

**FINAL**  
**MINUTES OF THE OPEN SESSION MEETING OF THE**  
**NEW JERSEY SMALL EMPLOYER HEALTH BENEFITS PROGRAM BOARD**  
**AT THE OFFICES OF THE**  
**NEW JERSEY DEPARTMENT OF BANKING AND INSURANCE**  
**TRENTON, NEW JERSEY**  
**June 21, 2017**

**Members participating:** Herbert Ames; Mary Beaumont; Gary Cupo; Don Henson (DOBI); Margaret Koller; Ulysses Lee (Oxford); Nicholas Peterson (Horizon); Ryan Petrizzi (AmeriHealth); Tom Pownall (Aetna); Dutch Vanderhoof.

**Others participating:** Ellen DeRosa, Executive Director; Chanell McDevitt, Deputy Executive Director; Rosaria Lenox, Managing Financial Officer; Jeff Posta, Deputy Attorney General.

**I. Call to Order**

E. DeRosa called the meeting to order at 10:00 A.M. She announced that notice of the meeting was provided to three newspapers of general circulation and the State House Press Corps, and posted at the Department of Banking and Insurance (“DOBI”), on the DOBI website, and at the Office of the Secretary of State in accordance with the Open Public Meetings Act. Following a roll call, she determined there was a quorum present, and stated that all votes would be by roll call because some of the Board members were participating by phone.

**II. Public Comments**

There were no public comments.

**III. Minutes of the May 17, 2017 Meeting**

**D. Vanderhoof made a motion, seconded by M. Beaumont, to approve the minutes of the May 17, 2017 meeting. By roll call vote, the motion carried, but with U. Lee abstaining.**

**IV. Staff Report – *Expense Report; Administrative Assessments***

*Expense Report*

R. Lenox presented the expense report for June 2017, totaling \$3,858, attributable to 3<sup>rd</sup> quarter expenses of the Division of Law. R. Lenox stated that the Board would need to transfer \$3,900 from the Board’s Money Market account to pay the operating expenses, if approved.

**D. Vanderhoof made a motion, seconded by N. Peterson, to approve payment of the June expense report, and to transfer \$3,900 from the Board’s Money Market account to its checking account in order to make the payment. By roll call vote, the motion carried.**

*Administrative Assessments Update (FY2018; FY2016)*

R. Lenox reported that all amounts due to fund the FY2018 budget have been collected. She also reported that all but one company owing money to the SEH Board in accordance with the Final (Reconciliation) Administrative Assessment for FY2016 have paid what is due, putting the Board in a position to start issuing refunds to those carriers to which refunds are owed. R. Lenox stated that the company owing money to the Board for the FY2016 reconciliation still has time to make payment without incurring any late fees, and that she has been in contact with them.

**V. Public Comments**

There were no public comments

**VI. Close of Meeting**

**G. Cupo made a motion, seconded by H. Ames, to adjourn the meeting. By roll call vote, the motion carried.**

*[The meeting adjourned at 10:10 A.M.]*