

PUBLIC ALLIANCE INSURANCE COVERAGE FUND

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FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES  
February 5, 2019

I. Call to Order – Administrator, Chuck Hartsoe

The meeting was called to order at 9:39 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 2019-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2019 Fund Year.

**Moved:** Kevin Davis

**Seconded:** Michael Schwar

**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 2019-02 Authorizing the Election of the Executive Committee to serve for the 2019 Fund Year.

**Moved:** Cynthia Ege

**Seconded:** Joseph Kennedy

**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

**Motion** to approve Resolution 2019-03 Authorizing the Election of the Alternates to serve for the 2019 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 2019.

**Motion** to appoint Cynthia Ege as the 2019 MEL Delegate.

**Moved:** Joseph Kennedy

**Seconded:** Michael Schwar

**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

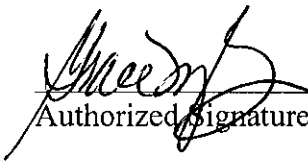
**Seconded:** Michael Schwar

**Vote:** Approved: Unanimous

Nay:

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

Respectfully Submitted,

  
Authorized Signature

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**EXECUTIVE COMMITTEE'S REORGANIZATION MEETING MINUTES  
February 5, 2019**

**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

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

Executive Committee - Alternates

Joseph Kennedy	Town of Belvidere	Present
Vita Mekovetz	Readington Township	Absent

Fund Commissioners Present

Jeffrey DeAngelis	Franklin Township
Judith Fisher	Hardwick Township
Karen Dysart	Milford Borough
Isabelle Meurer	Ridgefield 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
Tom Narolewski	Assured Partners of NJ
Thomas Stenberg	
Bob Gemmell	Brown & Brown Metro
Sharon Cooper	Public Entity Advocates

**IV. Introduction of Guests**

There were no introductions.

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**V. Approval of the December 11, 2018 Executive Committee Open Meeting Minutes**

**Motion** to approve the December 11, 2018 Executive Committee Open Meeting Minutes.

**Moved:** Kevin Davis

**Seconded:** Joseph Kennedy

**Vote:** Approved: Unanimous                      Nay:

**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 – 2019-04 through 2019-23

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 2019-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing Arnstein & Lehr LLP 2019-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor – Withum, Smith & Brown 2019-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing – Highland Claim Services, Inc. 2019-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds – Gregory Della Pia 2019-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management 2019-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator – Partnership Safety Consulting 2019-10
- h. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Services – Medlogix 2019-11
- i. Appointing Litigation Defense Counsel – 2019-12
- j. Authorizing the Award of a Non-Fair and Open Contract for Services of Risk Management Consultants – 2019-13
- 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 – 2019-14
- l. Appointment of Public Agency Compliance Officer 2019-15
- m. Adoption of the Cash Management Plan for the 2019 Fund Year – 2019-16
  - (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 – 2019-17
- o. Designation of Individuals Authorized as the Fund’s Signatories for the 2019 Fund Year – 2019-18
- p. Adoption of Meeting Place, Schedule and Official Newspapers for the 2019 Fund Year – 2019-19

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- q. Establishment of Interest Rate on Delinquent Assessments for the 2019 Fund Year – 2019-20
- r. Approval of the Claims’ Committee members as a Certifying and Approving Officer – 2019-21
  - (1) Appointment of the Claims Subcommittee
    - Chairperson Ege stated that she, Kevin Davis and Samuel Race would serve on the claims subcommittee.
- s. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer – 2019-22
- t. Aggregate Loss Fund Contingency Account -- 2019-23

**Motion** to approve Resolutions 2019-04 through 2019-23.

**Moved:** Kevin Davis

**Seconded:** Joseph Kennedy

**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 \$1,917,205.71 for all fund years.

**Moved:** Joseph Kennedy

**Seconded:** Michael Schwar

**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 included in the agenda package.

**I. 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**

Kevin Davis stated that the County of Hunterdon had recently offered CPR training to its employees. He emphasized the importance of workplace CPR training.

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**X. Closed Session**

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

**Moved:** Michael Schwar

**Seconded:** Kevin Davis

**Vote:** Approved: Unanimous

Nay:

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

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

**Moved:** Kevin Davis

**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:** Kevin Davis

**Seconded:** Michael Schwar

**Vote:** Approved: Unanimous

Nay:

**XI. Adjournment**

**Motion** to adjourn.

**Moved:** Joseph Kennedy

**Seconded:** Michael Schwar

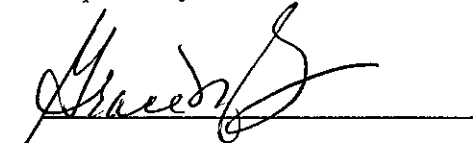
**Vote:** Approved: Unanimous

Nay:

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

The next meeting will be held at **9:30 a.m.** on **May 14, 2019** at the Lebanon Courtyard, Lebanon, NJ.

Respectfully submitted,



Authorized Signature