

SCHOOL ALLIANCE INSURANCE FUND

BOARD OF TRUSTEES' MEETING MINUTES

March 24, 2016

I. **Call to Order – Steffi-Jo DeCasas, Chairperson**
The meeting was called to order at 12:07 p.m. by Chairperson DeCasas.

II. **Open Public Meetings Statement – Steffi-Jo DeCasas, Chairperson**
The Open Public Meeting Act was read by Chairperson DeCasas.

III. **Roll Call**

Board of Trustees

		<u>Attendance</u>
Thomas Egan	Cinnaminson Board of Education	Present
Daniel Michaud	Edison Board of Education	Present
William Sabo	Franklin Borough Board of Education	Present
Gail Woicekowski	High Bridge Board of Education	Absent
Marge Conroy	Mt. Olive Board of Education	Absent
Donna Snyder	Newton Board of Education	Present
Pat Austin	Pemberton Twp. Board of Education	Present
Steffi-Jo DeCasas	Readington Board of Education	Present
Steve Terhune	Southern Regional Board of Education	Present

Board of Trustees - Alternates

Julia Perez	Leonia Board of Education	Absent
Lynn Coates	Manasquan Board of Education	Absent
Staci Horne	Phillipsburg Board of Education	Present

Fund Commissioners Present

Patricia Martucci	Delaware Twp. Board of Education
Patricia Leonhardt	Warren Twp. Board of Education

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Craig Klein	
Bob Granata	Highland Claim Services
Mike Niznik	Partnership Safety Consultants
M. Paige Berry	Saul Ewing LLP
Steve McNamara	Qual-Lynx
Lisa Gallo	
Stowell Fulton	Atlantic Associates
Vicky Sjulander	Balken Risk Management
John Latimer	The Barclay Group
Mike McCarthy	
Lou Beckerman	Beckerman & Co.
Vicky Sumner	Boynton & Boynton
Robert Gemmel	Brown & Brown of NJ
Lee Nestel	Centric Insurance Agency
Giovani Mancini	
Alfred Kirk	Conner Strong Companies
Steve Walsh	EJA/Capacity Insurance Agency
Jay Lawton	Gallagher O’Gorman & Young
Ron Wolfe	Gallagher Morville
Bonnie Ridolfino	Hardenbergh Insurance Group
Jennifer Matos	Henry O. Baker Insurance
Charlotte Wendland	
Susan Fitzgerald	Mintz, Gorgan & Brightly
Sharon Cooper	Public Entity Advocates
Joe Ognibene	Public Risk Group
Mary Ann Costabile	Rue Insurance
Jim Malkiewicz	Van Dyk Group
Mike McGrath	
Peter Tarricone	Wells Fargo Insurance Services
Pam Korner	Willis Towers Watson

IV. Introduction of Guests

There were no introductions.

V. Minutes

A. Approval of the November 19, 2015 Board of Trustees' Open and Closed Meeting Minutes

Motion to approve the November 19, 2015 Board of Trustees' Open Meeting Minutes as amended and Closed Meeting Minutes.

Moved: Thomas Egan

Seconded: Steven Terhune

Vote: Approved: Unanimous Nay: Abstain: B. Sabo

VI. Reports

A. Chairperson – Steffi-Jo DeCasas

Contract Subcommittee Appointment

Steffi-Jo DeCasas appointed the following to the Service Provider Contract Subcommittee: Steve Terhune, Tom Egan and Pat Austin.

B. Secretary – Gail Woicekowski

There was no report.

C. Safety and Education Advisory Committee – Chuck Hartsoe

Mike Niznik narrated a power point presentation on recently conducted property claim reviews and also ladder safety. It was noted that OSHA has announced May 2-6 as National Safety week for ladder safety.

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

1. Monthly Report

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

2. Legislation Report

The fund attorney briefly reviewed the following proposed legislation: S797 (broadens and further defines terms under New Jersey's Conscientious Employee Protection Act "CEPA"), S905 (would amend the tort claims act to clarify that punitive damages may not be awarded against a public entity/employee acting within scope of employment), A387 (School Bus Safety and Child Protection Act), A531 (would clarify under OPRA records custodians would not be subject to penalties if they exercise due diligence in performing duties under the act), S1340 (would establish the NJ Bleacher Safety Act and require stricter safety standards at all places of public accommodation), A 527 (would require districts that maintain and AED adopt a policy concerning the use of the defibrillator), and A896 (would amend the penalties for a school bus driver who has left children on the school bus at end of route).

E. Treasurer's Report – Barbara Murphy

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

1. Approval of the Treasurer's Report

Motion to approve the Treasurer's Report.

Moved: William Sabo

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

2. Approval of the Bill List For All Fund Years

Motion to approve the Bill List for all fund years totaling \$7,515,864.73.

Treasurer's Report.

Moved: Thomas Egan

Seconded: William Sabo

Vote: Approved: Unanimous Nay:

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

1. Summary of Topics

- a. 2016/2017 Fund Year Budget and Renewal Application's
The administrator reported that renewal applications are available on the SAIF website.
- b. 2016/2017 Fund Year Renewal Resolutions to Renew and Indemnity and Trust Agreements

The administrator reported the renewal documents, for those members with membership expiring July 1, 2016, were posted on the SAIF website.

- c. New Business

The administrator reported Clark Board of Education, Hazlet Township Board of Education, Howell Township Board of Education, Millville Charter School, Phillips Academy Charter School, Roxbury Township Board of Education, Washington Township Board of Education (Long Valley), Vineland Charter School and West Orange Board of Education have submitted an application to join the Fund. The Trustees were requested to approve for membership contingent upon accepting the SAIF assessment and meeting the Fund's underwriting/loss control criteria.

Motion to approve Clark Board of Education, Hazlet Township Board of Education, Howell Township Board of Education, Millville Charter School, Phillips Academy Charter School, Roxbury Township Board of Education, Washington Township Board of Education (Long Valley), Vineland Charter School and West Orange Board of Education as members contingent upon meeting the Fund's underwriting/loss control criteria.

Moved: William Sabo

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

G. Loss Control Specialist - Partnership Safety Consultants

There was no report.

H. Managed Care Organization – Qual-Lynx

Lisa Gallo reviewed the Case Management Activity Report and Bill Review Services report.

I. Claims Servicing Organization - Highland Claim Services Inc.

There was no report.

VII. Old Business

There was no old business.

VIII. New Business

- A. **Motion** to Open the Public Hearing on the 2015/2016 Fund Year Budget-Revision #1.

Moved: Thomas Egan

Seconded: Donna Snyder

Vote: Approved: Unanimous Nay:

Barbara Murphy stated that the revision reflects the changes in the membership for the 2015/2016 fund year.

- B. **Motion** to Close the Public Hearing and adopt the 2015/2016 Fund Year Budget-Revision #1.

Moved: Thomas Egan

Seconded: Steven Terhune

Vote: Approved: Unanimous Nay:

- C. **Motion** to Introduce the 2015/2016 Fund Year Budget-Revision #2.

Moved: Steven Terhune

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

Barbara Murphy stated that the revision reflects member exposure changes for the 2015/2016 fund year.

IX. Public Comment

There was no public comment.

X. Closed Session

There was no closed session.

XI. Claims Sub-Committee Report

A. Ratification of the Claims Sub-Committee's December 14, 2015, January 11, 2016, February 8, 2016, and March 1, 2016 Meeting Minutes.

Motion to ratify the Claim Sub-Committee's December 14, 2015, January 11, 2016, February 8, 2016, and March 1, 2016 Meeting Minutes.

Moved: Thomas Egan

Seconded: Steven Terhune

Vote: Approved: Unanimous Nay:

XII. Adjournment

Motion to adjourn the meeting.

Moved: William Sabo

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 12:33 p.m.

The next meeting will be held at 11:00 a.m. on **Thursday, May 26, 2016** at the **Hampton Inn, Flemington, NJ.**

Respectfully Submitted,


Authorized Signature