



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 November 15, 2023  
(Ratified at the Board of Trustees Meeting on January 24, 2024)**

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New Jersey Schools Insurance Group's Board of Trustees Meeting of November 15, 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:** David Rapuano, Esq.; Phil Williams; Al Kirk; Mary Alice Avery & Zia Qasim of Wilmington Trust; Dennis Skalkowski of Bowman & Co.

**NJSIG Staff:** Jill Deitch, Esq.; Beth Ferlicchi, Esq.; Benjamin Zieman, Esq.; Jeff Cook; Michele Carosi; Sherwin Archibald; Lauren Schilling; Gabe Foeldes; Karen Olsen; Jillian Smith; Leslie McMahon.

**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 *Newark Star Ledger*, [www.NJ.com](http://www.NJ.com), and *Trenton Times* on July 7, 2023. Notice of this meeting was also filed with the New Jersey Secretary of State. Electronic notice of this meeting was also posted to NJSIG's website at [www.njsig.org](http://www.njsig.org). The meeting was called to order at approximately 1:00 p.m.

**ITEM #2 ROLL CALL**

Stephanie Brown, Ed.D.	–	Present
Nicholas Bice	–	Present (joined at 1:03 pm)
Richard Casey	–	Present (joined at approx. 1:30 pm)
Christopher Carrubba	–	Present
Damaris Gurowsky	–	Present

Irene LeFebvre	–	Present
Jamie Moscony	–	Present
Chris Russo, Ed.D.	–	Present
Alix Silva	–	Present

### **ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION MINUTES OF October 18, 2023**

Action Taken: Moved (LeFebvre) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Carrubba, Gurowsky, LeFebvre, Moscony, Russo, Silva) to accept the October 18, 2023 Board of Trustees meeting minutes.

### **ITEM #4 PUBLIC PARTICIPATION**

Public participation was invited. There was no public participation.

### **ITEM #5 SUB-FUND LIAISONS – REPORTS/COMMENTS**

Kirk reported on the BACCEIC and ERIC South sub-funds and upcoming trainings.

### **ITEM #6 REPORTS**

#### **A. Executive Director Report**

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

#### **B. Accounting / Finance Report**

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

#### **C. Underwriting Report**

Jill Deitch, Esq., Executive Director, on behalf of Claire King, Underwriting Manager, provided an overview of the Underwriting report and an update on the status of the department.

#### **D. Claims Report**

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

#### **E. Information Technology Report**

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

#### **F. Member Services and Loss Control Report**

Lauren Schilling, Member Services and Loss Control Manager, provided an overview of the Member Services and Loss Control Department report and an update on the status of the department.

### **ITEM #7 DISCUSSION ITEMS**

#### **A. NJSIG Investments: Wilmington Trust**

Presented by Mary Alice Avery & Zia Qasim, Wilmington Trust. Provided an overview of the current state of NJSIG's investments and the financial market generally.

#### **B. NJSBA Workshop Recap**

Presented by Deitch and Schilling. Provided information on attendance and feedback received on the trainings provided by NJSIG staff at NJSBA's Workshop.

#### **C. Board Committee Assignments & Terms**

Presented by Deitch. Noted that the chart outlining the current Board Committee assignments and terms, as updated at the last meeting, is included in the Board package.

#### **D. Executive Director contract**

See below. Presentation of this topic was deferred until closed (executive) session.

## ITEM #8 ACTION ITEMS

### A. Financial Audit 6/30/23 (NJSIG No. 1123-01)

Presented by Carosi and Dennis Skalkowski (Bowman & Co.)

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

### B. Checking accounts & new claims ratification (NJSIG No. 1123-02)

Presented by Carosi.

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

### C. Contracting:

#### i. Vision benefits insurance (NJSIG No. 1123-03)

Presented by Deitch.

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

#### ii. Underwriting policy management software and services (NJSIG No. 1123-04)

Presented by Cook.

Action Taken: Moved (LeFebvre) \ Second (Casey) \ Carried (Affirmative Votes = Brown, Carrubba, Gurowsky, LeFebvre, Moscony, Russo, Silva, Bice, Casey) to

approve the resolution as presented. No opposition or abstentions.

**D. Revisions to Policy # 8020 – first reading (NJSIG No. 1123-05)**

Presented by Deitch.

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

**E. Revisions to Plan of Risk Management – first reading (NJSIG No. 1123-06)**

Presented by Deitch.

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

**F. Executive Director contract (NJSIG No. 1123-07)**

See below. Presentation of this topic was deferred until after the conclusion of closed (executive) session.

**ITEM #9 NEW BUSINESS**

None.

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

Action Taken: Moved (LeFebvre) \ Second (Carrubba) \ Carried (Affirmative Votes = Brown, Carrubba, Gurowsky, LeFebvre, Moscony, Russo, Silva, Bice, Casey) to enter into closed (executive) session at approximately 2:00 pm, and to return to open session to conduct business at the conclusion of the executive/closed session. No opposition or abstentions.

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

WHEREAS, the OPMA 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 return to open session to conduct business at the conclusion of the executive/closed session.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The Board of Trustees returned to open session at approximately 2:25 pm to conduct business.

## **ACTION ITEMS – CONTINUED**

### **G. Executive Director contract (NJSIG No. 1123-07)**

Presented by Russo.

Action Taken: Moved (LeFebvre) \ Second (Silva) \ Carried (Affirmative Votes = Brown, Gurowsky, LeFebvre, Moscony, Russo, Silva, Bice, Casey) to authorize an increase of 5% to the current compensation of the Executive Director, as permitted by the Executive Director’s contract currently in force, for the period of December 1, 2023 through November 30, 2024. No opposition or abstentions.

## **ITEM #11 ADJOURN MEETING**

Action Taken: Moved (LeFebvre) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Gurowsky, LeFebvre, Moscony, Russo, Silva, Bice, Casey) to adjourn the meeting at approximately 2:30 p.m.