

PUBLIC ALLIANCE INSURANCE COVERAGE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
January 16, 2024**

I. Call to Order – Administrator, Chuck Hartsoe

The meeting was called to order at 9:50 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
Brad Myhre, Vice-Chairperson	County of Hunterdon
Grace Brennan, Secretary	Township of Union

There were no additional nominations.

Motion to approve Resolution 2024-01 Authorizing the Election of the officers as presented to serve the Full Fund and Executive Committee for the 2024 Fund Year.

Moved: Grace Brennan

Seconded: Michael Zichelli

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 2024-02 Authorizing the Election of the Executive Committee to serve for the 2024 Fund Year.

Moved: Cynthia Ege
Seconded: Michael Schwar
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 2024-03 Authorizing the Election of the Alternates to serve for the 2024 fund year.

Moved: Frank Elenio
Seconded: Cynthia Ege
Vote: Approved: Unanimous Nay:

3. Appointment of a MEL Delegate

Frank Elenio was appointed to serve as the Fund’s representative to the MEL for 2024.

Motion to appoint Frank Elenio as the 2024 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 2024.

Motion to appoint Frank Elenio as the 2024 Cyber JIF Delegate.

Moved: Grace Brennan
Seconded: Cindy Ege
Vote: Approved: Unanimous Nay:

VII. Public Comment

There was no public comment.

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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 9:55 a.m.

Respectfully Submitted,

Authorized Signature

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**EXECUTIVE COMMITTEE’S REORGANIZATION MEETING MINUTES
January 16, 2024**

I. Call to Order – Cynthia Ege, Chairperson

The meeting was called to order at 9:55 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

Attendance

Michael Zichelli	Glen Ridge Borough	Present
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 Slowick	Winfield Township	Present
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Fund Commissioners Present

Michael Schwar	Alpha Borough
Joseph Roth	Belvidere Township
Lori Nienstedt	Frankford Township

Alternate Fund Commissioners Present

Denise Becton	Franklin Township
Wanda Kutzman	Pohatcong 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
Kyle Mrotek	The Actuarial Advantage
Robert Granata	Highland Claims
Judy Ghysels	
Michael Niznik	Partnership Safety Consultants
Adam Giaquinto	Medlogix
Bob Gemmell	Brown & Brown Metro
Diana Pursell	CBIZ/Borden Perlman
Jamie Rick	LaFontaine and Budd, Inc.
Evelyn Sandberg	Marsh McLennon Agency LLC
Lisa Pfenninger	Lisa Pfenninger Insurance Agency, LLC

IV. Introduction of Guests

There were no introductions.

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V. Approval of the December 12, 2023 Executive Committee Open Meeting Minutes

Motion to approve the December 12, 2023 Executive Committee open meeting minutes.

Moved: Melanie Slowick

Seconded: Frank Elenio

Vote: Approved: 3 Abstentions: 2 (B. Myhre, M. Zichelli) Nay:

VI. Reports

A. Chairperson – Cynthia Ege

There was no report.

B. MEL Delegate – Frank Elenio

There was no report.

C. Cyber JIF Delegate – Frank Elenio

Frank Elenio stated that D2 had begun its security awareness and phishing training, and external vulnerability scanning for all members through D2 Cybersecurity. Barbara Murphy 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.

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 – 2024-04 through 2024-24

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 2024-04
- b. Authorizing the Award of a Non-Fair and Open Contract for Services with Attorney – Saul Ewing LLP 2024-05
- c. Authorizing the Award of a Non-Fair and Open Contract for Services with Auditor – Withum, Smith & Brown 2024-06
- d. Authorizing the Award of a Non-Fair and Open Contract for Services with Claims Servicing – Highland Claim Services, Inc. 2024-07
- e. Authorizing the Award of a Non-Fair and Open Contract with Custodian of Funds – Gregory Della Pia 2024-08
- f. Authorizing the Execution of Contract with Investment Manager – PFM Asset Management 2024-09
- g. Authorizing the Award of a Non-Fair and Open Contract for Services with Managed Care Services – Medlogix 2024-11
- h. Appointing Litigation Defense Counsel – 2024-12
- i. Authorizing the Award of a Non-Fair and Open Contract for Services of Risk Management Consultants – 2024-13
- j. 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 – 2024-14
- k. Appointment of Public Agency Compliance Officer 2024-15
- l. Adoption of the Cash Management Plan for the 2024 Fund Year – 2024-16

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(1) Appointment of the Finance Subcommittee

Chairperson Ege appointed herself, 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.

- m. Designation of Official Depositories – 2024-17
- n. Designation of Individuals Authorized as the Fund’s Signatories for the 2024 Fund Year – 2024-18
- o. Adoption of Meeting Place, Schedule and Official Newspapers for the 2024 Fund Year – 2024-19
- p. Establishment of Interest Rate on Delinquent Assessments for the 2024 Fund Year – 2024-20
- q. Approval of the Claims’ Committee members as a Certifying and Approving Officer – 2024-21

(1) Appointment of the Claims Subcommittee

Chairperson Ege appointed Brad Myhre, Grace Brennan and Melanie Slowik to serve on the claims subcommittee.

- s. Approval of Highland Claim Services, Inc. as a Certifying and Approving Officer – 2024-22
- t. Authorizing the Award of a Non-Fair and Open Contract with Administrator – PEGAS – 2024-23
- u. Authorizing the Award of a Non-Fair and Open Contract for Services of Workers’ Compensation Counsel – 2024-24

Motion to approve Resolutions 2024-04 through 2024-24.

Moved: Frank Elenio

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

- 1. Legislative Update
As per the report included in the agenda package.

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 \$2,262,090.22 for all fund years.

Moved: Frank Elenio

Seconded: Grace Brennan

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 MEL’s elected officials training seminars would be available on the MEL’s website and reminded members that a \$250 credit for each elected official or the highest-level administrator attending the seminar would be applied to their assessment.

G. Managed Care Services – Medlogix

As per the report included in the agenda package.

