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**SCHOOL ALLIANCE INSURANCE FUND**

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**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES  
July 29, 2021**

**I. Call to Order - Chuck Hartsoe, Administrator**

The meeting was called to order at 11:08 a.m. by Chuck Hartsoe, Administrator.

**II. Open Public Meetings Statement - Chuck Hartsoe, Administrator**

The Open Public Meetings Act was read by Chuck Hartsoe, Administrator.

**III. Roll Call**

Pursuant to Attachment "A"

**IV. Introduction of Guests**

There were no introductions.

**V. Old Business**

There was no old business.

**VI. New Business**

**A. Nominating Committee Report - Willard R. Young, Administrator**

**1. Election of Officers to Serve Full Fund and Board of Trustees**

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

The administrator stated that the nominating committee recommended the following fund commissioners to serve the Full Fund and Board of Trustees as officers and Trustees:

Gail Libby, Chairperson	Mt. Olive Township Board of Education
Steve Terhune, Vice-Chairperson	Southern Regional School District
Joseph Kelly, Secretary	Rutherford Board of Education

There were no additional nominations.

***Motion*** to approve Resolution 21-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

**Moved:** Staci Horne

**Seconded:** Barbara Decker

**Vote:** Approved: Unanimous    Nay:

**2. Election of the Board of Trustees and Alternate Trustees**

The administrator stated that the nominating committee recommended the following fund commissioners to serve as Trustees:

Barbara Decker	Franklin Borough Board of Education
Joseph Howe	Freehold Borough Board of Education
Michael Blake	Maple Shade Board of Education
Samantha Dembowski	North Arlington Board of Education
Staci Horne	Phillipsburg Board of Education
Jenine Murray	Wood-Ridge Board of Education

There were no additional nominations.

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**Motion** to approve Resolution 21-02 Authorizing the Election of the Board of Trustees.

**Moved:** Steve Terhune

**Seconded:** Gail Libby

**Vote:** Approved: Unanimous Nay:

The administrator stated that the nominating committee recommended the following fund commissioners to serve as Alternate Trustees:

Haquisha Taylor  
Sara Winchester  
Nancy DeRiso

Fort Lee Board of Education  
Ocean County College  
Oxford Township Board of Education

There were no additional nominations.

**Motion** to approve Resolution 21-03 Authorizing the Election of the Alternate Trustees.

**Moved:** Gail Libby

**Seconded:** Steve Terhune

**Vote:** Approved: Unanimous Nay:

**VII. Public Comment**

The administrator stated that PEGAS is under contract to the Fund to provide administrative services. Additionally, one member of PEGAS is a risk management consultant to individual members of the Fund. PEGAS, from time to time, acts as a licensed reinsurance broker for policies issued to the Fund and may receive compensation to offset the expenses of procuring reinsurance. These relationships have been fully disclosed to the Fund Commissioners and to the State pursuant to the regulations of the New Jersey Department of Banking and Insurance as well as to the Department of Community Affairs.

**VIII. Adjournment**

**Motion** to adjourn the meeting.

**Moved:** Staci Horne

**Seconded:** Joseph Kelly

**Vote:** Approved: Unanimous Nay:

The meeting adjourned at 11:14 a.m.

Respectfully submitted,



\_\_\_\_\_  
Authorized Signature

11/11/21

\_\_\_\_\_  
Date

## Attachment "A" to the Fund Commissioners' July 29, 2021 Reorganization Meeting Minutes

Representatives from the following members were present:

Barnegat Township School District	Newton Board of Education
Beach Haven Board of Education	North Arlington Board of Education
Caldwell - West Caldwell Board of Education	Ocean County College
Cinnaminson Township Board of Education	Paulsboro Board of Education
Frankford Township Board of Education	Pemberton Township Board of Education
Franklin Borough Board of Education	Phillipsburg Board of Education
Franklin Township Board of Education	River Dell Regional Board of Education
Freehold Borough Board of Education	Rutherford Board of Education
Hackettstown Board of Education	Southern Regional School District
Hoboken Charter School	Sparta Township School District
Hunterdon County Vocational School District	Stafford Township Elementary School District
Kearny Board of Education	Stanhope Board of Education
Logan Township Board of Education	Sterling High School District
Manasquan Board of Education	Tewksbury Township School District
Mansfield Board of Education	Vineland Public Charter School
Maple Shade Board of Education	Wallington Board of Education
Millville Public Charter School	Washington Township Board of Education
Mt. Olive Township School District	

The following fund professionals were also present:

Willard R. Young, 3 <sup>rd</sup>	PEGAS	John Latimer	The Barclay Group
Chuck Hartsoe		Tim Latimer	
Barbara Murphy	PEGAS/Risk and Loss Managers	Lisa Gonteski	
Craig Klein		Mike McCarthy	
M. Paige Berry	Saul Ewing Arnstein & Lehr, LLP	Lou Beckerman	Beckerman Insurance
Robert Granata	Highland Claim Services Inc.	Crystal Robinson	Brown & Brown Metro
Lisa Pflug		Lee Nestel	CBIZ/Centric
Linda Wehner		Bruce Walsh	
Michael Niznik	Partnership Safety Consulting	Alfred T. Kirk	Conner Strong Companies, Inc.
Lisa Gallo	Qual-Lynx	Sherry Graiff	
Barbara Fitzpatrick	AJG/Princeton	Judy Pecoraro	EPIC Insurance Brokers
Latonya Brennan		Jennifer Olson	Hardenbergh Insurance Group
Dan Regan		Brent Harries	USI Insurance Services
George Morville	AJG/Newton	Jim Malkiewicz	The Van Dyk Group
Victoria Sjulander	Alliant Insurance Services	Michael McGrath	
Stowell Fulton	Atlantic Associates	Donna Ripolino	Willis Towers Watson
Shannon Balken	Balken Risk		

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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES  
July 29, 2021**

**I. Call to Order - Gail Libby, Chairperson**

The meeting was called to order at 11:14 a.m. by Gail Libby, Chairperson.

**II. Open Public Meetings Statement - Gail Libby, Chairperson**

The Open Public Meeting Act was read by Gail Libby, Chairperson.

**III. Roll Call**

Board of Trustees

		<u>Attendance</u>
Barbara Decker	Franklin Borough Board of Education	Present
Joseph Howe	Freehold Borough Board of Education	Present
Michael Blake	Maple Shade Board of Education	Present
Gail Libby	Mt. Olive Township Board of Education	Present
Samantha Dembowski	North Arlington Board of Education	Present
Staci Horne	Phillipsburg Board of Education	Present
Joseph Kelly	Rutherford Board of Education	Present
Steve Terhune	Southern Regional School District	Present
Jenine Murray	Wood-Ridge Board of Education	Absent

Alternate Board of Trustees

Haquisha Taylor	Fort Lee Board of Education	Absent
Sara Winchester	Ocean County College	Present
Nancy DeRiso	Oxford Township Board of Education	Absent

Others present:

Pursuant to attachment "A"

**IV. Minutes**

**A. Approval of the June 3, 2021 Board of Trustees Open Meeting Minutes**

***Motion*** to approve the June 3, 2021 Board of Trustees Open Meeting Minutes.

**Moved:** Barbara Decker

**Seconded:** Staci Horne

**Vote:** Approved: Unanimous      Nay:      Abstain:

**V. Reports**

**A. Chairperson**

1. Appointment of the Safety and Education Advisory Committee

The following committee members volunteered to participate with regard to the Safety and Education Advisory Committee:

Fund Commissioners

Staci Horne  
Joseph Kelly  
Samantha Dembowski  
Sara Winchester

Risk Managers

Latonya Brennan  
Jim Malkiewicz  
Bob Gemmell  
Bob Cottone  
Lou Beckerman

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2. Appointment of Finance Sub-Committee  
The following trustees were appointed to the Finance Sub- Committee:  
Joseph Kelly, Chairperson  
Joseph Howe
3. Appointment of Claims Sub-Committee  
The following trustees were appointed to the Claims Sub-Committee:  
Gail Libby, Chairperson  
Joseph Kelly  
Michael Blake, Alternate
4. Appointment of SEL Fund Commissioners  
The following trustees were appointed as SEL Fund Commissioners.  
Gail Libby  
Staci Horne  
Steve Terhune, Alternate

**B. Secretary**

There was no report.

**C. Attorney's Report - Saul Ewing Arnstein & Lehr, LLP - M. Paige Berry**

1. Resolutions 21-04 through 21-18  
The fund attorney presented the following resolutions.
  - a. Appointment of Service Providers  
Resolution 21-04 Appointing Service Providers for the 2021/2022 fund year.
    - (1) Actuary - The Actuarial Advantage
    - (2) Attorney - Saul Ewing Arnstein & Lehr, LLP
    - (3) Auditor - Withum, Smith + Brown
    - (4) Claims Servicing - Highland Claim Services, Inc.
    - (5) Custodian of Funds - Kenneth MacMillan
    - (6) Investment Manager - PFM Asset Management, LLC.
    - (7) Loss Control/Safety Administrator - Partnership Safety Consultants
    - (8) Managed Care - Qual-Lynx
  - b. Resolution 21-05 Authorizing the Execution of Contracts with Service Providers for the 2021/2022 fund year.
    - (1) Actuary - The Actuarial Advantage
    - (2) Attorney - Saul Ewing Arnstein & Lehr, LLP
    - (3) Auditor - Withum, Smith + Brown
    - (4) Claims Servicing - Highland Claim Services, Inc.
    - (5) Custodian of Funds - Kenneth MacMillan
    - (6) Investment Manager - PFM Asset Management, LLC
    - (7) Loss Control/Safety Administrator - Partnership Safety Consultants
    - (8) Managed Care - Qual-Lynx
  - c. Resolution 21-06 Appointment of Risk Management Consultants
  - d. Resolution 21-07 Appointment of Regional Safety Risk Management Consultants
  - e. Resolution 21-08 Designation the Administrator as Agent to Receive Service of Process on Behalf of the Fund and Designation of the Official Place Where the Records and Books of the Fund Shall be Maintained

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- f. Resolution 21-09 Designating the Appointment of the Fund's Public Agency Compliance Officer.
- g. Resolution 21-10 Adopting the Cash Management Plan for the 2021/2022 fund year.
- h. Resolution 21-11 Designating the Official Depositories of the Fund.
- i. Resolution 21-12 Designating the Individuals as the Fund's Signatories for the 2021/2022 fund year.
- j. Resolution 21-13 Setting an interest rate on delinquent assessments for the 2021/2022 fund year.
- k. Resolution 21-14 Adopting the Meeting Place, Schedule, and Official Newspapers for the 2021/2022 fund year.
- l. Resolution 21-15 Appointing Highland Claim Services, Inc., as a Certifying and Approving Officer.
- m. Resolution 21-16 Appointing the Claims Committee as a Certifying and Approving Officer to the Fund.
- n. Resolution 21-17 Adoption of Policy for Public Participation.
- o. Resolution 21-18 Adoption of Amended Defense Counsel Fees.

**Motion** to approve Resolutions 21-04 through 21-18.

**Moved:** Joseph Kelly

**Seconded:** Barbara Decker

**Vote:** Approved: Unanimous          Nay

- 2. Monthly Report  
The report was included in the agenda packet.

**D. Treasurer's Report - Barbara Murphy**

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

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

**Motion** to approve the Bill List and Treasurer's Report for all fund years totaling \$19,401,039.99.

**Moved:** Staci Horne

**Seconded:** Steve Terhune

**Vote:** Approved: Unanimous          Nay

**E. Administrator - Public Entity Group Administrative Services - Chuck Hartsoe**

- 1. Summary of Topics Memorandum (included in the agenda packet)
  - a. 2021/2022 1<sup>st</sup> Installment Assessments
  - b. Outstanding Documents
  - c. 2021/2022 Safety Incentive Program
  - d. STOPit Program
  - e. Vector Solutions Program (formerly SafeSchools)
  - f. HR Helpline
  - g. NJ Motor Vehicle Commission (CAIR)  
The administrator noted the Fund submits a master COI directly to the NJMVC that covers all members of the Fund transportation vehicle inspection requirements.
  - h. MEL Safety Institute

**F. Loss Control Specialist – Partnership Safety Consultants**

There was no report.

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**G. Managed Care Organization – Qual-Lynx**

Lisa Gallo presented the medical savings report distributed prior to the meeting.

**H. Claims Servicing Organization – Highland Claim Services, Inc.**

There was no report.

**I. Old Business**

There was no old business.

**J. New Business**

1. **Motion** to Open the Public Hearing on the 2020/2021 Fund Year Budget  
Revision #1

**Moved:** Staci Horne

**Seconded:** Steve Terhune

**Vote:** Approved: Unanimous      Nay:

2. **Motion** to Close the Public Hearing and Adopt the 2020/2021 Fund Year Budget  
Revision #1

**Moved:** Steve Terhune

**Seconded:** Staci Horne

**Vote:** Approved: Unanimous      Nay:

3. **Motion** to Open the Public Hearing on the 2021/2022 Fund Year Budget

**Moved:** Steve Terhune

**Seconded:** Staci Horne

**Vote:** Approved: Unanimous      Nay:

4. **Motion** to Close the Public Hearing and Adopt the 2021/2022 Fund Year Budget

**Moved:** Staci Horne

**Seconded:** Joseph Kelly

**Vote:** Approved: Unanimous      Nay:

**K. Claims Sub-Committee Report**

Ratification of the Claims Sub-Committee's June 17, 2021 Meeting Minutes

**Motion** to ratify the Claims Sub-Committee's June 17, 2021 meeting minutes.

**Moved:** Staci Horne

**Seconded:** Steve Terhune

**Vote:** Approved: Unanimous      Nay:

**VI. Public Comment**

Gail Libby read aloud a Resolution of Appreciation to Thomas Egan due to his planned departure from the Cinnaminson Board of Education. She expressed the Fund members' deepest appreciation for his efforts. Thomas Egan expressed his gratitude to the group and thanked Barbara Murphy specifically.

**Motion** to approve a Resolution of Appreciation for Thomas Egan.

**Moved:** Steve Terhune

**Seconded:** Joseph Kelly

**Vote:** Approved: Unanimous      Nay:

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**VII. Adjournment**

***Motion*** to adjourn the meeting.

**Moved:** Steve Terhune

**Seconded:** Staci Horne

**Vote:** Approved: Unanimous                      Nay:

The meeting was adjourned at 11:46 a.m.

The next meeting will be held November 11, 2021 via Zoom.

Respectfully submitted,



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Authorized Signature



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Date



**Attachment "A" to the Board of Trustees'  
July 29, 2021 Reorganization Meeting Minutes**

Representatives from the following members were present:

Barnegat Township School District	Millville Public Charter School
Beach Haven Board of Education	Newton Board of Education
Caldwell - West Caldwell Board of Education	Paulsboro Board of Education
Cinnaminson Township Board of Education	Pemberton Township Board of Education
Frankford Township Board of Education	River Dell Regional Board of Education
Franklin Township Board of Education	Sparta Township School District
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Hoboken Charter School	Stanhope Board of Education
Hunterdon County Vocational School District	Sterling High School District
Kearny Board of Education	Tewksbury Township School District
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Mansfield Board of Education	Washington Township Board of Education

The following fund professionals were also present:

Willard R. Young, 3 <sup>rd</sup>	PEGAS	John Latimer	The Barclay Group
Chuck Hartsoe		Tim Latimer	
Barbara Murphy	PEGAS/Risk and Loss Managers	Lisa Gonteski	
Craig Klein		Mike McCarthy	
M. Paige Berry	Saul Ewing Arnstein & Lehr, LLP	Lou Beckerman	Beckerman Insurance
Robert Granata	Highland Claim Services Inc.	Crystal Robinson	Brown & Brown Metro
Lisa Pflug		Lee Nestel	CBIZ/Centric
Linda Wehner		Bruce Walsh	
Michael Niznik	Partnership Safety Consulting	Alfred T. Kirk	Conner Strong Companies, Inc.
Lisa Gallo	Qual-Lynx	Sherry Graiff	
Barbara Fitzpatrick	AJG/Princeton	Judy Pecoraro	EPIC Insurance Brokers
Latonya Brennan		Jennifer Olson	Hardenbergh Insurance Group
Dan Regan		Brent Harries	USI Insurance Services
George Morville	AJG/Newton	Jim Malkiewicz	The Van Dyk Group
Victoria Sjulander	Alliant Insurance Services	Michael McGrath	
Stowell Fulton	Atlantic Associates	Donna Ripolino	Willis Towers Watson
Shannon Balken	Balken Risk		