

PUBLIC ALLIANCE INSURANCE COVERAGE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
January 10, 2023**

I. Call to Order – Administrator, Chuck Hartsoe

The meeting was called to order via zoom at 9:37 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 2023-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2023 Fund Year.

Moved: Frank Elenio

Seconded: Kevin Davis

Vote: Approved: Unanimous Nay:

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 Zichelli	Borough of Glen Ridge
Frank Elenio	Borough of Ridgefield

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Motion to approve Resolution 2023-02 Authorizing the Election of the Executive Committee to serve for the 2023 Fund Year.

Moved: Cynthia Ege

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

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

#1 Melanie Slowick Township of Winfield

Motion to approve Resolution 2023-03 Authorizing the Election of the Alternates to serve for the 2023 fund year.

Moved: Frank Elenio

Seconded: Melanie Slowick

Vote: Approved: Unanimous Nay:

3. Appointment of a MEL Delegate

Kevin Davis volunteered to serve as the Fund’s representative to the MEL for 2023.

Motion to appoint Kevin Davis as the 2023 MEL Delegate.

Moved: Grace Brennan

Seconded: Cindy Ege

Vote: Approved: Unanimous Nay:

3. Appointment of a Cyber JIF Delegate

Frank Elenio volunteered to serve as the Fund’s representative to the Cyber JIF for 2023.

Motion to appoint Frank Elenio as the 2023 Cyber JIF Delegate.

Moved: Grace Brennan

Seconded: Cindy Ege

Vote: Approved: Unanimous Nay:

VII. 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: Cindy Ege

Seconded: Frank Elenio

Vote: Approved: Unanimous

Nay:

The meeting was adjourned at 9:36 a.m.

Respectfully Submitted,

Authorized Signature

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**EXECUTIVE COMMITTEE'S REORGANIZATION MEETING MINUTES
January 10, 2023**

I. Call to Order – Cynthia Ege, Chairperson

The meeting was called to order via zoom at 9:37 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	Absent
Kevin Davis	Hunterdon County	Present
Cynthia Ege	City of Lambertville	Present
Frank Elenio	Ridgefield Borough	Present
Grace Brennan	Union Township	Present

Executive Committee - Alternates

Melanie Slowick	Winfield Township	Present
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Fund Commissioners Present

Joseph Roth	Belvidere Township
Lisa Burd Reindel	Bloomsbury Borough
John Lovell	Hardwick Township
Terry Ufer	Hope Township

Alternate Fund Commissioners Present

Donna Messina	Alpha Borough
Paul Muir	Bethlehem Township
Jason Silverhorn	East Amwell Township
Denise Becton	Franklin Township
Karen Dysart	Milford Borough
Wanda Kutzman	Pohatcong Township
Karin Parker	Readington Township
Kathleen Reinalda	White Township

Also Present

Chuck Hartsoe	PEGAS
Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing, LLP
Gregory Della Pia	Treasurer
Adam Giaquinto	Medlogix
Robert Granata	Highland Claims
Michael Niznik	Partnership Safety Consultants
Kathy Young	Alamo Insurance
Tom Narolewski	Assured Partners
Bob Gemmell	Brown & Brown Metro

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IV. Introduction of Guests

There were no introductions.

V. Approval of the December 20, 2022 Executive Committee Open Meeting Minutes

Motion to approve the December 20, 2022 Executive Committee open meeting minutes.

Moved: Melanie Slowick

Seconded: Frank Elenio

Vote: Approved: Unanimous Nay:

VI. Reports

A. Chairperson – Cynthia Ege

There was no report.

B. MEL Delegate – Kevin Davis

Kevin Davis stated that the MEL had recently held its reorganizational meeting and made their 2023 subcommittee appointments. He stated that the MEL had adopted an amended risk management plan to reflect changes resulting from the renewal.

C. Cyber JIF Delegate – Frank Elenio

Frank Elenio stated that the Cyber JIF had recently held its organizational meeting and elected its slate of officers. He stated that vendor proposals were being reviewed and the risk control services were being determined.

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.

1. Resolutions – 2023-04 through 2023-22

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 2023-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing Arnstein & Lehr LLP 2023-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor – Withum, Smith & Brown 2023-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing – Highland Claim Services, Inc. 2023-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds – Gregory Della Pia 2023-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management 2023-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Loss Control/ Safety Administrator – Partnership Safety Consulting 2023-10
- h. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Services – Medlogix 2023-11
- i. Appointing Litigation Defense Counsel – 2023-12
- j. Authorizing the Award of a Non-Fair and Open Contract for Services of Risk Management Consultants – 2023-13

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- 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 – 2023-14
- l. Appointment of Public Agency Compliance Officer 2023-15
- m. Adoption of the Cash Management Plan for the 2023 Fund Year – 2023-16
 - (1) Appointment of the Finance Subcommittee
Chairperson Ege Grace Brennan and Frank Elenio to serve on the finance subcommittee. She stated that Gregory Della Pia, as treasurer, would also serve on the subcommittee.
- n. Designation of Official Depositories – 2023-17
- o. Designation of Individuals Authorized as the Fund’s Signatories for the 2023 Fund Year – 2023-18
- p. Adoption of Meeting Place, Schedule and Official Newspapers for the 2023 Fund Year – 2023-19
- q. Establishment of Interest Rate on Delinquent Assessments for the 2023 Fund Year – 2023-20
- r. Approval of the Claims’ Committee members as a Certifying and Approving Officer – 2023-21
 - (1) Appointment of the Claims Subcommittee
Chairperson Ege appointed Kevin Davis, Melanie Slowick and Grace Brennan to serve on the claims subcommittee.
- s. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer – 2023-22

Motion to approve Resolutions 2023-04 through 2023-22.

Moved: Frank Elenio

Seconded: Kevin Davis

Vote: Approved: Unanimous Nay:

- 1. Legislative Update
As per the report distributed at the meeting.

E. 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 Lists totaling \$177,983.40 for all fund years.

Moved: Frank Elenio

Seconded: Melanie Slowick

Vote: Approved: Unanimous Nay:

- 2. Treasurer’s Report
As per the report distributed at the meeting.
- 3. Investment Status
There was no report.

F. Administrator - Public Entity Group Administrative Services

- 1. Summary of Topics
As per the report included in the agenda package.
The administrator stated that the 2023 elected officials training was scheduled to be available on the MEL’s website in February.

G. Loss Control Specialist – Partnership Safety Consulting

- Michael Niznik provided an update to the list of activities performed year to date.

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H. 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

There was no public comment.

X. Closed Session

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

Moved: Frank Elenio

Seconded: Melanie Slowick

Vote: Approved: Unanimous Nay:

Open Session was adjourned at 9:57 a.m.

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

Moved: Kevin Davis

Seconded: Melanie Slowick

Vote: Approved: Unanimous Nay:

Closed Session was adjourned at 10:02 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: Frank Elenio

Vote: Approved: Unanimous Nay:

XI. Adjournment

Motion to adjourn.

Moved: Kevin Davis

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:03 a.m.

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

Respectfully submitted,

Authorized Signature