

**POOLED INSURANCE PROGRAM OF NEW JERSEY
MINUTES
BOARD OF TRUSTEES**

March 26, 2015

Montville Inn

The March 26, 2015 Board of Trustees meeting of the **POOLED INSURANCE PROGRAM OF NEW JERSEY**, was called to order by the James Tevis, Chairman, 11:30 AM at Montville Inn. Open Public Meeting Act read into Minutes by Chairman Tevis.

ROLL CALL OF TRUSTEES:

CHAIRPERSON	MONTVILLE BOE	PRESENT
JAMES TEVIS		

VICE CHAIR/SECRETARY		
BARBARA FRANCISCO	WEST MILFORD BOE	PRESENT

Vacant

KAREN PERKINS	CLIFTON BOARD	PRESENT
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NANCY CIAVAGLIA	POMPTON LAKES BOE	PRESENT
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Vacant

DONNA FELEZZOLA	BERKELEY HEIGHTS	PRESENT
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MEMBERSHIP ATTENDANCE

Ronald Smith	Parsippany-Troy Hills	Absent
George Hagl	Bloomington Board	Absent
Geraldine Callinan	Randolph Board	Present
M Fouad	Jefferson Twps. Board	Present
Kerry Keane	Kinnelon Board	Absent
Barbara Decker	Pequannock Twps. Board	Absent
Sue Anne Marcello	Union County Vo Tech	Absent
Kathryn Davenport	Lakeland Regional BOE	Present
Steve DiGeronimo	Millburn Board	Absent
Renee Taveniere	Cedar Grove BOE	Absent
William Moffitt	Hoboken BOE	Absent
Vacant	Denville BOE	Absent
Estrella Molinet	Riverdale BOE	Absent
Mark Kramer	Passaic Valley Reg. BOE	Absent

FUND PROFESSIONALS PRESENT

FUND ADMINISTRATOR

**BURTON AGENCY INC.
Debra Ginetto**

INSERVCO

**Terry Sheerin/Nancy Fowkles
Charles Baker, Safety**

BROKER

**POLARIS GALAXY
John Serapiglia
Linda D'Alessio**

TREASURER

Bill Van Tassel Absent

BROKER

**WILLIS Insurance Services
John Moore**

RISK MANAGERS

**Linda D'Alessio
Lee Nestel
Lindsay Klein
Tom Sweeney Absent
Dennis Tarantino**

AUDITOR

**Bud Jones Absent
Nisivoccia & Co.**

FIRST MCO

Katie Odgers

OTHERS PRESENT

Attorney, Biaos

**Election of (2) New Trustees to replace Paul Gerber and Gary Grembowiec: Term effective
March 26, 2015 to June 30, 2015**

Candidates/Nominations

Nominations: Kathryn Davenport and Barbara Decker

- **Motion to Approve Kathryn Davenport and Barbara Decker as Trustees of PIP for term: March 26, 2015 through June 30, 2016**
MOVED: Donna Felezzola
SECONDED: Barbara Francisco
VOTE: Unanimous

- **MOTION WAS MADE TO APPROVE THE MINUTES OF DECEMBER 3, 2014**
MOVED: Donna Felezzola
SECONDED: Barbara Francisco
VOTE: Unanimous

TREASURER’S REPORT

- **MOTION TO APPROVE THE November 2014 through February 2015 TREASURER’S REPORT AND BILLS LIST**
MOVED: Karen Perkins
SECOND: Donna Felezzola
VOTE: Unanimous

AUDITOR’S REPORT

December 31, 2014 Interim Audit was not complete
MOTION TO APPROVE THE December 31, 2014 PIP Interim AUDIT WAS WITH DRAWN

Executive Director’s Report

Review of Workers’ Compensation Paid & Reserved to Date
Completed Payroll Audit 2013-2014
Additional Assessments Due by April 30, 2015
Return Checks to be mailed by May 1, 2015
Estimated WC Assessments 2015-2016 – New Experience Mods

- **Motion to Approve Cedar Grove BOE as a Member of the PIP Worker’s Compensation Program, effective July 1, 2015 pending approval of the Cedar Grove BOE**
MOVED: Barbara Francisco
SECOND: Nancy Ciavaglia
VOTE: Unanimous

Approval of Return of Surplus

- **Motion to Approve the Return of Surplus for 2015, in the amount of \$1,054,971 pending the Department of Banking and Insurance Approval**

MOVED: Donna Felezzola
SECOND: Barbara Francisco
VOTE: Unanimous

Return of Surplus History Report (distributed at meeting)

Insured All Lines

- **Motion to Approve (1) Broker, Willis, for PIP All Lines Program effective March 26, 2015, to include transfer of 3 policies from Polaris Galaxy to Willis:**
School Board Legal
Fireman’s Fund CAP
Environmental

The Executive Director is authorized to sign the Broker of Record Letters for School Board Legal, (Darwin) Fireman’s Fund CAP and Environmental (ACE) effective March 26, 2015

MOVED: Donna Felezzola
SECOND: Barbara Francisco
VOTE: Unanimous

Updated “Use of Facilities Form”

First Managed Care Option (MCO)

Kelly Royce 3RD Quarter Report emailed to each member

Willis Insurance Services Report

- **Review of 2015 All Lines**
- **Discussion to Increase Shared Limits on Cyber Liability**
 - **Claim Examples**
 - **Recommendation to consider moving up the limits to \$2,000,000/\$4,000,000**

SAFETY COMMITTEE REPORT

- **Committee Minutes March 18, 2015 Safety Meeting**
 - **Summer Program 2015 for Custodians & Supervisors**
 - **2 Locations, 2 Trainings at each Location: Pompton Lakes BOE and Clifton BOE**
 - **One held in July and one in August, dates to be established**

Topic: Safe Lifting and Slips and Falls

**+ Discussion on Online Safety Program through Safe Schools
Cost: \$3.00 per Full Time Employee, but includes part-time as well**

OLD BUSINESS

None

NEW BUSINESS

- **PRIMA 2015 ANNUAL INSURANCE CONFERENCE
June 7-10 – Houston, Texas
Nancy Ciavaglia was approved to attend the Conference**

ADJOURNMENT

Minutes 3/26/15

