

PUBLIC ALLIANCE INSURANCE COVERAGE FUND

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FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES  
January 12, 2021

I. Call to Order – Administrator, Chuck Hartsoe

The meeting was called to order at 9:33 a.m.

II. Open Public Meetings Statement – Administrator, Chuck Hartsoe

The Open Public Meetings Act was read.

III. Roll Call

Pursuant to Appendix “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, Chuck Hartsoe

1. Election of Officers to Serve Full Fund and Executive Committee

- 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 Executive Committee as officers:

Cynthia Ege, Chairperson	City of Lambertville
Kevin Davis, Vice-Chairperson	County of Hunterdon
Grace Brennan, Secretary	Township of Union

There were no additional nominations.

**Motion** to approve Resolution 2021-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2021 Fund Year.

**Moved:** Joseph Kennedy

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous      Nay:

2. Election of Executive Committee & Alternate Executive Committee Members

The administrator stated that the nominating committee recommended the following fund commissioners to serve as Executive Committee members:

Joseph Kennedy	Township of Belvidere
Frank Elenio,	Borough of Ridgefield

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**Motion** to approve Resolution 2021-02 Authorizing the Election of the Executive Committee to serve for the 2021 Fund Year.

**Moved:** Cynthia Ege

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous Nay:

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

#1 Michael Zichelli Borough of Glen Ridge

#2 Richard Sheola Township of Readington

**Motion** to approve Resolution 2021-03 Authorizing the Election of the Alternates to serve for the 2021 fund year.

**Moved:** Frank Elenio

**Seconded:** Cynthia Ege

**Vote:** Approved: Unanimous Nay:

**3. Appointment of a MEL Delegate**

Kevin Davis volunteered to serve as the Fund's representative to the MEL for 2021.

**Motion** to appoint Kevin Davis as the 2021 MEL Delegate.

**Moved:** Joseph Kennedy

**Seconded:** Frank Elenio

**Vote:** Approved: Unanimous Nay:

**VII. Public Comment**

The administrator stated that PEGAS is under contract to the Fund to provide administrative services. Additionally, individual owners of PEGAS may be RMC's 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.

**VII. Adjournment**

**Motion** to adjourn the meeting.

**Moved:** Kevin Davis

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous Nay:

The meeting was adjourned at 9:38 a.m.

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Respectfully Submitted,

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Authorized Signature

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**EXECUTIVE COMMITTEE'S REORGANIZATION MEETING MINUTES  
January 12, 2021**

**I. Call to Order – Cynthia Ege, Chairperson**

The meeting was called to order via Zoom at 9:38 a.m. by Chairperson Ege.

**II. Open Public Meetings Statement – Cynthia Ege, Chairperson**

The Open Public Meetings Act was read by Chairperson Ege.

**III. Roll Call**

Executive Committee

		<u>Attendance</u>
Joseph Kennedy	Town of Belvidere	Present
Kevin Davis	Hunterdon County	Present
Cynthia Ege	City of Lambertville	Present
Frank Elenio	Ridgefield Borough	Present
Grace Brennan	Union Township	Present

Executive Committee - Alternates

Michael Zichelli	Glen Ridge Borough	Present
Richard Sheola	Readington Township	Present

Fund Commissioners Present

Walter Baumgarten	Bethlehem Township
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Alternate Fund Commissioners Present

Jason Silverhorn	East Amwell Township
Denise Becton	Franklin Township
Judith Fisher	Hardwick Township
Wanda Kutzman	Pohatcong Township
Karin Parker	Readington Township
Isabelle Meurer	Ridgefield Borough

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing Arnstein & Lehr, LLP
Gregory Della Pia	Treasurer
Kyle Mrotek	The Actuarial Advantage
Missy Pudimott	Medlogix
Robert Granata	Highland Claims
Lisa Pflug	
Denise Fierro	
Michael Niznik	Partnership Safety Consultants
Sharon Cooper	Acrisure LLC/Public Entity Advocates
George Morville	A.J. Gallagher
Tom Narolewski	Assured Partners
Tom Stenberg	

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Bob Gemmell  
Lisa Pfenninger

Brown & Brown Metro  
Lisa Pfenninger Insurance

**IV. Introduction of Guests**

There were no introductions.

**V. Approval of the December 22, 2020 Executive Committee Open Meeting Minutes**

**Motion** to approve the December 22, 2020 Executive Committee open meeting minutes.

**Moved:** Kevin Davis

**Seconded:** Frank Elenio

**Vote:** Approved: Unanimous                      Nay:

**VI. Reports**

**A. Chairperson – Cynthia Ege**

There was no report.

**B. MEL Delegate – Kevin Davis**

Kevin Davis stated that the MEL had recently held its reorganization meeting.

**C. Secretary – Grace Brennan**

There was no report.

**D. Attorney – Saul Ewing Arnstein & Lehr, LLP - M. Paige Berry**

As per the report included in the agenda package.

1. Resolutions – 2021-04 through 2021-24

The fund attorney presented the following resolutions, which were included in the agenda packet.

- a. Authorizing the Award of a Non-Fair and Open Contract for Services with Actuary – The Actuarial Advantage 2021-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing Arnstein & Lehr LLP 2021-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor – Withum, Smith & Brown 2021-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing – Highland Claim Services, Inc. 2021-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds – Gregory Della Pia 2021-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management 2021-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator – Partnership Safety Consulting 2021-10
- h. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Services – Medlogix 2021-11
- i. Appointing Litigation Defense Counsel – 2021-12
- j. Authorizing the Award of a Non-Fair and Open Contract for Services of Risk Management Consultants – 2021-13
- k. Agent to Receive Service of Process on Behalf of the Fund and Designation of the Official Place Where the Funds Records and Books Shall be Maintained – 2021-14
- l. Appointment of Public Agency Compliance Officer 2021-15
- m. Adoption of the Cash Management Plan for the 2021 Fund Year – 2021-16

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(1) Appointment of the Finance Subcommittee

Chairperson Ege appointed herself, Grace Brennan and Frank Elenio to serve on the finance subcommittee. She stated that Gregory Della Pia, as treasurer, would also serve

- n. Designation of Official Depositories – 2021-17
- o. Designation of Individuals Authorized as the Fund’s Signatories for the 2021 Fund Year – 2021-18
- p. Adoption of Meeting Place, Schedule and Official Newspapers for the 2021 Fund Year – 2021-19
- q. Establishment of Interest Rate on Delinquent Assessments for the 2021 Fund Year – 2021-20
- r. Approval of the Claims’ Committee members as a Certifying and Approving Officer – 2021-21

(1) Appointment of the Claims Subcommittee

Chairperson Ege appointed Joseph Kennedy, Kevin Davis and Grace Brennan would serve on the claims subcommittee.

- s. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer – 2021-22
- t. Aggregate Loss Fund Contingency Account – 2021-23
- u. Authorizing the Award of a Non-Fair and Open Contract with Administrator 2021-24

**Motion** to approve Resolutions 2021-04 through 2021-24.

**Moved:** Frank Elenio

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous    Nay:

- 1. Legislative Update  
As per the report distributed at the meeting.

**E. Treasurer – Gregory Della Pia**

- 1. The treasurer presented the Bill List.  
Approval of the Bill list for all fund years.

**Motion** to approve the Bill Lists totaling \$1,190,011.14 for all fund years.

**Moved:** Joseph Kennedy

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous    Nay:

- 2. Treasurer’s Report  
As per the report distributed at the meeting.
- 3. Investment Status  
As per the report distributed at the meeting.

**F. Administrator - Public Entity Group Administrative Services**

- 1. Summary of Topics  
As per the report included in the agenda package.  
The administrator stated that the 2021 elected officials training was available on the MEL’s website.

**G. Loss Control Specialist – Partnership Safety Consulting**

As per the report included in the agenda package.

**H. Managed Care Services – Medlogix**

As per the report included in the agenda package.

