

# POOLED INSURANCE PROGRAM OF NEW JERSEY

## *MINUTES*

**JUNE 8, 2021**

### REORGANIZATION MINUTES

**10:00 AM**

### ZOOM MEETING

Join Zoom Meeting

When Tue Jun 8, 2021 10am -11am Eastern Time - New York

Where <https://us02web.zoom.us/j/82992728609?pwd=bFZ6ejlTNS8wSkcxQzlyVGM5SUVcQT09> (map)

Joining info Join with Google Meet  
<meet.google.com/gzk-aido-xnz>

Calendar [john.moore@willistowerswatson.com](mailto:john.moore@willistowerswatson.com)

Who

- [candace.p.moore@gmail.com](mailto:candace.p.moore@gmail.com) - organizer
- [john.moore@willistowerswatson.com](mailto:john.moore@willistowerswatson.com)

**more details »**

Candace Moore is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82992728609?pwd=bFZ6ejlTNS8wSkcxQzlyVGM5SUVcQT09>

Meeting ID: 829 9272 8609

Passcode: 526439

One tap mobile

+13126266799,,82992728609#,,,,\*526439# US (Chicago)

+19292056099,,82992728609#,,,,\*526439# US (New York)

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1253215 8782 US (Tacoma)

Meeting ID: 829 9272 8609

Passcode: 526439

Find your local number: <https://us02web.zoom.us/u/kdXEvrR9To>

**RSVP if you cannot attend**

**POOLED INSURANCE PROGRAM OF NEW JERSEY  
AGENDA**

**JUNE 8, 2021**

**I. Meeting Called to Order**

**II. Reading of the New Jersey Open Public Meetings Law**

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the act, the Pooled Insurance Programs of New Jersey approved this meeting date at its organization meeting of June, 2020.

**III. Roll Call**

**IV. Acceptance of Minutes of Aril 13, 2021**

- **Motion to Accept t the Minutes o Aril 13, 2021**
  - **Moved: Kerry Keane**
  - **Second: Cheryl Schneider**
  - **Vote: Unanimous**

**V. Treasurer's Re ort**

- **Motion to Accept Treasurer's Report, March 31, 2021 through May 31, 2021 & Bills Lis**
  - **Moved: Kerry Keane**
  - **Second: Cheryl Schneider**
  - **Vote: Unanimous**

**VI. ANNUAL REORGANIZATION**

**A. Current Terms of the Trustees:**

<i>Michael DeVita</i>	<i>3 Years ending</i>	<i>6/30/2024</i>
<i>Michael Ucci</i>	<i>3 Years ending</i>	<i>6/30/2024</i>
<i>Cheryl Schneider</i>	<i>1 Years ending</i>	<i>6/30/2022</i>
<i>Vacant</i>	<i>1 Years ending</i>	<i>6/30/2022</i>
<i>Vacant</i>	<i>1 Years ending</i>	<i>6/30/2022</i>
<i>Kerry Keane</i>	<i>2 Year ending</i>	<i>6/30/2023</i>
<i>Barbara Francisco</i>	<i>2 Year ending</i>	<i>6/30/2023</i>

- Election of 2 Trustee for vacant seats: 1 Year Term ending June 30,2022 and approve renewal 3 year term of Michael DeVita and Michael Ucci ending June 30,2024

Nominations: Nicole Schoening and Janet Behrmann

*Motion to Approve Nicole Schoeing and Janet Behrmann for a Term of 1 year ending June 30, 2022 and renewal term of 3 years For Michael DeVita and Michael Ucci ending June 30, 2024*

- o Moved: Kerry Keane
- o Second: Cheryl Schneider
- o Vote: Unanimous

- Election of Officers, Chairperson, Vice Chairperson/Secretary:

Nominations:

- Barbara Francisco, Chairperson
- Kerry Keane, Vice Chairperson/Secretary
- Other Nominations

- *Motion to approve Barbara Francisco, Chairperson and Kerry Keane, Vice Chair/ Secretary Jul 1, 2021 through June 30, 2022*

- o Moved: Cheryl Schneider
- o Second: Nicole Schoening
- o Vote: Unanimous

## B. PROFESSIONAL APPOINTMENTS 2021-2022

Resolution Approving Contracts:

- Treasurer- William Van Tassel
- Defense Counsel - Capehart & Scatchard
- Executive Director - Burton Agency Inc.
- Actuary - AIS Consultants
- Auditor - Nisivoccia & Company
- TPA - Inservco
- Safety - Inservco
- 15<sup>1</sup>MCO

- *Motion to Approve Resolution to Renew Professionals for July 1, 2021 through June 30, 2022*

- o Moved: Kerry Keane
- o Second: Cheryl Schneider
- o Vote: Unanimous

- C. Approval of Fund Broker: WILLIS Insurance Services  
Approval of Broker Excess WC: Polaris Galaxy
- D. Adoption of the 2021-2022 Workers' Compensation Assessments/Budget  
(will be electronically sent)
- E. Adoption of the 2021-2022 Insured Program (will be electronically sent)
- F. Adoption of Annual Meeting Notice page 8
- G. Adoption of 2021 Cash Management & Investment Policy page 9
- H. Adoption of 2021 Fiscal Management Plan page 13
- I. Adoption of 2021 Risk Management Plan page 15
- J. Adoption of 2021 Worker's Compensation Coverage Policy page 26
- K. Approval of Safe Schools Safety Program
- L. Approval of Chilton and Kinematics for Post Offer Exams
  - *Motion to Approve C through H and J through L  
With Risk Management Plan tabled to update on Cyber and Eligibility  
for Return of Surplus when no longer member of Fund*
  - o Moved: Kerry Keane
  - o Second: Cheryl Schneider
  - o Vote: Unanimous

VII. Executive Director's Report

- Review of Workers' Compensation Paid & Reserved to Date
- Return of Surplus will be sent out in August/September, pending the Department of Banking and Insurance approval.

VIII. WILLIS Insurance Services

- 2021-2022 Insured Program – No virus or pandemic exclusion on first \$10 million of Liability Coverage. Excess above the \$10 will no longer provide virus or pandemic coverage
- Cyber – 2 Options: Stay with XL until 12/31/2021 at a \$100,000 retention or go with Coalition at higher cost lower retention until 6/30/2022
- Binders/ID Cards to be emailed to everyone

IX. Old Business  
None

X. New Business  
Fund would like to thank Donna Felezzola for her service as a Trustee of PIP and wish her the best and good health in retirement.

XI. Adjournment

- o Moved: Kerry Keane
- o Second: Cheryl Schneider
- o Vote: Unanimous

# POOLED INSURANCE PROGRAM OF NJ

## MEETING MINUTES June 8, 2021

<i>BOARD OF TRUSTEES</i>	<i>BOARD OF EDUCATION</i>	<i>Attendance</i>
B. Francisco, Chair	West Milford ✓	Present
K. Keane, Vice Chair/Secretary	Kinnelon ✓	Present
D. Felezzola	Berkeley Heights	Absent
Vacant	Vacant	
M. Ucci	Clifton	Present
M. DeVita	Cedar Grove ✓	Present
C. Schneider	Millburn ✓	Present

*APPOINTED OFFICIALS:*

<i>Debra Ginetto, Burton Agency Inc, Executive Director/Administrator</i>		<i>Present</i>
<i>B. VanTasse, Treasurer</i>	✓	<i>Present</i>
<i>Bud Jones</i>	✓	<i>Present</i>

<i>BOARD REPRESENTATIVES</i>	<i>BOARD OF EDUCATION</i>	<i>Attendance</i>
D. Alonso	Bloomingtondale	Present
D. Gurowsky	Denville ✓	Present
V. Lopez	Hoboken	Present

Rita Giacchi	Jefferson Twp ✓	Present
Sallyann McCarty	Pequannock Twp ✓	Present
T. Powers	Lakeland	Absent
D. Maggiore	Montville	Absent
<del>F. Savio</del> Robin	Parsippany-Troy Hills ✓	Present
C. Monahan	Passaic Valley Reg.	Present
J. Gutierrez	Riverdale	Present
J. Behrmann	Union Co. Vo ✓	Present
D. Pawlowski	So. Brunswick ✓	Absent

PROFESSIONAL REPRESENTATIVES:

Risk Managers Present

- Paul Joyce, Richland Kowles ✓
- Lindsay Travali, Reliance ✓
- Raymond Gil, US! ✓
- Lee Nestel, CBIZ ✓
- Robin Campbell, Cedar Risk Mtg
- Tom Sweeney, Richards & Summers
- Jay Maier, Polaris Galaxy
- Maria Makos, Polaris Galaxy ✓
- David Balkin, Balken Risk Management ✓
- Robert Searle, Searle Insurance

Lincoln Park  
North Brunswick

	Attendance
Alyssa Hrubash FIRST MCO ✓ Mary Brusola	Present
Nancy Fowlkes INSERVCO	Present
Amy Zeiders ✓	Present
Chuck Baker INSERVCO ✓	Absent
John Moore WILLIS GROUP	Present
John Redmond WILLIS GROUP ✓	Present
Mike Bilecci Capehart Scatchard ✓	Present