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**SCHOOL ALLIANCE INSURANCE FUND**

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**BOARD OF TRUSTEES' MEETING MINUTES**

June 15, 2023

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

The meeting was called to order at 11:04 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

Attendance

Barbara Decker	Franklin Borough Board of Education	Present
Joseph Howe	Freehold Borough Board of Education	Absent
Michael Blake	Maple Shade Board of Education	Present
Gail Libby	Mt. Olive Township Board of Education	Present
Samantha Dembowski	North Arlington Board of Education	Absent
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

Board of Trustees - Alternates

Haquisha Taylor	Fort Lee Board of Education	Absent
Sara Winchester	Ocean County College	Absent
Corey Lowell	Shore Regional High School District	Absent

Fund Commissioners Present

Anthony Rapolla	Keyport Board of Education
Dennis Zakroff	Millville/Vineland Public Charter Schools
Ann Kluck	Northern Region Educational Services Commission
Aleksandar Kondovski	Palisades Park Board of Education
Bernard Biesiada	Roosevelt Board of Education

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk and Loss Managers, Inc.
Craig Klein	
Paige Berry	Saul Ewing, LLP
Robert Granata	Highland Claim Services
Linda Wehner	
Lisa Pflug	
Mike Niznik	Partnership Safety Consultants
Lisa Gallo	Qual-Lynx
John Calandriello	Allen Associates
Victoria Sjulander	Alliant Insurance Services
Barbara Fitzpatrick	Arthur J. Gallagher Risk Management Services
Latonya Brennan	
Dan Regan	
Amanda DeNapoli	

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Stowell Fulton	Atlantic Associates
Lena Fulton	
Shannon Balken	Balken Risk Management
John Latimer	Barclay Group
Tim Latimer	
Lisa Gonteski	
Bob Gemmell	Brown & Brown
Lee Nestel	CBIZ Insurance Services, Inc.
Bruce Walsh	
Alfred Kirk	Conner Strong & Buckelew
Sherry Graiff	
Judy Pecoraro	EPIC Insurance Brokers
R.J. Impastato	FIRM Insurance
Christopher Roselli	Hardenbergh Insurance Group
Jennifer Olson	
Peter Jeffery	Holmes & McDowell
Janine Buchar	
Sharon Cooper	Public Entity Advocates
Justin Gallo	Polaris Galaxy Group
Robert Cottone	Rue Insurance
Jim Malkiewicz	Van Dyk Group
Michael McGrath	
Carol Barnes	Willis Towers Watson

**IV. Introduction of Guests**

There were no introductions.

**V. Approval of Minutes**

**A. Approval of the March 16, 2023 Board of Trustees' Open and Closed Meeting Minutes.**

***Motion*** to approve the March 16, 2023 Board of Trustees' Open and Closed Meeting Minutes.

**Moved:** Staci Horne

**Seconded:** Barbara Decker

**Vote:** Approved: Unanimous      Nay:

**VI. Reports**

**A. Chairperson - Gail Libby**

**Nominating Subcommittee Appointment**

Gail Libby appointed the following to the Nominating Committee:

Staci Horne, Phillipsburg Board of Education

Joseph Kelly, Rutherford Board of Education

Michael Blake, Maple Shade Board of Education

**B. Secretary - Joseph Kelly**

There was no report.

**C. Attorney's Report - M. Paige Berry**

**1. Monthly Report**

The report was included in the agenda packet.

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

The Administrator presented the Treasurer's Report and Bill List.

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

**Motion** to approve the Treasurer's Report and Bill List for all fund years totaling \$4,531,446.73.

**Moved:** Michael Blake

**Seconded:** Joseph Kelly

**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.

**2023/2024 Fund Year New Business Submissions**

The Administrator reviewed the list of entities applying to the Fund. Discussion ensued and the consensus was to approve all applicants that meet SAIF's underwriting and loss control criteria.

**Motion** to approve all applicants contingent upon each applicant accepting their SAIF assessments and meeting the SAIF's underwriting/loss control criteria.

**Moved:** Staci Horne

**Seconded:** Joseph Kelly

**Vote:** Approved: Unanimous      Nay:

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

Mike Niznik presented the 2022/2023 Fund Year Loss Control Report included in the agenda packet.

**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 Introduce the 2022/2023 Fund Year Budget Revision #1.

**Moved:** Joseph Kelly

**Seconded:** Michael Blake

**Vote:** Approved: Unanimous      Nay:

2. **Motion** to Introduce the 2023/2024 Fund Year Budget and certify the Assessments.

**Moved:** Staci Horne

**Seconded:** Michael Blake

**Vote:** Approved: Unanimous      Nay:

The administrator presented the 2023/2024 SAIF program as compared to the current fund year.

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**K. Claims Sub-Committee Report**

**Ratification of the Claims Sub-Committee's April 18, 2023, May 12, 2023 and the June 12, 2023 Meeting Minutes.**

**Motion** to ratify the Claim Sub-Committee's April 18, 2023, May 12, 2023 and the June 12, 2023 Meeting Minutes.

**Moved:** Michael Blake

**Seconded:** Joseph Kelly

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

**L. Public Comment**

There was no public comment.

**M. Closed Session**

**Motion** to adjourn to Closed Session.

**Moved:** Joseph Kelly

**Seconded:** Michael Blake

**Vote:** Approved: Unanimous      Nay:

Open Session adjourned at 11:46 a.m.

**Motion** to resume Open Session.

**Moved:** Staci Horne

**Seconded:** Michael Blake

**Vote:** Approved: Unanimous      Nay:

Open Session resumed at 11:50 a.m.

**N. Open Session Resumes**

**Motion** to approve actions established in closed session.

**Moved:** Staci Horne

**Seconded:** Michael Blake

**Vote:** Approved: Unanimous      Nay:

**VII. Adjournment**

**Motion** to adjourn the meeting.

**Moved:** Michael Blake


**Seconded:** Staci Horne


**Vote:** Approved: Unanimous      Nay:

The meeting was adjourned at 11:51 a.m.

The next meeting will be held Thursday, July 20, 2023 via Zoom.

Respectfully Submitted,

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

  
\_\_\_\_\_  
Date