
PUBLIC ALLIANCE INSURANCE COVERAGE FUND

**EXECUTIVE COMMITTEE’S MEETING MINUTES
September 12, 2023**

I. Call to Order – Cynthia Ege, Chairperson

The meeting was called to order via zoom 9:34 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

<u>Executive Committee</u>		<u>Attendance</u>
Michael Zichelli	Glen Ridge Borough	Present
Kevin Davis	Hunterdon County	Absent
Cynthia Ege	City of Lambertville	Present
Frank Elenio	Ridgefield Borough	Present
Grace Brennan	Union Township	Present

Executive Committee - Alternates

Melanie Slowik	Winfield Township	Absent
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Also Present

Joseph Roth	Belvidere Township
Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing, LLP
Robert Granata	Highland Claim Services, Inc.
Adam Giaquinto	Medlogix
Michael Niznik	Partnership Safety Consultants
Gregory Della Pia	Treasurer
George Morville	A.J. Gallaher
Enrique Urquiola	Alamo Insurance Group
Tom Narolewski	Assured Partners
Bob Gemmell	Brown & Brown Metro
Lisa Pfenninger	Lisa Pfenninger Insurance
Patrick Zerpa	Marsh McLennon Agency
Javier Esparra	
Martha Thalheimer	Whitney H. Roddy, Inc.

IV. Introduction of Guests

There were no introductions.

V. Approval of the May 9, 2023 Executive Committee’s Open and Closed Meeting Minutes.

Motion to approve the May 9, 2023 Executive Committee’s Open and Closed Meeting Minutes.

Moved: Frank Elenio

Seconded: Michael Zichelli

Vote: Approved: Unanimous Nay:

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VI. Reports

A. Chairperson – Cynthia Ege

There was no report.

B. MEL Delegate’s Report – Kevin Davis

There was no report.

C. Cyber JIF Delegate’s Report – Frank Elenio

Frank Elenio stated that the Cyber JIF had awarded the RFP for training to D2 Cybersecurity. He stated that D2 would be responsible for the security awareness and phishing training as well as the external vulnerability scanning for all members. Barbara Murphy stated that an orientation meeting had been scheduled for member entity’s point of contact and IT people. She further stated that an extension of the 1/1/2024 deadline for the completion of the updated Cyber JIF risk management program checklist had been proposed.

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.

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 \$1,331,709.23.

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.

G. Administrator – Public Entity Group Administrative Services

As per the memorandum included in the agenda package.

a. 2023 Coverage and Policies and Procedures Manuals

The administrator reported that the 2023 fund year manuals were now posted on the Fund’s website.

b. 2024 Proposed Meeting Schedule

The administrator asked members to review the proposed 2024 meeting schedule included in the agenda package and advise of any known potential conflicts.

H. Loss Control Specialist – Partnership Safety Consultants

Michael Niznik provided a brief synopsis of his recent loss control activities.

I. Managed Care Services – Medlogix

As per the report included in the agenda package.

VII. Old Business

There was no old business.

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VIII. New Business

A. Resolution 2023-26 Authorizing a Contract for Property Appraisal Services

Barbara Murphy stated that, as per the recent request for proposals for property appraisal services, the executive committee members had recommended the award of a contract to AssetWorks for property appraisal services.

Motion to approve resolution 2023-26 authorizing a contract for property appraisal services.

Moved: Frank Elenio

Seconded: Michael Zichelli

Vote: Approved: Unanimous Nay:

B. Resolution 2023-27 Authorizing the Award of a Non-Fair and Open Contract for Services of a Risk Management Consultant

Barbara Murphy stated that recently the Barclay Group had been appointed as an RMC to a fund member, which would require the approval of a contract with the Fund.

Motion to approve resolution 2023-26 authorizing the award of a non-fair and open contract for services of a risk management consultant.

Moved: Grace Brennan

Seconded: Frank Elenio

Vote: Approved: Unanimous Nay:

IX. Public Comment

There was no public comment.

X. Claims Subcommittee Report

Motion to ratify the June 6, 2023 and August 8, 2023 Claims Subcommittee Meeting Minutes.

Moved: Grace Brennan

Seconded: Frank Elenio

Vote: Approved: Unanimous Nay:

XI. Closed Session

A. Motion to adjourn open session.

Moved: Grace Brennan

Seconded: Frank Elenio

Vote: Approved: Unanimous Nay:

Open Session was adjourned at 10:06 a.m.

B. Motion to adjourn closed session.

Moved: Grace Brennan

Seconded: Frank Elenio

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: Grace Brennan

Seconded: Michael Zichelli

Vote: Approved: Unanimous Nay:

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XII. Adjournment

Moved: Grace Brennan

Seconded: Michael Zichelli

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:18 a.m.

The next meeting will be held on **Tuesday, November 21, 2023** at 9:30 a.m.

Respectfully submitted,

Authorized Signature