SOUTH BERGEN VII WORKERS' COMPENSATION POOL
MINUTES
MEETING –OCTOBER 13, 2025
ZOOM VIRTUAL MEETING
1:30 P.M.

Meeting called to order by Chairperson Wasserman. Open Public Meeting Act read into Minutes by Chairperson Wasserman.

ROLL CALL OF 2025 BOARD OF DIRECTORS:

Chairperson		
Andrea Wasserman	Montvale BOE	Present
Vice-Chair		
Samantha Dembowski	North Arlington BOE	Absent
Secretary		
Keith Rosado	Westwood BOE	Present
Trustees		
John Marmora	Emerson BOE	Present
Jenine Murray	Hasbrouck Heights BOE	Absent
Laurel Spadavecchia	Moonachie BOE	Present
Thomas O'Hern	Ramsey BOE	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/ Administrator	Perma Risk Management Services **Joseph Hrubash** **Cate Kiernan**	 Present Present
Attorney	**William Bailey, Esq.**	Present
Treasurer	**Dr. Philip Nisonoff**	Present
Underwriting Manager/ Excess WC Broker	Polaris Galaxy **Justin Gallo**	 Present
Claims Services	Bergen Risk Managers **John Markel**	 Present
Actuary	AIS Risk Consultants **Allan Schwartz**	 Absent

OTHERS PRESENT:
Michael Rinderknecht, Lodi BOE
Jason Thorpe, PERMA
Pauline Kontomanolis, PERMA
Kerin Drumheiser, PERMA
Kathleen McGuire, BRM

APPROVAL OF MINUTES: OPEN MINUTES OF JUNE 16, 2025 – Chair Wasserman requested that the vote be tabled until the December meeting.

CORRESPONDENCE

None.

EXECUTIVE DIRECTOR/ADMINISTRATOR:

AUDITOR FISCAL YEAR-END REPORT – Executive Director reported that PERMA is working with the Pool Auditor, Bowman & Co., towards the completion of the fiscal year-end audit. Executive Director advised that the Audit Report as of June 30, 2025 will be presented during the December 8, 2025 Board of Trustees meeting.

BYLAW AMENDMENT – Executive Director reported that member school boards were sent the proposed amended bylaws and a sample resolution approving the amendments on February 4, 2025. Executive Director noted that the deadline for members to adopt resolutions approving the amendments was July 21, 2025. Executive Director further noted that the Pool office received the necessary number of resolutions from the membership to approve the bylaw amendments. Executive Director advised that the same has been filed with both the Department of Banking & Insurance (DOBI) and the Department of Community Affairs (DCA).

SOBER MEMBERSHIP RENEWALS – Executive Director reported that Westwood School District has renewed their 3-year membership in the SOBER Pool effective 7/1/2025. Executive Director added that the Pool office has received the Indemnity & Trust Agreement and Renewal Resolution from the district. Executive Director advised that all other members are now in year three of their 3-year membership with the Pool which will expire 6/30/2026. Executive Director said the Pool office will distribute the renewal documents to the membership in early 2026.

2026/2027 BUDGET TIMELINE – Executive Director reported that PERMA will schedule a meeting with the Actuary to begin the process of preparing the 2026/2027 budget. Executive Director noted that the Underwriting Manager has begun collecting payroll information from the membership. Executive Director advised that the proposed budget is expected to be introduced at the January 20, 2026 meeting and schedule the public hearing on the budget for the March 16, 2026 meeting. Executive Director asked if there were any questions or comments. Chair Wasserman asked if a member decided not to renew, will it impact the budget and assessments for the remaining members. Deputy Executive Director explained that any member that will not be renewing or considering not renewing will need to notify the Pool office 90 days prior to the end of the term. Chair Wasserman asked if a preliminary budget meeting can be scheduled with the Pool Officers once again. Executive Director advised that a pre-budget meeting will be scheduled with the Officers prior to the January 20th meeting.

FINANCIAL FAST TRACK REPORT (FFT) – Deputy Executive Director referred to the Financial Fast Track as of June 30, 2025 enclosed within the agenda. Deputy Executive Director reported that as of June 30th the Pool has a surplus of $2,530,322 and a total cash balance of $15,357,121. Deputy Executive Director emphasized that the statutory surplus at June 30, 2024 was $1.6 million has now increased to $2.5 million. Deputy Executive Director explained that the increase reflects some stabilization of the factors that were causing claims coming out of COVID.

CLAIMS TRACKING REPORTS – Deputy Executive Director referred to a copy of the Claims Management Expected Loss Ratio Analysis Report as of August 31, 2025. Deputy Executive Director advised this report measured how the losses were running compared to the actuary's projections. Deputy Executive Director reviewed the Fund Years with the Board. Deputy Executive Director asked if there were any questions or comments. Secretary Rosado asked why the claim amounts from previous years increased. Deputy Executive Director gave an example that an injured worker that is treating conservatively is expected to go to physical therapy for 2 months and then go back to work. Deputy Executive Director explained that the injured worker will then go back to the doctor and say the physical therapy is not working and the doctor recommends surgery. Deputy Executive Director explained that as a result, a claim that looked like it might have been $50,000 is now $100,000. Deputy Executive Director added that the number of claim re-openers has also increased. Secretary Rosado asked if a claimant is still able to re-open a claim even if there was a settlement. Ms. McGuire said yes, the claimant has 2 years from the last day of payment. Ms. McGuire advised that if a claim is already settled, the claimant can wait until the 2-year mark and then file a re-opener saying that they need additional medical care and/or their permanency has increased. Deputy Executive Director added that although there are some provisions that allow it, in general the permanency award is not a lump sum, it is scheduled out in weeks and sometimes the permanency can take another year to pay out.

TREASURER

Dr. Nisonoff referred to the August and October bills lists, Resolutions 11-25/26 and 12-25/26 included in the agenda. Dr. Nisonoff asked if there were any questions. Hearing none, Executive Director asked for a motion to approve.

RESOLUTION 11-25/26 AUGUST VOUCHER PAYMENTS (BILL LIST):

2024-25:	$	2,329.87
2025-26:	$	66,979.00
TOTAL:	**$**	**69,308.87**

RESOLUTION 12-25/26 OCTOBER VOUCHER PAYMENTS (BILL LIST):

2024-25:	$	144,893.69
TOTAL:	**$**	**144,893.69**

MOTION TO ADOPT RESOLUTION 11-25/26 AUGUST VOUCHER LIST AND RESOLUTION 12-25/26 OCTOBER VOUCHER LIST AS SUBMITTED:

MOVED:	Secretary Rosado
SECOND:	Director Spadavecchia
ROLL CALL VOTE:	Unanimous

Dr. Nisonoff said this has been the most successful year regarding members submitting their assessment payments in a timely fashion and thanked the membership for remitting their assessments. Dr. Nisonoff noted that there is only one district outstanding. Executive Director advised that PERMA will follow up with the outstanding member. Lastly, Dr. Nisonoff said he would like to have a follow-up call with PERMA to discuss the Financial Fast Track as his cash balance number is off slightly from what is in the report. Ms. Kontomanolis advised that Ms. Leonard from the accounting team will call Dr. Nisonoff to discuss the slight discrepancy.

POOL ATTORNEY:

Mr. Bailey advised that he did not have a report for the month.

CLAIMS ADMINISTRATOR:

Mr. Markel referred to his report enclosed within the agenda packet. Mr. Markel reviewed the Pool's experience for the 3 post-COVID years. Mr. Markel reported that the slip/trip/fall claims continue to be the most frequent cause of loss. Deputy Executive Director asked if any of the members have a Safety Committee. Chair Wasserman advised that if a district is a member of the SAIF Fund they should have a Safety Committee. Deputy Executive Director said that it may be helpful to know where the slip/trip/fall claims are occurring. Mr. Markel said he can provide a breakdown of where the loss occurs (i.e. stairwell, cafeteria, etc.) in his next report.

UNDERWRITING MANAGER:

Mr. Gallo reported that he has received 14 of 16 of the members' audited payroll for 2024/25. Mr. Gallo advised that upon receipt, he will send the finalized audited payroll sheet to PERMA.

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee Rinderknecht advised that he will be leaving the Lodi School District on October 31st and Tom Lambe will be taking over effective October 20th. Trustee Rinderknecht said it has been a pleasure working with the group.

PUBLIC COMMENT:

None.

MOTION TO ADJOURN MEETING

MOTION:	Secretary Rosado
SECOND:	Director Marmora
VOTE:	Unanimous

MEETING ADJOURNED:	**2:05 pm**
NEXT MEETING:	**December 2025**
	Zoom Virtual Meeting

Jason Thorpe, Assisting Secretary
For
Keith Rosado, SECRETARY

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SOUTH BERGEN REGION VII WORKER'S COMPENSATION POOL BILLS LIST

Resolution No. 11-25/26 **AUGUST 2025**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the South Bergen Region VII Workers' Compensation Pool Board of Trustees, hereby authorizes the Pool treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Pool.

FUND YEAR 24-25

Vendor Name	Comment	Invoice Amount
PERMA RISK MANAGEMENT SERVICES	REIMB. FOR 6/16/25 REORG- BIAGGIO'S	1,815.97
PERMA RISK MANAGEMENT SERVICES	POSTAGE 05/25	3.45
PERMA RISK MANAGEMENT SERVICES	POSTAGE 06/25	27.77
		1,847.19
NEW TECH SERVICES, INC.	WEB. MAINT/ NEW SERVICES- FOR 6/25	350.00
		350.00
GANNETT NEW YORK NJ LOCALIQ	A#1508027 INV 7174645-11362442 6/4/25	44.96
GANNETT NEW YORK NJ LOCALIQ	A# 11328804 INV 7121502-11328804 5/21/25	39.24
GANNETT NEW YORK NJ LOCALIQ	A# 1508027 INV 7121502-11335636 5/23/25	48.48
		132.68
	Total Payments FY 24-25	**2,329.87**

FUND YEAR 25-26

Check Number	Vendor Name	Comment	Invoice Amount
	BERGEN RISK MANAGERS	TPA FEES Q1 25-26	41,121.75
			41,121.75
	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR Q1 FY 25-26	20,428.25
			20,428.25
	ACRISURE NJ PARTNERS INS SERVICES, LLC	25-26 UW MGR BROKER FEE INV 36569	5,000.00
			5,000.00
	NEW TECH SERVICES, INC.	MONTHLY WEB SERVICE FOR 08/25-60149	254.00
	NEW TECH SERVICES, INC.	MONTHLY WEB SERVICE FOR 07/25-60115	175.00
			429.00
		Total Payments FY 25-26	**66,979.00**
		TOTAL PAYMENTS ALL FUND YEARS	**69,308.87**

SOUTH BERGEN REGION VII WORKER'S COMPENSATION POOL BILLS LIST

Resolution No. 12-25/26 **OCTOBER 2025**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the South Bergen Region VII Workers' Compensation Pool Board of Trustees, hereby authorizes the Pool treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Pool.

FUND YEAR 25-26

Check Number	Vendor Name	Comment	Invoice Amount
	ACRISURE NJ PARTNERS INS SERVICES LLC	XS WORKERS COMP POLICY 7/1/25-6/30/26	78,961.00
			78,961.00
	BERGEN RISK MANAGERS	TPA FEES Q2 25-26	41,121.75
			41,121.75
	PERMA RISK MANAGEMENT SERVICES	POSTAGE 08/25	32.69
	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR Q2 FY 25-26	20,428.25
			20,460.94
	SAMANTHA DEMBROWSKI	VICE CHAIRPERSON- 1ST INSTALL 25-26	1,000.00
			1,000.00
	PHILIP H. NISONOFF	TREASURER FEE 1ST INSTALL 25-26	2,000.00
			2,000.00
	ANDREA GREEN-WASSERMAN	CHAIRPERSON FEE 1ST INSTALL 25-26	1,000.00
			1,000.00
	NEW TECH SERVICES, INC.	MONTHLY WEB SERVICE FOR 10/25	175.00
	NEW TECH SERVICES, INC.	MONTHLY WEB SERVICE FOR 09/25	175.00
			350.00
		Total Payments FY 25-26	**144,893.69**
		TOTAL PAYMENTS ALL FUND YEARS	**144,893.69**