
SCHOOL ALLIANCE INSURANCE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
October 23, 2019**

I. Call to Order - Willard R. Young

The meeting was called to order at 12:18 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:

Gail Libby, Chairperson	Mt. Olive Township Board of Education
Steve Terhune, Vice-Chairperson	Southern Regional School District
Joseph Kelly, Secretary	Rutherford Board of Education

There were no additional nominations.

Motion to approve Resolution 19-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

Moved: Thomas Egan

Seconded: Tim Havlusch

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:

Thomas Egan	Cinnaminson Board of Education
Barbara Decker	Franklin Borough Board of Education
Joseph Howe	Freehold Borough Board of Education

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Samantha Dembowski	North Arlington Board of Education
Staci Horne	Phillipsburg Board of Education
Jenine Murray	Wood-Ridge Board of Education

There were no additional nominations.

Motion to approve Resolution 19-02 Authorizing the Election of the Board of Trustees.

Moved: Thomas Egan

Seconded: Tim Havlusch

Vote: Approved: Unanimous Nay:

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

Haquisha Taylor	Fort Lee Board of Education
James Sekelsky	Hardyston Township Board of Education
Sara Winchester	Ocean County College

There were no additional nominations.

Motion to approve Resolution 19-03 Authorizing the Election of the Alternate Trustees.

Moved: Patricia Leonhardt

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: Thomas Egan

Seconded: Andrew Italiano

Vote: Approved: Unanimous Nay:

The meeting adjourned at 12:23 p.m.

Respectfully submitted,



Authorized Signature

Attachment "A" to the Fund Commissioners' October 23, 2019 Reorganization Meeting Minutes

Representatives from the following members were present:

Audubon Borough School District	North Arlington Board of Education
Bellmawr Board of Education	Ogdensburg Board of Education
Berlin Borough Board of Education	Palmyra Borough School District
Brooklawn Board of Education	Pemberton Township Board of Education
Byram Township School District	Phillipsburg Board of Education
Cinnaminson Township Board of Education	Pine Hill Board of Education
Flemington-Raritan Regional School District	Point Pleasant Board of Education
Franklin Borough Board of Education	Readington Township Public Schools
Franklin Township Board of Education	Rockaway Borough Board of Education
Freehold Borough Board of Education	Rutherford Board of Education
Hackettstown School District	Sparta Township School District
Hoboken Charter School	Stafford Township Elementary School District
Holland Township Board of Education	Sterling High School District
Kittatinny Regional School District	Sussex County Technical School
Laurel Springs Board of Education	Tewksbury Township School District
Logan Township Board of Education	Upper Freehold Regional School District
Lopatcong Township School District	Vernon Township School District
Mansfield Township Board of Education	Warren Hills Regional High School District
Maple Shade Board of Education	Warren Township Board of Education
Mine Hill Board of Education	Washington Township Board of Education
Montvale Board of Education	Wharton Board of Education
Mt. Olive Township School District	Woodbury Board of Education

The following fund professionals were also present:

Willard R. Young, 3 rd	PEGAS	Bruce Walsh	CBIZ/Centric
Chuck Hartsoe		Greg DerAsadourian	
Barbara Murphy	PEGAS/Risk and Loss Managers	Alfred T. Kirk	Conner Strong Companies, Inc.
Craig Klein		Joe Henry	Hardenbergh Insurance Group
Evelyn Turney		Sharon Cooper	Public Entity Advocates
M. Paige Berry	Saul Ewing Arnstein & Lehr, LLP	Jim Malkiewicz	The Van Dyk Group
Robert Granata	Highland Claim Services Inc.	Michael McGrath	
Lisa Pflug		Giovanni Mancini	Treadstone Risk Management
Ali Conover			
Linda Wehner			
Michael Niznik	Partnership Safety Consulting		
Stephen McNamara	Qual-Lynx		
Bob Newman	Rapid Recovery Services		
Matt Battle			
Cameron Morgan	Capehart & Scotchard		
Daniel Michaud	Edison Twp. Public Schools		
Barbara Fitzpatrick	AJG/Princeton		
Latonya Brennan			
Dan Regan			
Ron Wolfe	AJG/Newton		
Vicky Sumner	Alliant/Boynton		
Lena Fulton	Atlantic Associates		
John Latimer	The Barclay Group		
Tim Latimer			
Kelly Machu	J.S. Braddock Agency		

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BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES

October 23, 2019

I. Call to Order - Gail Libby, Chairperson

The meeting was called to order at 12:24 p.m. by Chairperson Libby.

II. Open Public Meetings Statement - Gail Libby, Chairperson

The Open Public Meeting Act was read by Chairperson Libby.

III. Roll Call

Board of Trustees

		<u>Attendance</u>
Thomas Egan	Cinnaminson Board of Education	Present
Barbara Decker	Franklin Borough Board of Education	Present
Joseph Howe	Freehold Borough Board of Education	Present
Gail Libby	Mt. Olive Township Board of Education	Present
Samantha Dembowski	North Arlington 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
Jenine Murray	Wood-Ridge Board of Education	Absent

Alternate Board of Trustees

Haquisha Taylor	Fort Lee Board of Education	Absent
James Sekelsky	Hardyston Township Board of Education	Absent
Sara Winchester	Ocean County College	Absent

Others present:

Pursuant to attachment "A"

IV. Minutes

A. Approval of the May 23, 2019 Board of Trustees Open Meeting Minutes

Motion to approve the May 23, 2019 Board of Trustees Open Meeting Minutes.

Moved: Samantha Dembowski

Seconded: Staci Horne

Vote: Approved: Unanimous Nay: Abstain: J. Howe

B. Approval of the May 23, 2019 Board of Trustees Closed Meeting Minutes

Motion to approve the May 23, 2019 Board of Trustees Closed Meeting Minutes.

Moved: Samantha Dembowski

Seconded: Staci Horne

Vote: Approved: Unanimous Nay: Abstain: J. Howe

V. 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

Staci Horne

Joseph Kelly

Risk Managers

Latonya Brennan

Jim Malkiewicz

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Samantha Dembowski
Vacant
Vacant
Vacant
Vacant
Vacant

Bob Gemmell

2. Appointment of Finance Sub-Committee
The following trustees were appointed to the Finance Sub- Committee:
Thomas Egan, Chairperson
Joseph Kelly

3. Appointment of Claims Sub-Committee
The following trustees were appointed to the Claims Sub-Committee:
Gail Libby, Chairperson
Joseph Kelly
Thomas Egan, Alternate

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

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

1. Resolutions 19-04 through 19-16
The fund attorney presented the following resolutions.
 - a. Appointment of Service Providers
Resolution 19-04 Appointing Service Providers for the 2019/2020 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 19-05 Authorizing the Execution of Contracts with Service Providers for the 2019/2020 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.
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- (8) Loss Control/Safety Administrator - Partnership Safety Consultants
- (9) Managed Care - Qual-Lynx
- c. Resolution 19-06 Appointment of Risk Management Consultants
- d. Resolution 19-07 Appointment of Regional Safety Risk Management Consultants
- e. Resolution 19-08 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 19-09 Designating the Appointment of the Fund's Public Agency Compliance Officer.
- g. Resolution 19-10 Adopting the Cash Management Plan for the 2019/2020 fund year.
- h. Resolution 19-11 Designating the Official Depositories of the Fund.
- i. Resolution 19-12 Designating the Individuals as the Fund's Signatories for the 2019/2020 fund year.
- j. Resolution 19-13 Setting an interest rate on delinquent assessments for the 2019/2020 fund year.
- k. Resolution 19-14 Adopting the Meeting Place, Schedule, and Official Newspapers for the 2019/2020 fund year.
- l. Resolution 19-15 Appointing Highland Claim Services, Inc., as a Certifying and Approving Officer.
- m. Resolution 19-16 Appointing the Claims Committee as a Certifying and Approving Officer to the Fund.

Motion to approve Resolutions 19-04 through 19-16.

Moved: Thomas Egan

Seconded: Staci Horne

Vote: Approved: Unanimous Nay

C. Secretary - Joseph Kelly

There was no report.

D. Treasurer's Report - Barbara Murphy

Barbara Murphy presented the Bill List and Treasurer's Report.

- 1. Approval of the Bill List and Treasurer's Report for all fund years.

Motion to approve the Bill List and Treasurer's Report for all fund years totaling \$27,007,197.20.

Moved: Barbara Decker

Seconded: Thomas Egan

Vote: Approved: Unanimous Nay

E. Claims Sub-Committee Report

Ratification of the Claims Sub-Committee's June 11, 2019, August 12, 2019, September 9, 2019 and October 15, 2019 Meeting Minutes

Motion to ratify the Claims Sub-Committee's June 11, 2019, August 12, 2019, September 9, 2019 and October 15, 2019 meeting minutes.

Moved: Thomas Egan

Seconded: Joseph Kelly

Vote: Approved: Unanimous Nay:

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F. New Business

1. Resolution 19-17 – School Excess Liability Fund Resolution to Renew
2019/2020 – 2021/2022 Fund Years

Motion to approve Resolution 19-17 – School Excess Liability Fund Resolution
to Renew 2019/2020 – 2021/2022 Fund Years

Moved: Staci Horne

Seconded: Barbara Decker

Vote: Approved: Unanimous Nay:

**G. 2018/2019 Safety Incentive Program Award Recipients Presentation - Public Entity
Group Administrative Services**

The administrator presented awards to the districts that completed the required criteria to
qualify for the 2018/2019 Fund Year Safety Incentive Program.

VI. Public Comment

There was no public comment.

VII. Adjournment

Motion to adjourn the meeting.

Moved: Staci Horne

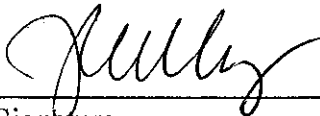
Seconded: Barbara Decker

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 12:45 p.m.

The next meeting will be held on **Thursday, November 14, 2019** 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 23, 2019 Reorganization Meeting Minutes

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