
SCHOOL ALLIANCE INSURANCE FUND

BOARD OF TRUSTEES' MEETING MINUTES

December 8, 2016

I. Call to Order – William Sabo, Chairperson

The meeting was called to order at 12:13 p.m. by Chairperson Sabo.

II. Open Public Meetings Statement – William Sabo, Chairperson

The Open Public Meeting 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	High Bridge Board of Education	Present
Pat Austin	Pemberton Twp. Board of Education	Present
Staci Horne	Phillipsburg Board of Education	Present
Joe Kelly	Rutherford Board of Education	Present
Steve Terhune	Southern Regional Board of Education	Present
Donna Snyder	Newton Board of Education	Absent

Board of Trustees - Alternates

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

Fund Commissioners Present

Susan Joyce	Delaware Twp. Board of Education
Corinne Steinmetz	Hunterdon County PolyTech
Donna Alonso	Leonia Board of Education
Judy Holladay	Milford Borough Board of Education
Rich Rennie	Ogdensburg Board of Education

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk and Loss Managers, Inc.
Craig Klein	
Eric Bause	The Actuarial Advantage
Bob Granata	Highland Claim Services
Mike Niznik	Partnership Safety Consultants
Stephen McNamara	Qual-Lynx
Lisa Gallo	
Michael Schreck	Withum, Smith + Brown
Stowell Fulton	Atlantic Associates
Shannon Balken	Balken Risk Management Services, Ltd.
John Latimer	The Barclay Group
Mike McCarthy	
Bob Gemmell	Brown & Brown of NJ
Lee Nestel	CBIZ/Centric
Alfred Kirk	Connor Strong Companies
Jay Lawton	AJG/Princeton
Dan Regan	

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Ron Wolfe	Gallagher Morville
Helen Goodwin	Hardenbergh Insurance Group
Jennifer Matos	Henry O. Baker Insurance Group
Susan Fitzgerald	Mintz, Girgan & Brightly, Inc.
Sharon Cooper	Public Entity Advocates, LLC
Joe Ognibene	Public Risk Group, LLC
Michael Sabbagh	Richland Knowles Agency
Mary Ann Costabile	Rue Insurance
Jim Malkiewicz	Van Dyk Group
Peter Tarricone	Wells Fargo Insurance Services USA, Inc.
Kevin Kelley	

IV. Introduction of Guests

There were no introductions.

V. Minutes

A. **Approval of the October 26, 2016 Fund Commissioners' & Board of Trustees' Reorganization Meeting Minutes**

Motion to approve the October 26, 2016 Fund Commissioners' and Board of Trustees' Reorganization Meeting Minutes.

Moved: Gail Woicekowski

Seconded: Pat Austin

Vote: Approved: Unanimous Nay:

VI. Reports

A. **Chairperson – William Sabo**

There was no report.

B. **Secretary – Donna Snyder**

There was no report.

C. **Safety and Education Advisory Committee**

The administrator reported that Mike Niznik gave a presentation on winter safety and loss control activities conducted to date.

D. **Attorney's Report – Saul Ewing LLP**

1. **Monthly Report**

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 and Bill List for all fund years totaling \$9,096,184.72.

Moved: Pat Austin

Seconded: Gail Woicekowski

Vote: Approved: Unanimous Nay:

2. **Actuarial Report for year ending June 30, 2016 – Actuarial Advantage – Eric Bause**

Eric Bause presented the actuarial report, explaining that the purpose of the report is to analyze the Fund's net losses and allocated loss adjustment expense reserves and to project ultimate net losses. Eric commented that the incurred

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but not reported (IBNR) reserve is a provision that takes into account the emergence of unknown claims, development of known claims and the reopening of closed claims. He also stated that as of the June 30, 2016 valuation date, the total IBNR and case reserves for all fund years was \$26,424,992.

3. Financial Report for year ending June 30, 2016-Withum, Smith + Brown – Michael Schreck

Michael Schreck presented the audited financial statement as of June 30, 2016. He stated the cumulative balance sheet, on page five, shows assets of \$38,579,014, liabilities of \$29,115,999 and a surplus of \$9,463,015. He reported the net income, page six, for the year ending June 30, 2016 was \$2,291,625. He also stated the financial statements are presented in accordance with generally accepted accounting principles and that there were no recommendations noted.

Motion to approve Resolution 16-17 Certifying Review of Annual Audit Report.

Moved: Daniel Michaud

Seconded: Joe Kelly

Vote: Approved: Unanimous Nay:

The administrator requested that all Trustees in attendance sign the Certification of the Governing Body which states the Trustees have reviewed the annual audit filed with the fund's secretary for year ending June 30, 2016 and are familiar with the sections of the annual report titled General Comments and Recommendations.

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

1. Summary of Topics

a. Final Installment of Assessment

b. 2017/2018 Fund Year Program

The administrator reported preliminary work for the 2016/2017 fund year had begun and budget guidance will be provided to members as soon as practical.

c. StopIt

The administrator reported the program is designed to be a simple, fast solution to reporting inappropriate behavior.

d. SafeSchools Online Training Program

The administrator reminded all present that SafeSchools Online Training is available to member districts. The administrator reported newly required bus aide training is available through the SafeSchools program.

G. Loss Control Specialist - Partnership Safety Consultants

There was no report.

H. Managed Care Organization – Qual-Lynx

Lisa Gallo presented the Activity Report and Bill Review Services report included in the agenda packet.

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 #3.

Moved: Gail Woicekowski

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- Seconded:** Joe Kelly
Vote: Approved: Unanimous Nay:
- B. ***Motion*** to Close the Public Hearing and adopt the 2015/2016 Fund Year Budget-Revision #3.
Moved: Staci Horne
Seconded: Pat Austin
Vote: Approved: Unanimous Nay:
- C. ***Motion*** to Open the Public Hearing on the 2016/2017 Fund Year Budget.
Moved: Gail Woicekowski
Seconded: Pat Austin
Vote: Approved: Unanimous Nay:
- D. ***Motion*** to Close the Public Hearing and adopt the 2016/2017 Fund Year Budget.
Moved: Steve Terhune
Seconded: Staci Horne
Vote: Approved: Unanimous Nay:
- E. ***Motion*** to Introduce the 2016/2017 Fund Year Budget-Revision #1.
Moved: Steve Terhune
Seconded: Staci Horne
Vote: Approved: Unanimous Nay:
Barbara Murphy stated that the revision reflects the changes in the membership for the 2016/2017 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 November 14, 2016 Meeting Minutes.

Motion to ratify the Claim Sub-Committee's November 14, 2016 Meeting Minutes.

Moved: Pat Austin

Seconded: Gail Woicekowski

Vote: Approved: Unanimous Nay:

XII. Adjournment

Motion to adjourn the meeting.

Moved: Gail Woicekowski

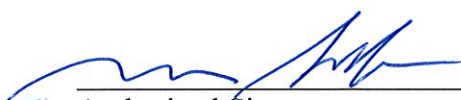
Seconded: Pat Austin

Vote: Approved: Unanimous Nay:

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

The next meeting will be held on **Thursday, March 23, 2017** immediately following lunch at the **Hampton Inn, Flemington, NJ**. Lunch will be served at 11:45 a.m.

Respectfully Submitted,



Authorized Signature