
SCHOOL ALLIANCE INSURANCE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
July 30, 2020**

I. Call to Order - Chuck Hartsoe

The meeting was called to order at 11:05 a.m. by Chuck Hartsoe.

II. Open Public Meetings Statement – Chuck Hartsoe

The Open Public Meetings Act was read by Chuck Hartsoe.

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 - Administrator, Willard R. Young

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 20-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

Moved: Steve Kepnes, Vernon BOE

Seconded: Staci Horne, Phillipsburg BOE

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:

Thomas Egan	Cinnaminson Board of Education
Barbara Decker	Franklin Borough Board of Education
Joseph Howe	Freehold Borough Board of Education
Samantha Dembowski	North Arlington Board of Education

SCHOOL ALLIANCE INSURANCE FUND

Staci Horne
Jenine Murray

Phillipsburg Board of Education
Wood-Ridge Board of Education

There were no additional nominations.

Motion to approve Resolution 20-02 Authorizing the Election of the Board of Trustees.

Moved: Gail Libby, Mt. Olive Township Board of Education

Seconded: Joseph Kelly, Rutherford Board of Education

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 20-03 Authorizing the Election of the Alternate Trustees.

Moved: Joseph Kelly, Rutherford Board of Education

Seconded: Gail Libby, Mt. Olive Township Board of Education

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: Thomas Egan, Cinnaminson Board of Education

Seconded: Steve Terhune, Southern Regional School District

Vote: Approved: Unanimous Nay:

The meeting adjourned at 11:12 a.m.

Respectfully submitted,



Authorized Signature

11/12/20

Date

Attachment “A” to the Fund Commissioners’ July 30, 2020 Reorganization Meeting Minutes

Representatives from the following members were present:

Barnegat Township School District	Maple Shade Board of Education
Brooklawn Board of Education	Mountainside Board of Education
Caldwell – West Caldwell Board of Education	Mt. Olive Township School District
Cherry Hill Board of Education	North Arlington Board of Education
Cinnaminson Township Board of Education	Ocean County College
East Newark Board of Education	Oxford Township Board of Education
ECO Charter School	Paulsboro Board of Education
Emerson Board of Education	Phillipsburg Board of Education
Flemington-Raritan Regional School District	Riverton Board of Education
Fort Lee Board of Education	Rockaway Borough Board of Education
Franklin Borough Board of Education	Rutherford Board of Education
Franklin Township Board of Education	Southern Regional School District
Freehold Borough Board of Education	Sparta Township School District
Hoboken Charter School	Stafford Township Elementary School District
Holland Township Board of Education	Stanhope Board of Education
Hunterdon County Vocational School District	Sterling High School District
Lenape Valley Regional High School District	Vernon Township School District
Leonia Board of Education	Washington Township Board of Education
Logan Township Board of Education	West Essex Regional Board of Education
Lyndhurst Board of Education	Wood-Ridge Board of Education
Mansfield Township Board of Education	

The following fund professionals were also present:

Willard R. Young, 3 rd	PEGAS	Sharon Cooper	Public Entity Advocates
Chuck Hartsoe		Robert Cottone	Rue Insurance
Barbara Murphy	PEGAS/Risk and Loss Managers	Jim Malkiewicz	The Van Dyk Group
Craig Klein		Michael McGrath	
M. Paige Berry	Saul Ewing Arnstein & Lehr, LLP	Donna Ripolino	Willis Towers Watson
Robert Granata	Highland Claim Services Inc.		
Lisa Pflug			
Linda Wehner			
Michael Niznik	Partnership Safety Consulting		
Lisa Gallo	Qual-Lynx		
Latonya Brennan	AJG/Princeton		
Dan Regan			
Stowell Fulton	Atlantic Associates		
David Balken	Balken Risk		
John Latimer	The Barclay Group		
Tim Latimer			
Lou Beckerman	Beckerman Insurance		
Bruce Walsh	CBIZ/Centric		
Kevin Sayle			
Alfred T. Kirk	Conner Strong Companies, Inc.		
Bonnie Ridolfino	Hardenbergh Insurance Group		
Jennifer Olson			
Alexandria Suro	Insurance Agency Management		
Maria Makos	Polaris Galaxy Insurance		

SCHOOL ALLIANCE INSURANCE FUND

**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES
July 30, 2020**

I. Call to Order - Gail Libby, Chairperson

The meeting was called to order at 11:12 a.m. by Chairperson Libby.

II. Open Public Meetings Statement - Gail Libby, Chairperson

The Open Public Meeting Act was read by Chairperson Libby.

III. Roll Call

Board of Trustees

Attendance

Thomas Egan	Cinnaminson Board of Education	Present
Barbara Decker	Franklin Borough Board of Education	Present
Joseph Howe	Freehold Borough 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	Present
Sara Winchester	Ocean County College	Present
Nancy DeRiso	Oxford Township Board of Education	Present

Others present:

Pursuant to attachment "A"

IV. Minutes

A. Approval of the May 28, 2020 Board of Trustees Open Meeting Minutes

Motion to approve the May 28, 2020 Board of Trustees Open Meeting Minutes.

Moved: Joseph Kelly

Seconded: Thomas Egan

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
Steve Kepnes
Joseph Howe

Risk Managers

Latonya Brennan
Jim Malkiewicz
Bob Gemmell
Bob Cottone
Lou Beckerman

SCHOOL ALLIANCE INSURANCE FUND

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

B. Secretary

There was no report.

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

1. Resolutions 20-04 through 20-16
The fund attorney presented the following resolutions.
 - a. Appointment of Service Providers
Resolution 20-04 Appointing Service Providers for the 2020/2021 fund year.
 - (1) Actuary - The Actuarial Advantage
 - (2) Administrator - Public Entity Group Administrative Services
 - (3) Attorney - Saul Ewing Arnstein & Lehr, LLP
 - (4) Auditor - Withum, Smith + Brown
 - (5) Claims Servicing - Highland Claim Services, Inc.
 - (6) Custodian of Funds - Kenneth MacMillan
 - (7) Investment Manager - PFM Asset Management, LLC.
 - (8) Loss Control/Safety Administrator - Partnership Safety Consultants
 - (9) Managed Care - Qual-Lynx
 - b. Resolution 20-05 Authorizing the Execution of Contracts with Service Providers for the 2020/2021 fund year.
 - (1) Actuary - The Actuarial Advantage
 - (2) Administrator - Public Entity Group Administrative Services
 - (3) Attorney - Saul Ewing Arnstein & Lehr, LLP
 - (4) Auditor - Withum, Smith + Brown
 - (5) Claims Servicing - Highland Claim Services, Inc.
 - (6) Custodian of Funds - Kenneth MacMillan
 - (7) Investment Manager - PFM Asset Management, LLC
 - (8) Loss Control/Safety Administrator - Partnership Safety Consultants
 - (9) Managed Care - Qual-Lynx
 - c. Resolution 20-06 Appointment of Risk Management Consultants
 - d. Resolution 20-07 Appointment of Regional Safety Risk Management Consultants

SCHOOL ALLIANCE INSURANCE FUND

- e. Resolution 20-08 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.
- f. Resolution 20-09 Designating the Appointment of the Fund's Public Agency Compliance Officer.
- g. Resolution 20-10 Adopting the Cash Management Plan for the 2020/2021 fund year.
- h. Resolution 20-11 Designating the Official Depositories of the Fund.
- i. Resolution 20-12 Designating the Individuals as the Fund's Signatories for the 2020/2021 fund year.
- j. Resolution 20-13 Setting an interest rate on delinquent assessments for the 2020/2021 fund year.
- k. Resolution 20-14 Adopting the Meeting Place, Schedule, and Official Newspapers for the 2020/2021 fund year.
- l. Resolution 20-15 Appointing Highland Claim Services, Inc., as a Certifying and Approving Officer.
- m. Resolution 20-16 Appointing the Claims Committee as a Certifying and Approving Officer to the Fund.

Motion to approve Resolutions 20-04 through 20-16.

Moved: Steve Terhune

Seconded: Thomas Egan

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 \$12,588,573.19.

Moved: Thomas Egan

Seconded: Staci Horne

Vote: Approved: Unanimous Nay

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

- 1. Summary of Topics Memorandum (included in the agenda packet)
 - a. 2020/2021 Fund Year Amended Risk Management Plan
The 2020/2021 Fund Year Risk Management Plan will include the following change: limit liability for third-party indoor environmental will be \$250,000 per incident/\$250,000 aggregate for associated legal defense expenses. Member deductible is \$100,000.

Motion to approve Resolution 20-17 Adopting the Amended Risk Management Plan for the 2020/2021 fund year.

Moved: Joseph Kelly

Seconded: Steve Terhune

Vote: Approved: Unanimous Nay:

F. Loss Control Specialist – Partnership Safety Consultants

SCHOOL ALLIANCE INSURANCE FUND

G. Managed Care Organization – Qual-Lynx

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

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

Moved: Thomas Egan

Seconded: Joseph Kelly

Vote: Approved: Unanimous Nay:

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

Moved: Steve Terhune

Seconded: Joseph Kelly

Vote: Approved: Unanimous Nay:

K. Claims Sub-Committee Report

Ratification of the Claims Sub-Committee’s June 8, 2020 Meeting Minutes

Motion to ratify the Claims Sub-Committee’s June 8, 2020 meeting minutes.

Moved: Steve Terhune

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

VI. Public Comment

There was no public comment.

VII. Adjournment

Motion to adjourn the meeting.

Moved: Steve Terhune

Seconded: Staci Horne

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 11:35 a.m.

The next meeting will be held November 12, 2020 via Zoom.

Respectfully submitted,



Authorized Signature

11/12/20

Date

Attachment “A” to the Board of Trustees’ July 30, 2020 Reorganization Meeting Minutes

Representatives from the following members were present:

Barnegat Township School District	Lyndhurst Board of Education
Brooklawn Board of Education	Mansfield Township Board of Education
Caldwell – West Caldwell Board of Education	Maple Shade Board of Education
Cherry Hill Board of Education	Mountainside Board of Education
East Newark Board of Education	Paulsboro Board of Education
ECO Charter School	Riverton Board of Education
Emerson Board of Education	Rockaway Borough Board of Education
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Hoboken Charter School	Stanhope Board of Education
Holland Township Board of Education	Sterling High School District
Hunterdon County Vocational School District	Vernon Township School District
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Logan Township Board of Education	

The following fund professionals were also present:

Willard R. Young, 3 rd	PEGAS	Tim Latimer	
Chuck Hartsoe		Lou Beckerman	Beckerman Insurance
Barbara Murphy	PEGAS/Risk and Loss Managers	Bruce Walsh	CBIZ/Centric
Craig Klein		Kevin Sayle	
M. Paige Berry	Saul Ewing Arnstein & Lehr, LLP	Alfred T. Kirk	Conner Strong Companies, Inc.
Robert Granata	Highland Claim Services Inc.	Bonnie Ridolfino	Hardenbergh Insurance Group
Lisa Pflug		Jennifer Olson	
Linda Wehner		Alexandria Suro	Insurance Agency Management
Michael Niznik	Partnership Safety Consulting	Maria Makos	Polaris Galaxy Insurance
Lisa Gallo	Qual-Lynx	Sharon Cooper	Public Entity Advocates
Latonya Brennan	AJG/Princeton	Robert Cottone	Rue Insurance
Dan Regan		Jim Malkiewicz	The Van Dyk Group
Stowell Fulton	Atlantic Associates	Michael McGrath	
David Balken	Balken Risk	Donna Ripolino	Willis Towers Watson
John Latimer	The Barclay Group		