

SCHOOL ALLIANCE INSURANCE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
October 25, 2017**

I. Call to Order - Willard R. Young

The meeting was called to order at 12:10 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 |
| Joseph Kelly, Secretary | Rutherford Board of Education |

There were no additional nominations.

Motion to approve Resolution 17-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

Moved: Edison BOE

Seconded: Franklin BOE

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 |
| Daniel Michaud | Edison Board of Education |
| Heather Goguen | High Bridge Board of Education |
| Pat Austin | Pemberton Township Board of Education |
| Staci Horne | Phillipsburg Board of Education |
| Steve Terhune | Southern Regional School District |

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There were no additional nominations.

Motion to approve Resolution 17-02 Authorizing the Election of the Board of Trustees.

Moved: Frankford Township BOE

Seconded: Edison BOE

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 |
| Sara Winchester | Ocean County College |
| Jenine Murray | Wood-Ridge Board of Education |

There were no additional nominations.

Motion to approve Resolution 17-03 Authorizing the Election of the Alternate Trustees.

Moved: Edison BOE

Seconded: Hampton Borough BOE

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: Hampton Borough BOE

Seconded: Pemberton BOE

Vote: Approved: Unanimous Nay:

The meeting adjourned at 12:15 p.m.

Respectfully submitted,



Authorized Signature

**Attachment "A" to the Fund Commissioners'
October 25, 2017 Reorganization Meeting Minutes**

Representatives from the following members were present:

| | |
|---|--|
| Audubon Board of Education | Margate City Board of Education |
| Barnegat Township School District | Mine Hill Board of Education |
| Bellmawr Board of Education | Montvale Board of Education |
| Butler Board of Education | Newton School District |
| Byram Board of Education | North Arlington Board of Education |
| Cinnaminson Township Board of Education | North Warren Regional Board of Education |
| ECO Charter School | Palmyra Borough School District |
| Edison Board of Education | Parsippany-Troy Hills Board of Education |
| Flemington-Raritan Regional School District | Paulsboro Board of Education |
| Frankford Township Board of Education | Pemberton Township Board of Education |
| Franklin Borough Board of Education | Phillipsburg Board of Education |
| Franklin Township Board of Education | Pine Hill Board of Education |
| Fredon Township School District | Robbinsville Public Schools |
| Freehold Borough Board of Education | Rutherford Board of Education |
| Galloway Township Board of Education | Secaucus Board of Education |
| Hackettstown School District | Sparta Township School District |
| Hampton Borough Board of Education | Stafford Township Elementary School District |
| High Bridge Board of Education | Sterling Board of Education |
| Holland Township Board of Education | Ventnor City School District |
| Hunterdon County Polytech | Vernon Township School District |
| Jefferson Township Board of Education | Warren Hills Regional High School District |
| Kittatinny Regional School District | Warren Township Board of Education |
| Lenape Valley Regional High School District | Washington Township Board of Education |
| Little Egg Harbor Township School District | Watchung Hills Regional Board of Education |
| Logan Township Board of Education | Wharton Board of Education |
| Maple Shade Board of Education | |

The following fund professionals were also present:

| | | | |
|-----------------------------------|---------------------------------|--------------------|-------------------------------|
| Willard R. Young, 3 rd | PEGAS | Bill Dittmann | The Barclay Group |
| Chuck Hartsoe | | John Latimer | |
| Barbara Murphy | PEGAS/Risk and Loss Managers | Tim Latimer | |
| Craig Klein | | Mike McCarthy | |
| Evelyn Turney | | Vicky Sumner | Boynton & Boynton |
| M. Paige Berry | Saul Ewing Arnstein & Lehr, LLP | Bob Gemmell | Brown & Brown Metro Inc. |
| Kenneth MacMillan | Custodian of Funds | Lee Nestel | CBIZ/Centric |
| Robert Granata | Highland Claim Services Inc. | Joseph Porch | Conner Strong Companies, Inc. |
| Lisa Pflug | | Bonnie Ridolfino | Hardenbergh Insurance Group |
| Linda Wehner | | Danielle Colaianni | |
| Michael Niznik | Partnership Safety Consulting | Joe Ognibene | Public Risk Group |
| Stephen McNamara | Qual-Lynx | Jim Malkiewicz | The Van Dyk Group |
| Matt Battle | Rapid Recovery | Michael McGrath | |
| Bob Newman | | Robert English | Willis Towers Watson |
| Larry Shoemaker | Bollinger Specialty Group | | |
| Barbara Fitzpatrick | AJG/Princeton | | |
| Dan Regan | | | |
| Ron Wolfe | AJG/Newton | | |
| Lena Fulton | Atlantic Associates | | |

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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES
October 25, 2017**

I. Call to Order - William Sabo, Chairperson
The meeting was called to order at 12:22 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

| <u>Board of Trustees</u> | | <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 |
| Heather Goguen | High Bridge 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 | Absent |

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 |

Also present:

Pursuant to attachment "A"

IV. Introduction of Guests
There were no introductions.

V. Minutes

- A. Approval of the May 25, 2017 Board of Trustees' Open and Closed Meeting Minutes**
Motion to approve the May 25, 2017 Board of Trustees' Open and Closed Meeting Minutes.
Moved: Daniel Michaud
Seconded: Joseph Kelly
Vote: Approved: 7 Nay: Abstain: G. Woickowski

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:
- | | |
|---------------------------|----------------------|
| <u>Fund Commissioners</u> | <u>Risk Managers</u> |
| Gail Woickowski | Peter Tarricone |
| Staci Horne | Jim Malkiewicz |
| Joseph Kelly | |
| Patricia Leonhardt | |
| Steve Kepnes | |
| Kathy Kane | |

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2. Appointment of Finance Sub-Committee
The following trustees were appointed to the Finance Sub- Committee.
Thomas Egan, Chairperson
Steve Terhune

3. Appointment of Claims Sub-Committee
The following trustees were appointed to the Claims Sub-Committee.
Gail Woickowski, Chairperson
Pat Austin
Joseph Kelly
William Sabo, Alternate

4. Appointment of SEL Fund Commissioners
The following trustees were appointed as SEL Fund Commissioners.
Tom Egan
Gail Woickowski
Steve Terhune, Alternate

B. Attorney's Report - Saul Ewing Arnstein & Lehr, LLP - M. Paige Berry

1. Resolutions 17-04 through 17-16
The fund attorney presented the following resolutions.
 - a. Appointment of Service Providers
Resolution 17-04 Appointing Service Providers for the 2017/2018 fund year.
 - (1) Actuary - The Actuarial Advantage
 - (2) Administrator - Public Entity Group Administrative Services
 - (3) Attorney - Saul Ewing Arnstein & Lehr, LLP
 - (4) Auditor - Withum, Smith + Brown
 - (5) Claims Servicing - Highland Claim Services, Inc.
 - (6) Custodian of Funds - Kenneth MacMillan
 - (7) Investment Manager - PFM Asset Management, LLC.
 - (8) Loss Control/Safety Administrator - Partnership Safety Consultants
 - (9) Managed Care - Qual-Lynx
 - b. Resolution 17-05 Authorizing the Execution of Contracts with Service Providers for the 2017/2018 fund year.
 - (1) Actuary - The Actuarial Advantage
 - (2) Administrator - Public Entity Group Administrative Services
 - (3) Attorney - Saul Ewing Arnstein & Lehr, LLP
 - (4) Auditor - Withum, Smith + Brown
 - (5) Claims Servicing - Highland Claim Services, Inc.
 - (6) Custodian of Funds - Kenneth MacMillan
 - (7) Investment Manager - PFM Asset Management, LLC
 - (8) Loss Control/Safety Administrator - Partnership Safety Consultants
 - (9) Managed Care - Qual-Lynx
 - c. Resolution 17-06 Appointment of Risk Management Consultants
 - d. Resolution 17-07 Appointment of Sponsoring Risk Management Consultants
 - e. Resolution 17-08 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.

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- f. Resolution 17-09 Designating the Appointment of the Fund's Public Agency Compliance Officer.
- g. Resolution 17-10 Adopting the Cash Management Plan for the 2017/2018 fund year.
- h. Resolution 17-11 Designating the Official Depositories of the Fund.
- i. Resolution 17-12 Designating the Individuals as the Fund's Signatories for the 2017/2018 fund year.
- j. Resolution 17-13 Setting an interest rate on delinquent assessments for the 2017/2018 fund year.
- k. Resolution 17-14 Adopting the Meeting Place, Schedule, and Official Newspapers for the 2017/2018 fund year.
- l. Resolution 17-15 Appointing Highland Claim Services, Inc., as a Certifying and Approving Officer.
- m. Resolution 17-16 Appointing the Claims Committee as a Certifying and Approving Officer to the Fund.

Motion to approve Resolutions 17-04 through 17-16.

Moved: Tom Egan

Seconded: Daniel Michaud

Vote: Approved: Unanimous Nay

C. Secretary - Gail Woicekowski

There was no report.

D. Treasurer's Report - Ken 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 \$22,587,017.11.

Moved: Joseph Kelly

Seconded: Staci Horne

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.

XI. Claims Sub-Committee Report

A. Ratification of the Claims Sub Committee's June 12, 2017, July 10, 2017, August 14, 2017, September 11, 2017 and October 13, 2017 Meeting Minutes

Motion to ratify the Claims Sub-Committee's June 12, 2017, July 10, 2017, August 14, 2017, September 11, 2017 and October 13, 2017 meeting minutes.

Moved: Gail Woicekowski

Seconded: Tom Egan

Vote: Approved: Unanimous Nay:

XII. 2016/2017 SAIF Safety Awards

The administrator presented awards to the districts that completed the required criteria to qualify for the 2016/2017 Fund Year Safety Incentive Program.

XIII. Adjournment

The meeting was adjourned at 12:46 p.m.

The next meeting will be held on **Thursday, December 7, 2017** 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 25, 2017 Reorganization Meeting Minutes

Representatives from the following members were present:

| | |
|---|--|
| <p>Audubon Board of Education Barnegat Township School District Bellmawr Board of Education Butler Board of Education Byram Board of Education Cinnaminson Township Board of Education ECO Charter School Edison Board of Education Flemington-Raritan Regional School District Frankford Township Board of Education Franklin Borough Board of Education Franklin Township Board of Education Fredon Township School District Freehold Borough Board of Education Galloway Township Board of Education Hackettstown School District Hampton Borough Board of Education High Bridge Board of Education Holland Township Board of Education Hunterdon County Polytech Jefferson Township Board of Education Kittatinny Regional School District Lenape Valley Regional High School District Little Egg Harbor Township School District Logan Township Board of Education Maple Shade Board of Education</p> | <p>Margate City Board of Education Mine Hill Board of Education Montvale Board of Education Newton School District North Arlington Board of Education North Warren Regional Board of Education Palmyra Borough School District Parsippany-Troy Hills Board of Education Paulsboro Board of Education Pemberton Township Board of Education Phillipsburg Board of Education Pine Hill Board of Education Robbinsville Public Schools Rutherford Board of Education Secaucus Board of Education Sparta Township School District Stafford Township Elementary School District Sterling Board of Education Ventnor City School District Vernon Township School District Warren Hills Regional High School District Warren Township Board of Education Washington Township Board of Education Watchung Hills Regional Board of Education Wharton Board of Education</p> |
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The following fund professionals were also present:

| | | | |
|---|--|--|---|
| <p>Willard R. Young, 3rd Chuck Hartsoe Barbara Murphy Craig Klein Evelyn Turney M. Paige Berry Kenneth MacMillan Robert Granata Lisa Pflug Linda Wehner Michael Niznik Stephen McNamara Matt Battle Bob Newman Larry Shoemaker Barbara Fitzpatrick Dan Regan Ron Wolfe Lena Fulton</p> | <p>PEGAS PEGAS/Risk and Loss Managers Saul Ewing Arnstein & Lehr, LLP Custodian of Funds Highland Claim Services Inc. Partnership Safety Consulting Qual-Lynx Rapid Recovery Bollinger Specialty Group AJG/Princeton AJG/Newton Atlantic Associates _____</p> | <p>Bill Dittmann John Latimer Tim Latimer Mike McCarthy Vicky Sumner Bob Gemmell Lee Nestel Joseph Porch Bonnie Ridolfino Danielle Colaianni Joe Ognibene Jim Malkiewicz Michael McGrath Robert English</p> | <p>The Barclay Group Boynton & Boynton Brown & Brown Metro Inc. CBIZ/Centric Conner Strong Companies, Inc. Hardenbergh Insurance Group Public Risk Group The Van Dyk Group Willis Towers Watson</p> |
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