



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 January 26, 2022
(Ratified at the Board of Trustees Meeting on March 23, 2022)**

New Jersey Schools Insurance Group's Board of Trustees Meeting of January 26, 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 Rapuano, Esq. of *Archer*, Phil Williams of *Alliant*, Joanne Kirby of *Alliant*, Bob Gemmell of *Brown and Brown*, 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.*, Jay Lynch of *Alliant/Boynton*, Dominick Cinelli of *Brown and Brown*, Jack Zisa of *Regional Risk Managers*, and unknown callers.

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*; Ivy Davis, Joseph Semptimphelter

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
Chris Russo, Ed.D.	–	Absent
Josephine Sharpe	–	Present
Dana Sullivan	–	Absent
Vacant	–	Absent

*Prospective trustee Damaris Gurowsky was present for the roll call, but had not been sworn in as a trustee.

ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION MINUTES OF DECEMBER 20, 2021.

Action Taken: Moved (Meloche)\ Second (Carrubba)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, LeFebvre, Meloche, Sharpe) to accept the December 20, 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

Zisa representing NJEIF thanked NJSIG staff and sub-fund administrators for their help in these difficult times, and expressed hope for return to more in-person meetings. Gemmell agreed with this.

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

Kirk representing ERIC South and BACCEIC noted that these sub-funds are hosting a February 17, 2022 webinar that all members are welcome to attend.

ITEM #6 REPORTS:

A. Executive Director's Report

Jill Deitch, Executive Director, noted that her report deals primarily with discussion items, so she deferred discussion of those items to that portion of the meeting.

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. Client Relations and Safety and Risk Control Report

No report.

D. Underwriting Report

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

E. Claims Report

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

F. 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 Trustee nominations

Presented by Deitch. Deitch introduced Gurowsky. Gurowsky introduced herself and briefly described her experience as a school business administrator.

Action Taken: Moved (LeFebvre)\ Second (Meloche)\ Carried (Affirmative Votes = Brown, Casey, Carrubba, LeFebvre, Meloche, Sharpe) to approve the nomination of Gurowsky as a Trustee for the New Jersey Schools Insurance Group to fill the unexpired term that was previously filled by former Trustee Robinson.

B. Willis Towers Watson pricing study; timeline

Deitch presented a summary of this item from her written report.

C. Reinsurance property renewal meetings, update

Deitch presented a summary of this item from her written report.

D. Workers' compensation – COVID-19/rate making challenges

Presented by Deitch.

E. Cyber coverage, minimum controls, survey

Deitch presented a summary of this item from her written report. This topic was then discussed. Gemmell contributed that the deductible is established twice for another joint insurance fund in New Jersey, once at the time of the application, and once at the time of the cyber incident. Brennan agreed with this approach. General sentiment was that this approach is workable. Zisa suggested cyber audits as part of the renewal process. LeFebvre and Meloche expressed that distributed talking points on the structure of the program could be very useful, and that they would like to see additional detail on the program structure.

F. Virtual sub-fund administrator meeting

Deitch presented a summary of this item from her written report. Noted that the manager of the Department retired, and Deitch will be supervising loss control and client relations directly.

G. Upcoming virtual broker meeting

Presented by Deitch.

H. COVID-19 refund, DOBI, update

Presented by Deitch.

I. AGRiP annual Governance Conference

Presented by Deitch.

ITEM #8 ACTION ITEMS:

A. Checking accounts and new claims ratification (NJSIG No. 0122-1)

Presented by Carosi.

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

ITEM #9 CLOSED (EXECUTIVE) SESSION

No closed (executive) session.

ITEM #10 NEW BUSINESS

None.

ITEM #11 ADJOURN MEETING

Action Taken: M (Meloche)\ S (Casey)\ Carried (Affirmative Votes = Brown, Casey, LeFebvre, Meloche, Robinson, Russo, Sullivan, Gurowsky) to adjourn the meeting at approximately 10:39 a.m.