



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 March 23, 2022  
(Ratified at the Board of Trustees Meeting on May 24, 2022)**

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New Jersey Schools Insurance Group's Board of Trustees Meeting of March 23, 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., Michele Carosi, Jeff Cook, Claire King, Sherwin Archibald, Stephen Tucker, Esq., Beth Ferlicchi, Esq., Renee Johnson-Payne, Ivy Davis, Joseph Semptimphelter, Lauren Schilling, Leslie McMahon, Carol Conniff and Denise Hall.

**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	–	Absent
Christopher Carrubba	–	Absent
Irene LeFebvre	–	Present
Joseph Meloche, Ed.D.	–	Present
Chris Russo, Ed.D.	–	Present
Josephine Sharpe	–	Absent
Dana Sullivan	–	Present
Damaris Gurowsky	–	Present

**ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION MINUTES OF JANUARY 26, 2022.**

Action Taken: Moved (Sullivan)\ Second (LeFebvre)\ Carried (Affirmative Votes = Brown, LeFebvre, Meloche, Sullivan, Gurowsky) to accept the January 26, 2022 public session minutes Board of Trustees meeting minutes. Russo abstained.

**ITEM #4 PUBLIC PARTICIPATION**

Public participation was invited. There was no public participation.

**ITEM #5 SUB-FUND LIAISONS – Reports/Comments**

Jack Zisa representing NJEIF thanked NJSIG for the budgetary guidance presentation, and thought it was well-received.

Alfred Kirk representing ERIC South and BACCCEIC wanted to encourage all school officials on the call to put all cyber security measures in place because they are seeing one hundred percent increases for cyber policies that have recently renewed.

Jay Lynch representing MOCSIF thanked NJSIG for the budgetary guidance presentation, and updated the group on the methodology that MOCSIF is using for their sub-fund grant distribution.

Bob Gemmell representing ERIC West thanked NJSIG for the budgetary guidance presentation, and also indicated they are going to be doing an in-person sub-fund meeting in May 2022.

Latonya Brennan representing ERIC North thanked the other sub-fund administrators for the great training program they were able to put together and for the great coordination on budget guidance communications.

James Ridgway representing CAIP thanked NJSIG for the budgetary guidance presentation, and also indicated that they plan on returning to in-person meetings.

## **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. Deitch also briefly summarized the budgetary guidance provided to brokers and members in March 2022.

### **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. COVID-19 returns; update**

Presented by Deitch. Deitch provided a summary of the status of the COVID-19 2020/2021 workers' compensation partial member refund.

**B. Trustee terms and committees**

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

**ITEM #8 ACTION ITEMS:**

**A. WTW general rate level analysis July 1, 2022 - 2023 (NJSIG No. 0322-01).**

Presented by Deitch and Mina.

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

**B. Excess and reinsurance for the 2022-2023 policy year (NJSIG No. 0322-02).**

Presented by Deitch.

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

**C. NJSIG holiday policy – first reading (NJSIG No. 0322-03).**

Presented by Tucker.

Action Taken: Moved (LeFebvre)\ Second (Russo)\ Carried (Affirmative Votes = Brown, LeFebvre, Meloche,

Russo, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**D. NJSIG sick policy – first reading (NJSIG No. 0322-04).**

Presented by Tucker.

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

**E. Sponsorship, NJSBA Workshop 2022 Oct. 24-26 (NJSIG No. 0322-05).**

Presented by Deitch.

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

**F. Contracting: Financial auditor (NJSIG No. 0322-06).**

Presented by Carosi.

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

**G. Checking accounts & new claims ratification (NJSIG No. 0322-07).**

Presented by Carosi.

Action Taken: Moved (Sullivan)\ Second (Meloche)\ Carried (Affirmative Votes = Brown, LeFebvre, Meloche,

Russo, Sullivan, Gurowsky) to approve the resolution as presented. No opposition or abstentions.

**H. WTW cyber rate level analysis July 1, 2022 - 2023 (NJSIG No. 0322-08).**

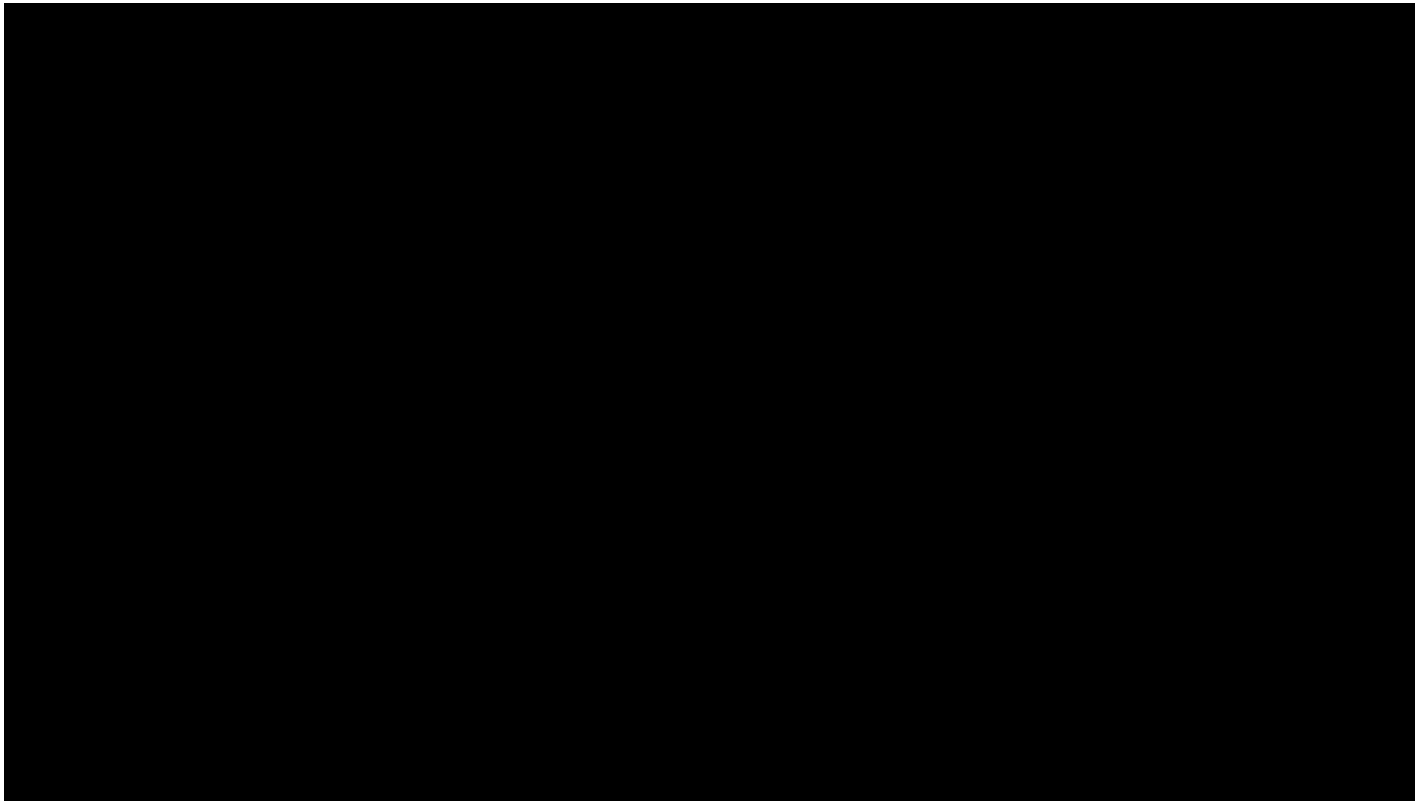
Presented by Deitch and Mina.

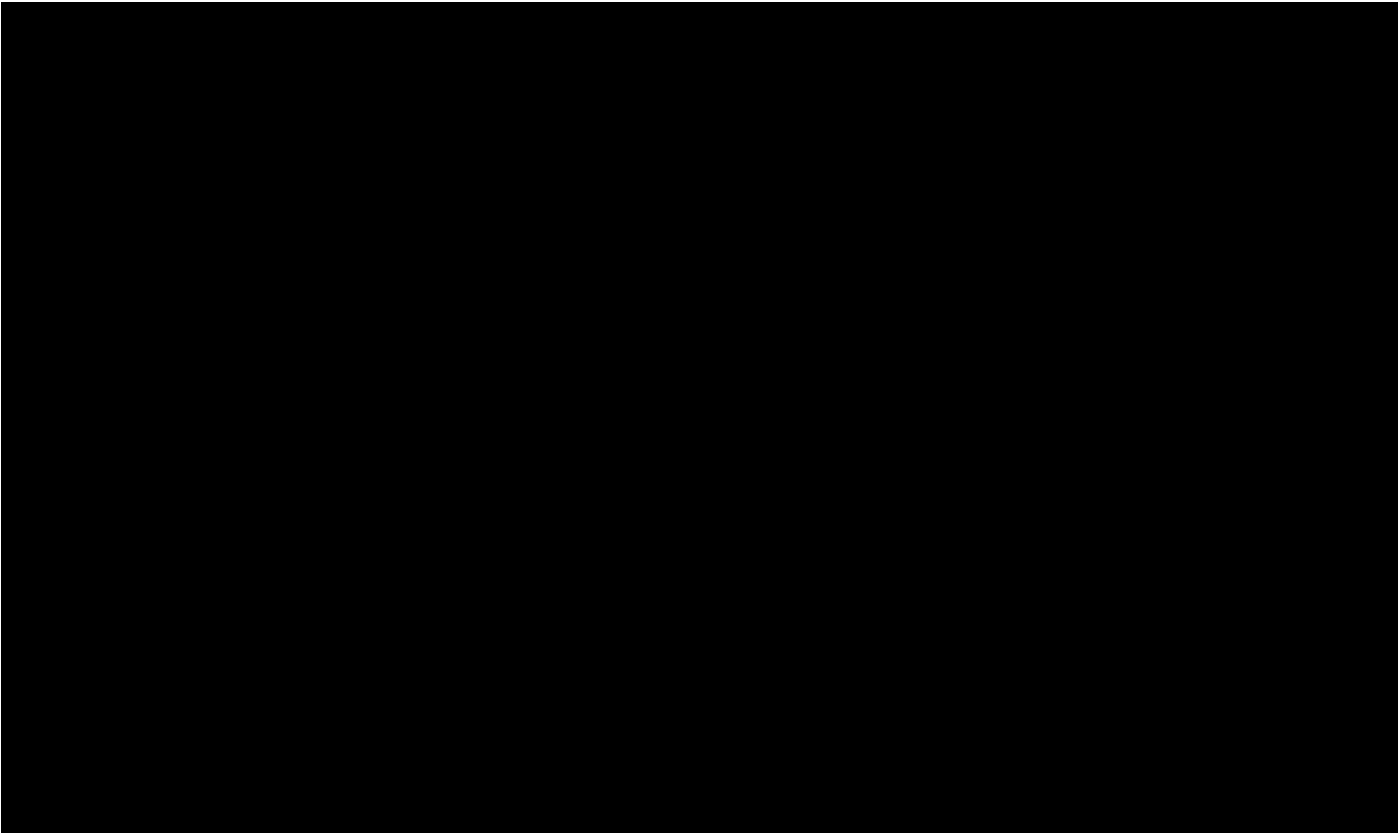
**ITEM #9 NEW BUSINESS**

None.

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

Action Taken: Moved (Meloche)\ Second (Sullivan)\ Carried (Affirmative Votes = Brown, LeFebvre, Meloche, Russo, Sullivan, Gurowsky) to enter closed session at 10:12 a.m., to return to open session. No opposition or abstentions.





Action Taken: Moved (LeFebvre)\ Second (Sullivan)\ Carried (Affirmative Votes = Brown, LeFebvre, Meloche, Russo, Sullivan, Gurowsky) to exit closed session at 11:17 a.m. No opposition or abstentions.

**ITEM #11 ACTION ITEMS (CONTINUED):**

**A. WTW cyber rate level analysis July 1, 2022 - 2023 (NJSIG No. 0322-08).**

Presented by Deitch.

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

**ITEM #12 ADJOURN MEETING**

Action Taken: M (LeFebvre)\ S (Meloche)\ Carried (Affirmative Votes = Brown, LeFebvre, Meloche, Russo, Sullivan, Gurowsky) to adjourn the meeting at approximately 11:20 a.m.