



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 September 21, 2022
(Ratified at the Board of Trustees Meeting on October 19, 2022)**

New Jersey Schools Insurance Group's Board of Trustees Meeting of September 21, 2022 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: David A. Rapuano, Esq. on behalf of Archer; Bob Gemmell; Vicky Sjulander; Casey Byrne; Jacqueline Godfrey; Anthony Fernandez; Austin Pulice.

NJSIG Staff: Jill Deitch, Esq., Michele Carosi, Jeff Cook, Claire King, Sherwin Archibald, Stephen Tucker, Esq., Beth Ferlicchi, Esq., and Renee Johnson-Payne.

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 1:02 p.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 July 11, 2022. Copies of these notices are on file with the New Jersey Secretary of State.

ITEM #2 ROLL CALL

Stephanie Brown, Ed.D.	–	Present
Richard Casey	–	Present
Christopher Carrubba	–	Present
Irene LeFebvre	–	Absent
Joseph Meloche, Ed.D.	–	Present
Chris Russo, Ed.D.	–	Present

Josephine Sharpe	–	Absent
Dana Sullivan	–	Absent
Damaris Gurowsky	–	Present

ITEM #3 ACCEPTANCE OF THE PUBLIC SESSION MINUTES OF JULY 13, 2022.

Action Taken: Moved (Meloche)\ Second (Brown)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Meloche, Russo, Gurowsky) to accept the July 13, 2022 Board of Trustees meeting minutes.

ITEM #4 PUBLIC PARTICIPATION

Public participation was invited. There was no public participation.

ITEM #5 SUB-FUND LIASON REPORTS

None.

ITEM #6 DISCUSSION ITEMS

A. Executive Director report.

Jill Deitch, 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. NJSIG's Remote Work Pilot program.

Presented by Deitch.

B. Second COVID-19 refund.

Presented by Deitch.

C. NJSIG Cyber program success update.

Presented by Tucker.

D. NJSBA Workshop - Atlantic City October 25 and 26, 2022.

Presented by Deitch.

ITEM #8 ACTION ITEMS

A. Outside counsel – Subrogation, coverage, school board insurance group counsel (NJSIG No. 0922-1).

Presented by Archibald.

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

B. Employment practices counseling hotline (NJSIG No. 0922-2).

Presented by Deitch.

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

C. Checking accounts and new claims ratification (NJSIG No. 0922-3).

Presented by Carosi.

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

D. Property appraisal services (NJSIG No. 0922-4).

Presented by King.

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

ITEM #9 NEW BUSINESS

None.

ITEM #10 CLOSED (EXECUTIVE) SESSION

Action Taken: Moved (Meloche)\ Second (Carrubba)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, Meloche, Russo, Gurowsky) to enter closed session at 1:41 pm. 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

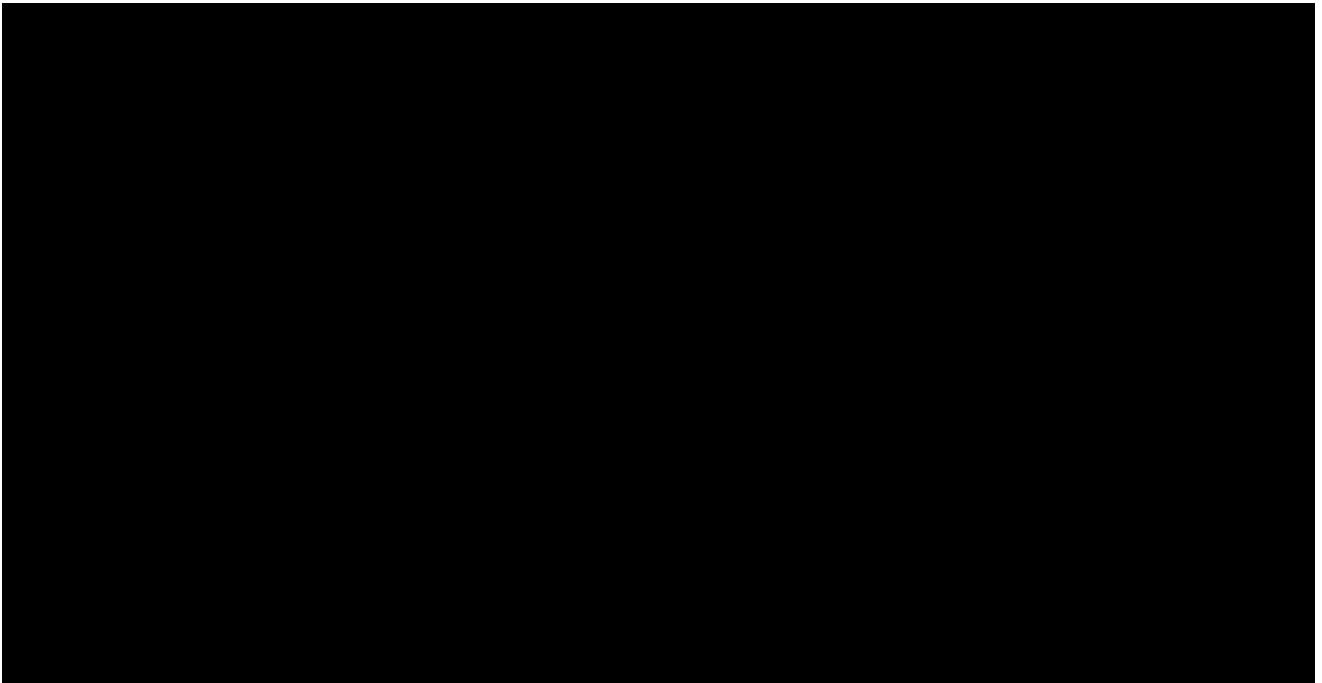
WHEREAS, the Open Public Meetings Act requires that the Group adopt a resolution at a public meeting to go into private session; now, therefore,

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/or
- 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 session.



ITEM #11 ADJOURN MEETING

Action Taken: M (Meloche)\ S (Casey)\ Carried (Affirmative Votes = Brown, Casey, Meloche, Russo, Gurowsky) to end closed session and adjourn the meeting at approximately 2:09 p.m.