SOUTH BERGEN VII WORKERS' COMPENSATION POOL
MINUTES
MEETING –MARCH 17, 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 2024-25 BOARD OF TRUSTEES:

Chairperson		
Andrea Wasserman	Montvale BOE	Present
Vice-Chair		
Samantha Dembowski	North Arlington BOE	Present
Secretary		
Keith Rosado	Westwood BOE	Present
Trustees		
John Marmora	Emerson BOE	Present
Michael Steinmetz	Fort Lee BOE	Present
Jenine Murray	Hasbrouck Heights BOE	Present
Michael Rinderknecht	Lodi BOE	Present
James Hyman	Lyndhurst BOE	Absent
Laurel Spadavecchia	Moonachie BOE	Present
Alexsandar Kondovski	Palisades Park BOE	Absent
Thomas O'Hern	Ramsey BOE	Present
Matthew Whitford	Rutherford BOE	Present
Susan Cucciniello	South Bergen Jointure Commission	Absent
Bert Arifaj	South Hackensack BOE	Absent
Jody Pietrowitz	Wallington BOE	Present
Keith Lisa	Wood-Ridge BOE	Present

APPOINTED OFFICIALS PRESENT:

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

OTHERS PRESENT:
Jason Thorpe, PERMA
Pauline Kontomanolis, PERMA
Emalee Cronwell, PERMA
Candy Leonard, PERMA
Kerin Drumheiser, PERMA
Steven Krolian, PERMA
Jason Cosimano, BRM
Kathleen McGuire, BRM

APPROVAL OF MINUTES: OPEN MINUTES OF JANUARY 21, 2025

MOTION TO APPROVE THE OPEN MINUTES OF JANUARY 21, 2025

MOVED:	Trustee Marmora
SECOND:	Secretary Rosado
VOTE:	Unanimous

CORRESPONDENCE

None.

TREASURER

Chair Wasserman advised that Dr. Nisonoff was unable to attend the meeting. Chair Wasserman then referred to the March bills list, Resolution 15-24/25 included in the agenda, and asked if there were any questions. Hearing none, Chair Wasserman asked for a motion to approve.

RESOLUTION 15-24/25 MARCH VOUCHER PAYMENTS (BILL LIST):

2024-25:	$	68,940.87
TOTAL:	**$**	**68,940.87**

MOTION TO ADOPT RESOLUTION 15-24/25 MARCH VOUCHER LIST AS SUBMITTED:

MOVED:	Trustee Marmora
SECOND:	Secretary Rosado
ROLL CALL VOTE:	Unanimous

EXECUTIVE DIRECTOR/ADMINISTRATOR:

Deputy Executive Director informed the Board that the Executive Director, Mr. Hrubash, was away on business and she would handle the Executive Director report.

2025-26 BUDGET – Deputy Executive Director reported that at the January Board of Trustees meeting, the Pool introduced a proposed budget for the 2025-2026 fiscal year. Deputy Executive Director reported that in accordance with the regulations, the budget has been advertised in the Pool's official newspaper and sent to each member school district. Deputy Executive Director said the Public Hearing for the budget is scheduled for this meeting and asked for a motion to open the Public Hearing.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2025-2026 BUDGET.

MOVED:	Secretary Rosado
SECOND:	Vice-Chair Dembowski
VOTE:	Unanimous

Deputy Executive Director referred to copies of the proposed 2025-2026 budget and assessments enclosed within the agenda. Deputy Executive Director reported that the overall budget is $3,628,909. Deputy Executive Director reported that although the surplus transfer amount is being reduced from the prior fiscal year budget, there is still $400,000 being applied to the current membership to offset the budget increase. Deputy Executive Director advised that after the surplus transfer is applied, the overall budget is $3,228,909 or an increase of 9%. Deputy Executive Director reported that due to the timing of the budget preparation, an estimated 4% increase for the excess premium was applied. Deputy Executive Director noted that quotes were provided by the carrier, and the excess premium increase will be 7% or approximately $2,000, which will be taken out of the Miscellaneous Expense & Contingency line item. Deputy Executive Director added that the carrier also provided quotes for reducing the Pool's $1 million retention but noted that the increase in premium was not worth the retention reduction at this time. Deputy Executive Director further added that the Pool will continue to look at reducing the retention on an annual basis. Deputy Executive Director then referred to the proposed assessments for the 2025-2026 fiscal year and asked if there were any questions. Hearing none, Chair Wasserman asked for a motion to close the Public Hearing, approve the 2025-2026 budget and certify the assessments.

MOTION TO CLOSE THE PUBLIC HEARING, APPROVE THE 2025-2026 BUDGET AND CERTIFY THE ASSESSMENTS.

MOVED:	Secretary Rosado
SECOND:	Trustee Rinderknecht
ROLL CALL VOTE:	Unanimous

INTER-FUND TRANSFER – Deputy Executive Director reported that at the January Board of Trustees meeting, the board adopted a resolution authorizing an interfund year transfer of available surplus from Fiscal Years noted below. Deputy Executive Director advised that the regulations require the pool to maintain former members' share of surplus and noted that the budget illustration reflect only current members. Deputy Executive Director said the request will be submitted to DOBI/DCA along with the Pool's budget and assessments filing.

	Total	**Current Member Share**
• 2014-2015	$ 67,204	$ 51,230
• 2018-2019	$ 387,512	$348,770
• Total	$ 454,716	$400,000

DEPARTMENT OF BANKING & INSURANCE – Deputy Executive Director referred to a letter from the Department of Banking & Insurance (DOBI) in response to the Pool's June 30, 2024 audit filing. Deputy Executive Director advises that DOBI has been requesting additional information from most JIFs on the audit filings. Deputy Executive Director said a response to DOBI has been prepared and was sent to the Chair for review and approval.

RFP PROCESS – Deputy Executive Director reported that the professional service contract for the Pool's Claims Administrator will expire June 30, 2025. Deputy Executive Director then referred to Resolution #16-24/25 for consideration of the release of competitive contract request for proposals for Third-Party Claims Administrator services.

MOTION TO ADOPT RESOLUTION NO. 16-24/25 AUTHORIZING THE ISSUANCE OF A COMPETITIVE CONTRACT RFP FOR POOL CLAIMS ADMINISTRATOR.

MOVED:	Trustee Pietrowitz
SECOND:	Trustee Rinderknecht
ROLL CALL VOTE:	Unanimous

Deputy Executive Director advised that an Evaluation Committee will need to be appointed to review the responses if multiple responses are received. Chair Wasserman, Vice-Chair Dembowski, and Secretary Rosado all volunteered to serve on the Evaluation Committee.

BYLAW AMENDMENT PROCESS – Deputy Executive Director reported that member school boards were sent the proposed amended By-laws and a sample resolution approving the amendments on February 4, 2025. Deputy Executive Director said members were asked to adopt the resolution by July 21, 2025. Deputy Executive Director reported that a total of 12 resolutions are needed from the membership for the Bylaw Amendment to be approved. Deputy Executive Director then referred to the listing of members who have submitted resolutions to the Pool office enclosed within the agenda packet. Chair Wasserman asked the outstanding members to place the approval resolution on their next available agenda.

SOBER MEMBERSHIP RENEWALS – Deputy Executive Director reported that Westwood School District is scheduled to renew their membership in the SOBER Pool 6/30/2025. Deputy Executive Director noted that the Indemnity & Trust Agreement and Renewal Resolution will be mailed to the district. Deputy Executive Director added that all other members will enter year three of their 3-year membership with the Pool on 7/1/2025.

FINANCIAL FAST TRACK REPORT (FFT) – Deputy Executive Director referred to the Financial Fast Track as of December 31, 2024 enclosed within the agenda. Deputy Executive Director reported that as of December 31, 2024 the Pool has a surplus of $2,170,459 and a total cash balance of $16,258,711.

CLAIMS TRACKING REPORTS – Deputy Executive Director advised the Claim Tracking reports as of January 31, 2025 were included in the agenda. Deputy Executive Director referred to a copy of the Claims Management Expected Loss Ratio Analysis Report. 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.

LOST TIME ACCIDENT FREQUENCY REPORT – Deputy Executive Director reported that through January 31, 2025 there were 10 claims in which there were lost days. Deputy Executive Director explained that when an employee is out for 8 days or more it becomes a Lost Day where indemnity is processed.

ATTORNEY:

Mr. Bailey advised that he did not have anything to report.

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 2022-23 fiscal year was the worst of the 3-years with a total incurred of $2,764,800. Mr. Markel then reviewed the Pool's experience for the current fiscal year at 6-months and then at 8-months. Mr. Markel advised that there has been a 30% decrease in the number of fall down accidents which were the claims incurring the greatest costs. Mr.

Markel reported that there has been an increase in the physical interaction claims where teachers and/or aides are being assaulted by students. Mr. Markel noted that the physical interaction claims tend to be far less costly.

UNDERWRITING MANAGER:

Mr. Gallo reported that for the 2025-26 policy period he went to market for 3 different SIR levels ($1 million, $750,000, and $600,000). Mr. Gallo reported that the quote for the expiring $1 million SIR is an increase of 7.23% or $5,453. Mr. Gallo reported the quote for the $750,000 SIR has an increase of 102.24% and the $600,000 quote has an increase of 182.19%. Mr. Gallo said he believes the $1 million SIR quote is the best option at this time. Mr. Gallo noted that he will seek permission to formally bind coverage at the June meeting.

OLD BUSINESS:

Chair Wasserman said it was very helpful moving the Pool's budget process timeline up and thanked the Pool professionals for doing so.

NEW BUSINESS:

None.

PUBLIC COMMENT:

None.

MOTION TO ADJOURN MEETING

MOTION:	Secretary Rosado
SECOND:	Vice-Chair Dembowski
VOTE:	Unanimous

MEETING ADJOURNED: **2:06pm**
NEXT MEETING: **June 2025**
Location TBD

Jason Thorpe, Assisting Secretary
For
Keith Rosado, SECRETARY

SOUTH BERGEN REGION VII WORKER'S COMPENSATION POOL BILLS LIST

Resolution No. 15-24/25 **MARCH 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
BERGEN RISK MANAGERS	TPA FEES Q4 24-25	41,315.50
		41,315.50
PERMA RISK MANAGEMENT SERVICES	POSTAGE 01/25	35.84
PERMA RISK MANAGEMENT SERVICES	AATRIX 2024 1099 FILING	22.40
PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE Q4-24-25	20,027.75
		20,085.99
AIS RISK CONSULTANTS, INC	RESERVE ANALYSIS AS OF 12/31/24	7,087.00
		7,087.00
NEW TECH SERVICES, INC.	WEBSITE MAINT/SERVICES INV 58370 02/25	175.00
NEW TECH SERVICES, INC.	WEB. MAINT/SERVICES INV 58360-12 03/25	175.00
		350.00
GANNETT NEW YORK NJ LOCALIQ	A# 1453940 INV 6907531-10952614 1/19/25	21.00
GANNETT NEW YORK NJ LOCALIQ	A# 1453940 INV 6907531-10952521 1/19/25	81.38
		102.38
	Total Payments FY 24-25	**68,940.87**
	TOTAL PAYMENTS ALL FUND YEARS	**68,940.87**

RESOLUTION NO. 16-24/25

SOUTH BERGEN VII WORKERS' COMPENSATION POOL
(hereafter the "POOL")

AUTHORIZING THE USE OF COMPETITIVE CONTRACTS REQUEST FOR PROPOSAL FOR THE HIRING OF A THIRD-PARTY CLAIMS ADMINISTRATOR

WHEREAS, the South Bergen VII Workers' Compensation Pool (Hereafter the "POOL") has a need for the following services to be provided for the efficient operation of the POOL:

THIRD-PARTY CLAIMS ADMINISTRATOR, and

WHEREAS the POOL under the authority of (N.J.S.A. 11:15-4.4) is subject to the auspices of the Public Schools Contracts Law (18A:18A-1 et seq.) for is procurements; and

WHEREAS the POOL desires to evaluate such service offerings from Vendors within the procedures as set forth in the New Jersey Local Publics Contract Law (18A:18A-1 et seq.); and

WHEREAS the competitive contracting process satisfies the fair and open requirement as established under (N.J.S.A. 19:44A-20.5 et. Seq.); and

WHEREAS the POOL desires to enter into a contract that will satisfy the needs of the POOL; and

WHEREAS, as per statute the process will be administered by the Pool Administrator (18A:18A-4-3(b) et seq.)

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the South Bergen VII Workers' Compensation Pool resolve to authorize the procurement for a Pool Third-Party Claims Administrator through the competitive contracting process in accord with of (N.J.S.A. 11:15-4.3)

ADOPTED: ***this day by the Board of Trustees;***