
SCHOOL ALLIANCE INSURANCE FUND

BOARD OF TRUSTEES' MEETING MINUTES

November 19, 2015

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

The meeting was called to order at 12:20 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	Absent
Gail Woicekowski	High Bridge Board of Education	Present
Marge Conroy	Mt. Olive Board of Education	Present
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
Corinne Steinmetz	Hunterdon County PolyTech

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Craig Klein	
Eric Bause	The Actuarial Advantage
Tom Mooney	First Managed Care Option
Mary Bresadola	
Bob Granata	Highland Claim Services
Mike Niznik	Partnership Safety Consultants
M. Paige Berry	Saul Ewing LLP
Michael Schreck	Withum, Smith + Brown
Shannon Balken	Balken Risk Management
Mike McCarthy	The Barclay Group
Giovani Mancini	CBIZ/Centric Insurance Agency
Steve Walsh	EJA/Capacity Insurance
Jay Lawton	Gallagher-GR Murray Insurance
Ron Wolfe	Gallagher-Bollinger
Donna Huron	
Helen Goodwin	Hardenbergh Insurance Group

SCHOOL ALLIANCE INSURANCE FUND

Susan Fitzgerald	Mintz, Girgan & Brightly
Linda D'Alessio	Polaris Galaxy Insurance
Jennifer Stowe	
Sharon Cooper	Public Entity Advocates
Joe Ognibene	Public Risk Group
Mary Ann Costabile	Rue Insurance
Jim Malkiewicz	Van Dyk Group
Tara Pfunke	Wells Fargo Insurance Services

IV. Introduction of Guests

There were no introductions.

V. Minutes

A. Approval of the October 28, 2015 Fund Commissioners' & Board of Trustees' Reorganization Meeting Minutes

Motion to approve the October 28, 2015 Fund Commissioners' and Board of Trustees' Reorganization Meeting Minutes.

Moved: Gail Woicekowski

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay: Abstain: Donna Snyder

VI. Reports

A. Chairperson – Steffi-Jo DeCasas

There was no report.

B. Secretary – Gail Woicekowski

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 - M. Paige Berry

1. Monthly Report

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

She also commented on the veto of S929, stating that the legislation would have increased the weekly benefits rate to reflect the maximum workers' compensation rate for the current fiscal year in lieu of the rate at the time of injury.

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 \$1,951,691.32.

Moved: Pat Austin

Seconded: Gail Woicekowski

Vote: Approved: Unanimous Nay:

SCHOOL ALLIANCE INSURANCE FUND

2. Actuarial Report for year ending June 30, 2015 – 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 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, 2015 valuation date, the total IBNR and case reserves for all fund years was \$26,519,734.

3. Financial Report for year ending June 30, 2015-Withum, Smith + Brown – Michael Schreck

Michael Schreck presented the audited financial statement as of June 30, 2015. He stated the cumulative balance sheet, on page five, shows assets of \$35,565,090, liabilities of \$28,393,700 and a surplus of \$7,171,390. He reported the net income, page six, for the year ending June 30, 2015 was \$2,057,121. 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 15-18 Certifying Review of Annual Audit Report.

Moved: Gail Woicekowski

Seconded: Thomas Egan

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, 2015 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. 2016/2017 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. SafeSchools Online Training Program

The administrator reminded all present that SafeSchools Online Training is available to member districts. It was also reported certain training was being submitted to the State to determine if eligible for continuing education credit.

G. Loss Control Specialist - Partnership Safety Consultants

There was no report.

H. Managed Care Organization - First Managed Care Option

Tom Mooney presented the Case Management Activity Report and Bill Review Services report included in the agenda packet.

I. Claims Servicing Organization - Highland Claim Services Inc.

There was no report.

SCHOOL ALLIANCE INSURANCE FUND

XI. Open Session Resumes

Motion to approve entering into contract with QualCare Inc. LLC effective 1/1/16 through 6/30/17 for Managed Care Services.

Moved: Steve Terhune

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

XII. Claims Sub-Committee Report

A. Ratification of the Claims Sub-Committee's November 9, 2015 Meeting Minutes.

Motion to ratify the Claim Sub-Committee's November 9, 2015 Meeting Minutes.

Moved: Gail Woickowski

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

XIII. Adjournment

Motion to adjourn the meeting.

Moved: Thomas Egan

Seconded: Gail Woickowski

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 1:22 p.m.

The next meeting will be held on **Thursday, March 24, 2016** immediately following lunch at the **Hampton Inn, Flemington, NJ**. Lunch will be served at 11:45 a.m.

Respectfully Submitted,



Authorized Signature