

SCHOOL ALLIANCE INSURANCE FUND

BOARD OF TRUSTEES' MEETING MINUTES

May 25, 2017

I. Call to Order – William Sabo, Chairperson

The meeting was called to order at 11:34 a.m. by Chairperson Sabo.

II. Open Public Meetings Statement – William Sabo, Chairperson

The Open Public Meetings Act was read by Chairperson Sabo.

III. Roll Call

Board of Trustees

		<u>Attendance</u>
Thomas Egan	Cinnaminson Board of Education	Absent
Daniel Michaud	Edison Board of Education	Present
William Sabo	Franklin Borough Board of Education	Present
Gail Woicekowski	Hackettstown Board of Education	Absent
Donna Snyder	Newton Board of Education	Absent
Pat Austin	Pemberton Township Board of Education	Present
Staci Horne	Phillipsburg Board of Education	Present
Joseph Kelly	Rutherford Board of Education	Absent
Steve Terhune	Southern Regional Board of Education	Present

Board of Trustees - Alternates

Lynn Coates	Manasquan Board of Education	Absent
Joyce Goode	Mansfield Township Board of Education	Absent
Jenine Murray	Wood-Ridge Board of Education	Absent

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Craig Klein	
Robert Granata	Highland Claim Services
Mike Niznik	Partnership Safety Consultants
Lisa Gallo	Qual-Lynx
M. Paige Berry	Saul Ewing LLP
Dan Mackarevich	Arthur C. Hall, Inc.
Jay Lawton	AJ Gallagher/Princeton
Dan Regan	
Ron Wolfe	AJ Gallagher/Newton
Shannon Balken	Balken Risk Management Services
John Latimer	The Barclay Group
Timothy Latimer	
Bill Dittmann	
Michael McCarthy	
Bob Gemmell	Brown & Brown
Kevin Sayle	CBIZ Insurance Services, Inc.
Alfred Kirk	Conner Strong & Buckelew
Susan Fitzgerald	Cook Maran & Associates
Judy Pecoraro	

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Steve Walsh	EJA/Capacity Ins. Agency LLC
Helen Goodwin	Hardenbergh Insurance Group
Sharon Cooper	Public Entity Advocates
Joseph Ognibene	Public Risk Group
Michael Sabbagh	Richland Knowles Agency
Robert Cottone	Rue Insurance
Jim Malkiewicz	Van Dyk Group
Mike McGrath	
Pamela Korner	Willis Towers Watson

IV. Introduction of Guests

There were no introductions.

V. Minutes

A. Approval of the March 23, 2017 Board of Trustees' Open and Board of Trustees' Closed Meeting Minutes

Motion to approve the March 23, 2017 Board of Trustees' Open and Board of Trustees' Closed Meeting Minutes.

Moved: Dan Michaud

Seconded: Steve Terhune

Vote: Approved: Unanimous Nay: Abstain:

VI. Reports

A. Chairperson – William Sabo

1. Appointment of the nominating committee.

The Chairperson appointed the following to the nominating committee: Pat Austin, Dan Michaud and Staci Horne.

B. Safety and Education Advisory Committee – Chuck Hartsoe

1. 2017/2018 Fund Year Safety Incentive Program

Chuck Hartsoe reported the proposed 2017/2018 SIP program was per expiring and advised there were additional training modules required for the SafeSchools portion of the program added for the prior year.

Motion to approve the SIP Program for the 2017/2018 fund year.

Moved: Dan Michaud

Seconded: Pat Austin

Vote: Approved: Unanimous Nay:

C. Secretary – Gail Woicekowski

There was no report.

D. Attorney's Report – Saul Ewing LLP - M. Paige Berry

The fund attorney stated the report was included in the agenda packet.

E. 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 for all Fund Years and the Bill List for all fund years totaling \$2,357,171.96.

Moved: Pat Austin

Seconded: Steve Terhune

Vote: Approved: Unanimous Nay:

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F. Administrator - Public Entity Group Administrative Services – Chuck Hartsoe

1. Summary of Topics Memorandum (included in the agenda packet)
 - a. 2017/2018 New Business Submissions
The administrator stated that the list of new business submissions was included in the agenda packet. The Trustees were requested to approve all applications contingent upon each applicant accepting the SAIF assessment and meeting the Fund's underwriting/loss control criteria.
Motion to approve all applicants contingent upon each applicant accepting their SAIF assessments and meeting SAIF's underwriting/loss control criteria.
Moved: Steve Terhune
Seconded: Pat Austin
Vote: Approved: Unanimous Nay:
 - b. 2017/2018 Meeting Schedule
As per the meeting schedule included in the agenda packet.
 - c. 2016/2017 Fund Year Safety Incentive Program
The administrator noted that documentation with respect to the final quarter must be forwarded prior to June 30, 2017 in order to qualify for the 2016/2017 fund year Tier #1 safety incentive program award.
 - d. Outstanding Documents
 - e. MEL Safety Institute
 - f. SafeSchools Online Training
 - g. HR Helpline
 - h. NJ Motor Vehicle Commission (CAIR)

2. Assessments

Chuck Hartsoe gave a PowerPoint presentation with respects to the 2017/2018 SAIF program: The property loss per occurrence limit \$500MM; medical payment coverage \$10,000; optional individual member higher limits for Cyber Liability coverage for the 2017/2018 fund year. It was also noted the School Leaders Professional Liability program for the 2017/2018 fund year did not have any changes proposed in coverage or individual member retentions.

G. Loss Control Specialist – Partnership Safety Consultants

Mike Niznik stated his report was included in the agenda packet.

H. Managed Care Organization – Qual-Lynx

Lisa Gallo reviewed the report detailing the medical savings by month and lost time versus medical only cases.

I. Claims Servicing Organization – Highland Claim Services, Inc.

There was no report.

VII. Closed Session

Motion to adjourn to Closed session.

Moved: Dan Michaud

Seconded: Staci Horne

Vote: Approved: Unanimous Nay:

Open session adjourned at 11:59 a.m.

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Motion to resume Open Session.

Moved: Steve Terhune

Seconded: Dan Michaud

Vote: Approved: Unanimous Nay:

Open Session resumed at 12:22 p.m.

VIII. Open Session Resumes

Motion to approve payment authorization requests presented and other actions established in closed session.

Moved: Steve Terhune

Seconded: Pat Austin

Vote: Approved: Unanimous Nay:

IX. Old Business

There was no old business.

X. New Business

A. *Motion* to Introduce the 2017/2018 Fund Year Budget and certify the Assessments.

Moved: Staci Horne

Seconded: Dan Michaud

Vote: Approved: Unanimous Nay:

B. *Motion* to Introduce the 2016/2017 fund year Budget Revision #2.

Moved: Steve Terhune

Seconded: Staci Horne

Vote: Approved: Unanimous Nay:

It was noted there were adjustments made with respects to member exposures and assessments which necessitated the revision.

C. *Motion* to approve Resolution 16-19 Adopting the Amended Risk Management Plan for the 2017/2018 fund year.

Moved: Staci Horne

Seconded: Dan Michaud

Vote: Approved: Unanimous Nay:

XI. Public Comment

There was no public comment.

XII. Claims Sub-Committee Report

A. **Ratification of the Claims Sub-Committee's April 10, 2017 and May 8, 2017 Meeting Minutes.**

Motion to ratify the Claim Sub-Committee's April 10, 2017 and May 8, 2017 Meeting Minutes.

Moved: Pat Austin

Seconded: Steve Terhune

Vote: Approved: Unanimous Nay:

XIII. Adjournment

Motion to adjourn the meeting.

Moved: Steve Terhune

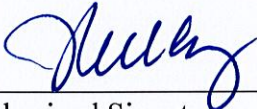
Seconded: Pat Austin

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 12:38 p.m.

The next meeting will be held at 12:00 p.m. at the **Sheraton Atlantic City Convention Center Hotel on Wednesday, October 25, 2017.**

Respectfully Submitted,



Authorized Signature