
SCHOOL ALLIANCE INSURANCE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
July 21, 2022**

I. Call to Order - Chuck Hartsoe, Administrator

The meeting was called to order at 11:07 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
Staci Horne, Vice-Chairperson	Phillipsburg Board of Education
Joseph Kelly, Secretary	Rutherford Board of Education

There were no additional nominations.

Motion to approve Resolution 22-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

Moved: Edward Izbicki, Flemington-Raritan Regional School District

Seconded: Joseph Howe, Freehold Borough Board of Education

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
Nancy DeRiso	Oxford Board of Education
Jenine Murray	Wood-Ridge Board of Education

SCHOOL ALLIANCE INSURANCE FUND

There were no additional nominations.

Motion to approve Resolution 22-02 Authorizing the Election of the Board of Trustees.

Moved: Edward Izbicki, Flemington-Raritan Regional School District

Seconded: Joseph Howe, Freehold Borough School District

Vote: Approved: Unanimous Nay:

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

Haquisha Taylor

Fort Lee Board of Education

Sara Winchester

Ocean County College

Corey Lowell

Shore Regional High School District

There were no additional nominations.

Motion to approve Resolution 22-03 Authorizing the Election of the Alternate Trustees.

Moved: Edward Izbicki, Flemington-Raritan Regional School District

Seconded: Arlene Biesada, Lakehurst 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: Edward Izbicki, Flemington-Raritan Regional School District

Seconded: Staci Horne, Phillipsburg Board of Education

Vote: Approved: Unanimous Nay:

The meeting adjourned at 11:12 a.m.

Respectfully submitted,



Authorized Signature

10-26-2022

Date

**Attachment “A” to the Fund Commissioners’
July 21, 2022 Reorganization Meeting Minutes**

Representatives from the following members were present:

Barnegat Township School District	Maple Shade Board of Education
Berlin Borough Board of Education	Milford Board of Education
Caldwell - West Caldwell Board of Education	Millville Public Charter School
Cinnaminson Township Board of Education	Montgomery Township Board of Education
Emerson Board of Education	Moonachie Board of Education
Flemington-Raritan Regional Board of Education	Mt. Olive Township Board of Education
Franklin Borough Board of Education	North Arlington Board of Education
Fredon Township Board of Education	Oxford Township Board of Education
Freehold Borough Board of Education	Palisades Park Board of Education
Green Brook Board of Education	Paulsboro Board of Education
Hackettstown Board of Education	Phillipsburg Board of Education
Harding Township Board of Education	Randolph Township Board of Education
Hardyston Township Board of Education	Rutherford Board of Education
High Point Regional Board of Education	Stanhope Board of Education
Jefferson Township Board of Education	Sterling High School District
Keyport Board of Education	Vineland Public Charter School
Lakehurst Board of Education	West Essex Regional Board of Education
Leonia Board of Education	West Windsor - Plainsboro Regional Board of Education
Lyndhurst Board of Education	Education
Mansfield Board of Education	

The following fund professionals were also present:

Chuck Hartsoe	PEGAS	Tim Latimer	
Barbara Murphy	PEGAS/Risk and Loss Managers	Lisa Gonteski	
Craig Klein		Bob Gemmell	Brown & Brown Metro
M. Paige Berry	Saul Ewing Arnstein & Lehr,	Lee Nestel	CBIZ/Centric
LLP		Greg DerAsadourian	
Robert Granata	Highland Claim Services Inc.	Alfred T. Kirk	Conner Strong Companies, Inc.
Lisa Pflug		Sherry Graiff	
Linda Wehner		Jennifer Olson	Hardenbergh Insurance Group
Justine Schwinge		Alexandria Suro	Insurance Agency Management
Lisa Gallo	Qual-Lynx	Justin Gallo	Polaris Galaxy Group
George Morville	AJG/Newton	Sharon Cooper	Public Entity Advocates
Barbara Fitzpatrick	AJG/Princeton	Patrick Cassidy	R.D. Parisi Associates
John Calandriello	Allen Associates	Robert Cottone	Rue Insurance
Victoria Sjulander	Alliant Insurance Services	Giovanni Mancini	Treadstone Risk Management
Stowell Fulton	Atlantic Associates	Christine Cristadoro	USI Insurance Services
Lena Fulton		Sheree Eames-Tucker	
David Balklen	Balken Risk Management	Jim Malkiewicz	The Van Dyk Group
Shannon Balken		Michael McGrath	
Gia Mongioi		Martha Thalheimer	Whitney H. Roddy, Inc.
John Latimer	The Barclay Group	Donna Ripolino	Willis Towers Watson

SCHOOL ALLIANCE INSURANCE FUND

**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES
July 21, 2022**

I. Call to Order - Gail Libby, Chairperson

The meeting was called to order at 11:12 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

<u>Board of Trustees</u>		<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
Nancy DeRiso	Oxford Board of Education	Present
Staci Horne	Phillipsburg Board of Education	Present
Joseph Kelly	Rutherford Board of Education	Present
Jenine Murray	Wood-Ridge Board of Education	Absent
 <u>Alternate Board of Trustees</u>		
Haquisha Taylor	Fort Lee Board of Education	Absent
Sara Winchester	Ocean County College	Absent
Corey Lowell	Shore Regional High School District	Absent

Others present:

Pursuant to attachment "A"

IV. Minutes

A. Approval of the May 19, 2022 Board of Trustees Open and Closed Meeting Minutes

Motion to approve the May 19, 2022 Board of Trustees Open Meeting Minutes.

Moved: Barbara Decker

Seconded: Staci Horne

Vote: Approved: Unanimous Nay:

V. Reports

A. Chairperson

1. Safety and Education Advisory Sub-Committee

The committee appointment was deferred to allow time to poll the group for those interested in participating.

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

SCHOOL ALLIANCE INSURANCE FUND

4. Appointment of SEL Fund Commissioners
The following trustees were appointed as SEL Fund Commissioners.
Gail Libby
Staci Horne
Barbara Decker, Alternate

B. Secretary

There was no report.

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

1. Resolutions 22-04 through 22-16
The fund attorney presented the following resolutions.
- a. Appointment of Service Providers
Resolution 22-04 Appointing Service Providers for the 2022/2023 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 22-05 Authorizing the Execution of Contracts with Service Providers for the 2022/2023 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 22-06 Appointment of Risk Management Consultants
- d. Resolution 22-07 Appointment of Regional Safety Risk Management Consultants
- e. Resolution 22-08 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 22-09 Designating the Appointment of the Fund's Public Agency Compliance Officer.
- g. Resolution 22-10 Adopting the Cash Management Plan for the 2022/2023 fund year.
- h. Resolution 22-11 Designating the Official Depositories of the Fund.
- i. Resolution 22-12 Designating the Individuals as the Fund's Signatories for the 2022/2023 fund year.
- j. Resolution 22-13 Setting an interest rate on delinquent assessments for the 2022/2023 fund year.

SCHOOL ALLIANCE INSURANCE FUND

- k. Resolution 22-14 Adopting the Meeting Place, Schedule, and Official Newspapers for the 2022/2023 fund year.
- l. Resolution 22-15 Appointing the Claims Committee and Highland Claim Services, Inc., as a Certifying and Approving Officers.
- m. Resolution 22-16 Adoption of 2022/2023 Risk Management Plan.

Motion to approve Resolutions 22-04 through 22-16.

Moved: Staci Horne

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 \$14,880,329.27.

Moved: Staci Horne

Seconded: Barbara Decker

Vote: Approved: Unanimous Nay

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

- 1. Summary of Topics
Per the memorandum included in the agenda packet.

F. Loss Control Specialist – Partnership Safety Consultants

There was no report.

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 2021/2022 Fund Year Budget Revision #1

Moved: Staci Horne

Seconded: Joseph Kelly

Vote: Approved: Unanimous Nay:

- 2. **Motion** to Close the Public Hearing and Adopt the 2021/2022 Fund Year Budget Revision #1

Moved: Joseph Kelly

Seconded: Staci Horne

Vote: Approved: Unanimous Nay:

SCHOOL ALLIANCE INSURANCE FUND

- 3. **Motion** to Open the Public Hearing on the 2022/2023 Fund Year Budget
Moved: Staci Horne
Seconded: Joseph Kelly
Vote: Approved: Unanimous Nay:
- 4. **Motion** to Close the Public Hearing and Adopt the 2022/2023 Fund Year Budget
Moved: Joseph Kelly
Seconded: Barbara Decker
Vote: Approved: Unanimous Nay:

K. Claims Sub-Committee Report

Ratification of the Claims Sub-Committee's June 13, 2022 Meeting Minutes

Motion to ratify the Claims Sub-Committee's June 13, 2022 meeting minutes.

Moved: Michael Blake

Seconded: Staci Horne

Vote: Approved: Unanimous Nay:

VI. Public Comment

There was no public comment.

VII. Adjournment

Motion to adjourn the meeting.

Moved: Staci Horne

Seconded: Barbara Decker

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 11:31 a.m.

The next meeting will be held Wednesday, October 26, 2022 in Atlantic City.

Respectfully submitted,



Authorized Signature

10-26-22

Date

**Attachment "A" to the Board of Trustees'
July 21, 2022 Reorganization Meeting Minutes**

Representatives from the following members were present:

Barnegat Township School District	Lyndhurst Board of Education
Berlin Borough Board of Education	Mansfield Board of Education
Caldwell - West Caldwell Board of Education	Milford Board of Education
Cinnaminson Township Board of Education	Millville Public Charter School
Emerson Board of Education	Montgomery Township Board of Education
Flemington-Raritan Regional Board of Education	Moonachie Board of Education
Fredon Township Board of Education	Palisades Park Board of Education
Green Brook Board of Education	Paulsboro Board of Education
Hackettstown Board of Education	Randolph Township Board of Education
Harding Township Board of Education	Stanhope Board of Education
Hardyston Township Board of Education	Sterling High School District
High Point Regional Board of Education	Vineland Public Charter School
Jefferson Township Board of Education	West Essex Regional Board of Education
Keyport Board of Education	West Windsor - Plainsboro Regional Board of Education
Lakehurst Board of Education	Education
Leonia Board of Education	

The following fund professionals were also present:

Chuck Hartsoe	PEGAS	Tim Latimer	
Barbara Murphy	PEGAS/Risk and Loss Managers	Lisa Gonteski	
Craig Klein		Bob Gemmell	Brown & Brown Metro
M. Paige Berry	Saul Ewing Arnstein & Lehr,	Lee Nestel	CBIZ/Centric
LLP		Greg DerAsadourian	
Robert Granata	Highland Claim Services Inc.	Alfred T. Kirk	Conner Strong Companies, Inc.
Lisa Pflug		Sherry Graiff	
Linda Wehner		Jennifer Olson	Hardenbergh Insurance Group
Justine Schwinge		Alexandria Suro	Insurance Agency Management
Lisa Gallo	Qual-Lynx	Justin Gallo	Polaris Galaxy Group
George Morville	AJG/Newton	Sharon Cooper	Public Entity Advocates
Barbara Fitzpatrick	AJG/Princeton	Patrick Cassidy	R.D. Parisi Associates
John Calandriello	Allen Associates	Robert Cottone	Rue Insurance
Victoria Sjulander	Alliant Insurance Services	Giovanni Mancini	Treadstone Risk Management
Stowell Fulton	Atlantic Associates	Christine Cristadoro	USI Insurance Services
Lena Fulton		Sheree Eames-Tucker	
David Balklen	Balken Risk Management	Jim Malkiewicz	The Van Dyk Group
Shannon Balken		Michael McGrath	
Gia Mongioi		Martha Thalheimer	Whitney H. Roddy, Inc.
John Latimer	The Barclay Group	Donna Ripolino	Willis Towers Watson