

**New Jersey Safety Institute Committee Meeting
Meeting/NJSIG Headquarters
New Jersey Schools Insurance Group
6000 Midlantic Drive, Ste. 300 North
Mt. Laurel, NJ**

July 25, 2016

The meeting was called to order by David Grubb at 11:10 am. The following individuals participated.

Present:

Dave Grubb, Executive Director, MEL, President NJSI
David McHale, J. A. Montgomery Risk Control
Joelen Ciannella, PERMA, Recording Secretary, NJSI
Joanne Hall, J. A. Montgomery Risk Control
Paul Miola, Area Executive Director, .Arthur J. Gallagher Risk Management Services, VP NJSI
William Mayo, Director, New Jersey School Insurance Group, VP NJSI
Chuck Casagrande, Danskin Insurance Agency, Inc.
Barbara Murphy, Risk and Loss Managers, Inc.

Not Present:

Bill Cottman, Chr. Housing Authority JIF
Scott Tennent, SPELL
Sue Kopec, J.A. Montgomery Risk Control, Webmaster NJSI
Ed Purcell, Staff Attorney, League of Municipalities
Christopher Botta, Attorney at Law, Legal Counsel NJSI
Don Ruprecht, J. A. Montgomery Risk Control
Frank Covelli. PIA
Mike Avalone, CS&B
Howard Spencer, J.A. Montgomery Risk Control
Ariel Jenkins, Safety National
Pauline Kontomanolis, PERMA, NJSI Treasurer
Thomas Grady, Director of Advocacy and Public Affairs
Mitchell Sklar, Esq., Executive Director, NJ State Assoc. Chiefs of Police
John Clark, Ridgewood, former councilman
Marian Bell, Regional Account Executive, Safety National
Mike Smith, Director, Division of Risk Management, State of NJ
Reg Wells, AST(guest of Ariel Jenkins)
Tony Jones, NJSIG
Allen West, NJAC
Karen La Sala, J. A. Montgomery Risk Control
John Tiene, CEO Consolidated Insurance Agents, VP NJSI
Paul Forlenza, Arthur J. Gallagher Risk Management Services
John Hardiman, Director, Personal Lines NJM

John Fink, Assistant Vice President, NJM

Michael Wiederhold, Vice President, Risk Mgt. Consultant, SM-Operations/Munich Reinsurance America

Melissa Ollendike, Arthur J. Gallagher Risk Management Services

Minutes approved.

This meeting is for discussion of the draft for the Leadership Diversity Program prepared by Barbara Murphy. Attached is the document on the intern program.

Joanne Hall stated this is an excellent draft program! How about adding a Safety/Health Program?

Barbara Murphy stated there are no restrictions on participants. Chuck Casagrande...How about returning Vets to be candidates for the program. All expressed their views that this draft is a great job!

Murphy suggested that the next phase would hash out potential employers that would sponsor selected interns. Also, we need to establish the details of the program.

Chuck Casagrande ... need to have a job available at the companies who sponsor these interns.

Bill Mayo thought there may be a problem with employers agreeing to hire these participants.

Dave Grubb ...need employers to want to hire participants/no form commitment.

Joanne Hall ... potential employers: AJ Montgomery, PERMA/develop a list.

We will set up a meeting with the folks at DCA and DOBI to discuss the internship program further.

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Meeting adjourned at 12:15pm.

Respectfully submitted,

Joeen Ciannella

Secretary

Management Leadership Diversity Program

Purpose and Intent

The purpose of this program is to connect young people with backgrounds that are underrepresented in the insurance industry with valuable opportunities. The intent is to create a career launching pad for candidates, and to help shape an ethnically and culturally diverse pool of talent for our industry. Selected candidates would participate in a rotational program, cycling through four different aspects of our industry in three month intervals. The rotational program would allow the participants to assess their own skills and interests in a number of positions and to receive mentoring from the top minds in the insurance and joint insurance fund industry. The program would enable our employers to monitor, assess, and develop these individuals and to guide them to positions where their personalities and capabilities are best suited.

Ideal Candidates

The definition of minority is broad and could include individuals based upon race, ethnicity, sex, socioeconomics, cultural, sexual orientation, disabilities or more. *Our* definition of an underrepresented background in our niche industry would need to be discussed and determined.

Ideal Employers

The Joint Insurance fund model presents a unique and diverse opportunity. While our core business includes insurance, we are also able to immerse our new prospects into areas of reinsurance, finance, safety, loss control, statistics, claims, legislation, regulation, risk management, education and much more. Additionally, potential employers could be prospected through the vast number of companies with whom we have ongoing relationships through the JIF industry.

Employer Participation

Potential employers would be identified and contacted to determine their interest in program participation. Of the interested employers, four would be selected to participate in the first year of the program. This first round, or "pilot program" would consider employers who are willing to participate for one full year and are able to assure permanent placement of successful program participants. A launch schedule, work structures and compensation packages for the candidates' rotations through the program would need to be developed.

Once the pilot program's details have been completed and agreed to by the participants, job opportunity information could be circulated to potential educational institutions. Pilot employers would coordinate with one another to benchmark their expectations from the candidates and agree upon an appropriate and consistent measurement and feedback mechanism for candidates following each rotation.

Educational Institution Selection

A preferred list of educational institutions with co-op/Intern programs would be identified. Factors such as geographic location, curricula offered and the perceived quality of their programs may be considered in the selection process. College career services offices would be contacted to discuss the unique nature of this opportunity and the desired candidate criteria.

Choosing a Candidate

Candidates that meet the required undergraduate degree and minimum GPA requirements would participate in a group interview process. A set of guideline / questionnaire / score cards would be developed to help assure a balanced assessment by the interviewers. The candidates would have an initial interview with the program administrator for the first stage of the vetting process. A separate 30 minute to one-hour interview with each of the prospective employers would then be arranged. Following each interview the candidate would be evaluated and scored and the results tallied. The group would then come to a consensus on eligible candidates. A second interview may be requested, if necessary.

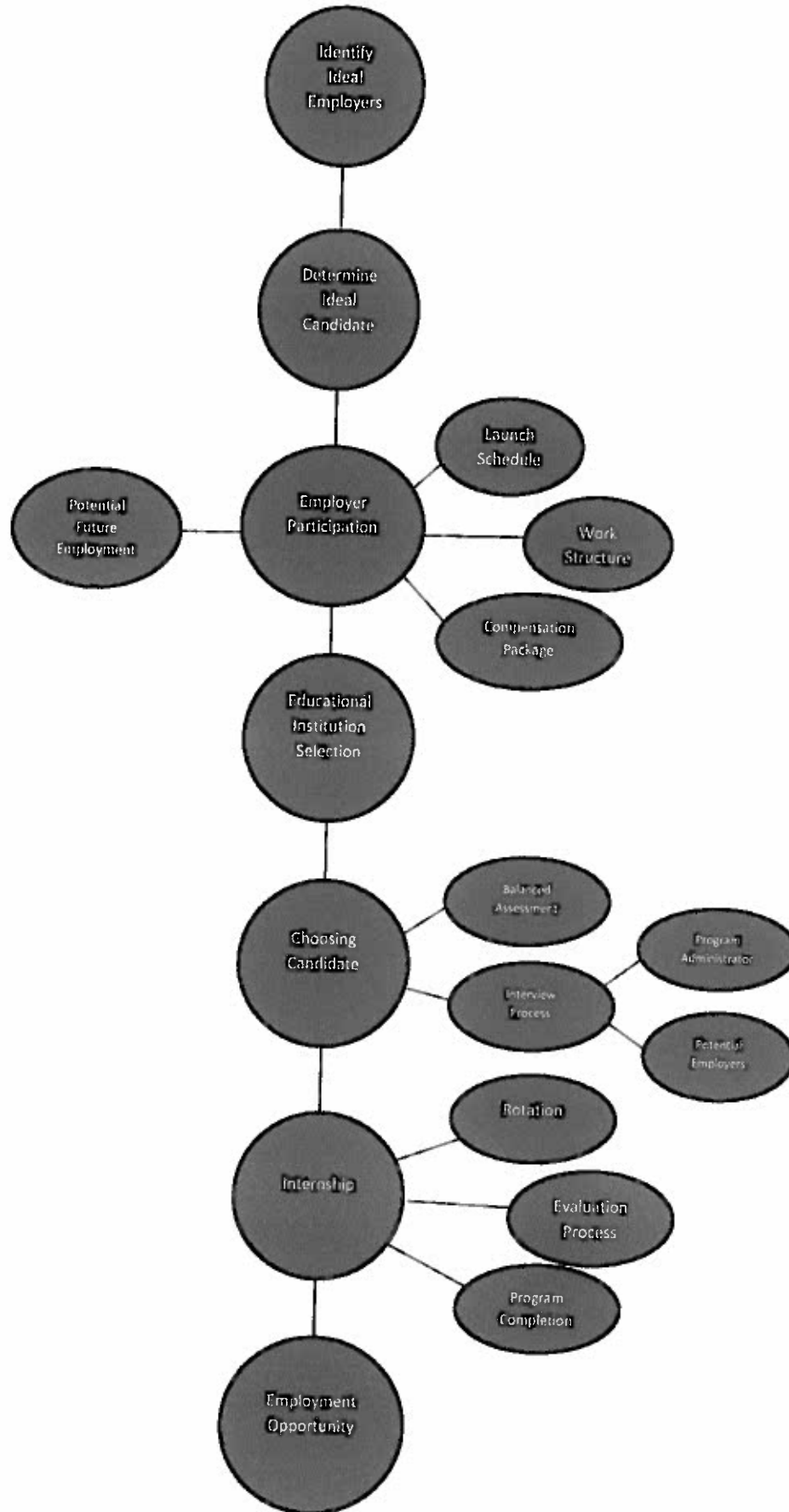
Internship

Each selected candidate would spend up to three months with an employer. At the end of the quarter, the candidate would be scored, with a minimum level of performance being required. The score would determine their next rotation or possible performance-based elimination from the program. The candidate must complete four full rotations through the program before applying to any participating employer for a permanent full-time position.

Employment Opportunities

Employers would agree to have a job opening available that the candidate may apply to fill at the end of the program. The candidate may apply to any of the available openings for consideration but is not guaranteed a full-time permanent position with any employer.

PROCESS FLOWCHART



ACTION ITEMS

1. Identify Potential Employers
 - a. Insurers
 - b. Joint insurance fund administrators
 - c. Risk managers
 - d. Insurance regulatory department or other governmental units involved in risk management
 - e. Claims or safety service providers
 - f. Other
2. Identify the Ideal Candidates
 - a. Define minority
 - b. Desired educational requirements
 - i. Undergraduates,
 - ii. Graduate students, and/or
 - iii. Educated career changers ✓ *Hall*
 - c. Minimum GPA Requirements
 - d. Determine necessary qualifications
 - i. Academic background
 - ii. Experience
 - iii. Letters of recommendation
3. Potential Employers Outreach
 - a. Determine interest
 - b. Agreement upon conditions for participation
 - i. Potential future employment conditions
 - ii. Launch schedule
 - iii. Work structures
 - iv. Compensation packages
 - v. (if needed) Short term housing
 - c. Outline expectations
 - i. Agree to measurement and feedback mechanisms
 - d. Develop job description
4. Educational Institution Selection
 - a. Key factor determination
 - i. Geographic locations
 - ii. Major offered
 - iii. Perceived quality of programs
 - b. Contact college career services offices
5. Interview Process
 - a. Create a balanced assessment process
 - i. Standard guidelines
 - ii. Standard questionnaire
 - iii. Scorecards
6. Develop Intern Performance Evaluation Checklist