

**SCHOOL ALLIANCE INSURANCE FUND**

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**BOARD OF TRUSTEES' MEETING MINUTES**

May 31, 2018

**I. Call to Order – Gail Woicekowski, Vice-Chairperson**

The meeting was called to order at 11:15 a.m. by Vice-Chairperson Woicekowski.

**II. Open Public Meetings Statement – Gail Woicekowski, Vice-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	Absent
Gail Woicekowski	Hackettstown Board of Education	Present
Heather Goguen	High Bridge 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	Present
Steve Terhune	Southern Regional Board of Education	Present

Board of Trustees - Alternates

Lynn Coates	Manasquan Board of Education	Absent
Sara Winchester	Ocean County College	Absent
Jenine Murray	Wood-Ridge Board of Education	Absent

Fund Commissioners Present

Kathy Kane	Kittatinny Regional Board of Education
Beth Brooks	Robbinsville Board of Education

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Craig Klein	
Robert Granata	Highland Claim Services
Mike Niznik	Partnership Safety Consultants
Racine McCutcheon	Qual-Lynx
Diane Beleager	
M. Paige Berry	Saul Ewing Arnstein & Lehr, LLP
Stowell Fulton	Atlantic Associates
Dan Regan	AJ Gallagher/Princeton
Ron Wolfe	AJ Gallagher/Newton
Vicky Sjulander	Balken Risk Management Services
Louis Beckerman	Beckerman and Company
John Latimer	The Barclay Group
Timothy Latimer	
Bill Dittmann	
Michael McCarthy	

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Vicky Sumner	Boynton & Boynton
Bob Gemmell	Brown & Brown
Joe Mastrogiancomo	CBIZ Insurance Services, Inc.
Sherry Graiff	Conner Strong & Buckelew
Judy Pecoraro	Cook Maran & Associates
Bonnie Rick	Hardenbergh Insurance Group
Sharon Cooper	Public Entity Advocates
Robert Cottone	Rue Insurance
Jim Malkiewicz	Van Dyk Group

**IV. Introduction of Guests**

There were no introductions.

**V. Minutes**

**A. Approval of the December 17, 2017 Board of Trustees' Open and Board of Trustees' Closed Meeting Minutes**

**Motion** to approve the December 17, 2017 Board of Trustees' Open and Board of Trustees' Closed Meeting Minutes.

**Moved:** Joe Kelly

**Seconded:** Pat Austin

**Vote:** Approved: Unanimous      Nay: Abstain:

**VI. Reports**

**A. Chairperson – Gail Woicekowski**

1. Appointment of the nominating committee.

The following were appointed to the nominating committee: Staci Horne, Dan Michaud and Joe Kelly.

**B. Safety and Education Advisory Committee – Chuck Hartsoe**

1. 2018/2019 Fund Year Safety Incentive Program

Chuck Hartsoe reported the proposed 2018/2019 SIP program had one update for tier #1 which requires any member receiving a loss control recommendation due to a site visit must respond in order to be eligible for the tier #1 award.

**Motion** to approve the SIP Program for the 2018/2019 fund year.

**Moved:** Dan Michaud

**Seconded:** Pat Austin

**Vote:** Approved: Unanimous      Nay:

2. **Quarterly Report**

Mike Niznik noted the reports for loss control activities for the period November 9, 2017 through May 18, 2018. Mike reported that a total of 27 loss control facility surveys had been completed for that period.

Mike proceeded to present a power point presentation on general hazards for the spring and summer months that included the following topics: water damage concerns; power loss; fleet safety; field trips; project graduation; playgrounds and summer employee training.

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**C. Secretary – Joe Kelly**

There was no report.

**D. Attorney’s Report – Saul Ewing Arnstein & Lehr, 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 \$12,630,320.47.

**Moved:** Dan Michaud

**Seconded:** Steve Terhune

**Vote:** Approved: Unanimous      Nay:

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

1. Summary of Topics Memorandum (included in the agenda packet)

- a. 2018/2019 New Business Submissions

The administrator stated that the list of new business submissions was included in the agenda packet. The administrator also stated that submissions for Branchburg Township Board of Education, Roxbury Township Board of Education and Westfield Board of Education were received after the agenda was distributed and should be added to the list of new business submissions. 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. 2018/2019 Meeting Schedule

As per the meeting schedule included in the agenda packet.

- c. 2017/2018 Fund Year Safety Incentive Program

The administrator noted that documentation with respect to the final quarter must be forwarded prior to June 30, 2018 in order to qualify for the 2017/2018 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 2018/2019 SAIF program: Chuck reported there are optional individual member higher limits for Cyber Liability coverage for the 2018/2019 fund year. It was also noted the School Leaders Professional Liability program for the 2018/2019 fund year did not have any changes proposed in coverage.

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**G. Loss Control Specialist – Partnership Safety Consultants**

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

**H. Managed Care Organization – Qual-Lynx**

The report detailing the medical savings by month and lost time versus medical only cases was reviewed.

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

There was no report.

**VII. Closed Session**

**Motion** to adjourn to Closed session.

**Moved:** Steve Terhune

**Seconded:** Joe Kelly

**Vote:** Approved: Unanimous      Nay:

Open session adjourned at 12:03 p.m.

**Motion** to resume Open Session.

**Moved:** Steve Terhune

**Seconded:** Joe Kelly

**Vote:** Approved: Unanimous      Nay:

Open Session resumed at 12:27 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 Open the Public Hearing on the 2016/2017 Fund Year Budget Revision #3.

**Moved:** Pat Austin

**Seconded:** Steve Terhune

**Vote:** Approved: Unanimous      Nay:

**B. Motion** to Close the Public Hearing and adopt the 2016/2017 Fund Year Budget Revision #3.

**Moved:** Steve Terhune

**Seconded:** Joe Kelly

**Vote:** Approved: Unanimous      Nay:

**C. Motion** to Introduce the 2017/2018 Fund Year Budget Revision #1.

**Moved:** Steve Terhune

**Seconded:** Dan Michaud

**Vote:** Approved: Unanimous      Nay:

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**D. Motion** to Introduce the 2018/2019 fund year Budget and certify the Assessments.

**Moved:** Dan Michaud

**Seconded:** Staci Horne

**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 January 9, 2018, February 12, 2018 and April 9, 2018 Meeting Minutes.**

**Motion** to ratify the Claim Sub-Committee's January 9, 2018, February 12, 2018 and April 9, 2018 Meeting Minutes.

**Moved:** Pat Austin

**Seconded:** Steve Terhune

**Vote:** Approved: Unanimous      Nay:

**XIII. Adjournment**

**Motion** to adjourn the meeting.

**Moved:** Pat Austin

**Seconded:** Pat Austin

**Vote:** Approved: Unanimous      Nay:

The meeting was adjourned at 1:08 p.m.

The next meeting will be held at 12:00 p.m. at the **Sheraton Atlantic City Convention Center Hotel on Wednesday, October 24, 2018.**

Respectfully Submitted,



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Authorized Signature