
SCHOOL ALLIANCE INSURANCE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
October 26, 2016**

I. Call to Order – Willard R. Young

The meeting was called to order at 12:05 p.m. by Willard R. Young.

II. Open Public Meetings Statement – Willard R. Young

The Open Public Meetings 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:

William Sabo, Chairperson	Franklin Borough Board of Education
Gail Woicekowski, Vice-Chairperson	Hackettstown Board of Education
Donna Snyder, Secretary	Newton Board of Education

There were no additional nominations.

Motion to approve Resolution 16-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

Moved: Thomas Egan

Seconded: Patricia Leonhardt

Vote: Approved: Unanimous Nay:

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
Daniel Michaud	Edison Board of Education
Steve Terhune	Southern Regional School District
Staci Horne	Phillipsburg Board of Education
Joseph Kelly	Rutherford Board of Education

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There were no additional nominations.

Motion to approve Resolution 16-02 Authorizing the Election of the Board of Trustees.

Moved: Thomas Egan

Seconded: Daniel Michaud

Vote: Approved: Unanimous Nay:

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

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

There were no additional nominations.

Motion to approve Resolution 16-03 Authorizing the Election of the Alternate Trustees.

Moved: William Sabo

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, one member of PEGAS is a risk management consultant 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.

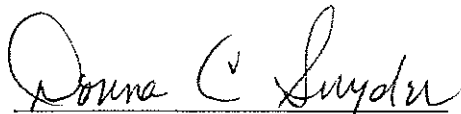
Moved: Steve Terhune

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay:

The meeting adjourned at 12:11 p.m.

Respectfully submitted,


Authorized Signature

Attachment "A" to the Fund Commissioners' October 26, 2016 Reorganization Meeting Minutes

Representatives from the following members were present:

Audubon Board of Education	Montvale Board of Education
Barnegat Township School District	Morris Union Jointure Commission
Bellmawr Board of Education	Newton School District
Berlin Borough Board of Education	North Arlington Board of Education
Bordentown Regional School District	North Warren Regional Board of Education
Brooklawn Board of Education	Ogdensburg Board of Education
Butler Board of Education	Oxford Township Board of Education
Byram Board of Education	Palmyra Borough School District
Cherry Hill Board of Education	Parsippany-Troy Hills Board of Education
Cinnaminson Township Board of Education	Paulsboro Board of Education
Delaware Township School District	Pemberton Township Board of Education
Dennis Township Board of Education	Phillipsburg Board of Education
ECO Charter School	Pine Hill Board of Education
Edison Board of Education	Point Pleasant Borough School District
Flemington-Raritan Regional School District	Readington Township Board of Education
Frankford Township Board of Education	Rutherford Board of Education
Franklin Borough Board of Education	Sayreville Board of Education
Galloway Township Board of Education	Secaucus Board of Education
Hackettstown School District	Southern Regional Board of Education
High Bridge Board of Education	Stafford Township Elementary School District
Hope Township Board of Education	Sterling Board of Education
Hunterdon County Polytech	Ventnor City School District
Jefferson Township Board of Education	Vernon Township School District
Kittatinny Regional School District	Warren Hills Regional High School District
Little Egg Harbor Township School District	Warren Township Board of Education
Mansfield Township Board of Education	Washington Township Board of Education
Maple Shade Board of Education	West Windsor-Plainsboro Regional School District
Milford Board of Education	Wharton Board of Education
Mine Hill Board of Education	

The following fund professionals were also present:

Willard R. Young, 3 rd	PEGAS	John Latimer Sr.	The Barclay Group
Chuck Hartsoe		John Latimer	
Barbara Murphy	PEGAS/Risk and Loss Managers	Mike McCarthy	
Craig Klein		Bob Gemmell	Brown & Brown Metro Inc.
Evelyn Turney		Joseph Porch	Conner Strong Companies, Inc.
M. Paige Berry	Saul Ewing LLP	Zach Edelman	Fairview Insurance
Robert Granata	Highland Claim Services Inc.	Joe Henry	Hardenbergh Insurance Group
Michael Niznik	Partnership Safety Consulting	Helen Goodwin	
Matt Battle	Rapid Recovery	Maria Makos	Polaris Galaxy Insurance
Jeff Schobel	STOPiT	Jennifer Stowe	
John Comegno	Comegno Law Group	Sharon Cooper	Public Entity Advocates
		Joe Qgnibene	Public Risk Group
Ron Wolfe	AJG - Morville	Jim Malkiewicz	The Van Dyk Group
Jay Lawton	AJG – GR Murray	Michael McGrath	
Dan Regan			
Dan Mackarevich	Arthur Hall Insurance		
Stowell Fulton	Atlantic Associates		
Shannon Balken	Balken Risk Management Svcs.		

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BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES

October 26, 2016

I. Call to Order – William Sabo, Chairperson

The meeting was called to order at 12:23 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>
Tom Egan	Cinnaminson Board of Education	Present
Daniel Michaud	Edison Board of Education	Present
William Sabo	Franklin Borough Board of Education	Present
Gail Woicekowski	Hackettstown Board of Education	Present
Donna Snyder	Newton Board of Education	Present
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 School District	Present

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

Also present:

Pursuant to attachment "A"

IV. Introduction of Guests

There were no introductions.

V. Minutes

A. Approval of the May 26, 2016 Board of Trustees' Open and Closed Meeting Minutes

Motion to approve the May 26, 2016 Board of Trustees' Open and Closed Meeting Minutes.

Moved: Donna Snyder

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay: Abstain: G. Woicekowski

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

Gail Woicekowski
Joyce Goode
Staci Horne
Patricia Leonhardt
Joe Kelly

Risk Managers

Peter Tarricone
Mary Ann Costabile
Jim Malkiewicz

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2. Finance Sub-Committee

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

- Thomas Egan, Chairperson
- Steve Terhune

3. Claims Sub-Committee

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

- Gail Woicekowski, Chairperson
- Pat Austin
- Donna Snyder
- Bill Sabo, Alternate

4. SEL Fund Commissioners

The following trustees were appointed as SEL Fund Commissioners.

- Tom Egan
- Gail Woicekowski
- Steve Terhune, Alternate

5. SEL Renewal

Motion to renew the SAIF membership in SEL effective July 1, 2016 through June 30, 2019.

Moved: Gail Woicekowski

Seconded: Donna Snyder

Vote: Approved: Unanimous Nay

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

1. Resolutions 16-04 through 16-16

The fund attorney presented the following resolutions.

a. Appointment of Service Providers

Resolution 16-04 Appointing Service Providers for the 2016/2017 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 16-05 Authorizing the Execution of Contracts with Service Providers for the 2016/2017 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 16-06 Appointment of Risk Management Consultants

d. Resolution 16-07 Appointment of Sponsoring Risk Management Consultants

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- e. Resolution 16-08 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.
- f. Resolution 16-09 Designating the Appointment of the Fund's Public Agency Compliance Officer.
- g. Resolution 16-10 Adopting the Cash Management Plan for the 2016/2017 fund year.
- h. Resolution 16-11 Designating the Official Depositories of the Fund.
- i. Resolution 16-12 Designating the Individuals as the Fund's Signatories for the 2016/2017 fund year.
- j. Resolution 16-13 Setting an interest rate on delinquent assessments for the 2016/2017 fund year.
- k. Resolution 16-14 Adopting the Meeting Place, Schedule, and Official Newspapers for the 2016/2017 fund year.
- l. Resolution 16-15 Appointing Highland Claim Services, Inc., as a Certifying and Approving Officer.
- m. Resolution 16-16 Appointing the Claims Committee as a Certifying and Approving Officer to the Fund.

Motion to approve Resolutions 16-04 through 16-16.

Moved: William Sabo

Seconded: Gail Woicekowski

Vote: Approved: Unanimous Nay

C. Secretary – Gail Woicekowski

There was no report.

D. Treasurer's Report-Barbara Murphy

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 \$22,386,188.69.

Moved: Steve Terhune

Seconded: Thomas Egan

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

There was no public comment.

X. Closed Session

There was no closed session.

**Attachment "A" to the Board of Trustees'
October 26, 2016 Reorganization Meeting Minutes**

Representatives from the following members were present:

Audubon Board of Education	Montvale Board of Education
Barnegat Township School District	Morris Union Jointure Commission
Bellmawr Board of Education	Newton School District
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The following fund professionals were also present:

Willard R. Young, 3 rd	PEGAS	John Latimer Sr.	The Barclay Group
Chuck Hartsoe		John Latimer	
Barbara Murphy	PEGAS/Risk and Loss Managers	Mike McCarthy	
Craig Klein		Bob Gemmell	Brown & Brown Metro Inc.
Evelyn Turney		Joseph Porch	Conner Strong Companies, Inc.
M. Paige Berry	Saul Ewing LLP	Zach Edelman	Fairview Insurance
Robert Granata	Highland Claim Services Inc.	Joe Henry	Hardenbergh Insurance Group
Michael Niznik	Partnership Safety Consulting	Helen Goodwin	
Matt Battle	Rapid Recovery	Maria Makos	Polaris Galaxy Insurance
Jeff Schobel	STOPiT	Jennifer Stowe	
John Comegno	Comegno Law Group	Sharon Cooper	Public Entity Advocates
		Joe Ognibene	Public Risk Group
Ron Wolfe	AJG - Morville	Jim Malkiewicz	The Van Dyk Group
Jay Lawton	AJG - GR Murray	Michael McGrath	
Dan Regan			
Dan Mackarevich	Arthur Hall Insurance		
Stowell Fulton	Atlantic Associates		
Shannon Balken	Balken Risk Management Svcs.		