
SCHOOL ALLIANCE INSURANCE FUND

BOARD OF TRUSTEES' MEETING MINUTES

October 23, 2024

I. Call to Order – Staci Horne, Chairperson

The meeting was called to order at 10:11 a.m. by Staci Horne, Chairperson.

II. Open Public Meetings Statement – Staci Horne, Chairperson

The Open Public Meeting Act was read by Staci Horne, Chairperson.

III. Roll Call

Board of Trustees

		<u>Attendance</u>
Nancy DeRiso	Byram Township Board of Education	Absent
Melissa Livengood	Cinnaminson Township Board of Education	Present
Patrick Pisano	Freehold Borough Board of Education	Absent
Danielle Tarvin	Lenape Valley Regional School District	Absent
Michael Blake	Maple Shade Board of Education	Present
Samantha Dembowski	North Arlington Board of Education	Present
Staci Horne	Phillipsburg Board of Education	Present
Nicole Petrone	Upper Freehold Regional School District	Absent
Chris Heagele	Warren Township Board of Education	Absent

Alternate Board of Trustees

Susan Joyce	Delaware Township Board of Education	Present
Sara Winchester	Ocean County College	Absent
Jean Flynn	Washington Township Board of Education	Present

Fund Commissioners Present

Also Present

Chuck Hartsoe	PEGAS
Kelly Machu	
Barbara Murphy	PEGAS/Risk and Loss Managers, Inc.
Craig Klein	
Jamie Shooks	The Actuarial Advantage
Fran Domitrowski (via Zoom)	WithumSmith+Brown
Robert Granata	Highland Claim Services
Lisa Pflug	
Linda Wehner	
Brian Maitland	JA Montgomery Services
Natalie Dougherty	
Lisa Gallo	Qual-Lynx
Nicole Longacre	
M. Paige Berry	Saul Ewing, LLP
John Latimer	The Barclay Group
John Latimer, Jr.	
Tim Latimer	
Lisa Gonteski	
Michael McGrath	The Van Dyk Group

IV. Introduction of Guests

Lisa Gallo of Qual-Lynx introduced her associate Nicole Longacre.

V. Minutes

A. Approval of the July 18, 2024 Fund Commissioners' and Board of Trustees' Reorganization Meeting Minutes

Motion to approve the July 18, 2024 Fund Commissioners' and Board of Trustees' Reorganization Meeting Minutes.

Moved: Michael Blake

Seconded: Samantha Dembowski

Vote: Approved: Unanimous Nay:

VI. Reports

A. Chairperson – Staci Horne

There was no report.

B. Secretary – Michael Blake

There was no report.

C. Attorney's Report – Saul Ewing, LLP - M. Paige Berry

1. Monthly Report

Paige Berry presented the Attorney's Report included in the agenda package.

2. Resolution 24-15 Appointment of Risk Management Consultant

Motion to approve Resolution 24-15 Appointment of Risk Management Consultant.

Moved: Michael Blake

Seconded: Staci Horne

Vote: Approved: Unanimous Nay:

3. Resolution 24-16 Approving Amended OPRA Request Form and Fees

Motion to approve Resolution 24-16 Approving Amended OPRA Request Form and Fees.

Moved: Staci Horne

Seconded: Samantha Dembowski

Vote: Approved: Unanimous Nay:

D. Treasurer's Report – Barbara Murphy

Barbara Murphy presented the Bill List and Treasurer's Report.

1. Approval of the Treasurer's Report and Bill List for all fund years.

Motion to approve the Bill List and Treasurer's Report for all fund years totaling \$12,231,382.12.

Moved: Michael Blake

Seconded: Jean Flynn

Vote: Approved: Unanimous Nay:

E. Financial Presentation

1. Actuarial Report for year ending June 30, 2024

Actuarial Advantage – Jamie Shooks

Jamie Shooks presented the actuarial report, explaining the purpose of the report is to analyze the Fund's net losses and allocated loss adjustment expense reserves and to project ultimate net losses. Jamie commented that the incurred but not reported (IBNR) reserve is a provision that takes into account the emergence of unknown claims, development of known claims and the reopening of closed claims. As of the June 30, 2024 valuation date, total IBNR and case reserves for all fund years was \$31,723,704.

2. Financial Report for year ending June 30, 2024

Withum, Smith + Brown – Shawn Gillon

Shawn Gillon presented the audited financial statements as of June 30, 2024. The cumulative balance sheet shows assets of \$58,120,778, liabilities of \$38,712,015 and a surplus of \$19,408,763. Shawn stated the financial statements are presented in accordance with generally accepted accounting principles and that there were no recommendations noted.

Motion to approve Resolution 24-17 Certifying Review of Annual Audit Report.

Moved: Michael Blake

Seconded: Jean Flynn

Vote: Approved: Unanimous Nay:

F. Administrator - Public Entity Group Administrative Services - Chuck Hartsoe

1. Summary of Topics

Per the memorandum included in the agenda package.

G. Loss Control Specialist – J. A. Montgomery Services

There was no report.

H. Managed Care Organization – Qual-Lynx – Lisa Gallo

Lisa Gallo presented the Activity Report and Bill Review Services report included in the agenda package.

I. Claims Servicing Organization - Highland Claim Services Inc.

There was no report.

J. Old Business

The administrator reported that Nancy DeRiso was scheduled to retire at the end of the year thereby creating a Trustee vacancy for the board. Chuck Hartsoe stated Kelly Machu had joined PEGAS.

K. New Business

There was no new business.

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L. Claims Sub-Committee Report

Ratification of the Claims Sub-Committee’s August 12, 2024, September 9, 2024 and October 18, 2024 Meeting Minutes.

Motion to ratify the Claim Sub-Committee’s August 12, 2024, September 9, 2024 and October 18, 2024 Meeting Minutes.

Moved: Michael Blake

Seconded: Jean Flynn

Vote: Approved: Unanimous Nay:

M. Public Comment

There was no public comment.

VII. Adjournment

Motion to adjourn the meeting.

Moved: Michael Blake

Seconded: Jean Flynn

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:48 a.m.

The next meeting will be held on **Thursday, March 20, 2025 at 11:00 a.m. via Zoom.**

Respectfully Submitted,

Authorized Signature

Date