



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 May 24, 2022  
(Ratified at the Board of Trustees Meeting on June 15, 2022)**

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New Jersey Schools Insurance Group's Board of Trustees Meeting of May 24, 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*, Joanne Kirby of *Alliant*, Bob Gemmell of *Brown and Brown*, Latonya Brennan of *Arthur J. Gallagher & Co.*, Alfred Kirk of *Conner Strong*, Bob Gemmell of *Brown and Brown*, Jack Zisa of *Regional Risk Managers*, David Rouse 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, Leslie McMahon, Farrah Fischer and Anthony Fernandez.

**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 11:04 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 May 17, 2022. 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	–	Present

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

\*Trustee Brown joined at approximately 11:07 a.m.

**ITEM #3 ACCEPTANCE OF THE PUBLIC SESSION MINUTES OF March 23, 2022.**

Action Taken: Moved (LeFebvre)\ Second (Sullivan)\ Carried (Affirmative Votes = Carrubba, LeFebvre, Russo, Sullivan, Gurowsky) to accept the March 23, 2022 public session minutes 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**

Latonya Brennan representing ERIC North indicated they received good feedback from the in-person meeting, but also wanted a Zoom option. Trustee Sullivan indicated they were interested in an in-person option remaining available. Brennan indicated this would remain available.

Jack Zisa representing NJEIF noted the special importance of in-person meetings, and indicated his last in person meeting was very well received. Trustee Russo reiterated this point.

Bob Gemmell representing ERIC West indicated it would be a balancing, because if a video option is available it may discourage in person attendance.

Alfred Kirk representing ERIC South and BACCEIC noted they are having their last meetings for school year separately and in person. Kirk noted the focus of this meeting is cyber security.

## **ITEM #6 REPORTS:**

### **A. Executive Director's Report**

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

### **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. Cyber; draft memorandum of coverage**

Presented by Deitch and Tucker.

### **B. Trustee retreat (July 13, 14, 20 or 21), October meeting**

Presented by Deitch. All trustees agreed July 13, 2022 would work best.  
All trustees agreed to a virtual meeting for October 2022.

**ITEM #8 ACTION ITEMS:**

**A. 2022/2023 Budget – First reading (NJSIG No. 0522-01)**

Presented by Deitch and Carosi.

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

**B. 2022/2023 Plan of Risk Management – First reading (NJSIG No. 0522-02)**

Presented by Deitch.

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

**C. Sponsorship, NJSBA Workshop 2022 Oct. 24-26 (NJSIG No. 0522-03)**

Presented by Deitch.

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

**D. Checking accounts & new claims ratification (NJSIG No. 0522-04).**

Presented by Carosi.

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

**E. NJSIG holiday policy – second reading (NJSIG No. 0522-05).**

Presented by Tucker.

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

**F. NJSIG sick policy – second reading (NJSIG No. 0522-06).**

Presented by Tucker.

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

**G. Contracting: Claims management software system (NJSIG No. 0522-07).**

Presented by Cook.

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

**ITEM #9 NEW BUSINESS**

None.

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

No closed (executive) session.

## **ITEM #11 ADJOURN MEETING**

Action Taken: M (LeFebvre)\ S (Sullivan)\ Carried (Affirmative Votes = Brown, Carrubba, LeFebvre, Russo, Sullivan, Gurowsky) to adjourn the meeting at approximately 11:50 a.m.