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**SCHOOL ALLIANCE INSURANCE FUND**

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**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES  
October 28, 2015**

**I. Call to Order – Willard R. Young**

The meeting was called to order at 12:13 p.m. by Willard R. Young.

**II. Open Public Meetings Statement – Willard R. Young**

The Open Public Meeting Act was read by Willard R. Young.

**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 – Administrator, Willard R. Young**

**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:

Steffi-Jo DeCasas, Chairperson	Readington Township Board of Education
William Sabo, Vice-Chairperson	Franklin Borough Board of Education
Gail Woicekowski, Secretary	Hackettstown Board of Education

There were no additional nominations.

**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.

Tom Egan	Cinnaminson Board of Education
Pat Austin	Pemberton Township Board of Education
Steve Terhune	Southern Regional School District
Margaret Conroy	Mt. Olive Board of Education
Daniel Michaud	Edison Board of Education
Donna Snyder	Newton Board of Education

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

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

There were no additional nominations.

**SCHOOL ALLIANCE INSURANCE FUND**

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**Motion** to approve Resolutions 15-01 through 15-03.

**Moved:** Diana Cawood

**Seconded:** Thomas Egan

**Vote:** Approved: Unanimous      Nay:

**VII. Public Comment**

The administrator stated that PEGAS is under contract to the Fund to provide administrative services. Additionally, individual owners of PEGAS may be RMC's 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:** Thomas Egan

**Seconded:** Diana Cawood

**Vote:** Approved: Unanimous      Nay:

The meeting adjourned at 12:18 p.m.

Respectfully submitted,

  
Authorized Signature

## **Attachment “A” to the Fund Commissioners’ October 28, 2015 Reorganization Meeting Minutes**

Representatives from the following members were present:

Asbury Park Board of Education  
Audubon Board of Education  
Bellmawr Board of Education  
Bordentown Regional School District  
Brooklawn Board of Education  
Byram Board of Education  
Cinnaminson Township Board of Education  
Delaware Township School District  
Edison Board of Education  
Emerson Board of Education  
Frankford Township Board of Education  
Franklin Borough Board of Education  
Galloway Township Board of Education  
Hackettstown School District  
Hardyston Township School District  
High Bridge Board of Education  
High Point Regional School District  
Jefferson Township Board of Education  
Kittatinny Regional School District  
Laurel Springs Board of Education  
Lenape Valley Regional High School District  
Little Egg Harbor Township School District  
Long Beach Island School District  
Manasquan Board of Education

Mansfield Township Board of Education  
Maple Shade Board of Education  
Mine Hill Board of Education  
Morris Union Jointure Commission  
Mt. Olive Township Board of Education  
North Arlington Board of Education  
Oxford Township Board of Education  
Pemberton Township Board of Education  
Phillipsburg Board of Education  
Pine Hill Board of Education  
Point Pleasant Borough School District  
Rancocas Valley Regional Board of Education  
Readington Township Board of Education  
Rutherford Board of Education  
Southern Regional Board of Education  
Stafford Township Elementary School District  
Sterling Board of Education  
Ventnor City School District  
Warren Hills Regional High School District  
Warren Township Board of Education  
Washington Township Board of Education  
West Windsor-Plainsboro Regional School District  
Wharton Board of Education

The following fund professionals were also present:

Willard R. Young, 3 <sup>rd</sup>	PEGAS
Chuck Hartsoe	
Barbara Murphy	PEGAS/Risk and Loss Managers
Craig Klein	
Evelyn Turney	
Tom Mooney	First MCO
Kelly Royce	
M. Paige Berry	Saul Ewing LLP
Kenneth MacMillan	Treasurer
Robert Granata	Highland Claim Services Inc.
Michael Niznik	Partnership Safety Consulting
Matt Battle	Rapid Recovery
Robert Angione	Hillman, LLC
Lena Fulton	Atlantic Associates
Vicky Sjulander	Balken Risk Management Svcs.
John Latimer	The Barclay Group
Mike McCarthy	
Bob Gemmell	Brown & Brown Metro Inc.
Lee Nestel	CBIZ/Centric Insurance Agency
Rhonda Scafis	Conner Strong Companies, Inc.
Sherry Graiff	

Ron Wolfe	Gallagher – Bollinger, Inc.
Noel Walsh	
Dan Regan	Gallagher O’Gorman & Young
Bonnie Ridolfino	Hardenbergh Insurance Group
Maria Makos	Polaris Galaxy Insurance
Linda D’Alessio	
Jennifer Stowe	
Sharon Cooper	Public Entity Advocates
Joe Ognibene	Public Risk Group
Jim Malkiewicz	The Van Dyk Group
Michael McGrath	
Bob English	Willis of New Jersey

**SCHOOL ALLIANCE INSURANCE FUND**

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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES  
October 28, 2015**

**I. Call to Order – Steffi-Jo DeCasas, Chairperson**

The meeting was called to order at 12:23 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>
Tom Egan	Cinnaminson Board of Education	Present
Daniel Michaud	Edison Board of Education	Present
William Sabo	Franklin Borough Board of Education	Present
Gail Woickowski	Hackettstown Board of Education	Present
Margaret Conroy	Mt. Olive Board of Education	Present
Donna Snyder	Newton Board of Education	Absent
Pat Austin	Pemberton Township Board of Education	Present
Steffi-Jo DeCasas	Readington Township School District	Present
Steve Terhune	Southern Regional School District	Present

Board of Trustees - Alternates

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

Also present:

Pursuant to attachment "A"

**IV. Introduction of Guests**

There were no introductions.

**V. Minutes**

**A. Approval of the May 28, 2015 Board of Trustees' Open and Closed Meeting Minutes**

***Motion*** to approve the May 28, 2015 Board of Trustees' Open and Closed Meeting Minutes.

**Moved:** Gail Woickowski

**Seconded:** Tom Egan

**Vote:** Approved: Unanimous    Nay:            Abstain: William Sabo

**VI. Reports**

**A. Chairperson**

**1. Appointment of the Safety and Education Advisory Committee**

The following committee members volunteered to participate with regard to the Safety and Education Advisory Committee.

Fund Commissioners

Steffi-Jo DeCasas

Joyce Goode

Gail Woickowski

Staci Horne

Patricia Leonhards

Trish Martucci

Risk Managers

Peter Tarricone

Mary Ann Costabile

Jim Malkiewicz

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**SCHOOL ALLIANCE INSURANCE FUND**

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**2. Finance Sub-Committee**

The following trustees were appointed to the Finance Sub- Committee.

- Thomas Egan, Chairperson
- Steffi-Jo DeCasas

**3. Claims Sub-Committee**

The following trustees were appointed to the Claims Sub-Committee.

- Gail Woicekowski, Chairperson
- Pat Austin
- Marge Conroy
- Bill Sabo-Alternate

**4. SEL Fund Commissioners**

The following trustees were appointed as SEL Fund Commissioners.

- Tom Egan
- Gail Woicekowski
- Steve Terhune, Alternate

**B. Attorney's Report –Saul Ewing-M. Paige Berry**

**1. Resolutions 15-04 through 15-17**

The fund attorney presented the following resolutions.

**a. Appointment of Service Providers**

Resolution 15-04 Appointing Service Providers for the 2015/2016 fund year.

- (1) Actuary-The Actuarial Advantage
- (2) Attorney-Saul Ewing, LLC
- (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

**b. Resolution 15-05 Authorizing the Execution of Contracts with Service Providers for the 2015/2016 fund year.**

- (1) Actuary-The Actuarial Advantage
- (2) Attorney-Saul Ewing, LLC
- (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

**c. Resolution 15-06 Appointment of Risk Management Consultants**

**d. Resolution 15-07 Appointment of Sponsoring Risk Management Consultants**

**e. Resolution 15-08 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.**

**SCHOOL ALLIANCE INSURANCE FUND**

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- f. Resolution 15-09 Designating the Appointment of the Fund's Public Agency Compliance Officer.
- g. Resolution 15-10 Adopting the Cash Management Plan for the 2015/2016 fund year.
- h. Resolution 15-11 Designating the Official Depositories of the Fund.
- i. Resolution 15-12 Designating the Individuals as the Fund's Signatories for the 2015/2016 fund year.
- j. Resolution 15-13 Setting an interest rate on delinquent assessments for the 2015/2016 fund year.
- k. Resolution 15-14 Adopting the Meeting Place, Schedule, and Official Newspapers for the 2015/2016 fund year.
- l. Resolution 15-15 Appointing Highland Claim Services, Inc., as a Certifying and Approving Officer.
- m. Resolution 15-16 Appointing the Claims Committee as a Certifying and Approving Officer to the Fund.
- n. Resolution 15-17 Approving Amended Defense Counsel List

**Motion** to approve Resolutions 15-04 through 15-17.

**Moved:** William Sabo  
**Seconded:** Gail Woicekowski  
**Vote:** Approved: Unanimous      Nay

**C. Secretary – Gail Woicekowski**

There was no report.

**D. Treasurer's Report-Kenneth MacMillan**

The Treasurer 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 \$25,871,268.72.

**Moved:** Thomas Egan  
**Seconded:** William Sabo  
**Vote:** Approved: Unanimous      Nay

**E. Administrator – Public Entity Group Administrative Services**

There was no report.

**VII. Old Business**

There was no old business.

**VIII. New Business**

There was no new business.

**IX. Public Comment**

Bill Young presented resolutions of appreciation for Bill Bauer, Joyce Picariello and Maureen Joyce in recognition of their service as trustees for SAIF.

**Motion** to Approve the Resolutions of Appreciation for Bill Bauer, Joyce Picariello and Maureen Joyce.

**Moved:** William Sabo  
**Seconded:** Gail Woicekowski  
**Vote:** Approved: Unanimous      Nay:

X. **Closed Session**

There was no closed session.

XI. **Claims Sub-Committee Report**

A. **Ratification of the Claims Sub Committee's June 8, 2015, July 13, 2015, August 10, 2015, September 14, 2015 and October 13, 2015 Meeting Minutes**

**Motion** to ratify the Claims Sub-Committee's June 8, 2015, July 13, 2015, August 10, 2015, September 14, 2015 and October 13, 2015 meeting minutes.

**Moved:** Thomas Egan

**Seconded:** Gail Woicekowski

**Vote:** Approved: Unanimous                      Nay:

XII. **Adjournment**

**Motion** to adjourn the meeting.

**Moved:** William Sabo

**Seconded:** Steve Terhune

**Vote:** Approved: Unanimous    Nay:

The meeting was adjourned at 12:43 p.m.

Steffi-Jo requested that everyone in attendance remain for the presentation of the 2014/2015 fund year Safety Incentive Program Awards.

The next meeting will be held on **Thursday, November 19, 2015** immediately following lunch at the **Hampton Inn, Flemington, NJ**. Lunch will be served at 11:45 a.m.

Respectfully submitted,

  
Authorized Signature

## Attachment “A” to the Board of Trustees’ October 28, 2015 Reorganization Meeting Minutes

Representatives from the following members were present:

Asbury Park Board of Education  
 Audubon Board of Education  
 Bellmawr Board of Education  
 Bordentown Regional School District  
 Brooklawn Board of Education  
 Byram Board of Education  
 Cinnaminson Township Board of Education  
 Delaware Township School District  
 Edison Board of Education  
 Emerson Board of Education  
 Frankford Township Board of Education  
 Franklin Borough Board of Education  
 Galloway Township Board of Education  
 Hackettstown School District  
 Hardyston Township School District  
 High Bridge Board of Education  
 High Point Regional School District  
 Jefferson Township Board of Education  
 Kittatinny Regional School District  
 Laurel Springs Board of Education  
 Lenape Valley Regional High School District  
 Little Egg Harbor Township School District  
 Long Beach Island School District  
 Manasquan Board of Education

Mansfield Township Board of Education  
 Maple Shade Board of Education  
 Mine Hill Board of Education  
 Morris Union Jointure Commission  
 Mt. Olive Township Board of Education  
 North Arlington Board of Education  
 Oxford Township Board of Education  
 Pemberton Township Board of Education  
 Phillipsburg Board of Education  
 Pine Hill Board of Education  
 Point Pleasant Borough School District  
 Rancocas Valley Regional Board of Education  
 Readington Township Board of Education  
 Rutherford Board of Education  
 Southern Regional Board of Education  
 Stafford Township Elementary School District  
 Sterling Board of Education  
 Ventnor City School District  
 Warren Hills Regional High School District  
 Warren Township Board of Education  
 Washington Township Board of Education  
 West Windsor-Plainsboro Regional School District  
 Wharton Board of Education

The following fund professionals were also present:

Willard R. Young, 3<sup>rd</sup> PEGAS  
 Chuck Hartsoe  
 Barbara Murphy PEGAS/Risk and Loss Managers  
 Craig Klein  
 Evelyn Turney  
 Tom Mooney First MCO  
 Kelly Royce  
 M. Paige Berry Saul Ewing LLP  
 Kenneth MacMillan Treasurer  
 Robert Granata Highland Claim Services Inc.  
 Michael Niznik Partnership Safety Consulting  
 Matt Battle Rapid Recovery  
 Robert Angione Hillman, LLC  
 Lena Fulton Atlantic Associates  
 Vicky Sjulander Balken Risk Management Svcs.  
 John Latimer The Barclay Group  
 Mike McCarthy  
 Bob Gemmell Brown & Brown Metro Inc.  
 Lee Nestel CBIZ/Centric Insurance Agency  
 Rhonda Scafis Conner Strong Companies, Inc.  
 Sherry Graiff

Ron Wolfe  
 Noel Walsh  
 Dan Regan  
 Bonnie Ridolfino  
 Maria Makos  
 Linda D’Alessio  
 Jennifer Stowe  
 Sharon Cooper  
 Joe Ognibene  
 Jim Malkiewicz  
 Michael McGrath  
 Bob English  
 Gallagher – Bollinger, Inc.  
 Gallagher O’Gorman & Young  
 Hardenbergh Insurance Group  
 Polaris Galaxy Insurance  
 Public Entity Advocates  
 Public Risk Group  
 The Van Dyk Group  
 Willis of New Jersey