

**PUBLIC ALLIANCE INSURANCE COVERAGE FUND**

---

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES  
February 7, 2017**

**I. Call to Order – Administrator, Chuck Hartsoe**

The meeting was called to order at 9:40 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:

Samuel Race, Chairperson	Township of White
Cynthia Ege Vice-Chairperson	City of Lambertville
Grace Brennan, Secretary	Township of Union

There were no additional nominations.

***Motion*** to approve Resolution 2017-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2017 Fund Year.

**Moved:** Michael Schwar

**Seconded:** Cynthia Ege

**Vote:** Approved: Unanimous      Nay:



**PUBLIC ALLIANCE INSURANCE COVERAGE FUND**

---

**VII. Adjournment**

***Motion*** to adjourn the meeting.

**Moved:** Cynthia Ege

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous                      Nay:

The meeting was adjourned at 9:44 a.m.

Respectfully Submitted,

\_\_\_\_\_  
Authorized Signature

---

**PUBLIC ALLIANCE INSURANCE COVERAGE FUND**

---

**EXECUTIVE COMMITTEE'S REORGANIZATION MEETING MINUTES**

**February 9, 2017**

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

The meeting was called to order at 9:46 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

Attendance

Michael Schwar	Alpha Borough	Present
Janet Previte	Hunterdon County	Absent
Cynthia Ege	City of Lambertville	Present
Grace Brennan	Union Township	Present
Samuel Race	White Township	Present

Executive Committee - Alternates

Joseph Kennedy	Town of Belvidere	Present
Vita Mekovetz	Readington Township	Absent
Anthony Vangeli	Pohatcong Township	Absent

Fund Commissioners Present

Timothy Matheny	East Amwell Township
-----------------	----------------------

Also Present

Chuck Hartsoe	PEGAS
Michaelene Miller	PEGAS/Risk & Loss Managers, Inc.
M. Paige Berry	Saul Ewing, LLP
Gregory Della Pia	Treasurer
Taylor Jacob	Consolidated Services Group
Lisa Pflug	Highland Claims
Michael Niznik	Partnership Safety Consultants
Luis Alamo	Alamo Insurance Group
Stephanie Jenkins	Assured Partners of NJ
Bob Gemmell	Brown & Brown Metro
Randy May	Otterstedt Insurance Agency
Lisa Pfenninger	Lisa A. Pfenninger Insurance Agency
Sharon Cooper	Public Entity Advocates
Pam Korner	Willis

**IV. Introduction of Guests**

There were no introductions.

---

**PUBLIC ALLIANCE INSURANCE COVERAGE FUND**

---

**V. Approval of the December 13, 2016 Executive Committee Open Meeting Minutes**

**Motion** to approve the December 13, 2016 Executive Committee Open Meeting Minutes.

**Moved:** Joseph Kennedy

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous                      Nay:

**VI. Reports**

**A. Chairperson – Samuel Race**

There was no report.

**B. MEL Delegate – Cynthia Ege**

As per the report included in the agenda package.

**C. Secretary – Grace Brennan**

There was no report.

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

1. Resolutions – 2017-04 through 2017-22

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 2017-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing LLP 2017-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor – Withum, Smith & Brown 2017-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing – Highland Claim Services, Inc. 2017-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds – Gregory Della Pia 2017-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management 2017-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator – Partnership Safety Consulting 2017-10
- h. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Services – Consolidated Services Group 2017-11
- i. Appointing Litigation Defense Counsel – 2017-12
- j. Authorizing the Award of a Non-Fair and Open Contract for Services of Risk Management Consultants – 2017-13
- 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 – 2017-14
- l. Appointment of Public Agency Compliance Officer 2017-15
- m. Adoption of the Cash Management Plan for the 2017 Fund Year – 2017-16
  - (1) Appointment of the Finance Subcommittee  
Chairperson Race appointed Grace Brennan and Michael Schwar to serve on the finance subcommittee. He stated that Gregory Della Pia, as treasurer, would also serve
- n. Designation of Official Depositories – 2017-17
- o. Designation of Individuals Authorized as the Fund’s Signatories for the 2017 Fund Year – 2017-18
- p. Adoption of Meeting Place, Schedule and Official Newspapers for the 2017 Fund Year – 2017-19
- q. Establishment of Interest Rate on Delinquent Assessments for the 2017 Fund Year – 2017-20

---

**PUBLIC ALLIANCE INSURANCE COVERAGE FUND**

---

- r. Approval of the Claims' Committee members as a Certifying and Approving Officer – 2017-21
  - (1) Appointment of the Claims Subcommittee  
Chairperson Race stated that he, Grace Brennan and Cynthia Ege would serve on the claims subcommittee.
- r. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer – 2017-22

**Motion** to approve Resolutions 2017-04 through 2017-22.

**Moved:** Cynthia Ege

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous    Nay:

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

**F. 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 List totaling \$1,617,674.07 for all fund years.

**Moved:** Michael Schwar

**Seconded:** Cynthia Ege

**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.

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

- 1. Summary of Topics

As per the report included in the agenda package.

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

As per the report distributed at the meeting.

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

As per the report included in the agenda package.

**VII. Old Business**

There was no old business.

**VIII. New Business**

There was no new business.

**IX. Public Comment**

Sharon Cooper, Public Entity Advocates, asked if there were any updates regarding the return of surplus. The administrator stated that the request for approval of the return of surplus had been submitted to the Department of Banking and Insurance. Once approved, the administrator's office would be discussing the presentation of the return in conjunction with risk management consultants.

---

**PUBLIC ALLIANCE INSURANCE COVERAGE FUND**

---

**X. Closed Session**

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

**Moved:** Grace Brennan

**Seconded:** Joseph Kennedy

**Vote:** Approved: Unanimous Nay:

Open Session was adjourned at 10:15 a.m.

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

**Moved:** Grace Brennan

**Seconded:** Joseph Kennedy

**Vote:** Approved: Unanimous Nay:

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

C. Claims Payment Authorizations Established in Closed Session

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

**Moved:** Michael Schwar

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous Nay:

**XI. Adjournment**

***Motion*** to adjourn.

**Moved:** Joseph Kennedy

**Seconded:** Cynthia Ege

**Vote:** Approved: Unanimous Nay:

The meeting was adjourned at 10:19 a.m.

The next meeting will be held at **9:30 a.m.** on **May 16, 2017** at the Lebanon Courtyard, Lebanon, NJ.

Respectfully submitted,

---

Authorized Signature