



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 June 12, 2024
(Ratified at the Board of Trustees Meeting on July 23, 2024)**

New Jersey Schools Insurance Group’s Board of Trustees Meeting of June 12, 2024 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.; Phil Williams; Joanne Kirby; Jodi Galpert; Jim Ridgway; Jay Lynch.

NJSIG Staff: Jill Deitch, Esq.; Beth Ferlicchi, Esq.; Benjamin Zieman, Esq.; Michele Carosi; Sherwin Archibald; Lauren Schilling; Claire King; Jeff Cook; Karen Olsen; Denise Hall; Shevon Bennett; Joanna Radomicki; Leslie McMahon; Joe Semptimphelter; Jillian Smith.

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, 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. The meeting was called to order at approximately 1:00 p.m.

ITEM #2 ROLL CALL

Stephanie Brown, Ed.D.	–	Present
Nicholas Bice	–	Present (arrived at approx. 1:02 p.m.)
Richard Casey	–	Present
Christopher Carrubba	–	Present

Damaris Gurowsky	–	Present
Irene LeFebvre	–	Present
Jamie Moscony	–	Present (arrived at approx. 1:02 p.m.)
Chris Russo, Ed.D.	–	Absent
Alix Silva	–	Absent

**ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION
MINUTES OF May 15, 2024**

Action Taken: Moved (Casey) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to accept the May 15, 2024 Board of Trustees meeting minutes. No opposition or abstentions.

ITEM #4 PUBLIC PARTICIPATION

Public participation was invited. There was no public participation.

ITEM #5 SUB-FUND LIAISONS – REPORTS/COMMENTS

Ridgway reported on the CAIP subfund; had last meeting on May 22; Bruce Padula presented on school ethics and HIB cases, and Brian Lau from D2 Cyber Security presented on vulnerability testing; subfund membership has already started with vulnerability testing and feedback on this service has been positive; and renewal is going smoothly, underwriting staff has been quickly responding to issues as they arise.

Lynch reported on the MOCSSIF subfund; had a great meeting in May with over 150 participants; recently met with David Nash to develop content for the coming year; trying to complete a podcast in August on the new rules governing participation in school athletics.

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. Underwriting has been very busy sending out quotes to new and current members. We are finalizing the membership for the 2024/2025 policy period and we are looking forward to meeting new members in the fall. Deitch and Carosi met with

Wilmington Trust at the end of May to discuss the current state of the market and the organization's investments. The federal government has not adjusted interest rates too much, so our investments are doing well.

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. Report was not updated with current financial data because the accounting production system has been down since June 3 in order to conduct final testing for automated surplus refund process in the live environment. Happy to report that we have thoroughly tested everything relating to the surplus refund process and the department is now ready for the 2024/2025 renewal season. Accounting will continue to work with PeopleSoft consultants in the fall regarding further reporting modifications.

C. Underwriting Report

Claire King, Underwriting Manager, provided an overview of the Underwriting Department report and an update on the status of the department. Underwriting is extremely busy because of the renewal season, and unfortunately renewal applications are arriving at a slower pace for the second year in a row. Nevertheless, underwriting will continue to work diligently to provide renewal proposals in as timely a manner as possible. Reminder that all bind orders must be received by June 30, so all brokers and members who have not completed their renewal applications should do so as soon as possible. Also asked members to refrain from submitting payment of their renewal premiums based on the amounts reflected on their binder letters; members will receive official invoices from the Accounting department in late July or early August, and the amounts due may be adjusted downward based on whether the member qualifies for the surplus return credit.

D. Claims Report

Sherwin Archibald, Claims Manager, provided an overview of the Claims Department report and an update on the status of the department. Since last meeting, there has been a noticeable increase in claims on all lines (property by 64%, general liability by 21%), except for auto liability (down about 7% and has been trending down). Since January, all claims are up about 10%; largest increases are on general liability at 50% (attributed to ethics claims), errors and omissions

at 19% (attributed to IEP and due process claims), and workers' compensation at 3%. Since January, both auto liability and property are down about 4% each.

E. Information Technology Report

Jeff Cook, Information Technology Manager, provided an overview of the Information Technology Department report and an update on the status of the department. Added to his written report that he plans to discuss productivity metrics at the Board retreat in July. These metrics will permit supervisors and managers to view workflows at a glance.

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. Attended the 62nd annual ASBO conference last week. Noted that presentations were excellent and provided inspiration for subfund meetings next fall. Reported that safety grant portal has closed and that board resolutions are due by September 15. Received 348 completed applications; 2 members requested extensions, 3 were ineligible to receive a safety grant due to non-renewal. Lastly, all subfund meetings for the year have been completed; looking forward to the fall.

ITEM #7 DISCUSSION ITEMS

A. Trustee nominations; Chair, Vice Chair nominations

Presented by Deitch. Noted that Jamie Moscony offered to serve as Chairperson and that Irene Le Febvre offered to continue to serve as Vice-Chairperson. Also noted that three Trustees' terms are expiring at the end of the month: Christopher Carrubba, Jamie Moscony, and Damaris Gurowsky, and will recommend extending their terms another three years as an action item later.

B. 2024 Board retreat topics

Presented by Deitch. Retreat will be held on July 23, 2024 at 1:00 p.m. Topics will include productivity metrics, NJSIG's history, and our workers' compensation managed care program.

ITEM #8 ACTION ITEMS

A. Checking accounts & new claims ratification (NJSIG No. 0624-01)

Presented by Carosi

B. 2024/2025 Budget – second reading (NJSIG No. 0624-02)

Presented by Carosi.

C. Revisions to Plan of Risk Management – second reading (NJSIG No. 0624-03)

Presented by Deitch.

D. 2024/2025 Board Meeting Dates – second reading (NJSIG No. 0624-04)

Presented by Deitch.

E. Revisions to Policy 6230 (Sick Leave) – first reading (NJSIG No. 0624-05)

Presented by Deitch.

F. Trustee nominations (NJSIG No. 0624-06)

Presented by Deitch.

G. Position grades and wage ranges (NJSIG No. 0624-07)

Presented by Deitch.

H. Contracting:

i. Underwriting Policy Admin. Software & Services (NJSIG No. 0624-08)

Presented by Cook.

ii. Loss Control Property Inspection Services (NJSIG No. 0624-09)

Presented by Schilling.

iii. Outside Counsel – SBLL/E&O (NJSIG No. 0624-10)

Presented by Archibald.

iv. Outside Counsel – GL, WC, complex, school/educ. (NJSIG No. 0624-11)

Presented by Archibald.

v. Outside Counsel – coverage, subro., SBIG (NJSIG No. 0624-12)

Presented by Archibald.

vi. Document Management Software & Services (NJSIG No. 0624-13)

Presented by Cook.

vii. Actuarial Services (NJSIG No. 0624-14)

Presented by Deitch.

viii. Excess and reinsurance for 2024/2025 policy year (NJSIG No. 0624-15)

Presented by Deitch.

Action Taken: Board elected to approve all action items as a block:

Moved (Gurowsky) \ Second (Carrubba) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to approve all resolutions as presented. No opposition or abstentions.

ITEM #9 NEW BUSINESS

None.

ITEM #10 CLOSED (EXECUTIVE) SESSION

Action Taken: Moved (Carrubba) \ Second (Casey) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to enter into closed (executive) session at approximately 1:31 pm. 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.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ITEM #11 ADJOURN MEETING

Action Taken: Moved (Moscony) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to adjourn the meeting at approximately 1:49 p.m.