
SCHOOL ALLIANCE INSURANCE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
October 24, 2018**

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:

Gail Woickowski, Chairperson	Hackettstown 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 18-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

Moved: Tom 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
Staci Horne	Phillipsburg Board of Education
Barbara Decker	Franklin Borough Board of Education

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Patricia Martucci	Franklin Township Board of Education
Steve Kepnes	Vernon Board of Education
Jenine Murray	Wood-Ridge Board of Education

There were no additional nominations.

Motion to approve Resolution 18-02 Authorizing the Election of the Board of Trustees.

Moved: Diana Cawood

Seconded: William Stepka

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
Samantha Demboski	North Arlington Board of Education
Sara Winchester	Ocean County College

There were no additional nominations.

Motion to approve Resolution 18-03 Authorizing the Election of the Alternate Trustees.

Moved: Patricia Leonhardt

Seconded: Tom 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: Tom Egan

Seconded: Corrine Steinmetz

Vote: Approved: Unanimous Nay:

The meeting adjourned at 12:15 p.m.

Respectfully submitted,



Authorized Signature

**Attachment "A" to the Fund Commissioners'
October 24, 2018 Reorganization Meeting Minutes**

Representatives from the following members were present:

Audubon Board of Education	Parsippany-Troy Hills Board of Education
Barnegat Township School District	Paulsboro Board of Education
Bellmawr Board of Education	Pemberton Township Board of Education
Brooklawn Board of Education	Phillipsburg Board of Education
Byram Board of Education	Pine Hill Board of Education
Cinnaminson Township Board of Education	Readington Township Public Schools
Frankford Township Board of Education	Robbinsville Public Schools
Glen Ridge Board of Education	Rockaway Borough Board of Education
Green Brook Board of Education	Roxbury Township Board of Education
Hackettstown School District	Rutherford Board of Education
Hunterdon County Polytech	Secaucus Board of Education
Jefferson Township Board of Education	Sparta Township School District
Kittatinny Regional School District	Stafford Township Elementary School District
Little Egg Harbor Township School District	Sterling Board of Education
Logan Township Board of Education	Ventnor City School District
Maple Shade Board of Education	Vernon Township School District
Mine Hill Board of Education	Warren Hills Regional High School District
Montvale Board of Education	Warren Township Board of Education
Newton Board of Education	Washington Township Board of Education
North Arlington Board of Education	West Windsor-Plainsboro Regional School District
Ogdensburg Board of Education	Wharton Board of Education
Oxford Board of Education	Willingboro Board of Education

The following fund professionals were also present:

Willard R. Young, 3 rd	PEGAS	Lee Nestel	CBIZ/Centric
Chuck Hartsoe		Alfred T. Kirk	Conner Strong Companies, Inc.
Barbara Murphy	PEGAS/Risk and Loss Managers	Sharon Cooper	Public Entity Advocates
Craig Klein		Jim Malkiewicz	The Van Dyk Group
Evelyn Turney		Dan Wyrsh	
M. Paige Berry	Saul Ewing Arnstein & Lehr, LLP	Matthew Struck	Treadstone Risk Management
Kenneth MacMillan	Custodian of Funds		
Robert Granata	Highland Claim Services Inc.		
Lisa Pflug			
Linda Wehner			
Michael Niznik	Partnership Safety Consulting		
Stephen McNamara	Qual-Lynx		
Matt Battle	Rapid Recovery		
Patrick Carrigg	Lenox Law Firm		
Mike Pattannite			
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		
Michelle Fencl			
Tim Latimer			
Mike McCarthy			

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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES
October 24, 2018**

I. Call to Order - Gail Woickowski, Chairperson

The meeting was called to order at 12:20 p.m. by Chairperson Woickowski.

II. Open Public Meetings Statement - Gail Woickowski, Chairperson

The Open Public Meeting Act was read by Chairperson Woickowski.

III. Roll Call

<u>Board of Trustees</u>		<u>Attendance</u>
Tom Egan	Cinnaminson Board of Education	Present
Barbara Decker	Franklin Borough Board of Education	Absent
Patricia Martucci	Franklin Township Board of Education	Absent
Gail Woickowski	Hackettstown 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
Steve Kepnes	Vernon Board of Education	Present
Jenine Murray	Wood-Ridge Board of Education	Absent

Board of Trustees - Alternates

Lynn Coates	Manasquan Board of Education	Absent
Samantha Dembowski	North Arlington Board of Education	Present
Sara Winchester	Ocean County College	Absent

Also present:

Pursuant to attachment "A"

IV. Introduction of Guests

There were no introductions.

V. Minutes

A. Approval of the May 31, 2018 Board of Trustees' Open and Closed Meeting Minutes

Motion to approve the May 31, 2018 Board of Trustees' Open and Closed Meeting Minutes.

Moved: Joseph Kelly

Seconded: Staci Horne

Vote: Approved: Unanimous 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:

Fund Commissioners

Staci Horne
Joseph Kelly
Patricia Leonhardt
Steve Kepnes
Kathy Kane

Risk Managers

Peter Tarricone
Jim Malkiewicz

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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 Woicekowski, Chairperson
Joseph Kelly
Tom Egan, Alternate

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

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

1. Resolutions 18-04 through 18-16
The fund attorney presented the following resolutions.
 - a. Appointment of Service Providers
Resolution 18-04 Appointing Service Providers for the 2018/2019 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 18-05 Authorizing the Execution of Contracts with Service Providers for the 2018/2019 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 18-06 Appointment of Risk Management Consultants
 - d. Resolution 18-07 Appointment of Sponsoring Risk Management Consultants

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- e. Resolution 18-08 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 18-09 Designating the Appointment of the Fund's Public Agency Compliance Officer.
- g. Resolution 18-10 Adopting the Cash Management Plan for the 2018/2019 fund year.
- h. Resolution 18-11 Designating the Official Depositories of the Fund.
- i. Resolution 18-12 Designating the Individuals as the Fund's Signatories for the 2018/2019 fund year.
- j. Resolution 18-13 Setting an interest rate on delinquent assessments for the 2018/2019 fund year.
- k. Resolution 18-14 Adopting the Meeting Place, Schedule, and Official Newspapers for the 2018/2019 fund year.
- l. Resolution 18-15 Appointing Highland Claim Services, Inc., as a Certifying and Approving Officer.
- m. Resolution 18-16 Appointing the Claims Committee as a Certifying and Approving Officer to the Fund.

Motion to approve Resolutions 18-04 through 18-16.

Moved: Tom Egan

Seconded: Joseph Kelly

Vote: Approved: Unanimous Nay

C. Secretary - Joseph Kelly

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 \$25,379,345.16.

Moved: Staci Horne

Seconded: Joseph Kelly

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 18, 2018, July 17, 2018, August 20, 2018, September 10, 2018 and October 9, 2018 Meeting Minutes

Motion to ratify the Claims Sub-Committee's June 18, 2018, July 17, 2018, August 20, 2018, September 10, 2018 and October 9, 2018 meeting minutes.

Moved: Tom Egan

Seconded: Staci Horne

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

XII. Adjournment

Motion to adjourn the meeting.

Moved: Joseph Kelly

Seconded: Tom Egan

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 12:27 p.m.

The administrator presented awards to the districts that completed the required criteria to qualify for the 2017/2018 Fund Year Safety Incentive Program.

The next meeting will be held on **Thursday, December 6, 2018** 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 24, 2018 Reorganization Meeting Minutes**

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Matt Battle	Rapid Recovery		
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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		
Michelle Fencil			
Tim Latimer			
Mike McCarthy			