

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

April 7, 2016

Montville Inn

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The April 7, 2016 Board of Trustees meeting of the **POOLED INSURANCE PROGRAM OF NEW JERSEY**, was called to order by James Tevis, Chairperson, 11:30 AM at Montville Inn. Open Public Meeting Act read into Minutes by the Chairperson.

**ROLL CALL OF TRUSTEES:**

<b>CHAIRPERSON</b>	<b>MONTVILLE BOE</b>	<b>PRESENT</b>
<b>JAMES TEVIS</b>		

<b>VICE CHAIR/SECRETARY</b>		
<b>BARBARA FRANCISCO</b>	<b>WEST MILFORD BOE</b>	<b>PRESENT</b>

<b>RENEE TAVENIERE</b>	<b>CEDAR GROVE BOE</b>	<b>PRESENT</b>
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<b>KAREN PERKINS</b>	<b>CLIFTON BOARD</b>	<b>PRESENT</b>
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<b>NANCY CIAVAGLIA</b>	<b>POMPTON LAKES BOE</b>	<b>ABSENT</b>
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<b>KATHRYN DAVENPORT</b>	<b>LAKELAND REG BOE</b>	<b>PRESENT</b>
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<b>DONNA FELEZZOLA</b>	<b>BERKELEY HEIGHTS</b>	<b>PRESENT</b>
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**MEMBERSHIP ATTENDANCE**

<b>David Corso</b>	<b>Parsippany-Troy Hills</b>	<b>Absent</b>
<b>George Hagl</b>	<b>Bloomington Board</b>	<b>Absent</b>
<b>Geraldine Callinan</b>	<b>Randolph Board</b>	<b>Absent</b>
<b>Dora Zeno</b>	<b>Jefferson Twsp. Board</b>	<b>Absent</b>
<b>Kerry Keane</b>	<b>Kinnelon Board</b>	<b>Present</b>
<b>Kateryna Bechtel</b>	<b>Pequannock Twp Board</b>	<b>Present</b>
<b>Janet Behrmann</b>	<b>Union County Vo Tech</b>	<b>Absent</b>
<b>Colin Monahan</b>	<b>Passaic Valley Reg. BOE</b>	<b>Absent</b>
<b>Steve DiGeronimo</b>	<b>Millburn Board</b>	<b>Absent</b>
<b>Michael Donow</b>	<b>Riverdale BOE</b>	<b>Absent</b>
<b>William Moffitt</b>	<b>Hoboken BOE</b>	<b>Present</b>
<b>Damaris Gurowsky</b>	<b>Denville BOE</b>	<b>Present</b>

**FUND PROFESSIONALS PRESENT**

**FUND ADMINISTRATOR**

**BURTON AGENCY INC.  
Debra Ginetto**

**INSERVCO**

**Nancy Fowlkes  
Pam Gibson  
Chuck Baker**

**TREASURER**

**Bill Van Tassel**

**BROKER**

**WILLIS Insurance Services  
John Moore  
John Redmond  
Pam Korner**

**RISK MANAGERS**

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

**AUDITOR**

**Present  
Bud Jones  
Nisivoccia & Co.**

**FIRST MCO**

**Mary Bresola**

**OTHERS PRESENT**

**None**

**MOTION WAS MADE TO APPROVE THE MINUTES OF DECEMBER 3, 2015**

**MOVED: Donna Felezzola  
SECONDED: Kathryn Davenport  
VOTE: 5 Yeas 0 Nays 2 Abstentions**

**MOTION TO APPROVE THE November through March 2016 TREASURER'S REPORT AND BILLS LIST**

**MOVED:** Donna Felezzola  
**SECOND:** Barbara Francisco  
**VOTE:** 6 Yeas 0 Nays 0 Abstentions

**EXECUTIVE DIRECTOR'S REPORT**

**Review of Paid and Reserve in Agenda. Few more claims through January compared to same time last January. 7 year average for potential return of surplus is 52%**

**Average # of claims per year is 550 with average cost per claim of \$4,000.**

**2014-2015 Payroll Audit is completed and emailed to everyone for review.**

**Additional Assessments due by May 30, 2016 and Return checks to be mailed by end of May.**

**Draft WC Assessments for 16-17 were emailed out. Have until May 1 to make any changes to payroll.**

**Return of Surplus – about same amount as last year. In 1992 Year funding \$258,618 and 1998 funding \$8,900.**

**MOTION TO APPROVE THE RETURN OF SURPLUS FOR 2015 IN THE AMOUNT OF \$1,058,271 PENDING THE DOBI APPROVAL.**

**MOVED:** Donna Felezzola  
**SECOND:** Barbara Francisco  
**VOTE:** 6 Yeas 0 Nays 0 Abstentions

**Checks to be mailed out end of August beginning of September.**

**Return of Surplus History report was distributed at the meeting.**

**WILLIS Insurance Services**

**Update on 2016 Renewals:**

**Package/Umbrella Rate Lock of 2% - Law and Order Coverage Enhanced  
Cyber 3% to 5%**

**School Board Legal 8% to include Crisis Management Coverage**

**Pam presented summary on Title 59.**

**SAFETY COMMITTEE**

Safety Committee will meet April 15<sup>th</sup> to discuss contracting with an online Safety Program, SAFE Schools. Cost is \$3 per employee. Some members are already using this program through other Funds.

**FIRST MCO**

Mary reviewed third quarter reports.

**OLD BUSINESS**

None

**NEW BUSINESS**

PRIMA 2016 Annual Conference June 5 -8. No volunteers to go to the convention this year.

**MOTION TO ADJOURN MEETING**

<b>MOVED:</b>	<b>Donna Felezzola</b>
<b>SECOND:</b>	<b>Karen Perkins</b>
<b>VOTE:</b>	<b>UNANIMOUS</b>

**MEETING ADJOURNED: 1:00 PM**

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**James Tevis, Chairman**

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**Date**































