

School Pool for Excess Liability Limits Joint Insurance Fund SPELL JIF

Friday, April 26, 2024 – 10:00 AM

OPEN SESSION MINUTES

I. MEETING CALLED TO ORDER

The meeting of the School Pool for Excess Liability Limits Joint Insurance Fund (SPELL) was held on Friday, April 26, 2024 at 10:03 a.m., with Richard Kaz, Northern Burlington County RSD, Vice Chair, presiding.

II. STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

Notice of this meeting was given by sending sufficient notice herewith to newspapers recognized by owner groups; filing advance written notice of this meeting with each member and their members districts; and by posting notice on the public bulletin boards of all municipalities served by the member districts of each owner group.

III. Roll Call

2023-24 Trustees present

Richard J. Kaz, Jr., Northern Burlington County RSD, **Vice Chair** – BCIP JIF

Christopher Veneziani, Hamilton Township SD, **Secretary** – ACCASBO JIF

Joseph Collins, Elk Twp/Delsea Regional, Trustee – GCSSD JIF

2023-24 Trustees absent

Thomas P. Grossi, Greater Egg Harbor RHSD, **Chair** – ACCASBO JIF

Robert F. Wachter, Jr., Mt. Laurel Twp BOE, Trustee – BCIP JIF

Scott Campbell, Greenwich Township, Alternate Trustee – GCSSD JIF

2023-24 Alternate Trustees present

Chandra Anaya, Mainland Regional HS, Alternate Trustee – ACCASBO JIF

Dr. Diane Fox, Middle Township BOE, Alternate Trustee – ACCASBO JIF

Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF

Beth Ann Coleman, Collingswood PS/Oaklyn PSD, Alternate Trustee – BCIP JIF

2023-24 Alternate Trustees absent

Heather Mayhew, Pennsville PSD, Alternate Trustee – GCSSD JIF

Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District – GCSSD JIF

Fund Professionals present

Bradford Hoffman, Director of Program Administration – RPA, a division of Gallagher

Craig H. Wilkie, Sr. Program Administrator – RPA, a division of Gallagher

Scott C. Tennant, Sr. Program Strategist – RPA, a division of Gallagher

Pat Madden, Esquire, JIF Solicitor

Lorraine Verrill, CPA, JIF Treasurer – Verrill & Verrill, LLC

Annette Reap, Recording Secretary

IV. Approval of Minutes

Motion by Mr. Veneziani, second by Ms. Coleman, to approve the Minutes of the February 14, 2024 meeting. All in favor. Motion carried.

V. Professional Reports

A. Treasurer

Ms. Verrill reviewed the March and April 2024 Bill Lists and Cash Reconciliation Reports for February and March 2024, which were included in the agenda and January 2024, which was provided as a handout.

Motion by Ms. Huder, second by Mr. Veneziani, to approve the Bill Lists and Treasurer's Reports. All in favor. Motion carried.

Ms. Verrill left the meeting at 10:06 am.

B. Attorney – No Report

C. Student Accident Program Report – No Report

D. SPELL Virtual Safety Program

Mr. Tennant reviewed Mr. Hillman's report, which was included in the agenda, as well as the meeting minutes from the SPELL Virtual Safety Committee that took place on April 16, 2024.

During the review, Mr. Tennant took into account recent meetings and presentations, highlighting Mr. Hillman's participation in the NJASBO Executive Committee meeting in April and his upcoming presentation in Gloucester County in May. These engagements further solidify SPELL's decision to enlist Mr. Hillman's services.

Dr. Fox expressed her district's appreciation for the meeting with Mr. Hillman, specifically mentioning the positive impact it had on the IT staff. Additionally, Ms. Huder shared that her district successfully implemented the recommendations made by Mr. Hillman after his visit.

Mr. Tennant also referred to the SPELL foundation information survey and the responses received from member districts. The discussion then focused on the relatively low response rates to each survey from these districts. The possibility of making response mandatory for renewal and qualification for Tier 1 coverage was raised. Mr. Tennant emphasized the persistent and challenging nature of cyber threats.

Executive Director/Underwriting & Finance Director Report

1. UNDERWRITING & FINANCE DIRECTOR

2024-2025 Budget Process – Vendor Review – Mr. Hoffman provided a handout of Vendor Service Requests for the 2024-2025 Fund Year, which were reviewed in detail.

Budget Outlook 2024-2025 – MOTION REQUESTED – The Preliminary Budget for the 2024-2025 year was included in the agenda. A motion is requested to adopt the preliminary budget for 2024-2025 as presented.

Motion by Dr. Fox, second by Ms. Coleman, to adopt the 2024-2025 preliminary budget as presented in the agenda. All in favor. Motion carried.

Reinsurance & Excess Insurance - Market Conditions / Concerns / Renewal Outlook - Mr. Hoffman reviewed Program Renewal Outlook for 2024-2025 that included each line of coverage at the expected change from current year to next year.

Group Purchase Coverages-Market Conditions/Concerns/Outlook - Mr. Hoffman reviewed group insurance coverages information included in his handout.

Financial Audit – June 30, 2023 – MOTION REQUESTED – ADDENDUM A – The financial audit was attached to the agenda as an Addendum. Mr. Hoffman advised that the auditor has

provided a clean audit, with no issues, which has been reviewed by the Finance Committees, who recommend acceptance. A motion is requested to accept the June 30, 2023 Financial Audit as prepared by Bowman & Company.

Motion by Ms. Huder, second by Mr. Veneziani, to accept the June 30, 2023 Financial Audit as prepared by Bowman & Company. Motion carried by unanimous vote.

2. EXECUTIVE DIRECTOR

2024-2025 Membership Renewal – Mr. Wilkie reported that Renewal Resolutions have been received from 39 districts. Medford Township Public Schools has provided notice that they will not be renewing their membership in the BCIP JIF.

Marketing Update – Mr. Wilkie reported on districts that are looking for a membership offer in the local ownership JIFs. He indicated that there is a significant potential for growth and he reviewed the possibilities. He advised that Pine Hill has officially joined the GCSSD JIF on April 24, 2024.

AGRIP Spring Conference - Reports from those who attended the Conference in March are included in the agenda packet.

Self-Insurer's Workshop – April 23-25th at Harrah's – Mr. Wilkie advised that there were 25 clients across the three local JIFs who will be joining us this year for this Conference. A survey was sent to all attendees this morning and the results will be provided.

NJASBO Workshop - Rob Wachter will be presenting on Thursday morning at 9 am and 10:30 am - **Ripped from the BA Times: Lessons learned in Facility disruption and Operational Continuity** – Presenter(s): Robert F. Watcher, Jr., School Business Administrator – Mount Laurel BOE; Christine Messina, AllRisk Property Damage Experts.

Chandra Anaya and Scott Tennant are presenting on Thursday afternoon at 2 pm and 3:15 pm - **Interactive session exploring workers compensation outcomes through multiple lenses** – Presenter(s): Scott Tennant, Senior Executive Program Director – Risk Program Administrators; Chandra D. Anaya, School Business Administrator – Mainland Regional; John H. Geaney, Esq., Co-Chair Workers' Compensation Dept., Capehart Scatchard, Attorneys At Law; Kathleen M. Kissane, Esq., Assistant Vice President, Account Management, Qual-Lynx.

Safety 360 Seminar – July 10, 2024 - At the recent Safety Committee meetings, there was discussion on changing the annual environmental seminar to include more topics within a Safety 360 concept. The Safety 360 Seminar would replace the Mold/IAQ and Cyber seminars and will be scheduled for July 10, 2024 at the Westin Hotel. More information will be provided. A draft agenda was provided for review.

2024 Retreat at The Grand Hotel - The venue has been secured for Wednesday, September 25th - Friday, September 27th, 2024. A preliminary planning meeting was held on April 17, 2024. Meeting minutes will be provided.

Proposed Meeting Dates for 2024-2025 - Attached are proposed meeting dates for the 2024-25 Fund Year. Mr. Wilkie noted that the meeting dates have been moved to Thursdays to avoid conflict with County meetings. He asked the Trustees to please review the schedule for any conflicts. The final schedule will be listed in a Resolution at the May reorganization meeting.

VI. **Miscellaneous Business and Public Comment**

The next meeting of the SPELL JIF is scheduled to be held on **Thursday, May 30, 2024** at 10:00 a.m. at the RPA/Gallagher offices, 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053. Mr. Wilkie noted that vendor review will be discussed this this meeting.

VII. **MOTION REQUESTED** to Adjourn Meeting.

Motion by Ms. Coleman, second by Dr. Fox, to adjourn the April 26, 2024 meeting of the SPELL JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 11:21 a.m.


