

PUBLIC ALLIANCE INSURANCE COVERAGE FUND

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FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES  
February 4, 2020

I. Call to Order – Administrator, Chuck Hartsoe

The meeting was called to order at 9:36 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 2020-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2020 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
Vita Mekovitz	Township of Readington

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**Motion** to approve Resolution 2020-02 Authorizing the Election of the Executive Committee to serve for the 2020 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 Samuel Race Township of White  
#2 Jeffrey DeAngelis Township of Franklin

**Motion** to approve Resolution 2020-03 Authorizing the Election of the Alternates to serve for the 2020 fund year.

**Moved:** Grace Brennan  
**Seconded:** Joseph Kennedy  
**Vote:** Approved: Unanimous Nay:

**3. Appointment of a MEL Delegate**

Kevin Davis volunteered to serve as the Fund’s representative to the MEL for 2020.

**Motion** to appoint Kevin Davis as the 2020 MEL Delegate.

**Moved:** Joseph Kennedy  
**Seconded:** Vita Mekovitz  
**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:** Grace Brennan  
**Seconded:** Joseph Kennedy  
**Vote:** Approved: Unanimous Nay:

The meeting was adjourned at 9:43 a.m.

Respectfully Submitted,

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Authorized Signature

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**EXECUTIVE COMMITTEE’S REORGANIZATION MEETING MINUTES  
February 4, 2020**

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

The meeting was called to order at 9:44 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

Attendance

Joseph Kennedy	Town of Belvidere	Absent
Kevin Davis	Hunterdon County	Present
Cynthia Ege	City of Lambertville	Present
Vita Mekovetz	Readington Township	Present
Grace Brennan	Union Township	Present

Executive Committee - Alternates

Jeffrey DeAngelis	Franklin Township	Present
Samuel Race	White Township	Absent

Fund Commissioners Present

Jason Silverthorn	East Amwell Township
Michael Zichelli	Glen Ridge Borough
Judith Fisher	Hardwick Township
Karen Dysart	Milford Borough
Jeffrey Herb	White Township

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
Missy Pudimott	Medlogix
Robert Granata	Highland Claims
Michael Niznik	Partnership Safety Consultants
Bob Gemmell	Brown & Brown Metro

**IV. Introduction of Guests**

There were no introductions.

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**V. Approval of the December 10, 2019 Executive Committee Open Meeting Minutes and November 26, 2019 Closed Meeting Minutes**

**Motion** to approve the December 10, 2019 Executive Committee open meeting minutes and November 26, 2019 Closed meeting minutes.

**Moved:** Kevin Davis

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous                      Nay:

**VI. Reports**

**A. Chairperson – Cynthia Ege**

There was no report.

**B. MEL Delegate – Kevin Davis**

As per the report included in the agenda package.

Barbara Murphy stated that the MEL had recently held its reorganization meeting. She stated that the first draft of the updated model personnel manual had been released and would be reviewed with the EPL subcommittee. She stated that the timeline for the implementation of the new manual was being discussed. Cynthia Ege and Vita Mekovitz volunteered to participate on the EPL subcommittee.

Barbara Murphy stated that the MEL’s Addressing the Protection and Safe Treatment of Minors program was now available on the MEL website.

**C. Secretary – Grace Brennan**

There was no report.

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

1. Resolutions – 2020-04 through 2020-23

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 2020-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing Arnstein & Lehr LLP 2020-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor – Withum, Smith & Brown 2020-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing – Highland Claim Services, Inc. 2020-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds – Gregory Della Pia 2020-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management 2020-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator – Partnership Safety Consulting 2020-10
- h. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Services – Medlogix 2020-11
- i. Appointing Litigation Defense Counsel – 2020-12
- j. Authorizing the Award of a Non-Fair and Open Contract for Services of Risk Management Consultants – 2020-13

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- 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 – 2020-14
  - l. Appointment of Public Agency Compliance Officer 2020-15
  - m. Adoption of the Cash Management Plan for the 2020 Fund Year – 2020-16
    - (1) Appointment of the Finance Subcommittee  
Chairperson Ege appointed Grace Brennan and Vita Mekovitz to serve on the finance subcommittee. She stated that Gregory Della Pia, as treasurer, would also serve
  - n. Designation of Official Depositories – 2020-17
  - o. Designation of Individuals Authorized as the Fund’s Signatories for the 2020 Fund Year – 2020-18
  - p. Adoption of Meeting Place, Schedule and Official Newspapers for the 2020 Fund Year – 2020-19
  - q. Establishment of Interest Rate on Delinquent Assessments for the 2020 Fund Year – 2020-20
  - r. Approval of the Claims’ Committee members as a Certifying and Approving Officer – 2020-21
    - (1) Appointment of the Claims Subcommittee  
Chairperson Ege stated that she, Kevin Davis and Grace Brennan would serve on the claims subcommittee.
  - s. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer – 2020-22
  - t. Aggregate Loss Fund Contingency Account – 2020-23
- Motion** to approve Resolutions 2020-04 through 2020-23.

**Moved:** Kevin Davis  
**Seconded:** Jeffrey DeAngelis  
**Vote:** Approved: Unanimous    Nay:

- 2. 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 \$1,166,805.61 for all fund years.  
**Moved:** Kevin Davis  
**Seconded:** Vita Mekovitz  
**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 2020 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.

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**H. Managed Care Services – Medlogix**

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**

There was no public comment.

**X. Closed Session**

There was no closed session.

**XI. Claims Sub-Committee Report**

**Motion** to ratify the January 16, 2020 Claims Sub-Committee Meeting Minutes.

**Moved:** Grace Brennan

**Seconded:** Kevin Davis

**Vote:** Approved: 4 Abstain: 1 (J. DeAngelis) Nay:0

**XI. Adjournment**

**Motion** to adjourn.

**Moved:** Kevin Davis

**Seconded:** Grace Brennan

**Vote:** Approved: Unanimous Nay:

The meeting was adjourned at 10:06 a.m.

The next meeting will be held at **9:30 a.m.** on **May 12, 2020** at the Courtyard by Marriott Lebanon, Lebanon, NJ.

Respectfully submitted,

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Authorized Signature