

SCHOOL ALLIANCE INSURANCE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
July 20, 2023**

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 - Chuck Hartsoe, 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:

Joseph Kelly, Chairperson	Rutherford Board of Education
Staci Horne, Vice-Chairperson	Phillipsburg Board of Education
Michael Blake, Secretary	Maple Shade Board of Education

There were no additional nominations.

Motion to approve Resolution 23-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

Moved: Michael Blake

Seconded: Samantha Demboski

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:

Nancy DeRiso	Byram Township Board of Education
Barbara Decker	Franklin Borough Board of Education
Patrick Pisano	Freehold Borough Board of Education
Danielle Tarvin	Lenape Valley Regional Board of Education
Samantha Dembowski	North Arlington Board of Education
Nicole Petrone	Upper Freehold Regional Board of Education

There were no additional nominations.

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Motion to approve Resolution 23-02 Authorizing the Election of the Board of Trustees.

Moved: Michael Blake
Seconded: Joseph Kelly
Vote: Approved: Unanimous Nay:

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

Sara Winchester	Ocean County College
Corey Lowell	Shore Regional High School District
Jean Flynn	Washington Township Board of Education

There were no additional nominations.

Motion to approve Resolution 23-03 Authorizing the Election of the Alternate Trustees.

Moved: Joseph Kelly
Seconded: Michael Blake
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.

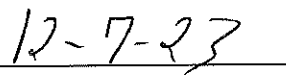
Moved: Staci Horne
Seconded: Michael Blake
Vote: Approved: Unanimous Nay:

The meeting adjourned at 11:12 a.m.

Respectfully submitted,



Authorized Signature



Date

Attachment "A" to the Fund Commissioners' July 20, 2023 Reorganization Meeting Minutes

Representatives from the following members were present:

Barnegat Township School District
 Berlin Borough Board of Education
 Byram Township School District
 Caldwell - West Caldwell Board of Education
 Flemington-Raritan Regional Board of Education
 Freehold Borough School District
 Green Brook Board of Education
 Hackettstown Board of Education
 Hampton Borough Board of Education
 High Bridge Board of Education
 Holland Township Board of Education
 Hunterdon County Vocational School District
 Jefferson Township Board of Education
 Keyport Board of Education
 Kittatinny Regional School District
 Mansfield Board of Education
 Maple Shade Board of Education
 Millville Public Charter School

Mt. Olive Township Board of Education
 North Arlington Board of Education
 Ocean County College
 Paulsboro Board of Education
 Pemberton Township Board of Education
 Phillipsburg Board of Education
 Randolph Township Board of Education
 Riverton Board of Education
 Robbinsville Board of Education
 Roosevelt Board of Education
 Rutherford Board of Education
 Upper Freehold Regional School District
 Vineland Public Charter School
 Wallkill Valley Regional School District
 Washington Township Board of Education
 Watchung Hills Regional Board of Education
 West Windsor - Plainsboro Regional Board of Education

The following fund professionals were also present:

Bill Young	PEGAS
Chuck Hartsoe	
Barbara Murphy	PEGAS/Risk and Loss Managers
Craig Klein	
M. Paige Berry	Saul Ewing, LLP
Robert Granata	Highland Claim Services Inc.
Lisa Pflug	
Lisa Gallo	Qual-Lynx
Mike Niznik	Partnership Safety Consultants
Luis Alamo	Alamo Insurance
Enrique Urquiola	
John Calandriello	Allen Associates
Vicky Sjulander	Alliant Insurance
George Morville	AJG/Newton
Michael Chymiy	
Donna Huron	
Barbara Fitzpatrick	AJG/Princeton
Latonya Brennan	
Lauren Potts	
Stowell Fulton	Atlantic Associates
Lena Fulton	
David Balken	Balken Risk Management
Shannon Balken	
Gia Mongioi	
John Latimer	The Barclay Group

Tim Latimer	
Lisa Gonteski	
Michael McCarthy	
Lou Beckerman	Beckerman Insurance
Suzanne Bridge	Brown & Brown Metro
Lee Nestel	CBIZ Insurance Services
Greg DerAsadourian	
Cassandra Curington	
Alfred T. Kirk	Conner Strong Companies, Inc.
Sherry Graiff	
RJ Impastato	FIRM
Jennifer Olson	Hardenbergh Insurance Group
Christopher Roselli	
Alexandria Suro	Insurance Agency Management
Justin Gallo	Polaris Galaxy Group
Sharon Cooper	Public Entity Advocates
Patrick Cassidy	R.D. Parisi Associates
Robert Cottone	Rue Insurance
Spiro J. Molfetas	Scirocco Financial Group
Giovanni Mancini	Treadstone Risk Management
Jim Malkiewicz	The Van Dyk Group
Martha Thalheimer	Whitney H. Roddy, Inc.
Carol Barnes	Willis Towers Watson
Bob English	

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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES
July 20, 2023**

- I. **Call to Order – Joseph Kelly, Chairperson**
The meeting was called to order at 11:13 a.m. by Joseph Kelly, Chairperson.

- II. **Open Public Meetings Statement - Joseph Kelly, Chairperson**
The Open Public Meeting Act was read by Joseph Kelly, Chairperson.

III. **Roll Call**

<u>Board of Trustees</u>		<u>Attendance</u>
Nancy DeRiso	Byram Township Board of Education	Present
Barbara Decker	Franklin Borough Board of Education	Absent
Patrick Pisano	Freehold Borough Board of Education	Present
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
Joseph Kelly	Rutherford Board of Education	Present
Nicole Petrone	Upper Freehold Regional School District	Present
<u>Alternate Board of Trustees</u>		
Sara Winchester	Ocean County College	Present
Corey Lowell	Shore Regional High School District	Absent
Jean Flynn	Washington Township Board of Education	Present

Others present:
Pursuant to attachment "A"

- IV. **Introduction of Guests**
There were no introductions.

IV. **Board of Trustee Business**

- A. **Approval of the June 15, 2023 Board of Trustees Open and Closed Meeting Minutes**
Motion to approve the June 15, 2023 Board of Trustees Open and Closed Meeting Minutes.
Moved: Michael Blake
Seconded: Samantha Dembowski
Vote: Approved: Unanimous Nay:

- B. **Reports**
 - 1. **Chairperson**
 - a. Appointment of Finance Sub-Committee
The following trustees were appointed to the Finance Sub - Committee:
Joseph Kelly, Chairperson
Samantha Dembowski

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- b. Appointment of Claims Sub-Committee
The following trustees were appointed to the Claims Sub - Committee:
Michael Blake, Chairperson
Joseph Kelly
Nicole Petrone, Alternate
- c. Appointment of SEL Fund Commissioners
The following trustees were appointed as SEL Fund Commissioners.
Joseph Kelly
Staci Horne
Barbara Decker, Alternate

2. Secretary

There was no report.

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

- a. Resolutions 23-04 through 23-17
The fund attorney presented the following resolutions.
 - (1) Appointment of Service Providers
Resolution 23-04 Appointing Service Providers for the 2023/2024 fund year.
 - (a) Actuary - The Actuarial Advantage
 - (b) Administrator - P.L. Services, LLC dba Public Entity Group Administrative Services
 - (c) Attorney - Saul Ewing, LLP
 - (d) Auditor - Withum, Smith + Brown
 - (e) Claims Servicing - Highland Claim Services, Inc.
 - (f) Custodian of Funds - Kenneth MacMillan
 - (g) Investment Manager - PFM Asset Management, LLC.
 - (h) Loss Control/Safety Administrator - Partnership Safety Consultants
 - (i) Managed Care - Qual-Lynx
 - (2) Resolution 23-05 Authorizing the Execution of Contracts with Service Providers for the 2023/2024 fund year.
 - (a) Actuary - The Actuarial Advantage
 - (b) Administrator - P.L. Services, LLC dba Public Entity Group Administrative Services
 - (c) Attorney - Saul Ewing, LLP
 - (d) Auditor - Withum, Smith + Brown
 - (e) Claims Servicing - Highland Claim Services, Inc.
 - (f) Custodian of Funds - Kenneth MacMillan
 - (g) Investment Manager - PFM Asset Management, LLC.
 - (h) Loss Control/Safety Administrator - Partnership Safety Consultants
 - (i) Managed Care - Qual-Lynx
 - (3) Resolution 23-06 Appointment of Risk Management Consultants
 - (4) Resolution 23-07 Appointment of Regional Safety Risk Management Consultants
 - (5) Resolution 23-08 Designation the Administrator as Agent to Receive Service of Process on Behalf of the Fund and Designation

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of the Official Place Where the Records and Books of the Fund Shall be Maintained

- (6) Resolution 23-09 Designating the Appointment of the Fund's Public Agency Compliance Officer.
- (7) Resolution 23-10 Adopting the Cash Management Plan for the 2023/2024 fund year.
- (8) Resolution 23-11 Designating the Official Depositories of the Fund.
- (9) Resolution 23-12 Designating the Individuals as the Fund's Signatories for the 2023/2024 fund year.
- (10) Resolution 23-13 Setting an interest rate on delinquent assessments for the 2022/2023 fund year.
- (11) Resolution 23-14 Adopting the Meeting Place, Schedule, and Official Newspapers for the 2023/2024 fund year.
- (12) Resolution 23-15 Appointing the Claims Committee and Highland Claim Services, Inc., as Certifying and Approving Officers.
- (13) Resolution 23-16 Approval of Amended Litigation Management Plan
- (14) Resolution 23-17 Approval of Amended Defense Counsel List

Motion to approve Resolutions 23-04 through 23-17.

Moved: Staci Horne

Seconded: Michael Blake

Vote: Approved: Unanimous Nay

b. **Monthly Report**

The report was included in the agenda packet.

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

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

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 \$16,984,949.58.

Moved: Nancy DeRiso

Seconded: Staci Horne

Vote: Approved: Unanimous Nay

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

a. **Summary of Topics**

Per the memorandum included in the agenda packet.

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

There was no report.

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

Lisa Gallo presented the medical savings report included in the agenda packet.

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

There was no report.

9. **Old Business**

There was no old business.

10. **New Business**

a. **Motion** to Open the Public Hearing on the 2022/2023 Fund Year Budget

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Revision #1.

Moved: Michael Blake

Seconded: Nicole Petrone

Vote: Approved: Unanimous Nay:

- b. **Motion** to Close the Public Hearing and Adopt the 2022/2023 Fund Year Budget Revision #1.

Moved: Michael Blake

Seconded: Nicole Petrone

Vote: Approved: Unanimous Nay:

- c. **Motion** to Open the Public Hearing on the 2023/2024 Fund Year Budget

Moved: Nicole Petrone

Seconded: Samantha Dembowski

Vote: Approved: Unanimous Nay:

- d. **Motion** to Close the Public Hearing and Adopt the 2023/2024 Fund Year Budget

Moved: Michael Blake

Seconded: Nicole Petrone

Vote: Approved: Unanimous Nay:

11. Claims Sub-Committee Report

There was no report.

12. Public Comment

There was no public comment.

VI. Adjournment

Motion to adjourn the meeting.

Moved: Michael Blake

Seconded: Staci Horne

Vote: Approved: Unanimous Nay:

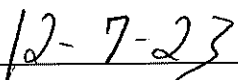
The meeting was adjourned at 11:44 a.m.

The next meeting will be held Thursday, November 30, 2023 via Zoom.

Respectfully submitted,



Authorized Signature



Date

Attachment "A" to the Board of Trustees' July 20, 2023 Reorganization Meeting Minutes

Representatives from the following members were present:

Barnegat Township School District	Millville Public Charter School
Berlin Borough Board of Education	Mt. Olive Township Board of Education
Caldwell - West Caldwell Board of Education	Paulsboro Board of Education
Flemington-Raritan Regional Board of Education	Pemberton Township Board of Education
Green Brook Board of Education	Randolph Township Board of Education
Hackettstown Board of Education	Riverton Board of Education
Hampton Borough Board of Education	Robbinsville Board of Education
High Bridge Board of Education	Roosevelt Board of Education
Holland Township Board of Education	Vineland Public Charter School
Hunterdon County Vocational School District	Wallkill Valley Regional School District
Jefferson Township Board of Education	Watchung Hills Regional Board of Education
Keyport Board of Education	West Windsor - Plainsboro Regional Board of Education
Kittatinny Regional School District	
Mansfield Board of Education	

The following fund professionals were also present:

Bill Young	PEGAS	Tim Latimer	
Chuck Hartsoe		Lisa Gonteski	
Barbara Murphy	PEGAS/Risk and Loss Managers	Michael McCarthy	
Craig Klein		Lou Beckerman	Beckerman Insurance
M. Paige Berry	Saul Ewing, LLP	Suzanne Bridge	Brown & Brown Metro
Robert Granata	Highland Claim Services Inc.	Lee Nestel	CBIZ Insurance Services
Lisa Pflug		Greg DerAsadourian	
Lisa Gallo	Qual-Lynx	Cassandra Curington	
Mike Niznik	Partnership Safety Consultants	Alfred T. Kirk	Conner Strong Companies, Inc.
Luis Alamo	Alamo Insurance	Sherry Graiff	
Enrique Urquiola		RJ Impastato	FIRM
John Calandriello	Allen Associates	Jennifer Olson	Hardenbergh Insurance Group
Vicky Sjulander	Alliant Insurance	Christopher Roselli	
George Morville	AJG/Newton	Alexandria Suro	Insurance Agency Management
Michael Chymiy		Justin Gallo	Polaris Galaxy Group
Donna Huron		Sharon Cooper	Public Entity Advocates
Barbara Fitzpatrick	AJG/Princeton	Patrick Cassidy	R.D. Parisi Associates
Latonya Brennan		Robert Cottone	Rue Insurance
Lauren Potts		Spiro J. Molfetas	Scirocco Financial Group
Stowell Fulton	Atlantic Associates	Giovanni Mancini	Treadstone Risk Management
Lena Fulton		Jim Malkiewicz	The Van Dyk Group
David Balken	Balken Risk Management	Martha Thalheimer	Whitney H. Roddy, Inc.
Shannon Balken		Carol Barnes	Willis Towers Watson
Gia Mongioi		Bob English	
John Latimer	The Barclay Group		