
PUBLIC ALLIANCE INSURANCE COVERAGE FUND

**EXECUTIVE COMMITTEE'S MEETING MINUTES
November 21, 2023**

I. Call to Order – Cynthia Ege, Chairperson

The meeting was called to order at 9:31 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 Zichelli	Glen Ridge Borough	Present
Kevin Davis	Hunterdon County	Present
Cynthia Ege	City of Lambertville	Present
Frank Elenio	Ridgefield Borough	Absent
Grace Brennan	Union Township	Present

Executive Committee - Alternates

Melanie Slowik	Winfield Township	Absent
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Fund Commissioners Present

Joseph Roth	Belvidere Township
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Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing, LLP
Greg Della Pia	Treasurer
Kyle Mrotek	The Actuarial Advantage
Lisa Pflug	Highland Claim Services, Inc.
Judy Ghysels	
Nichole Cornine	
Adam Giaquinto	Medlogix
Michael Niznik	Partnership Safety Consultants
Sharon Cooper	Acrisure, LLC/Public Entity Advocates
Bob Gemmell	Brown & Brown Metro
Diana Pursell	CBIZ Insurance Services, dba CBIZ Borden Perlman
Jennifer Modica	Marsh McLennon Agency LLC
Patrick Zerpa	
Lisa Pfenninger	Lisa Pfenninger Insurance
Martha Thalheimer	Whitney H Roddy Insurance

IV. Flag Salute

V. Introduction of Guests

There were no introductions.

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V. Executive Committee Business

A. Approval of the September 12, 2023 and November 2, 2023 Executive Committee's Open and Closed Meeting Minutes

Motion to approve the September 12, 2023 and November 2, 2023 Executive Committee's Open and Closed Meeting Minutes.

Moved: Kevin Davis

Seconded: Michael Zichelli

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson – Cynthia Ege

There was no report.

2. MEL Delegate – Kevin Davis

Barbara Murphy stated that the MEL had recently adopted its 2024 rate table and budget.

3. Cyber JIF Delegate – Frank Elenio

As per the report included in the agenda package.

Barbara Murphy stated that the Cyber JIF began its security awareness and phishing training and external vulnerability scanning for all members through D2 Cybersecurity. She stated that a basic category had been added for smaller members and the deadline for the completion of the updated Cyber JIF risk management program checklist had been extended to 6/1/2024.

4. Secretary – Grace Brennan

There was no report.

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

As per the report included in the agenda package.

6. 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 Bill List for all fund years totaling \$384,272.10.

Moved: Grace Brennan

Seconded: Cynthia Ege

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.

7. Administrator – Public Entity Group Administrative Services

As per the memorandum included in the agenda package.

a. 2024 Nominating Committee

Chairperson Ege appointed herself, Grace Brennan and Frank Elenio to serve on the 2024 fund year nominating committee.

8. Loss Control Specialist – Partnership Safety Consultants

Michael Niznik gave a verbal update on recent loss control activities.

9. Claims Servicing Organization – Highland Claim Services, Inc.

There was no report.

10. Managed Care Services – Medlogix

As per the report included in the agenda package.

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Chairperson Ege asked if a breakdown of claims reported and repriced by date of loss could be added to the report in addition to the data shown by date reported. Adam Giaquinto stated that he would add the information requested to the next meeting's managed care report.

C. Old Business

There was no old business.

D. New Business

1. Introduction of the 2024 Fund Year Budget and Certifying the Assessments

Barbara Murphy reviewed the 2024 fund year budget. She reviewed the multiple factors affecting the budget including increases in individual member exposures, loss funds and reinsurance costs. Grace Brennan asked how the various operating expenses and fees, including risk management fees, were impacted by changes in the budget. Discussion ensued and was tabled as a contractual matter for discussion in closed session.

Motion to introduce the 2024 Fund Year Budget and Certify the Assessments.

Moved: Michael Zichelli

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

E. Public Comment

There was no public comment.

F. Claims Subcommittee Report

Motion to ratify the October 10, 2023 Claims Subcommittee Meeting Minutes.

Moved: Kevin Davis

Seconded: Cynthia Ege

Vote: Approved: Unanimous Nay:

G. Closed Session

1. Motion to adjourn open session.

Moved: Grace Brennan

Seconded: Michael Zichelli

Vote: Approved: Unanimous Nay:

Open Session was adjourned at 10:19 a.m.

2. Motion to adjourn closed session.

Moved: Grace Brennan

Seconded: Michael Zichelli

Vote: Approved: Unanimous Nay:

Closed Session was adjourned at 10:57 a.m.

3. Approval of Claims Payment Authorizations Established in Closed Session

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

Moved: Grace Brennan

Seconded: Kevin Davis

Vote: Approved: Unanimous Nay:

H. Adjournment

Motion to adjourn the meeting.

Moved: Grace Brennan

Seconded: Kevin Davis

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:58 a.m.

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The next meeting will be held at **9:30 a.m.** on **December 12, 2023.**

Respectfully submitted,

Authorized Signature