

PUBLIC ALLIANCE INSURANCE COVERAGE FUND

FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
February 6, 2018

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 2018-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2018 Fund Year.

Moved: Samuel Race

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

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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:

Michael Schwar	Borough of Alpha
Samuel Race	Township of White

Motion to approve Resolution 2018-02 Authorizing the Election of the Executive Committee to serve for the 2018 Fund Year.

Moved: Cynthia Ege

Seconded: Michael Schwar

Vote: Approved: Unanimous Nay:

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

#1	Joseph Kennedy	Township of Belvidere
#2	Vita Mekovetz	Township of Readington
#3	Anthony Vangeli	Township of Pohatcong

Motion to approve Resolution 2018-03 Authorizing the Election of the Alternates to serve for the 2018 fund year.

Moved: Michael Schwar

Seconded: Cynthia Ege

Vote: Approved: Unanimous Nay:

3. Appointment of a MEL Delegate

Cynthia Ege volunteered to continue to serve as the Fund's representative to the MEL for 2018.

Motion to appoint Cynthia Ege as the 2018 MEL Delegate.

Moved: Samuel Race

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

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.

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VII. Adjournment

Motion to adjourn the meeting.

Moved: Joseph Kennedy

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 9:40 a.m.

Respectfully Submitted,

Authorized Signature

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**EXECUTIVE COMMITTEE'S REORGANIZATION MEETING MINUTES
February 6, 2018**

I. Call to Order – Cynthia Ege, Chairperson

The meeting was called to order at 9:41 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>
Michael Schwar	Alpha Borough	Present
Kevin Davis	Hunterdon County	Present
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

Isabelle Meurer	Ridgefield Borough
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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
Taylor Jacob	Medlogix
Robert Granata	Highland Claims
Michael Niznik	Partnership Safety Consultants
Richard Giordano	A.J. Gallagher & Co.
Tom Narolewski	Assured Partners of NJ

IV. Introduction of Guests

There were no introductions.

V. Approval of the December 12, 2017 Executive Committee Open Meeting Minutes

Motion to approve the December 12, 2017 Executive Committee Open Meeting Minutes.

Moved: Samuel Race

Seconded: Kevin Davis

Vote: Approved: Unanimous Nay:

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VI. Reports

A. Chairperson – Cynthia Ege

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 Arnstein & Lehr, LLP - M. Paige Berry

1. Resolutions – 2018-04 through 2018-24

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 2018-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing Arnstein & Lehr LLP 2018-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor – Withum, Smith & Brown 2018-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing – Highland Claim Services, Inc. 2018-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds – Gregory Della Pia 2018-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management 2018-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator – Partnership Safety Consulting 2018-10
- h. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Services – Medlogix 2018-11
- i. Appointing Litigation Defense Counsel – 2018-12
- j. Authorizing the Award of a Non-Fair and Open Contract for Services of Risk Management Consultants – 2018-13
- 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 – 2018-14
- l. Appointment of Public Agency Compliance Officer 2018-15
- m. Adoption of the Cash Management Plan for the 2018 Fund Year – 2018-16
 - (1) Appointment of the Finance Subcommittee
Chairperson Ege appointed Grace Brennan and Michael Schwar to serve on the finance subcommittee. She stated that Gregory Della Pia, as treasurer, would also serve
- n. Designation of Official Depositories – 2018-17
- o. Designation of Individuals Authorized as the Fund’s Signatories for the 2018 Fund Year – 2018-18
- p. Adoption of Meeting Place, Schedule and Official Newspapers for the 2018 Fund Year – 2018-19
- q. Establishment of Interest Rate on Delinquent Assessments for the 2018 Fund Year – 2018-20
- r. Approval of the Claims’ Committee members as a Certifying and Approving Officer – 2018-21
 - (1) Appointment of the Claims Subcommittee
Chairperson Ege stated that she, Grace Brennan and Samuel Race would serve on the claims subcommittee.

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- s. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer – 2018-22
- t. Authorizing the Award of a Non-Fair and Open Contract with Administrator – PEGAS 2018-23
- u. Approval of 2018 Risk Management Plan 2018-24

Motion to approve Resolutions 2018-04 through 2018-24.

Moved: Kevin Davis

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 \$1,700,990.28 for all fund years.

Moved: Michael Schwar

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.

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

There was no report.

I. Managed Care Services – Medlogix

As per the report included in the agenda package.

Taylor Jacob stated that Consolidated Services Group was now Medlogix. She stated that there would be no change in services or contact information.

VII. Old Business

There was no old business.

VIII. New Business

There was no new business.

IX. Public Comment

Chairperson Ege thanked Samuel Race for his years of service as Chairperson to the Fund.

X. Closed Session

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

Moved: Michael Schwar

Seconded: Kevin Davis

Vote: Approved: Unanimous Nay:

Open Session was adjourned at 10:01 a.m.

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

Moved: Grace Brennan

Seconded: Samuel Race

Vote: Approved: Unanimous Nay:

Closed Session was adjourned at 10:04 a.m.

C. Claims Payment Authorizations Established in Closed Session

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

Moved: Samuel Race

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

XI. Adjournment

Motion to adjourn.

Moved: Grace Brennan

Seconded: Michael Schwar

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 15, 2018** at the Lebanon Courtyard, Lebanon, NJ.

Respectfully submitted,

Authorized Signature