



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 December 20, 2021
(Ratified at the Board of Trustees Meeting on January 26, 2022)**

New Jersey Schools Insurance Group's Board of Trustees Meeting of December 20, 2021 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. of *Archer*, Latonya Brennan of *Arthur J. Gallagher & Co.*, Alfred Kirk of *Conner Strong*, James Ridgway of *J. Byrne Insurance Agency, Inc.*, Casey Byrne, *J. Byrne Insurance Agency, Inc.*, Phil Williams of *Alliant*, Jay Lynch of *Alliant/Boynton*, Dominick Cinelli of *Brown and Brown Metro*;

NJSIG Staff: Jill Deitch, Esq., *Executive Director*, Michele Carosi, *Chief Financial Officer*, Jeff Cook, *IT Manager*, Claire King, *Underwriting Manager*, Sherwin Archibald, *Claims Manager*, Stephen Tucker, Esq., *General Counsel*, Beth Ferlicchi, Esq., *Assistant General Counsel*, Renee Johnson-Payne, *Executive Assistant*;

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 November 30, 2021. 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	–	Present
Joseph Meloche, Ed.D.	–	Present
Steven K. Robinson	–	Present
Chris Russo, Ed.D.	–	Present
Josephine Sharpe	–	Absent
Dana Sullivan	–	Present

ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION MINUTES OF NOVEMBER 17, 2021.

Action Taken: Moved (Robinson)\ Second (Meloche)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, LeFebvre, Meloche, Robinson, Russo, Sullivan) to accept the November 17, 2021 public session and closed (executive) session 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

Brennan of Arthur J. Gallagher & Co. representing ERIC North noted that the sub-fund administrators are teaming up to do another joint training.

Cinelli representing ERIC West noted that they will be participating in the joint training.

Kirk representing ERIC South and BACCEIC noted they executed contract for e-risk hub with NetDiligence to begin in 2022 to help address cyber risk.

Lynch representing MOCSSIF noted they will be participating in the joint meeting.

ITEM #6 REPORTS:

No reports were presented.

ITEM #7 DISCUSSION ITEMS

No items were discussed.

ITEM #8 ACTION ITEMS:

A. Checking accounts and new claims ratification (NJSIG No. 1221-1)

Presented by Carosi.

Action Taken: Moved (Meloche)\ Second (Robinson)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, LeFebvre, Meloche, Robinson, Russo, Sullivan) to ratify the claims account check register, operating account check register, and new claims report as presented. No opposition or abstentions.

B. Cash management and investment plan (NJSIG No. 1221-2)

Presented by Carosi.

Action Taken: Moved (LeFebvre)\ Second (Meloche)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, LeFebvre, Meloche, Robinson, Russo, Sullivan) to adopt the cash management and investment plan as presented. No opposition or abstentions.

C. Underwriting software support and maintenance services (NJSIG 1221-3)

Presented by Deitch.

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

ITEM #9 CLOSED (EXECUTIVE) SESSION

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


- A. Litigation;
- B. Matters involving attorney client privilege;
- C. Matters involving pending contract negotiation; and,
- 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 closed (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 closed (executive) session.

Action Taken: Moved (LeFebvre)\ Second (Sullivan)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, LeFebvre, Meloche, Robinson, Russo, Sullivan) to enter closed (executive) session at approximately 10:15 a.m. No opposition or abstentions.





ITEM #10 ACTION ITEMS:

The Board of Trustees returned to open session at approximately 11:10 a.m. Carrubba left the meeting.

D. Insurance brokerage services (NJSIG 1221-4)

Presented by Deitch.

Action Taken: Moved (LeFebvre)\ Second (Robinson)\ Carried (Affirmative Votes = Brown, Casey, LeFebvre, Meloche, Robinson, Russo, Sullivan) to approve for a term of January 1, 2021 to September 1, 2022, with an option to extend for another 12 months with Alliant Insurance Services. No opposition or abstentions.

E. Annual salary adjustment pursuant to Executive Director contract (NJSIG 1221-5)

Presented by Russo. Board commended Deitch on her performance.

Action Taken: Moved (LeFebvre)\ Second (Meloche)\ Carried (Affirmative Votes = Brown, Casey, LeFebvre, Meloche, Robinson, Russo, Sullivan) to approve increase of 4% for December 1, 2021 through November 30, 2022. No opposition or abstentions.

ITEM #11 NEW BUSINESS

None.

ITEM #12 ADJOURN MEETING

Action Taken: M (Robinson)\ S (Sullivan)\ Carried (Affirmative Votes = Brown, Casey, LeFebvre, Meloche, Robinson, Russo, Sullivan) to adjourn the meeting at approximately 11:17 a.m.