

Burlington County Insurance Pool Joint Insurance Fund

Teleconferencing meeting via Zoom

Wednesday, January 13, 2021 - 1:30 PM

MINUTES

I. Call to Order of the Open Session

A meeting of the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) was held remotely, via Zoom, on Wednesday January 13, 2021 beginning at 1:50 p.m., with Ms. Coleman, President presiding.

II. Statement of Compliance with Open Public Meetings Act

- A. Notice of this meeting was given by sending sufficient notice herewith to the *Burlington County Times*.
- B. Filing advance written notice of this meeting with each member district; and
- C. By emailing advance written notice to the clerk of each municipality located within the boundaries of all Burlington County Insurance Pool Joint Insurance Fund members.

III. Roll Call

A. 2020-21 Trustees answering to roll call were:

Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **President**
Dennis Nettleton, Ewing Township Public Schools, **Vice President**
Jennifer Gauld, Haddon Township BOE, **Secretary**
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
John Recchinti, Evesham Township School District
Michael Colling, Medford Lakes School District (SPELL Alternate)
Kathleen Huder, Lindenwold BOE (SPELL Alternate)

2020-21 Trustees absent were:

Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)

2020-21 Alternate Trustees answering roll call were:

Marie Goodwin, Medford Township Public Schools
Amy Lerner, North Hanover Township School District

2020-21 Delegates answering roll call were:

Deborah Roncace, Audubon PS
Chifonda Henry, Bordentown RSD
Andrew Polo, Chesterfield BOE
Victoria LaSalle, Delanco Township BOE
Pat Austin, Interim, Eastampton Township BOE
Kenneth Verrill, Eastern Camden County RSD
Steve Burns, Haddon Heights BOE
Michael Catalano Haddonfield BOE
Constance L. Stewart, Lenape Regional HSD
Mark Leung, Lumberton Township BOE
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
Bernard Biesiada, Millstone BOE

James Heiser, Moorestown Township Public School District
Christopher Eberly, Mount Ephraim BOE
Jodi Lennon, Riverside Township BOE
Laura Archer, Shamong Township School District
Patricia Palmieri, Tabernacle Township School District
Karen Greer, Westampton Township Public Schools

Other District Personnel Present were:

Leslie Ahearn, Accountant, Millstone BOE
Mark Mignone, Supervisor of Buildings and Grounds, Voorhees Township BOE

2020-21 Delegates absent were:

Raymond Coxe, Burlington City BOE
Donna Phillips, Clementon BOE
Casey DeJoseph, Southampton Township BOE
Bruce Benedetti, Interim, Springfield Township BOE
Helen Haley, Voorhees Township BOE

B. Fund Professionals

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher
Bradford W. Hoffman, Executive Director – RPA, a division of Gallagher
Annette Reap, Account Manager - RPA, a division of Gallagher
Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
Megan Matro, RPA, a division of Gallagher
Louis J. Greco, Esquire – Fund Solicitor
Chris Roselli, Claims Administrator – Qual-Lynx
Karen Beatty, Client Service Manager – Qual-Lynx
John W. Geitz, Safety Coordinator – Risk Assessment Services, LLC
James D. Weber, Assistant Safety Coordinator – Risk Assessment Services. LLC

C. Risk Management Consultants

Arthur J. Gallagher – Millstone
Barclay Group – Chesterfield
EJA Capacity – Bordentown/North Hanover
Hardenbergh – Audubon/Collingswood/Eastern/Haddon Twp/Haddon Heights/
Lindenwold/Magnolia/Merchantville/Oaklyn

IV. MOTION REQUESTED – To open the voting to all Delegates present.

Motion by Mr. Wachter, seconded by Ms. Gauld, to open to all Trustees of the BCIP JIF that the business of the Fund at this meeting be conducted directly by the Delegates present with all matters to be decided upon by a combined majority vote of all Delegates and Trustees present and voting. Motion carried by unanimous vote.

V. MOTION REQUESTED - Resolution 2020-20

Motion by Mr. Verrill, seconded by Ms. Huder, to approve Payment Authorization Request(s) as presented in Closed Session. Motion carried by unanimous vote.

VI. Approval of Minutes – **ADOPTION**

Motion by Mr. Verrill, seconded by Ms. Palmieri, to approve the minutes of the November 11, 2020 Meeting as presented. Motion carried by unanimous vote.

VII. Professional Reports

A. Solicitor – Mr. Greco reviewed his report regarding Special Education settlements and keeping track of what was agreed upon and keeping good records.

B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pendings Report – December 2020, the Open Subrogation Report – November 2020 and the Lessons Learned from Losses-Winter Weather Hazards. Mr. Roselli noted that there are no staffing changes but that Ms. Shallow is handling all the COVID 19 related cases and her normal case load is being transferred to other staff. Mr. Roselli also reviewed the lessons learned from losses and reminded everyone about freezing pipes during periods of extended cold weather. He reminded everyone to make sure that radiant heat gets into areas where pipes are to prevent pipes from breaking.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary – December 2020, the Average Days to Report – December 2020, and the Transitional Duty Days – December 2020. She noted that the Transitional Duty Days report has been revised to correct an error. Ms. Beatty told the members that they can use the MedExpress in Riverside now. She reported that the Inspira facility is temporarily closed so that they can re-allocate staff at COVID testing and vaccine sites.

D. Student Accident Program
No Report

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. **2021-22 Membership Renewals**

Mr. Wilkie noted that there are fifteen (15) districts are up for membership renewal on July 1, 2021. They are **Burlington City, Chesterfield Township, Collingswood, Ewing Township, Haddonfield, Lenape, Lumberton, Magnolia, Medford Township, North Hanover, Northern Burlington County, Oaklyn, Springfield, Tabernacle and Voorhees.**

Mr. Wilkie reminded all present that Districts renew their membership in the JIF by executing a Renewal Resolution through their local Board of Education. In October, renewing members were contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process.

To date, Membership Renewal Resolutions have been received from 12 districts: Burlington City, Collingswood, Ewing Township, Haddonfield, Lenape, Lumberton, Magnolia, North Hanover, Oaklyn, Springfield, Tabernacle and Voorhees.

Mr. Wilkie updated the Trustees in that all districts will be renewing and that the remaining districts will be forwarding the approval paperwork to the Administrators office shortly.

b. **State of the JIF Dinner**

Unfortunately, Mr. Wilkie reminded the Trustees that the dinner had to be canceled for 2020. The awards from the dinner will be distributed in January. Finally, discussion on

location and approval is requested for 2021. Suggested date is Wednesday December 1, 2021. **Motion by Ms. Huder, seconded by Mr. Verrill to hold the 2021 dinner as noted.**

Mr. Wilkie reviewed the PowerPoint that would have been presented at the dinner and congratulated all the Trustees on their hard work during the past year.

c. **2021 PRIMA Conference**

Mr. Wilkie noted that things are currently still up in the air regarding what travel will be like, the next PRIMA Conference is scheduled to be held from Sunday, June 13 through Wednesday, June 16, 2021 in Milwaukee, WI. Please notify the Executive Director's office in writing or via email to Annette Reap at Annette.Reap@riskprogramadministrators.com if you are interested in attending no later than January 31, 2021. Information on the Conference will be provided via email when it becomes available.

d. **Items Updated on SPELLJIF.COM**

Mr. Wilkie reminded the Trustees regarding the information that the SPELLJIF.COM website has been updated to reflect the 2020-2021 Fund Year information. Policy information is being updated as it is received. You can access all the current directories, lists, meeting information and claims information. Please visit the website often for the most up-to-date information.

If you would like to change or add a user to the website, please contact Annette Reap at (856) 446-9139 or via email at Annette.Reap@riskprogramadministrators.com.

e. **Maintaining Safe Schools**

The December 2020 and January 2021 issues have been sent by email to the Business Administrators of all member districts. Mr. Wilkie reminded the Trustees to review these publications for good resource information.

(The SPELL JIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete the form at the back of the newsletter and submit it to LRP Publications for their approval).

f. **Key Dates**

- Claims Management Committee – 1/22/21 – 1:30 pm
- Safety Committee – 2/3/21 – 9:30 am
- SPELL Meeting – Friday, 2/5/21 – 10:00 am via Zoom
- Next BCIP Meeting – Wednesday, 3/10/21 – 1:15 pm via Zoom

2. UNDERWRITING AND FINANCE DIRECTOR

a. **District/Fund Incurred Losses Report**

Mr. Hoffman reviewed the updated 2019-20 and 2020-2021, as of December 2020. Mr. Hoffman noted that there was an error in the report and that they would be redistributed in the next few days.

b. **2021-2022 Exposure Renewal and Budget Process**

Mr. Wilkie reminded all present that in order to get a timely renewal quote for Budgeting purposes, please return the renewal packets timely. An email requesting information for the renewal packets was emailed to all members on November 20, 2020 with a December 15, 2020 due date. A follow up email with the environmental application was sent to all members on December 17, 2020 with a due date of January 15, 2021. To date there are only 5 districts with outstanding ASSA and/or Cyber

Applications and 19 districts that have not sent the Environmental Application. We ask that requested information be forwarded to the Executive Director's office attention Jennifer Fox ASAP.

c. Safety Incentive Program Winners – Reimbursement Procedure

Mr. Wilkie noted that as previously discussed, the annual State of the Fund dinner was not held this year, however, the Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2019-2020 program. Reimbursement requests are due by May 31, 2021. Once you have identified eligible purchases from this year's budget which total your monetary reward, forward a signed voucher, and a list of the item(s) purchased with evidence of the purchase (i.e. purchase order, vouchers, invoices, etc.) to Jennifer Fox at the JIF address, P.O. Box 449, Marlton, NJ 08053.

d. Financial Award Winners

Mr. Wilkie noted that the Financial Awards are included on the bills list for today's meeting and will be mailed out in the next few days for all districts that have qualified for a financial award for the 2019-2020 fund year.

e. Certificates of Insurance Report from 11/1/20 – 12/31/20 – enclosed

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the November/December Activities and January Agenda and the Safety Incentive Program Status Report 2020-21. Mr. Geitz noted that while we are still in a pandemic state, please try your best to complete as much as possible, including your safety meeting, towards the 2020-2021 Safety Incentive Program.

G. Treasurer - **MOTION REQUESTED**

Motion by Ms. Huder, seconded by Mr. Nettleton, to approve the December Approval Memo and Bill List, the January Bill List and the Treasurer's Reports (October-November 2020). Motion carries by unanimous vote.

H. Committee Meetings – No report.

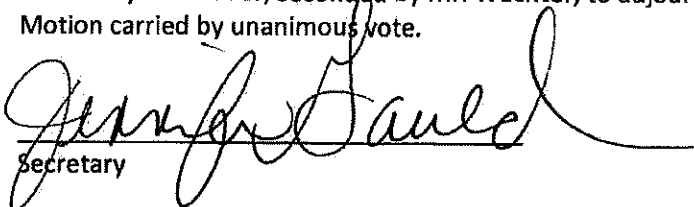
VIII. **MOTION REQUESTED - Resolution 2020-21**

Motion by Ms. Huder, seconded by Mr. Wachter, to meet remotely in Closed Session on March 10, 2021 at 1:15 pm via Zoom. Motion carries by unanimous vote.

IX. Miscellaneous Business and Public Comment – Mr. Wachter inquired to confirm that members should be sending report only notification regarding positive staff cases for the COVID19. Mr. Tennant noted that these would be helpful, unless a district feels that it can keep the appropriate amount of paperwork, if a staff member ever comes back and says that they got COVID19 from exposure at the district.

X. **MOTION REQUESTED**

Motion by Ms. Huder, seconded by Mr. Wachter, to adjourn the meeting at 2:35 p.m.
Motion carried by unanimous vote.


Secretary