PUBLIC ALLIANCE INSURANCE COVERAGE FUND

EXECUTIVE COMMITTEE'S MEETING MINUTES September 10, 2024

I. <u>Call to Order – Cynthia Ege, Chairperson</u> The meeting was called to order via zoom 9:34 a.m. by Chairperson Ege.

II. <u>Open Public Meetings Statement – Cynthia Ege, Chairperson</u> The Open Public Meetings Act was read by Chairperson Ege.

III. <u>Roll Call</u>

Executive Committee		Attendance		
Michael Zichelli	Glen Ridge Borough	Absent		
Brad Myhre	Hunterdon County	Present		
Cynthia Ege	City of Lambertville	Present		
Frank Elenio	Ridgefield Borough	Present		
Grace Brennan	Union Township	Present		
Executive Committee - Alternates				
Melanie Slowik	Winfield Township	Present		
Fund Commissioners Pre	sent			
Richard Sheola	Readington Township			
Alternate Fund Commissi	Alternate Fund Commissioners Present			
Denise Becton	Franklin Township			
Also Present				
Chuck Hartsoe	PEGAS			
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.			
Michaelene Miller	-			
M. Paige Berry	Saul Ewing, LLP			
Lisa Pflug	Highland Claim Services, Inc.			
Judy Ghysels				
Missy Pudimott	Medlogix			
Mark Worthington	T&M Associates			
Gregory Della Pia	Treasurer			
Dave Balken	Balken Risk Management			
Shannon Balken				
Bob Gemmell	Brown & Brown Metro			
Jamie Rick	LaFontaine and Budd, Inc.			
Lisa Pfenninger	Lisa Pfenninger Insurance			
Evelyn Sandberg	Marsh McLennon Agency			
Patrick Zerpa				
Martha Thalheimer	Whitney H. Roddy, Inc.			

IV. Introduction of Guests

There were no introductions.

V. <u>Approval of the May 14, 2024 Executive Committee's Open and Closed Meeting</u> <u>Minutes.</u>

Motion to approve the May 14, 2024 Executive Committee's Open and Closed Meeting Minutes. Moved: Grace Brennan

Seconded: Frank Elenio

Vote: Approved: Unanimous Nay:

VI. <u>Reports</u>

A. Chairperson – Cynthia Ege

There was no report.

B. MEL Delegate's Report – Frank Elenio

As per the report included in the agenda package.

Barbara Murphy stated that the MEL had recently met to provide its subcommittee reports and discussed the 2025 budget and rate table projections. She stated that there had been a recent claim involving the theft of money through the banking system. Members discussed the safeguards available to reduce the risk of theft by fraudulent methods.

C. Cyber JIF Delegate's Report – Frank Elenio

As per the report in the agenda package.

Frank Elenio stated that the training modules for year two would be shorter in length resulting from member feedback. He also stated that a survey was being developed to determine the potential exposure and need for coverage for members that provide IT services to third parties.

D. Secretary – Grace Brennan

There was no report.

E. Attorney – Saul Ewing, LLP – M. Paige Berry

As per the report included in the agenda package.

a. Resolution 2024-26 Adopting an Amended OPRA Form

The fund attorney stated that, effective September 3, 2024, a new law would require that all agencies subject to OPRA "adopt the form established by the Government Records Council . . . for the use of any person who requests access to a government record held or controlled by the public agency." Consequently, the GRC has established an updated version of the old "Model OPRA request form".

Motion to approve resolution 2024-26 Adopting an Amended OPRA Form.

Seconded: Brad Myhre

Vote: Approved: Unanimous Nay:

F. 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 \$1,879,685.76.

Moved: Frank Elenio

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.

G. Administrator – Public Entity Group Administrative Services

As per the memorandum included in the agenda package.

 a. 2024 Coverage and Policies and Procedures Manuals The administrator reported that the 2024 fund year manuals were now posted on the Fund's website.

H. Loss Control Specialist – T&M Associates

Mark Worthington provided a brief synopsis of his recent loss control activities. He stated that the loss control visits were on schedule with one visit remaining for the 2024 fund year.

I. Managed Care Services – Medlogix

As per the report included in the agenda package.

VII. Old Business

There was no old business.

VIII. <u>New Business</u>

A. Finance Subcommittee Report

As per the report included in the agenda package.

Barbara Murphy stated that the finance subcommittee recommended a return of surplus of \$727,926 from fund years 2002-2008. She also stated that they recommended a policy statement to review the Fund's audited financial statements annually to consider return of surplus options and other impacts to the Fund's financial position and results, as desired by the Fund's executive committee.

Motion to approve resolution 2024-27 Authorizing Refunds.

Moved:	Grace Brennan	
Seconded:	Frank Elenio	
Vote:	Approved: Unanimous	Nay:

IX. <u>Public Comment</u>

There was no public comment.

X. <u>Claims Subcommittee Report</u>

Motionto ratify the June 4, 2024 and July 9, 2024 Claims Subcommittee Meeting Minutes.Moved:Brad MyhreSeconded:Frank ElenioVote:Approved: UnanimousNay:

XI. <u>Closed Session</u>

A. Motion to adjo	ourn open session.	
Moved:	Frank Elenio	
Seconded:	Cynthia Ege	
Vote:	Approved: Unanimous	Nay:
Open Session w	vas adjourned at 10:33 a.m.	

B. *Motion* to adjourn closed session.

Moved:	Grace Brennan	
Seconded:	Frank Elenio	
Vote:	Approved: Unanimous	
Closed Session was adjourned at 10:38 a.m.		

C. Claims Payment Authorizations Established in Closed Session

Motionto approve claim payments and authorize actions established in Closed Session.Moved:Brad MyhreSeconded:Grace BrennanVote:Approved: UnanimousNay:

Nay:

XII. <u>Adjournment</u>

Moved:Grace BrennanSeconded:Frank ElenioVote:Approved: UnanimousNay:The meeting was adjourned at 10:45 a.m.

The next meeting will be held on **Tuesday**, November 19, 2024 at 9:30 a.m.

Respectfully submitted,

Authorized Signature