



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 July 23, 2024 (Ratified at the Board of Trustees Meeting on September 18, 2024)

New Jersey Schools Insurance Group’s Board of Trustees Meeting of July 23, 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.

NJSIG Staff: Jill Deitch, Esq.; Beth Ferlicchi, Esq.; Benjamin Zieman, Esq.; Michele Carosi; Sherwin Archibald; Lauren Schilling; Claire King; Jeff Cook; Shevon Bennett; Leslie McMahon.

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 June 14, 2024. 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	–	Absent
Damaris Gurowsky	–	Present
Irene LeFebvre	–	Present
Jamie Moscony	–	Absent

Chris Russo, Ed.D. – Present
Alix Silva – Present

ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION MINUTES OF June 12, 2024

Action Taken: Moved (Russo) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Russo, Silva) to accept the June 12, 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 DISCUSSION ITEMS

A. NJSIG History

Presented by Russo. Discussed how and why the composition of the Board of Trustees evolved over time to include three business administrators, three superintendents, and three school board members. Explained that the Board presidency was intended to continually rotate so that all Board members could have a chance to lead and to bring new ideas to the table. Discussed how the organization itself began to operate in a more professional manner over the last ten to fifteen years, as well as the successful handling of the OLS investigation.

B. Productivity Metrics Dashboard

Presented by Cook. Provided an overview of the productivity metrics dashboard, including what it is, why it was developed, how it works, plans for future development, etc.

C. Member Services and Loss Control – 2023/2024 Year in Review and Future Plans

Presented by Schilling. Highlighted department's successes and challenges overcome in the last year. Discussed hiring of a new marketing and communications representative who revamped our marketing materials and new member packets, improved communications with members and brokers, and enhanced our internal morale committee. Discussed the hiring of a new member

services and loss control representative. Looking forward to developing new initiatives, such as custom loss trend analyses and claims reviews, tailored loss control prevention tools based on individual experiences, yearly check-ins with broker partners to review policy changes and value-added services upgrades, and reenergizing safety committees. Summarized the department's successful workers' compensation intake trainings for school nurses, claims contacts, and supervisors, as well as efforts to create and enhance our programs in conjunction with the IT department. Discussed new value-added service (24/7 crisis hotline) and some important successes from the latest member renewal.

D. Workers' Compensation Intake First Year

Presented by Archibald. Provided an overview of the worker's compensation intake department, which was brought in-house last year. Explained why the intake function was brought in-house, the composition of the team, and how the team handles intake calls. Highlighted the advantages of having intake in-house, such as being able to cut down on costly emergency room visits, the injured employee being able to speak directly with NJSIG personnel, faster claim setup and processing, and real-time edits to the provider list. Noted that NJSIG has received great feedback from members, especially regarding the online incident reporting form.

E. Mount Laurel Office Lease

Presented by Deitch. Recently met with landlord to discuss lease renewal options, as the lease ends in December 2025. Building itself has low occupancy but landlord still appears to be servicing the building as it should. Landlord has promised to address the elevator service issues. Discussed with landlord some changes we might want to make to the building if we stay. Contacted a tenant advocate, who will be sending us comparable properties in the area to help us decide if we want to move or stay.

ITEM #6 ACTION ITEMS

A. Checking accounts & new claims ratification (NJSIG No. 0724-01)

Presented by Carosi

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

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

B. Revisions to Policy 6230 (Sick Leave) – second reading (NJSIG No. 0724-02)

Presented by Deitch.

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

ITEM #7 NEW BUSINESS

None.

ITEM #8 CLOSED (EXECUTIVE) SESSION

None.

ITEM #9 ADJOURN MEETING

Action Taken: Moved (Russo) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Russo, Silva) to adjourn the meeting at approximately 2:07 p.m.