



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

**Board of Trustees Meeting Minutes of May 17, 2023  
(Ratified at the Board of Trustees Meeting on June 21, 2023)**

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New Jersey Schools Insurance Group’s Board of Trustees Meeting of May 17, 2023 took place at NJSIG’s office, located at 6000 Midlantic Drive, Suite 300 North, Mount Laurel, New Jersey 08054, and by video teleconference.

**ATTENDEES**

**Participants:** Jack Zisa; Bob Gemmell; Casey Byrne; Phil Williams; Joanne Kirby; Morgan Dickman; David Rapuano.

**NJSIG Staff:** Jill Deitch, Esq.; Jeff Cook; Michele Carosi; Claire King; Sherwin Archibald; Stephen Tucker, Esq.; Beth Ferlicchi, Esq.; Karen Olsen; Kathleen Koehler; Lauren Schilling; Ivy Davis; Gabe Foeldes; Joseph Semptimphelter; and, Anthony Fernandez.

**ITEM #1 CALL TO ORDER**

In accordance with the Sunshine Law and N.J.S.A. 10:4-10, due notice of this meeting was sent to the Newark Star Ledger and www.NJ.com on March 17, 2023. In addition, pursuant to N.J.S.A. 10:4-9.1, electronic notice of this meeting was also posted to NJSIG’s website at www.njsig.org on March 18, 2023. The meeting was called to order at approximately 1:00 p.m.

**ITEM #2 ROLL CALL**

Stephanie Brown, Ed.D.	–	Present
Nicholas Bice	–	Present
Richard Casey	–	Present
Christopher Carrubba	–	Absent
Damaris Gurowsky	–	Present
Irene LeFebvre	–	Present

Joseph Meloche, Ed.D. – Present  
Chris Russo, Ed.D. – Present  
Vacant – Absent

**ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION  
MINUTES OF MARCH 20, 2023.**

Action Taken: Moved (Meloche) \ Second (Bice) \ Carried (Affirmative  
Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche,  
and Russo) to accept the March 20, 2023 Board of Trustees  
meeting minutes.

**ITEM #4 PUBLIC PARTICIPATION**

Public participation was invited. There was no public participation.

**ITEM #5 SUB-FUND LIAISON REPORTS**

Zisa noted that they have an upcoming NJEIF meeting.

Gemmell noted that they have an upcoming ERIC West meeting.

Byrne noted that they have an upcoming CAIP meeting.

**ITEM #6 REPORTS**

**A. Executive Director report.**

Jill Deitch, Esq., Executive Director, provided an overview of her report  
and an update on the status of the organization.

**B. Accounting / finance report.**

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

**C. Underwriting report.**

Claire King, Underwriting Manager, provided an overview of her report  
and an update on the status of the department.

**D. Claims report.**

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

**E. Information technology report.**

Jeff Cook, Information Systems Manager, provided an overview of his report and an update on the status of the department.

**ITEM #7 DISCUSSION ITEMS**

**A. Trustee nominations.**

Presented by Deitch. Welcomed nominee Jamie Moscony, Superintendent of Cape May Technical School District in Cape May County.

**B. Trustee retreat.**

Presented by Deitch.

**C. Return of surplus program; update.**

Presented by Deitch.

**D. CherryRoad Technologies Inc.: historical premium import project.**

Presented by Carosi and Cook.

**E. Workers' compensation: intake function.**

Presented by Archibald and Deitch.

**ITEM #8 ACTION ITEMS**

**A. 2023/2024 Budget – First reading (NJSIG No. 0523-01).**

Presented by Deitch.

Action Taken: Moved (Casey) \ Second (Bice) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to approve the resolution as presented. No opposition or abstentions.

**B. 2023/2024 Plan of Risk Management – First reading (NJSIG No. 0523-02)**

Presented by Deitch and Tucker.

Action Taken: Moved (Gurowsky) \ Second (LeFebvre) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to approve the resolution as presented. No opposition or abstentions.

**C. Checking accounts & new claims ratification (NJSIG No. 0523-03).**

Presented by Carosi.

Action Taken: Moved (Gurowsky) \ Second (Meloche) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to approve the resolution as presented. No opposition or abstentions.

**D. Contracting: Workers' compensation managed care services (NJSIG No. 0523-04).**

Presented by Archibald.

Action Taken: Moved (LeFebvre) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to approve the resolution as presented. No opposition or abstentions.

**ITEM #9 NEW BUSINESS**

No new business.

**ITEM #10 CLOSED (EXECUTIVE) SESSION**

Action Taken: Moved (LeFebvre) \ Second (Meloche) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to enter closed session at 1:45 p.m. No opposition or abstentions.

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,
- B. Matters involving attorney-client privilege.

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/closed session.

**A. Claims**

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]

**ITEM #11 ADJOURN MEETING**

Action Taken: Moved (Meloche) \ Second (LeFebvre) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Meloche, and Russo) to adjourn the meeting at approximately 1:58 p.m.