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**PUBLIC ALLIANCE INSURANCE COVERAGE FUND**

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**EXECUTIVE COMMITTEE'S MEETING MINUTES  
September 19, 2017**

**I. Call to Order – Samuel Race, Chairperson**

The meeting was called to order at 9:42 a.m. by Chairperson Race.

**II. Open Public Meetings Statement – Samuel Race, Chairperson**

The Open Public Meetings Act was read by Chairperson Race.

**III. Roll Call**

Executive Committee

		<u>Attendance</u>
Michael Schwar	Alpha Borough	Absent
Cynthia Ege	City of Lambertville	Present
Grace Brennan	Union Township	Present
Samuel Race	White Township	Present

Executive Committee - Alternates

Joseph Kennedy	Belvidere Township	Present
Vita Mekovitz	Readington Township	Absent
Anthony Vangeli	Pohatcong Township	Present

Also Present

Kevin Davis	Hunterdon County
Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing, LLP
Taylor Jacob	Consolidated Services Group
Robert Granata	Highland Claim Services, Inc.
Michael Niznik	Partnership Safety Consultants
Gregory Della Pia	Treasurer
Tom Narolewski	Assured Partners
Randy May	Otterstedt Insurance Agency
Sharon Cooper	Public Entity Advocates
Peter Tarricone	Wells Fargo Insurance Services

**IV. Introduction of Guests**

Kevin Davis, Hunterdon County Administrator, introduced himself.

**V. Approval of the May 16, 2017 Executive Committee's Open and Closed Meeting Minutes.**

**Motion** to approve the May 16, 2017 Executive Committee's Open and Closed Meeting Minutes.

**Moved:** Grace Brennan

**Seconded:** Cindy Ege

**Vote:** Approved: Unanimous                      Nay:

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**VI. Reports**

**A. Chairperson – Samuel Race**

There was no report.

**B. MEL Delegate’s Report – Cynthia Ege**

Cynthia Ege stated that she had recently met with representatives from the MEL to discuss the 2018 MEL budget and program changes. She also stated that a training session for municipal land use attorneys was being developed for presentation at this year’s League of Municipalities.

**C. Secretary – Grace Brennan**

There was no report.

**D. Attorney – Saul Ewing, LLP – M. Paige Berry**

As per the report included in the agenda package.

**E. Treasurer – Gregory Della Pia**

The treasurer presented the Bill List, Treasurer’s Report and Investment Status.

a. Bill List

Approval of the Bill list for all fund years.

**Motion** to approve the Treasurer's Report and Bill List totaling \$1,984,619.23.

**Moved:** Cynthia Ege

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous                      Nay:

b. Treasurer’s Report

As per the report distributed at the meeting.

c. Investment status

As per the report distributed at the meeting.

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

As per the memorandum included in the agenda package.

a. 2017 Coverage and Policies and Procedures Manuals

The administrator reported that the 2017 fund year manuals were now posted on the Fund’s website.

b. Public Officials Liability – Optional Excess Land Use Coverage

The administrator referred to the Bulletin 17-30, included in the agenda package. He stated that the Bulletin describes the optional excess limits for “Land Use Claims” coverage of \$850,000 excess of the \$150,000, which is automatically provided in the current QBE policy. He asked members to contact their risk management consultants or the administrator’s office if there are any questions.

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

As per the report included in the agenda package.

**H. Claims Servicing Organization – Highland Claim Services, Inc.**

There was no report.

**I. Managed Care Services – Consolidated Services Group**

As per the report distributed at the meeting.

**VII. Old Business**

There was no old business.

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**VIII. New Business**

1. Public Hearing and Budget Adoption

- a. **Motion** to open the public hearing on the 2017 Fund Year Budget Revision #1.

**Moved:** Grace Brennan

**Seconded:** Cynthia Ege

**Vote:** Approved: Unanimous                      Nay:

- b. **Motion** to close the public hearing and adopt the 2017 Fund Year Budget Revision #1.

**Moved:** Joseph Kennedy

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous                      Nay:

**IX. Public Comment**

There was no public comment.

**X. Closed Session**

- A. **Motion** to adjourn open session.

**Moved:** Grace Brennan

**Seconded:** Joseph Kennedy

**Vote:** Approved: Unanimous                      Nay:

Open Session was adjourned at 10:17 a.m.

- B. **Motion** to adjourn closed session.

**Moved:** Grace Brennan

**Seconded:** Joseph Kennedy

**Vote:** Approved: Unanimous                      Nay:

Closed Session was adjourned at 10:25 a.m.

- C. Claims Payment Authorizations Established in Closed Session

**Motion** to approve claim payments and authorize actions established in Closed Session.

**Moved:** Cynthia Ege

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous                      Nay:

**XI. Claims Subcommittee Report**

**Motion** to ratify the June 13, 2017 and August 8, 2017 Claims Subcommittee Meeting Minutes.

**Moved:** Grace Brennan

**Seconded:** Cynthia Ege

**Vote:** Approved: 3                      Abstentions: 1 (J. Kennedy)                      Nay:

**XII. Adjournment**

**Moved:** Cynthia Ege

**Seconded:** Grace Brannen

**Vote:** Approved: Unanimous                      Nay:

The meeting was adjourned at 10:27 a.m.

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The next meeting will be held at the **Lebanon Courtyard, Lebanon, NJ** on November 21, 2017 at 9:30 a.m.

Respectfully submitted,

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Authorized Signature