



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 October 18, 2023  
(Ratified at the Board of Trustees Meeting on November 15, 2023)**

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New Jersey Schools Insurance Group's Board of Trustees Meeting of October 18, 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.; Joanne Kirby; Phil Williams; Jim Ridgway; Latonya Brennan; Jay Lynch, Stacy L. Mina, Trevor Herzig

**NJSIG Staff:** Jill Deitch, Esq.; Beth Ferlicchi, Esq.; Benjamin Ziemann, Esq.; Christopher Cozine; Michele Carosi; Claire King; Sherwin Archibald; Lauren Schilling; Anthony Fernandez; Denise Hall; Karen Olsen; Jillian Smith; Neil Marek; Leslie McMahon; Joseph Semptimphelter; Ivy Davis.

**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
Richard Casey	–	Present

Christopher Carrubba	–	Absent
Damaris Gurowsky	–	Present
Irene LeFebvre	–	Present
Jamie Moscony	–	Present
Chris Russo, Ed.D.	–	Absent
Alix Silva	–	Present

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

Action Taken: Moved (Gurowsky) \ Second (Bice) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Moscony, Silva) to accept the September 20, 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**

Brennan reported on the ERIC North and NJEIF sub-funds; noted that they had a very successful first meeting with MOCSSIF; started a training program with the NJ Division on Civil Rights.

Lynch reported on the MOCSSIF sub-fund, noted a new sub-fund chair; noted a well-attended first sub-fund meeting; looking forward to the next meetings in January and May 2024.

Jim Ridgeway reported on the CAIP sub-fund; noted that their first meeting on September 27 went well, addressing the new school employee sick leave laws.

### **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**

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**

Chris Cozine, Database Administrator Supervisor, 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. WTW Net liabilities (reserve) study, presentation**

Presented by Stacy L. Mina, WTW. Trevor Herzig, WTW also in attendance. Presented indicated loss and allocated loss adjustment expenses (ALAE) liabilities as of June 30, 2023; discussed potential rate implications for program year 2024-2025.

### **B. Safety grants**

Presented by Deitch and Carosi. Recommending not to declare a safety grant expensed to the 2022-2023 fund year for distribution in October 2026. Will look again next year.

### **C. Trustee Personnel Committee, nomination**

Presented by Deitch. Nominated Alix Silva to the vacancy on the Personnel Committee; Alix Silva agreed.

### **D. Schoolboard.net for BOT meetings**

Presented by Deitch. Proposed eliminating posting the board packages on schoolboard.net, but to continue circulating the board package as a pdf via email. Trustees in agreement.

### **E. Executive Director contract**

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

## **ITEM #8 ACTION ITEMS**

### **A. WTW Net liabilities (reserve) study, adoption (NJSIG No. 1023-1)**

Presented by Carosi.

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

### **B. Cash Management and Investment Plan (NJSIG No. 1023-2)**

Presented by Carosi.

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

### **C. Checking accounts & new claims ratification (NJSIG No. 1023-3)**

Presented by Carosi.

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

Moscony, Silva) to approve the resolution as presented. No opposition or abstentions.

**D. Outside counsel, GL, complex, school/educ. (NJSIG No. 1023-4)**

Presented by Archibald.

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

**ITEM #9 NEW BUSINESS**

None.

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

Action Taken: Moved (Bice) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Moscony, Silva) to enter closed session at approximately 1:56 p.m. 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

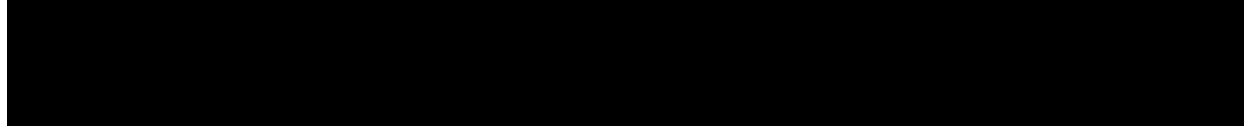
WHEREAS, the OPMA requires that the Group adopt a resolution at a public meeting to go into private session; now, therefore,

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 not return to open session to conduct business at the conclusion of the executive/closed session.



**ITEM #11 ADJOURN MEETING**

Action Taken: Moved (Bice) \ Second (Silva) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Moscony, Silva) to adjourn the meeting at approximately 2:17 p.m.