930.40	60,900.00	15,930.40	A8	17,000.00
5852		Trustee Meeting Expense	5,577.50	9,999.96	2,576.72	(7,423.24)	4,000.00	310.00	6,000.00	465.00	E12	3,000.00
		Conferences & Meeting Expenses	128,704.97	177,004.84	102,979.75	(74,025.09)	92,266.66	17,448.25	138,400.00	18,207.18		54,241.00
		Total Expenses	120,813,530.43	137,490,313.92	119,310,038.23	(18,180,275.69)	109,499,596.68	92,433,090.45	140,299,998.02	140,585,266.28		145,029,249.00



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		Other Revenue and Expenses:									
4405		Partnership Distributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4411		Interest -Concentration Acct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4413		Interest-NJ St Inv Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4414		Interest-NJ Cash Mgmt Fund	7,420.22	3,999.96	5,160.03	1,160.07	0.00	139.52	0.00	139.52	A8 0.00
4415		Interest-Commerce Concentr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4418		Interest on Assessment Recvbl's	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4419		Interest - Operating Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4420		Interest - Certificate of Dep	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4421		Tri-State Capital Intrst Inc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4422		Interest - Beneficial Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
4423		Interest-InvBk Concentration	3,603,627.30	2,000,000.04	2,611,616.07	611,616.03	0.00	623,899.98	0.00	623,899.98	A8 0.00
4424		Interest _ invest Fund (WT)	2,897,739.82	1,599,999.96	3,092,797.41	1,492,797.45	0.00	1,073,511.12	0.00	1,073,511.12	A8 0.00
4425		Accrued Interest/Divid	(334,351.16)	0.00	(501,331.75)	(501,331.75)	0.00	14,101.55	0.00	14,101.55	A8 0.00
4426		Accrued Interest-US Treas Bill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
		Investment Income	6,174,436.18	3,603,999.96	5,208,241.76	1,604,241.80	0.00	1,711,652.17	0.00	1,711,652.17	
4501		Gain on Securities	688,183.69	0.00	1,782,269.57	1,782,269.57	0.00	(1,026,414.13)	0.00	(1,026,414.13)	A8 0.00
		Financial Income	688,183.69	0.00	1,782,269.57	1,782,269.57	0.00	(1,026,414.13)	0.00	(1,026,414.13)	
4603		Miscellaneous Income	2,572.00	0.00	237.48	237.48	0.00	104.88	0.00	104.88	A8 0.00
4604		Realized Gain/(Loss) Invest-WT	872,515.17	0.00	1,683,238.27	1,683,238.27	0.00	203,913.29	0.00	203,913.29	A8 0.00
4605		Seminar Income	12,275.00	11,750.04	20,525.00	8,774.96	0.00	1,450.00	0.00	1,450.00	A8 0.00
4609		Willis Change in Unrnd Ag Comm	(431.75)	0.00	2,196.02	2,196.02	0.00	(36,755.07)	0.00	(36,755.07)	A8 0.00
4610		Willis Change in Unrnd Reins	2,867.34	0.00	5,708.72	5,708.72	0.00	(98,915.77)	0.00	(98,915.77)	A8 0.00
4620		Legal Settlement Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
		Other Revenues	889,797.76	11,750.04	1,711,905.49	1,700,155.45	0.00	69,797.33	0.00	69,797.33	
5901		Amortization of Inv. Premiums	(411,454.81)	0.00	672,175.37	672,175.37	0.00	4,317.03	0.00	4,317.03	A8 0.00
5902		Investment Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
5903		Write Down of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
5904		Loss/(Gain) on Sale of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
5905		Invest - Paid Accrued Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	A8 0.00
		Investment Expenses	(411,454.81)	0.00	672,175.37	672,175.37	0.00	4,317.03	0.00	4,317.03	
		Total Other Revenue and Expenses	8,163,872.44	3,615,750.00	8,030,241.45	4,414,491.45	0.00	750,718.34	0.00	750,718.34	0.00
		Net Revenue	25,243,744.46	3,615,750.08	31,408,506.79	27,792,756.71	30,800,401.32	53,330,827.92	(0.02)	5,179,691.54	0.00

June 8, 2021

Ms. Carolina Chong
Insurance Examiner
New Jersey Department of Banking and Insurance
Insurance Division – Office of Solvency Regulation
P.O. BOX 325
Trenton, NJ 08625

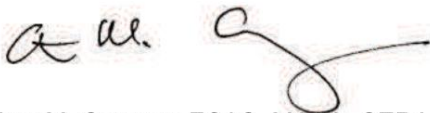
Dear Ms. Chong:

The enclosed Statement of Actuarial Opinion dated June 8, 2021, relates to the 2021/22 fund year budgeted loss and allocated loss adjustment expenses of the New Jersey Schools Insurance Group (NJSIG).

This opinion is rendered for the sole purpose of regulatory review by the State of New Jersey. Publication in any other manner or use for any other purpose is prohibited without our prior written consent. A report supporting our findings has been provided to NJSIG. The report may contain workpapers, trade secrets and confidential information of NJSIG and Willis Towers Watson and as such is not intended to be subject to disclosure requirements under any Freedom of Information Act or similar laws.

Please feel free to contact me with any further questions.

Sincerely,



Ann M. Conway, FCAS, MAAA, CERA
Managing Director

Enclosures

cc: Jill Deitch – NJSIG
Michele Carosi – NJSIG

Ann M. Conway, FCAS, MAAA, CERA
Managing Director

75 Arlington Street, 10th Floor
Boston, MA 02116

T +1 617 638 3700
W willistowerswatson.com

IDENTIFICATION

I, Ann M. Conway, am associated with Willis Towers Watson. I am a member of the American Academy of Actuaries and meet its qualification standards for signing statements of actuarial opinion. I am a Fellow of the Casualty Actuarial Society. I was appointed by the Board of Directors of New Jersey Schools Insurance Group (the Group) to render this opinion.

SCOPE

I have examined the July 1, 2021 through June 30, 2022 budgeted loss and allocated loss adjustment expenses (ALAE) provision as shown in the Group's budget submitted to the New Jersey Department of Banking and Insurance.

Item

Budgeted 2021/22 loss and ALAE provision (net of ceded reinsurance)	\$72,414,116
--	--------------

The amount above relates to loss and ALAE provisions for workers compensation, general liability, auto liability, auto physical damage, property and crime coverages. Several other coverages (including errors & omissions liability) are not included in this provision because they are fully reinsured.

My examination of the loss and ALAE provision was based upon data and related information prepared by the Group. In this regard, I relied on Jill Deitch, Esq., Executive Director of the New Jersey Schools Insurance Group, as to the accuracy and completeness of the data. I evaluated the data used directly in my analysis for reasonableness and consistency. My evaluation did not reveal any data points materially affecting my analysis that fell outside of the range of reasonable possibilities. In performing this evaluation, I have assumed that the Group (a) used its best efforts to supply accurate and complete data and (b) did not knowingly provide any inaccurate data. In other respects my examination included the use of such actuarial assumptions and methods and such tests of calculations as I considered necessary.

My review was limited to the item listed above and did not include an analysis of the budgeted financial statement as a whole. My opinion on the loss and ALAE provision is based upon the assumption that the provision will be backed by valid assets, which have suitably scheduled maturities and/or adequate liquidity to meet cash flow requirements.

RELEVANT COMMENTS

Salvage and Subrogation

The loss and ALAE provision is established net of anticipated salvage and subrogation.

Discounting

The Group does not discount its loss and ALAE provision.

Asbestos and Environmental Exposures

I have reviewed the Group's exposure to asbestos and environmental claims. In my opinion, the chance of material liability related to asbestos and environmental claims is remote, since reported claim activity levels are minimal. The Group does write some expanded coverage for environmental exposures but utilizes reinsurance to minimize this exposure.

Reinsurance

My opinion on the loss and ALAE provision net of ceded reinsurance assumes that all ceded reinsurance is valid and collectible. All of the Group's ceded reinsurance is with companies rated A- or better by a reputable insurance rating agency. I have not anticipated any contingent provision if the reinsurers do not meet their obligations to the Group as reflected in my analysis and other information provided to me.

COVID-19

I considered the effects of COVID-19 on the Group's experience, including business volume, loss and loss adjustment expense experience and claim handling. I do not believe that the effects of COVID-19 are material to the development of my opinion on the Group's 2021/22 budget.

OPINION

In my opinion, the amounts recorded in the 2021/22 Group budget, assuming no material change in the estimated exposures:

- a) meet the requirements of the insurance laws of the State of New Jersey that are applicable to self-insurance pools of educational institutions
- b) are consistent with amounts computed in accordance with the relevant standards of practice promulgated by the Actuarial Standards Board and the Casualty Actuarial Society's Statement of Principles Regarding Property and Casualty Insurance Ratemaking
- c) make a reasonable provision for the July 1, 2021 through June 30, 2022 fund year ultimate loss and ALAE, net of ceded reinsurance, under the Group's contracts and agreements

VARIABILITY

In evaluating whether the projected losses and ALAE make a reasonable provision for the actual incurred fund year losses, it is necessary to project future loss and ALAE payments. Actual future losses and ALAE will not develop exactly as projected and may, in fact, vary significantly from the projections.

Further, my projections make no provision for extraordinary future emergence of new classes of losses or types of losses not sufficiently represented in the Group's historical data base or which are not yet quantifiable.

An actuarial report, including underlying workpapers supporting the findings expressed in this statement of actuarial opinion has been provided to the Group and is available for regulatory examination.

This statement of opinion is solely for the use of, and only to be relied upon by the Group and the State of New Jersey Department of Banking and Insurance with which the Group files its budget.



Ann M. Conway, FCAS, MAAA, CERA
Willis Towers Watson
75 Arlington Street, 10th Floor
Boston, MA 02116
(617) 638-3774
ann.conway@willistowerswatson.com
June 8, 2021



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

Board of Trustees Meeting of June 16, 2021
Action Item
Second Reading
2021/2022 Plan of Risk Management
(NJSIG No. 0621-2)

The Plan of Risk Management (PORM) is required to be submitted to the Department of Banking and Insurance (DOBI) each year. The draft attached is for second and final reading. The PORM will be on the June agenda for approval.

Recommended Resolution (NJSIG No. 0621-2): to approve and adopt the attached 2021/2022 Plan of Risk Management.

Jill Deitch, Esq.
Executive Director

New Jersey Schools Insurance Group



PLAN OF RISK MANAGEMENT

2020~~1~~-2021~~2~~

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NEW JERSEY SCHOOLS INSURANCE GROUP

PLAN OF RISK MANAGEMENT

The mission of New Jersey Schools Insurance Group (“NJSIG”), a public school insurance pool, is to ensure the availability of insurance to New Jersey public schools by offering the best coverage at the lowest possible cost while providing risk management education, training and services.

I. INTRODUCTION

NJSIG is a [school board insurance group, also known as a joint insurance fund](#), formed under the provisions of [N.J.S.A. 18A:18B-1, et. seq.](#) NJSIG’s membership is comprised of public schools. NJSIG commenced operations in October 1983.

NJSIG’s objectives include the following:

- A. Providing eligible public schools with a long-term alternative to the conventional insurance market as a means of stabilizing the otherwise cyclical nature of insurance expenditures;
- B. Maintaining proactive safety and loss prevention programs specific to issues inherent in public schools;
- C. Aggressively evaluating, defending and/or settling claims made against members which fall within the defined coverages afforded through NJSIG;
- D. Maintaining a responsible funding posture in an effort to ensure long-term financial security for NJSIG and, by extension, the membership.

II. COVERAGE PROVIDED, LIMITS OF LIABILITY, SELF-INSURED RETENTIONS AND DEDUCTIBLES

A. GENERAL

NJSIG offers coverage to its members through one or more of the following vehicles:

- Pooled self-insurance
- Excess insurance
- Reinsurance
- Individual contracts

NJSIG offers its members the following coverages:

1. Workers' Compensation and Employers' Liability
2. Automobile Liability
3. General Liability
4. Property
5. Equipment Breakdown
6. Automobile Physical Damage
7. School Leaders Errors and Omissions Liability
8. Crime ~~and Bonds~~
9. Electronic Data Processing
10. Excess Liability
11. Supplemental Indemnity
12. Cyber Liability and Breach Response
13. Environmental Liability

The specific limits of coverages afforded by NJSIG incorporate individual member deductibles, funded self-insured retentions and various jointly purchased conventional and excess/reinsurance policies. Unless specifically stated to the contrary, limits shown in the following sections shall be considered to be inclusive of applicable pooled self-insured retention.

NJSIG also provides for aggregate excess insurance where applicable.

B. PROPERTY

- | | |
|---------------------------------------|---|
| 1. Limit of liability | \$500,000,000 per occurrence <u>pool-wide</u> |
| 2. NJSIG self-insured retention (SIR) | \$1,000,000 per occurrence |
| 3. Member deductible | \$1,000 to \$50,000 |
| 4. Perils included | see policies "Appendix A" |

C. EQUIPMENT BREAKDOWN

- 1. Limit of liability \$100,000,000 per accidentless
- 2. NJSIG self-insured retention \$0
- 3. Member deductible 12 hours/~~\$1,000~~-\$25,000
- 4. Policy conditions refer to specific policy language

D. COMPREHENSIVE GENERAL AND AUTOMOBILE LIABILITY

- 1. Limit of liability between \$1,000,000 and \$31,000,000 per occurrence

Communicable disease outbreak: \$1,000,000 per occurrence; and \$9,000,000 pool-wide annual aggregate limit shared with general liability, auto liability and school board leader liability.

Sexual abuse: Named Insured's (member) selected general liability limit, up to a maximum of \$15,000,000 per occurrence; \$15,000,000 per Named Insured (member) annual aggregate limit; and, and \$27,000,000 pool-wide annual aggregate limit.
- 2. NJSIG self-insured retention (SIR): ~~\$500,000~~1,000,000 per occurrence
- 3. Member deductible liability options \$0-\$50,000 except \$1,000 employee benefits
- 4. Insuring agreement provides coverage for bodily injury, property damage and personal injury liability arising out of the business activities of the member. See specific policy language.

E. WORKERS' COMPENSATION

- 1. Limits of liability:
 - (a) Workers' Compensation statutory
 - (b) Employers Liability \$3,000,000 per occurrence

- 2. NJSIG specific self-insured retention
 - (a) Workers' Compensation \$1,000,000
 - (b) Employers Liability \$1,000,000
- 3. Member deductible none

F. SCHOOL LEADERS ERRORS & OMISSIONS LIABILITY

1. Coverage A Limits of liability between \$1,000,000 and \$31,000,000 per occurrence/aggregate, per member. Limit chosen by district may be subject to retroactive dates. Refer to specific policy language.

Communicable disease outbreak: \$1,000,000 per occurrence for, and \$9,000,000 pool-wide annual aggregate limit shared with general liability, auto liability and school board leader liability.

~~1.~~2. Coverage B \$100,000/\$300,000 or \$50,000/\$150,000

- 3. Member deductible between \$5,000 to \$250,000 Coverage A and B
- 4. Insuring agreements refer to specific policy language.
- 5. NJSIG self-insured retention \$0

G. REINSURANCE

- 1. NJSIG may purchase reinsurance or excess insurance, which is subject to the terms and conditions of the specific excess or reinsurance carrier agreements. NJSIG purchased reinsurance for the following:
 - (a) Property: NJSIG cedes 100% net loss per occurrence in excess of \$1,000,000 to a maximum of \$500,000,000.
 - (b) Comprehensive General Liability and Automobile Liability: NJSIG cedes 100% net loss per occurrence in excess of ~~\$500,000~~1,000,000.
 - (c) Workers' Compensation and Employers Liability: NJSIG places excess

statutory limits of liability and employers' liability in excess of \$1,000,000 per occurrence.

2. The cost of reinsurance is variable depending on member exposure. The final number will be determined by audit at year-end. Based upon known exposures the total reinsurance cost is estimated to be ~~\$364~~3,000,000.

III. OPERATIONAL PHILOSOPHY

A. SUB-FUNDS

NJSIG organized the state into seven (7) predominately geographical groups known as sub-funds. -There is also an eighth group consisting of non-geographical members.

Continued membership in the sub-fund is predicated on members meeting the minimum standards of participation and maintaining the required loss profile as defined by the Standards of Participation outlined herein.

These sub-funds have no decision making authority relative to the operation of NJSIG. -Sub-fund governing documents do not supersede any governing documents of NJSIG.

Each sub-fund is individually analyzed and priced by NJSIG's actuary for workers' compensation based on that particular sub-fund's loss experience, size and premium volume.

Each of the seven geographical sub-funds has a sub-fund administrator. The sub-fund administrator is an insurance broker with demonstrated school board risk management expertise and a contract with NJSIG.

Members may be removed from a sub-fund if they do not meet the Standards of Participation outlined herein.

B. CONTRIBUTION

1. Each year, the actuary shall compute the probable net cost for the upcoming year by line of coverage.
2. The annual contribution of each member shall be its share of the probable net cost for the upcoming year based upon exposures, loss portfolio and experience modifiers.
3. A member's right to continue membership in a particular sub-fund for the full term of its commitment is contingent upon meeting the Standards of Participation outlined herein.
4. The calculation of contribution for each member shall be based on the overall annual budget. Contribution may be modified to reflect the loss history or underwriting data of the individual member.
5. NJSIG's Board of Trustees votes and approves the budget at least one (1) month prior to the beginning of the next fiscal year.
6. The annual contribution shall be paid in one (1) installment, except Workers' Compensation, where members may request up to a maximum of twelve (12) monthly installments.

C. BROKERS

Members are required to retain the services of a broker. Service expectations of brokers include, but are not limited to the following:

1. The broker retained must be licensed by the State of New Jersey.
2. The broker shall be paid commission by NJSIG as defined in the standard Broker Commission policy, NJSIG Policy 8010.
3. The broker's specific responsibilities shall include but not be limited to:

- (a) Continuous evaluation of the member's exposures, losses, policies and risk portfolio.
 - (b) Expert knowledge and guidance with respect to coverages, limits and deductibles applicable to the member's individual exposures.
 - (c) Preparation and completion of reports, applications, statements of values, schedules and other required underwriting documentation to obtain coverage terms.
 - (d) Review of member's insurance costs in preparation of the member's insurance budget.
 - (e) Review of the member's loss experience, engineering reports and participation in the member's safety committee meetings.
 - (f) Advise NJSIG's Safety and Risk Control department of specific and necessary trainings required by a member based on review of losses and exposures as well as frequency and trending concerns.
 - (g) Assist and guide in the claims process, as necessary.
 - (h) Attend their member's respective sub-fund meetings including annual trainings.
 - (i) Attend NJSIG's annual broker's meeting.
4. The broker shall be a New Jersey licensed Property/Casualty Insurance Producer who has demonstrated and provided proof of prior experience in the management of public entity insurance risks. The broker shall maintain at least a \$5,000,000 per claim errors & omissions insurance limit and provide evidence of coverage to NJSIG prior to binding. Brokers earning less than \$30,000 of annual NJSIG commission may request an annual exemption for the \$5,000,000 errors and omissions insurance minimum requirement. -Such requests must be submitted to the Underwriting Manager in writing 60 days prior to renewal.

D. CLAIMS RESPONSE AND RESERVING

1. CLAIM DEPARTMENT STATEMENT

- (a) Customer Service

NJSIG is committed to partnering with members to provide extraordinary claim service.

(b) Quality Services

Departmental procedures have been developed and are continuously updated to meet the present and future needs of members.

IV. STANDARDS OF PERFORMANCE

A. GENERAL LIABILITY/AUTOMOBILE LIABILITY

1. Coverages

Claims will be promptly reviewed for coverage. If there is a question concerning coverage, the issue(s) will be documented and reviewed. If issues of coverage remain, the matter will be referred to coverage counsel with a request for a timely determination. Excess and/or reinsurance carriers will be informed as required. Upon determination of coverage, any remaining questions or issues will be documented and communicated with a reservation of rights letter.

2. Initial Technical Processing

New losses are assigned promptly, reserved and entered into the claim system within one business day of receipt. Appropriate matters are centrally index to cross reference prior claims. An acknowledgement letter is sent to the member when the file is set up, with a copy to the broker.

3. Member/Claimant Contact

- (a) All members must be contacted within two business days of assignment.
- (b) All claimants will be contacted within two business days of assignment. If verbal contact is not made, written correspondence will follow.

4. Investigation

- (a) Investigation of claims will be guided by the adjuster assigned, Claims Supervisor or Claims Manager.

5. Reporting and Communication

- (a) The claim file will be documented detailing all significant developments. Correspondence will be addressed and answered timely, as necessary.
- (b) Reserves outside of the adjuster's authority will be reviewed and approved by a Claims Supervisor, and/or Claims Manager and/or Chief Legal Officer.
- (c) Claims that are 50% of NJSIG's retention, catastrophic losses or that

meet the criteria under any reinsurance or excess reporting guidelines, shall be reported to the reinsurer/excess carrier immediately.

~~(e)~~

~~(e)~~(d) All files are reviewed on a periodic and as needed basis by the claims adjuster and Claims Supervisor.

6. Recovery/Subrogation/Contribution

- (a) Claims with subrogation recovery and/or contribution potential shall be recognized, investigated and documented.
- (b) If recovery, subrogation and/or contribution is to be waived or compromised, it must be approved by the Claims Manager or Claims Supervisor.

7. General

- (a) NJSIG's Safety and Risk Control department will be notified as to conditions which may require corrective measures. NJSIG's Safety and Risk Control department will contact the broker of record and member and ensure the condition is given appropriate attention.
- (b) For all physical damage automobile losses, the vehicle must be inspected by an independent auto appraiser within five business days of assignment and concluded within ten business days. If damages are less than \$2,000, two estimates may be reviewed by the claims adjuster in lieu of a physical inspection.
- (c) Centers for Medicare and Medicaid Services (CMS) reporting shall be complied with in all cases involving bodily injury.

B. WORKERS' COMPENSATION

1. Coverages

Claims will be promptly reviewed for coverage. If there is a question concerning coverage, the issue(s) will be documented and reviewed. If issues of coverage remain, the matter will be referred to coverage counsel with a request for a timely determination. Excess and/or reinsurance carriers will be informed as required. Upon determination of coverage, any remaining questions or issues will be documented and communicated.

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2. Initial Technical Processing

New losses are assigned promptly, reserved and entered into the claims system within one business day of receipt. Appropriate matters are centrally indexed to cross reference prior claims. An acknowledgement letter is sent to the member when the file is set up, with a copy to the broker.

3. Member/Claimant Contact

All members and claimants must be contacted within two business days of assignment for lost time cases.

4. Investigation

- (a) The claimant should be interviewed or a statement obtained for all claims involving questionable and/or serious exposure when appropriate.
- (b) A detailed investigation shall be conducted for all claims commensurate with the potential exposure.

5. Reporting and Communication

- (a) The claim file will be documented detailing all significant developments. Correspondence will be addressed and answered timely, as necessary.
- (b) Reserves outside of the adjuster's authority will be reviewed and approved by a Claims Supervisor, ~~and/or~~ Claims Manager and /or Chief Legal Officer.
- (c) Claims that are 50% of NJSIG's retention, catastrophic losses or that meet the criteria under any reinsurance or excess reporting guidelines shall be reported to the reinsurer/excess carrier immediately.
- (d) All files are reviewed on a periodic and as needed basis by the claims adjuster and Claims Supervisor.

6. Recovery/Subrogation/Contribution

- (a) Claims with subrogation recovery and/or contribution potential shall be recognized, investigated and documented.
- (b) If recovery, subrogation and/or contribution is to be waived or compromised, it must be approved by the Claims Manager or Claims Supervisor.

7. General

- (a) NJSIG's Safety and Risk Control department will be notified as to conditions which may require corrective measures. NJSIG's Safety and Risk Control department will contact the member and ensure the condition is given appropriate attention.
- (b) Compensability analysis shall be in accordance with New Jersey law.
- (c) Initial indemnity payment on all lost time cases shall occur within twenty-one (21) business days of receipt of loss.
- (d) Medical bills should be processed/paid within ten (10) business days of receipt.
- (e) Lost wages and permanency claims are to be properly calculated based on current New Jersey law and disability chart. The disability chart is updated by the State of New Jersey annually.
- (f) Physician contact and treatment control is completed based on the treatment plan established by the claims adjuster along with the managed care provider.
- (g) Centers for Medicare and Medicaid Services (CMS) reporting shall be complied with in all cases involving bodily injury. The First Report of Injury (FROI) and the Subsequent Report of Injury (SROI) are complied with in accordance with New Jersey law.

C. PROPERTY

1. Coverage

Claims will be promptly reviewed for coverage. If there is a question concerning coverage, the issue(s) will be documented and reviewed. If issues of coverage remain, the matter will be referred to coverage counsel with a request for a timely determination. Excess and/or reinsurance carriers will be informed as required. Upon determination of coverage any questions or issues will be documented and communicated.

2. Initial Technical Processing

New claims are assigned promptly, reserved and entered into the claims system within one business day of receipt. Appropriate matters are centrally indexed to cross-reference prior claims. An acknowledgement letter is sent to the Member when the file is set up, with a copy to the broker.

3. Member Contact

All members must be contacted within two (2) business days of assignment. If verbal contact is not made, written correspondence will be sent.

4. Investigation

A NJSIG claims adjuster, along with a designated property appraiser, if necessary, will be assigned to verify damages, cause of loss and provide an appraisal/estimate for needed repair or replacement. If a physical inspection is necessary, it will be completed within three (3) business days of assignment. If no inspection is warranted, receipts, purchase orders, or other substantiated documentation will be obtained to verify and pay the loss. All claims with significant subrogation potential will be assigned to subrogation counsel, as necessary.

5. Reporting and Communication

(a) The claim file will be documented detailing all significant developments. Correspondence will be addressed and answered timely, as necessary.

(b) Reserves outside of the adjuster's authority will be reviewed and approved by a Claims Supervisor, ~~and/or~~ Claims Manager and/or Chief Legal Officer.

~~(c)~~ Claims that are 50% of NJSIG's retention, catastrophic losses or that meet the criteria under reinsurance or excess reporting guidelines shall be reported to the reinsurer/excess carrier immediately.

~~(c)~~ (d) All claims are reviewed on periodic and as needed bases by the claims adjuster and Claims Supervisor.

6. Recovery/Subrogation

(a) Claims with subrogation recovery and/or contribution potential shall be identified, investigated and documented.

(b) If subrogation, recovery and/or contribution is to be waived or compromised, it must be approved by the Claims Manager or Claims Supervisor.

7. General

(a) NJSIG's Safety and Risk Control department will be notified of conditions which may require corrective measures. NJSIG's Safety and Risk Control department will contact the broker of record and member and ensure the condition is given appropriate attention.

~~(a)~~(b) A proof of loss will be required on all property claims. The proof of

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loss must be signed and notarized by the school business administrator.

D. PRODUCTIVITY/PENDING STANDARDS

1. The number of claims per adjuster shall be determined by the adjuster's Claims Supervisor.
2. The goal is for all claims adjusters to close one file for every file that is opened.

E. LEGAL CLAIM HANDLING

1. Counsel Billing

Counsel bills must be submitted for each matter, adhering to NJSIG's litigation guidelines. Itemized bills should contain a description of each charged activity, date of service and time allocated for each activity. The bills must indicate total time spent and total charges. The claims adjuster is expected to audit each bill and communicate with counsel on questionable charges.

2. Legal Handling

Counsel should perform only legal work. Investigative activities should be conducted by the claims adjuster. The claims adjuster and counsel should work together to determine who is appropriate to handle negotiations, if appropriate. All negotiations shall be documented in the file and confirmation of that authority shall be provided to counsel.

F. CLAIM PAYMENT PROCEDURES

1. Once a medical, legal, or service bill is verified, the claims adjuster shall highlight the amount to be paid. The claims adjuster shall initial the bill, date it, indicate the payment and coverage type, and forward it to the bill processor for payment. The bill processor must verify the payment. Bills are to be paid within ten (10) calendar days of receipt, unless further clarification is necessary.

G. INCOMING/OUTGOING CORRESPONDENCE

1. All incoming mail is date stamped on the same day it is received and tasked to the respective claim adjuster. Prior to close of business, the claims adjuster will process the task and determine if it is a priority or scheduled activity for a later date.
2. Any correspondence without an addressee or claim number will be brought to the attention of a Claims Supervisor for further action.

H. OUTSIDE INDEPENDENT ADJUSTERS ASSIGNMENTS

1. The claims adjuster maintains control of any investigation. Should the services

of an independent appraiser or adjuster become necessary, their activities and direction are guided by the NJSIG claims adjuster.

I. REPORTING GUIDELINES WORKERS' COMPENSATION

A summary report will be completed within ten (10) business days by the claims adjuster. The contents of that report shall include:

1. Occurrence/accident description
2. Compensability acceptance/denial – if denied explanation
3. Injury
4. Subrogation
5. Action plan
6. Reserve

The above information shall be added to the claims file. This information should be brief with an explanation in each category.

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J. REPORTING GUIDELINES - GENERAL LIABILITY/AUTOMOBILE LIABILITY

A summary report will be completed within fifteen (15) business days by the claims adjuster. The contents of that report shall include:

1. Description of loss/occurrence
2. Liability
3. Damages
4. Action plan
5. Reserve

The above information shall be added to the claims file. This information should be brief with an explanation in each category.

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K. REPORTING GUIDELINES - PROPERTY

A summary report will be completed within fifteen (15) business days by the claims adjuster. The contents of that report shall include:

1. Description of loss/occurrence
2. Coverages
3. Scope of damages
4. Action plan
5. Reserve

The above information shall be added to the claims file. This information should be brief with an explanation in each category.

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L. REHABILITATION GUIDELINES - ADMINISTRATIVE CONTROLS

1. The following criteria shall be used when a claim is to be referred for medical rehabilitation.
 - (a) The following injuries are to be immediately referred for medical rehabilitation:
 - Spinal cord injuries
 - Serious head injuries
 - Amputations
 - Severe burn
 - Crush injuries
 - Heart Problems
 - Stress-related disorders
 - Serious eye injuries
 - Complex regional pain syndrome (RSD)
 - (b) Other possible referrals for medical rehabilitation, post initial injury, could include:
 - Herniated disc
 - Multiple fractures
 - Exacerbation of pre-existing condition
 - Exacerbation of congenital condition
 - Extensive over-treatment for a soft tissue injury

V. GENERAL COMMENTS

A. DISCRETIONARY SETTLEMENT AND TRIAL AUTHORITY

Workers' Compensation Claims

NJSIG will pay workers' compensation medical and wage loss benefits when such payments are appropriate.

On contested workers' compensation claims, the following authority levels will apply:

Settlement Authority

Up to \$60,000	Claims Representative and Senior Claims Representative
Up to \$75,000	Claims Examiner
Up to \$100,000	Claims Supervisor
Up to \$200,000	Claims Manager
Up to \$300,000	Claims Manager and Chief Legal Officer
\$300,001 and above	Board of Trustees

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The Claims Manager shall have discretion to adjust any individual's authority under \$200,000.- A Claims Supervisor shall have the discretion to adjust any individual's authority under \$75,000. As to the settlement of claims falling within the Board of Trustees' authority level, such claims shall be presented to the Board, prior to settlement, in executive session, pursuant to N.J.S.A. 10:4-12(7). Should any member of the Board oppose the authority requested, a motion to return to public session shall be made so the matter can be put to a vote.

Personal Injury Protection, Medical, Wage Loss, Third-Party Property Damage, and Personal Injury Claims

NJSIG will pay personal injury protection, medical, wage loss, third-party property damage, personal injury and/or other benefits when such payments are appropriate.

On these lines the following authority levels will apply:

Settlement Authority

Up to \$60,000	Claims Representative and Senior Claims Representative
Up to \$75,000	Claims Examiner
Up to \$100,000	Claims Supervisor
Up to \$200,000	Claims Manager

Up to \$300,000	Claims Manager and Chief Legal Officer
\$300,001 and above	Board of Trustees

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The Claims Manager shall have discretion to adjust any individual's authority under \$200,000. ~~A Claims Supervisor shall have the discretion to adjust any individual's authority under \$75,000. As to the settlement of claims falling within the Board of Trustees' authority level, such claims shall be presented to the Board, prior to settlement, in executive session, pursuant to N.J.S.A. 10:4-12(7). Should any member of the Board oppose the authority requested, a motion to return to public session shall be made so the matter can be put to a vote.~~

First-Party Property Damage Claims

NJSIG will pay first-party claims for property damage when such payments are appropriate.

On all first-party claims for property damage, the following authority levels apply:

Settlement Authority

Up to \$60,000	Claims Representative and Senior Claims Representative
Up to \$75,000	Claims Examiner
Up to \$100,000	Claims Supervisor
Up to \$200,000	Claims Manager
Up to \$300,000	Claims Manager and Chief Legal Officer
\$300,001 and above	Board of Trustees

The Claims Manager shall have discretion to adjust any individual's authority under \$200,000. ~~A Claims Supervisor shall have the discretion to adjust any individual's authority under \$75,000. As to the settlement of claims falling within the Board of Trustees' authority level, such claims shall be presented to the Board, prior to settlement, in executive session, pursuant to N.J.S.A. 10:4-12(7). Should any member of the Board oppose the authority requested, a motion to return to public session shall be made so the matter can be put to a vote.~~

~~—————All matters scheduled for trial shall be presented to the Board of Trustees, prior to trial, in executive session, pursuant to N.J.S.A. 10:4-12(7). Should any member of the Board oppose the requested trial authority, a motion to return to public session shall be made so the matter can be put to a vote.~~

B. CLAIMS COMMITTEE

NJSIG shall establish a Claims Committee. This committee shall be comprised of the Claims Manager, Chief Legal Officer, and up to three Board of Trustee members. The Claims Committee shall have authority to approve claims, provided that the amount is recommended by both the Claims Manager and the Chief Legal Officer. All three Trustee participants will be notified of any such meetings, however, only one Trustee is required to participate in order to extend settlement authority, in addition to the Claims Manager and the Chief Legal Officer. Agreement by a majority of attendees, along with the recommendation of the Claims Manager and Chief Legal Officer, shall be sufficient to establish claim settlement value.

C. FINANCIAL MANAGEMENT

All actuarial, investment and banking functions of NJSIG are outlined in NJSIG's policies, cash management plan, procedures and bylaws.

D. SAFETY AND LOSS PREVENTION

In an effort to identify and prevent loss, NJSIG will implement safety and risk control programs and procedures intended to reduce and eliminate conditions or practices which may lead to loss.

E. STANDARDS OF PARTICIPATION

The following are the eligibility requirements for new or continued membership as approved by the Board of Trustees:

1. Member's claims history, policies and risk management philosophy should demonstrate safety performance and initiatives consistent with NJSIG's requirements.
2. Member must provide access to all member-owned or leased property for safety inspection and evaluation by NJSIG's assigned Safety and Risk Control representative(s) to ensure member meets or continues to meet safety standards.
3. Member must establish and maintain an active Safety Committee and actively participate in NJSIG-sponsored safety programs and trainings.
4. Member must be in compliance with all Federal and New Jersey Statutes governing the operations of public schools and the accompanying regulations.
5. Member must promptly pay all contributions or other obligations arising out of or related to the member's participation in NJSIG.

6. Member must actively participate in all NJSIG-directed meetings, programs or activities to ensure the continued successful operation of NJSIG.
7. Member must provide NJSIG with a copy of a properly executed resolution of participation, substantially in the form approved by NJSIG, and a properly executed indemnity and trust agreement, substantially in the form approved by NJSIG.

NJSIG will notify the member of any concerns as to the eligibility requirements outlined above. In each case, NJSIG will work with the member to address and correct, as necessary, the concerns. Continued improvement with safety and loss control programs, as guided by a member of the NJSIG Safety and Risk Control team, will be required to remain eligible. Should a member fail to work with NJSIG in addressing any eligibility concern, NJSIG may seek termination of membership as outlined in the NJSIG Bylaws.



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

**Board of Trustees Meeting of June 16, 2021
Action Item – Second Reading
2021/2022 Meeting Dates
(NJSIG No. 0621-3)**

Each year the meeting dates are set for the next fiscal year. Below are the proposed meeting dates for the July 1, 2021 to June 30, 2022 fund year.

September 15, 2021

October 20, 2021

November 17, 2021

January 26, 2022

March 23, 2022

May 18, 2022

June 15, 2022

Recommended Resolution (NJSIG No. 0621-3): to approve and adopt the proposed 2021/2022 meeting dates.

Jill Deitch

Jill Deitch, Esq.
Executive Director



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Board of Trustees Meeting of June 16, 2021
Action Item
NJSIG Trustee Nominations
(NJSIG No. 0621-4)

In order to ensure continuity of governance, it is proposed that the Board renew the terms for Joseph Meloche, Ed.D, for an additional three years, and for Steven K. Robinson, for an additional six months, as their terms are set to expire on 6/30/2021. That way, the terms for Joseph Meloche, Ed.D would run from 7/1/2021 to 6/30/2024 and Steven K. Robinson would run from 7/1/2021 to 12/31/2021.

Further, Trustee James Jencarelli, Jr.'s term expires on June 30, 2021, which will create a vacancy on the Board for a superintendent representative from the north. The NJ Association of School Administrators (NJASA) has nominated Christopher Carrubba, the superintendent for both Belvidere and Harmony School Districts in Warren County for this position. Mr. Carrubba was invited to attend NJSIG's May and June 2021 Board meetings. It is proposed that the Board of Trustees approve the nomination of Christopher Carrubba as the superintendent representative from the northern region of the state, to serve one three-year term, from 7/1/2021 - 6/30/2024.

The changes to NJSIG's Trustees' terms since 2019 are outlined on the attached spreadsheet. The proposed changes to the Trustees' terms are included on the spreadsheet as well. As proposed, the expiration of NJSIG's Trustees' terms would be staggered as follows:

- 12/31/2021: one Trustee term expiring - Steven K. Robinson
- 6/30/2022: four Trustees' terms expiring - Christopher Russo, Ed.D., Dana Sullivan, Irene LeFebvre, Richard Casey
- 6/30/2023: two Trustees' terms expiring - Stephanie Brown, Ed.D., Josephine Sharpe
- 6/30/2024: one Trustee term expiring - Joseph Meloche, Ed.D. (If the nomination is approved, Chris Carrubba's term would also expire on 6/30/2024.)

Recommended Resolution (NJSIG No. 0621-4): It is recommended that the Board of Trustees renew the terms for Trustees Joseph Meloche, Ed.D. for three years, to run from 7/1/2021 to 6/30/2024, and for Steven K. Robinson, for six months, to run from 7/1/2021 to 12/31/2021. It is also proposed that the Board of Trustees approve the nomination of Christopher Carrubba as the superintendent representative from the northern region of the state, to serve one three-year term, from 7/1/2021 - 6/30/2024.

Jill Deitch, Esq.
Executive Director

**New Jersey Schools Insurance Group
Trustee Terms**

6/12/2019 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Gerald North 6/30/2022	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Vacant 6/30/2020	Thomas F. Connors, Ph.D. 6/30/2022	Irene Le Febvre 6/30/2022

1/15/2020 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Stephanie Brown, Ed.D. 1/15/2020 - 6/30/2020	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Vacant 6/30/2020	Thomas F. Connors, Ph.D. 6/30/2022	Irene Le Febvre 6/30/2022

3/9/2020 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Stephanie Brown, Ed.D. 1/15/2020 - 6/30/2020	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Josephine Sharpe 3/9/2020 - 6/30/2020	Thomas F. Connors, Ph.D. 6/30/2022	Irene Le Febvre 6/30/2022

6/17/2020 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Stephanie Brown, Ed.D. 7/1/2020 - 6/30/2023	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Josephine Sharpe 7/1/2020 - 6/30/2023	Thomas F. Connors, Ph.D. 6/30/2022	Irene Le Febvre 6/30/2022

1/13/2021 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Stephanie Brown, Ed.D. 7/1/2020 - 6/30/2023	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Josephine Sharpe 7/1/2020 - 6/30/2023	Vacant 6/30/2022	Irene Le Febvre 6/30/2022

3/17/2021 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2019 - 6/30/2021	Stephanie Brown, Ed.D. 7/1/2020 - 6/30/2023	James J. Jencarelli, Jr. 6/30/2021
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 6/30/2021
<u>NJSBA</u>	Josephine Sharpe 7/1/2020 - 6/30/2023	Richard J. Casey 3/17/21 - 6/30/2022	Irene Le Febvre 6/30/2022

Proposed for 6/16/2021 Board Meeting

	<u>South</u>	<u>Central</u>	<u>North</u>
<u>NJASA</u>	Joseph Meloche, Ed.D. 7/1/2021 - 6/30/2024	Stephanie Brown, Ed.D. 7/1/2020 - 6/30/2023	Chris Carrubba 7/1/2021 - 6/30/2024
<u>NJASBO</u>	Christopher Russo, Ed.D. 7/1/2019 - 6/30/2022	Dana Sullivan 6/30/2022	Steven K. Robinson 7/1/2021 - 12/31/2021
<u>NJSBA</u>	Josephine Sharpe 7/1/2020 - 6/30/2023	Richard J. Casey 3/17/21 - 6/30/2022	Irene Le Febvre 6/30/2022

 : denotes changes made at Board meeting

 : denotes changes proposed at Board meeting



New Jersey Schools Insurance Group
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Board of Trustees Meeting of June 16, 2021
Action Item
Excess and reinsurance for the 2021-2022 policy year
(NJSIG No. 0621-5)

At the March 17, 2021, the Board of Trustees authorized the binding of reinsurance coverage at a cost not to exceed \$43,906,832 based on expiring exposure data. Further, the Board of Trustees authorized 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.

Based on that authorization, and with the help of NJSIG's insurance broker, NJSIG has obtained quotations for reinsurance and excess insurance where necessary for all appropriate lines of coverage. NJSIG's insurance broker estimates that the approximate premium due based on these proposed contracts would be \$43,708,122.40. Number is only approximate because, as NJSIG members' exposures change, the amount of premium due under these policies will change as well.

As previously indicated, the market for reinsurance and excess insurance is "hardening." However, despite the unfavorable market conditions, we have been able to keep the total cost below the March 17, 2021 estimate by aggressively marketing NJSIG's program to multiple carriers.

Recommended Resolution (NJSIG No. 0621-5): to approve the award of contracts to the insurance entities identified in the attached resolution.

Jill Deitch, Esq.
Executive Director

New Jersey Schools Insurance Group
Certification pursuant to N.J.A.C. 5:34-2.3(b)

To: New Jersey Schools Insurance Group Board of Trustees

From: Jill Deitch, Esq.
Executive Director

Date: June 16, 2021

Subject: Insurance, including the purchase of insurance coverage and consultant services

This is to request an award of a contract without the receipt of formal bids as insurance, including the purchase of insurance coverage and consultant services, N.J.S.A. 18A:18A-5(a)(10). I do hereby certify to the following:

1. **Provide a clear description of the nature of the work to be done:**
Excess and reinsurance coverage for the lines of coverage offered to members of the New Jersey Schools Insurance Group.
2. **Describe in detail why the contract meets the provisions of the statute and rules: N.J.S.A. 18A:18A-5(a)(10)** (“Insurance, including the purchase of insurance coverage and consultant services, which exception shall be in accordance with the requirements for extraordinary unspecifiable services;”).
3. **The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because: N.J.S.A. 18A:18A-5(a)(10)** (“Insurance,

New Jersey Schools Insurance Group

Certification pursuant to N.J.A.C. 5:34-2.3(b)

including the purchase of insurance coverage and consultant services, which exception shall be in accordance with the requirements for extraordinary unspecifiable services;”).

4. **Describe the informal solicitation of quotations:** NJSIG retained an insurance broker via RFP U-2019-0001, and this insurance broker is responsible for acting as an independent insurance and risk transfer advisor to NJSIG and for providing unbiased risk transfer advice that is in the best interests of NJSIG and its membership. This insurance broker must obtain and retain documentation of a minimum of two competitive quotations for insurance per line of coverage / coverage specialty per policy year. The full scope of work for this insurance broker is set forth in RFP U-2019-0001.
5. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1, et seq. and certify that the proposed contracts may be considered an extraordinary unspecifiable service in accordance with the requirements thereof.

New Jersey Schools Insurance Group
Certification pursuant to N.J.A.C. 5:34-2.3(b)

Respectfully submitted,

Jill Deitch, Esq.
(Print Name)

(Signature)

Executive Director
(Title)

(Original to be retained by the NJSIG Board of Trustees Secretary with the affirmed copy of the resolution; signed duplicate to be kept by appropriate official).



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**Resolution Authorizing the Execution of
Contracts Pursuant to the Public School Contracts Law**

(NJSIG No. 0621-5)

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is authorized by N.J.S.A. 18A:18B-1, et seq. to provide risk transfer mechanisms for its members;

WHEREAS, NJSIG requires excess and reinsurance for the 2021-2022 policy year to aid in the transfer of risk for the organization; and,

WHEREAS, such service is in the nature of an exception to the bidding requirements under N.J.S.A. 18A:18A-5(a)(10), “[i]nsurance, including the purchase of insurance coverage and consultant services, which exception shall be in accordance with the requirements for extraordinary unspecifiable services;”

WHEREAS, the Executive Director has executed a Certification pursuant to N.J.A.C. 5:34-2.3(b), which said Certification is attached; and

NOW THEREFORE, BE IT RESOLVED, that:

- 1) NJSIG awards contracts for excess and reinsurance for the 2021-2022 policy year to the following insurance entities:
 - a. Starstone Specialty Insurance Co. (D87953210CSP);
 - b. Axis Surplus Insurance Co. (EAF796480-21);



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(NJSIG No. 0621-5)

- c. Hiscox Insurance Agency of CA (LMPP21928045);
- d. Indian Harbor Insurance Company (US00090549PR21A) / AXA XL;
- e. Crum & Forster Specialty Insurance Co. (PPP-911097);
- f. Evanston Insurance Co. (MKLV2XPR000174) / Markel;
- g. RSUI Indemnity Company (NHD917617);
- h. Starr Surplus Lines Insurance Co. (SLSTPTY11433021) / CV Starr;
- i. Zurich American Insurance Co. (XXP 1056334-03);
- j. The Princeton Excess & Surplus Lines Co. (N3-A3-PP-0000005-03) /

Munich Re;

- k. Pennsylvania Manufacturer's Assoc Insurance Co. (822100 1161355) /

Old Republic;

- l. Tokio Marine American Insurance Co. (LCP 6481198-02);
- m. General Security Indemnity Co. of Arizona (FA0040704-2021-1);
- n. Beazley Lloyds Syndicate 2623 (B6012BUSALCP21);
- o. Continental Casualty Company (RMP-6023345954) / CNA;



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(NJSIG No. 0621-5)

- p. Lloyds of London - CNP - Lead Syndicate 4444 (B65935CAA) /
Canopus;
- q. Everest Indemnity Insurance Co. (RP5CF00136-211);
- r. Endurance American Specialty Insurance Co. (ARP30001029902) /
Sompo;
- s. Liberty Mutual Insurance Co. (MQ2-L9L-460890-021);
- t. Sompo International (B080117555U21);
- u. American International Group UK, Ltd. (B080115225U21) / Lexington;
- v. Lloyds of London - AMA - Lead Syndicate 1200 (B080119200U21);
- w. Hannover Re (B080112879U21);
- x. Lloyds of London - NOA - Lead Syndicate 3902 (B080121405U21);
- y. Lancashire Group UK, Ltd. (B080120329U21);
- z. Lloyds of London - ARK - Lead Syndicate 4020 (B08012404U21);
- aa. Hamilton Insurance DAC (B0801TBC);
- bb. Chubb Bermuda, Ltd. (NJSIG01591P03);



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(NJSIG No. 0621-5)

- cc. Hamilton Re, Ltd. (PX21-6125-01);
- dd. Lloyds Beat Syndicate 4242 (21ALC418850A) / Alcor;
- ee. Argo Re, Ltd. (P147338);
- ff. Markel Bermuda, Ltd. (MKLB8XPR000022);
- gg. Allied World Insurance Co., Ltd. (P044411/004) / AWAC;
- hh. Liberty Specialty Markets Bermuda Ltd. (LSMAPR159337A);
- ii. Oil Casualty Insurance, Ltd. (LSMAPR159337A);
- jj. Great American Insurance Co. (GVT 867-44-19-27-00);
- kk. Beazley Group (W2E5FA210101);
- ll. Safety National Casualty Corporation (SP 4064604);
- mm. National Union Fire Insurance Co. of Pittsburgh, PA (86-343-450) /

Special Contingency Risk;

- nn. Underwriters at Lloyds (B080112767L21);
- oo. Ironshore Specialty Insurance Co. (ISPILLSB8BZU001);
- pp. QBE Specialty Insurance Co. (NJS10000-06) / Apex Insurance;



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(NJSIG No. 0621-5)

- qq. Federal Insurance Co. (76438742) / Chubb;
 - rr. Munich Reinsurance America, Inc. (162777-2209776-2021);
 - ss. General Reinsurance Corporation (C548) / Genesis;
 - tt. Markel American Insurance Company (MKLM3EUE100945);
 - uu. Great American Insurance Company (2480064);
 - vv. Underwriters at Lloyds (B080110826L21); and,
 - ww. Chubb (009907-15-88) / McCloskey Insurance Company.
- 2) The Executive Director is hereby authorized to execute contracts with the above-referenced service providers;
- 3) These contracts are awarded in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq.;
- 4) A notice of this action shall be published once in the official newspaper designated by the New Jersey Schools Insurance Group.

I certify that the foregoing is a true copy of a Resolution passed by the New Jersey Schools Insurance Group at the meeting duly held on the 16th day of June, 2021.



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www.njsig.org

**Resolution Authorizing the Execution of
Contracts Pursuant to the Public School Contracts Law**

(NJSIG No. 0621-5)

New Jersey Schools Insurance Group

By: _____

Irene Le Febvre, Chairperson

Board Secretary
Use Only

DATE:

MOVED BY:

SECONDED BY:

VOTE:



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

Board of Trustees Meeting of June 16, 2021
Action Item
Actuarial services
(NJSIG No. 0621-6)

As a part of NJSIG's efforts to maintain compliance with the PSCL, the Board must approve any contract for professional services that may exceed the bid threshold. NJSIG retains an actuary to help the organization predict and evaluate risk. The primary role of the actuary is to prepare reports for NJSIG that indicate the contributions that are necessary to ensure that NJSIG has sufficient assets to meet current and future claims expenses. Willis Towers Watson has a demonstrated track record of providing this service to NJSIG. Thus, it is proposed that the contract for actuarial services be awarded to Willis Towers Watson.

Recommended Resolution (NJSIG No. 0621-6): to adopt the contract for actuarial services be awarded to Willis Towers Watson.

Jill Deitch, Esq.
Executive Director



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Mount Laurel, New Jersey 08054
www.njsig.org

**Resolution Authorizing the Execution of
Contracts Pursuant to the Public School Contracts Law**

(NJSIG No. 0621-6)

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage for its members;

WHEREAS, NJSIG requires professional services in the form of actuarial services to aid in management of the organization; and,

WHEREAS, NJSIG is awarding this contract without competitive bidding as a professional service.

NOW THEREFORE, BE IT RESOLVED that:

- 1) NJSIG awards the contract for Actuarial services to Willis Towers Watson on the basis of technical criteria, management criteria, cost criteria and the service provider’s demonstrated service to school board insurance groups in the State of New Jersey;
- 2) The Executive Director is hereby authorized to execute a contract with the above-referenced service provider;
- 3) This contract is awarded in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq.; and,
- 4) A notice of this action shall be published once in the official newspaper designated by NJSIG, and is on file and available for public inspection at the office of NJSIG.

I certify that the foregoing is a true copy of a Resolution passed by the New Jersey Schools Insurance Group at the meeting duly held on the 16th day of June, 2021.



New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
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**Resolution Authorizing the Execution of
Contracts Pursuant to the Public School Contracts Law**

(NJSIG No. 0621-6)

New Jersey Schools Insurance Group

By: _____

Irene Le Febvre, Chairperson

Board Secretary
Use Only

DATE:

MOVED BY:

SECONDED BY:

VOTE:



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Board of Trustees Meeting of June 16, 2021
Action Item
Checking Accounts and New Claims
NJSIG No. 0621-7

Attached are the check registers for May 2021.

In addition, attached is a list of all new claims. The claims list has been provided to coincide with the check registers. The list includes all new claims for May 2021. This report shows the nature and financials for each claim.

Recommended Resolution (NJSIG No. 0621-7): 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 05/1/2021 to 05/31/2021 as shown in the online (Microscribe) version of the meeting package.

Michele Carosi
Chief Financial Officer



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**Board of Trustees Meeting of June 16, 2021
Action Item
2021-2022 Position grades and wage ranges
(NJSIG No. 0621-8)**

As part of NJSIG's efforts to provide fair and reasonable compensation to its employees, the organization makes use of position grades and wage ranges that are determined in consultation with employee compensation experts. These employee compensation experts recommend position grades based on job descriptions. These employee compensation experts also perform an analysis to determine the competitiveness of NJSIG's current wage ranges against the external market. Pursuant to NJSIG Bylaw Article V(E)(5), "[e]mployees shall be compensated for their services pursuant to written fee or salary guidelines submitted annually and approved by a majority of the Trustees." Thus, it is proposed that the Board of Trustees approve the attached position grades and wage ranges for the 2021/2022 fiscal year, to be effective on September 1, 2021.

Recommended Resolution (NJSIG No. 0621-8): to approve the attached position grades and wage ranges for the 2021/2022 fiscal year, to be effective on September 1, 2021.

Jill Deitch, Esq.
Executive Director

New Jersey Schools Insurance Group
Position Grades
2021/2022

Position Grade	Position Title
8	Mailroom Clerk I
8	Receptionist
9	Clerical Claim Support
9	Sr Mailroom Clerk
10	Claims Assistant
10	Scanner Operator
10	Underwriting Assistant
11	AP Coordinator
11	Underwriting Certificate Processor
11	Claims Billing Processor
11	Computer Support Specialist
11	Secretary II
12	Claims Trainee
12	Customer Service Rep
12	Executive Assistant
12	Property Inspector
12	Safety And Risk Control Coordinator
13	Claims Representative
13	Desktop Support
13	Jr Safety And Risk Control Representative
13	Jr Staff Accountant
13	Payroll & Cash Management Specialist
13	Sr AP Specialist
13	Sr Underwriting Certificate Processor
13	Sr Customer Service Rep
13	Sr Safety And Risk Control Coordinator
13	Training Coordinator
14	Business Development Specialist
14	Commercial Underwriter
14	Jr Data Analyst
14	Marketing & Communication Specialist
14	Safety And Risk Control Representative
14	Sr Billing & AR Specialist

New Jersey Schools Insurance Group
Position Grades
2021/2022

14	Sr Claims Representative
14	Staff Accountant
15	Actuarial Analyst
15	Claims Examiner
15	Data Analyst
15	Info Systems Specialist
15	Sr Marketing & Communication Specialist
15	Office Manager
15	Sr Business Development Specialist
15	Sr Commercial Underwriter
15	Sr Payroll & Emp Benefits Specialist
15	Sr Safety And Risk Control Representative
15	Sr Staff Accountant
16	Sr Claims Examiner
16	Sr Data Analyst
16	Sr Info Systems Specialist
17	Accounting Manager
17	Claims Supervisor
17	Client Relations Supervisor
17	IT Supervisor
17	Loss Control Supervisor
17	Rehabilitation Nurse
17	Underwriting Supervisor
18	Database Supervisor
19	Assistant General Counsel
19	Client Relations & Loss Control Manager
19	IT Manager
19	Underwriting Manager
20	Chief Financial Officer
20	Claims Manager
21	Chief Legal Officer
23	Executive Director

New Jersey Schools Insurance Group
Wage Ranges
2021/2022

Position Grade	Minimum	Midpoint	Maximum
23	To be determined by contract		
22	No applicable positions		
21	\$186,496	\$233,121	\$279,745
20	\$144,581	\$180,727	\$216,872
19	\$122,461	\$153,075	\$183,690
18	\$104,497	\$130,621	\$156,746
17	\$89,860	\$112,325	\$134,791
16	\$77,552	\$96,941	\$116,329
15	\$67,241	\$84,051	\$100,860
14	\$58,758	\$73,448	\$88,137
13	\$51,606	\$64,508	\$77,409
12	\$43,259	\$54,073	\$64,888
11	\$39,918	\$49,898	\$59,877
10	\$37,167	\$46,459	\$55,750
9	\$34,810	\$43,512	\$52,214
8	\$33,041	\$41,301	\$49,561
7	No applicable positions		