
PUBLIC ALLIANCE INSURANCE COVERAGE FUND

**EXECUTIVE COMMITTEE'S MEETING MINUTES
November 26, 2019**

I. Call to Order – Cynthia Ege, Chairperson

The meeting was called to order at 9:36 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 Schwar	Alpha Borough	Absent
Kevin Davis	Hunterdon County	Present
Cynthia Ege	City of Lambertville	Present
Grace Brennan	Union Township	Present
Samuel Race	White Township	Absent

Executive Committee - Alternates

Joseph Kennedy	Belvidere Township	Absent
Vita Mekovetz	Readington Township	Absent

Also Present

Barbara Murphy	PEGAS/Risk & Loss Managers, Inc.
Michaelene Miller	
M. Paige Berry	Saul Ewing Arnstein & Lehr, LLP
Missy Pudimott	Medlogix
Robert Granata	Highland Claim Services, Inc.
Michael Niznik	Partnership Safety Consultants
Greg Della Pia	Treasurer
Sharon Cooper	Public Entity Advocates
Tom Narolewski	Assured Partners

IV. Introduction of Guests

There were no introductions.

V. Executive Committee Business

A. Approval of the September 17, 2019 Executive Committee's Open and Closed Meeting Minutes

Motion to approve the September 17, 2019 Executive Committee's Open and Closed Meeting Minutes.

Moved: Kevin Davis

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson – Cynthia Ege

There was no report.

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2. MEL Delegate’s Report – Cynthia Ege

As per the report included in the agenda package.
Kevin Davis referred to a recently issued MEL memo regarding CBD oil. He asked for input regarding the enforcement of a ban on drivers using the unregulated substance. Discussion ensued and Barbara Murphy stated that members should closely follow their current policies. She also stated that she would ask for additional information. She further stated that the MEL had recently issued a template for model CDL and non-CDL drug and alcohol policies and procedures.

3. Secretary – Grace Brennan

There was no report.

4. Attorney – Saul Ewing Arnstein & Lehr, LLP – M. Paige Berry

As per the report included in the agenda package.

5. Treasurer – Gregory Della Pia

a. Bill List

Motion to approve the Bill List for all fund years totaling \$639,304.38.

Moved: Grace Brennan

Seconded: Kevin Davis

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.

6. Administrator - Public Entity Group Administrative Services

As per the memorandum included in the agenda packet.

a. 2020 Meeting Schedule

As per the meeting schedule included in the agenda package.

Barbara Murphy asked members to review the proposed dates and advise if there were any known conflicts.

b. Cyber Risk Management Plan

Barbara Murphy reminded members that completion of the cyber risk management plan would qualify members for the deductible reimbursement plan. She stated that members would need to provide thorough documentation of its minimum technology standards at the time of a claim and if it was determined that the standards were not in place prior to the manifestation of the claim, there would be no reimbursement.

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

There was no report.

8. Managed Care Services – Medlogix

As per the report included in the agenda package.

9. Loss Control – Partnership Safety Consultants

Michael Niznik reviewed the status report distributed at the meeting.

C. Old Business

There was no old business.

D. Closed Session

1. **Motion** to adjourn open session.

Moved: Grace Brennan

Seconded: Kevin Davis

Vote: Approved: Unanimous Nay:

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Open Session was adjourned at 10:11 a.m.

2. **Motion** to adjourn closed session.

Moved: Grace Brennan

Seconded: Kevin Davis

Vote: Approved: Unanimous Nay:

Closed Session was adjourned at 11:04 a.m.

3. Claims Payment Authorizations Established in Closed Session

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

Moved: Kevin Davis

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

E. New Business

1. **Introduction of the 2019 Fund Year Budget Revision #2**

Barbara Murphy stated that the budget was revised to include the addition of Hope Township.

Motion to introduce the 2019 Fund Year Budget Revision #2.

Moved: Grace Brennan

Seconded: Kevin Davis

Vote: Approved: Unanimous Nay:

2. **Introduction of the 2020 Fund Year Budget and Certifying the Assessments**

Motion to introduce the 2020 Fund Year Budget and Certify the Assessments.

Moved: Grace Brennan

Seconded: Kevin Davis

Vote: Approved: Unanimous Nay:

F. Public Comment

There was no public comment.

G. Adjournment

Motion to adjourn the meeting.

Moved: Kevin Davis

Seconded: Grace Brennan

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 11:09 a.m.

The next meeting will be held at **9:30 a.m. on December 11, 2019** at 51 Everett Drive, Suite B40, West Windsor, NJ.

Respectfully submitted,

Authorized Signature