

Burlington County Insurance Pool Joint Insurance Fund

Teleconferencing meeting via Zoom

Wednesday, March 10, 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 March 10, 2021 beginning at 1:49 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**
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
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:

None

2020-21 Alternate Trustees answering roll call were:

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

2020-21 Alternate Trustees absent were:

None

2020-21 Delegates answering roll call were:

Deborah Roncace, Audubon PS
Andrew Polo, Chesterfield BOE
Donna Phillips, Clementon 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
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
Casey DeJoseph, Southampton Township BOE
Meghann Risell, Springfield Township BOE
Patricia Palmieri, Tabernacle Township School District
Helen Haley, Voorhees Township BOE
Karen Greer, Westampton Township Public Schools

2020-21 Delegates absent were:

Chifonda Henry, Bordentown RSD
Raymond Coxe, Burlington City BOE
Victoria LaSalle, Delanco Township BOE
Mark Leung, Lumberton Township BOE

B. Fund Professionals answering to roll call were:

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher
Bradford Hoffman, Executive Director – RPA, a division of Gallagher
Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
Annette Reap, Account Manager - RPA, a division of Gallagher
Louis J. Greco, Esquire – Fund Solicitor
Bonnie Ridolfino/John McCrudden, Student Accident Program - Hardenbergh
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

Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon
Township/Haddon Heights/Lindenwold/Magnolia/Merchantville/Oaklyn

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

Motion by Mr. Kaz, seconded by Mr. Gontowski, 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 2020-22

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

VI. Approval of Minutes – ADOPTION

Motion by Mr. Kaz, seconded by Mr. Gontowski, to approve the minutes of the January 13, 2021 Meeting as presented. Motion carried by unanimous vote.

VII. Appointment of a Nominating Committee by Fund President

Mr. Wilkie reported on the appointment of the nominating committee and that for the Fund year coming up, the Officers are still in their current terms but some Trustee terms are expiring. Mr. Wilkie reviewed the BCIP and SPELL Term Expirations.

VIII. Professional Reports

A. Solicitor – Mr. Greco reviewed his report regarding Calculating Back Pay. Mr. Greco noted that when computing back pay in a judgement case, the only thing you will not get credit for is the unemployment compensation portion.

B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pending Report – February 2021, the Open Subrogation Report – February 2021 and the Lessons Learned from Losses-COVID19 Safety Protocols. Mr. Roselli noted that now is the time to start planning for schools to reopen and all the safety protocols that are necessary to facilitate and safe and successful school reopening.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary – February 2021, the Average Days to Report - February 2021 and the Transitional Duty Days – February 2021.

D. Student Accident Program

Status Report – Ms. Ridolfino reported that the renewal has been completed. There was a change in carrier and that all new information will be distributed to those Districts that participate in the Student Accident coverage. Ms. Ridolfino also reminded all present to review your claim list for accuracy.

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. 2021-22 Membership Renewals

Mr. Wilkie welcomed Meghan Risell. Mr. Wilkie reported that 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.

To date, Membership Renewal Resolutions have been received from 13 districts. Also, Riverside Township has early renewed their membership.

b. Results of Fund Professional Survey

The results of the recent survey on the services of the Fund Professionals are included and will be discussed.

c. BCIP Emergency PAR Request

The Trustees recently approved a request seeking authority to increase legal fees for a specific law firm and a specific claim matter. Mr. Wilkie reported that this claim was for a sexual assault and molestation claim and that the firm doing the work required approval for their rates as it is above those the Trustees have approved in the annual re-org meeting.

d. Loss Information Reports

Attached is an information and instruction sheet on how to access your district's loss information and run reports through the private side of the SPELL JIF website.

e. STOPit Activity Report

Mr. Wilkie noted that an Activity Report for the SPELL from 7/1/2020 through present is included in the agenda.

Mr. Wilkie also noted that STOPIT will be holding webinars sometime in April for new members and existing members.

f. 2021 Annual Spring Dinner Meeting

Mr. Wilkie noted that the Annual Spring Dinner Meeting will not take place in June 2021. This dinner is usually held during the NJASBO Spring Workshop in Atlantic City. NJASBO has decided to hold a virtual workshop this year.

g. 2021 PRIMA Conference

Mr. Wilkie noted that PRIMA has decided to hold a virtual event in place of its 2021 Annual Conference originally scheduled to be held in June in Milwaukee, WI. The new conference dates will be announced shortly.

h. NJSIA Workers' Compensation Conference

Mr. Wilkie noted that the New Jersey Self-Insurers' Association has rescheduled their spring conference to November 3-5, 2021 at the Hard Rock Hotel in Atlantic City. The SPELL JIF has approved covering the expense for attendance. More details will be provided when received. Mr. Wilkie noted that this conference is also extended to members of the Board staff that deal with Workers' Compensation and that information presented is beneficial. Registration will be forwarded when received.

i. Proposed Meeting Dates for 2021-22

Mr. Wilkie noted that enclosed are the proposed meeting dates for the 2021-22 Fund Year. Discussion on meeting location is requested. Please review the schedule for any conflicts. We ask for a consensus decision approving the proposed 2021-22 schedule. The final meeting dates will be listed in a Resolution at the May reorganization meeting.

Mr. Wilkie reminded those present of the Equiron website and that this is a useful tool for 2 individuals in the member districts.

j. Items Updated on SPELLJIF.COM

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.

k. Maintaining Safe Schools

The February and March 2021 issues have been sent by email to the Business Administrators of all member districts.

(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).

I. Key Dates

- SPELL Meeting – Monday, 4/23/2021-10:00 am
- BCIP Reorganization Meeting- 5/12/2021 -1:15 pm
- 9th Annual Mold/Environmental Management Seminar – 7/15/2021 – will be conducted remotely.
- NJ Self-Insurers' Spring Conference – 11/3-5/2021 @ Hard Rock in Atlantic City

2. UNDERWRITING AND FINANCE DIRECTOR

a. District/Fund Incurred Losses Report

Mr. Hoffman provided an update on Fund Year 2020-2021, as of February 28, 2021.

b. Financial Audit – June 30, 2020 – MOTION REQUESTED (Handout)

Motion by Mr. Wachter, seconded by Ms. Lerner to accept the June 30, 2020 Financial Audit as prepared by Jim Miles of Bowman & Company. The Finance Committee has reviewed the Audit and recommends acceptance. Motion carried by unanimous vote.

c. Resolution 2020-23 Surplus Release – MOTION REQUESTED (Pages 33-34)

Motion by Mr. Verrill, seconded by Mr. Nettleton, to accept the Finance Committee's recommendation for a surplus release of \$1,000,000 from the 2016-2017 Fund Year. Motion carried by unanimous vote.

d. 2021-2022 Exposure Renewal and Budget Process

Mr. Hoffman noted that the Finance committee has review the Exposure Renewals and Budget Process and that Budget memos will be released today to member Districts.

e. RMC Resolutions and Agreements

Ms. Fox noted that RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on March 5, 2021. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2021-2022 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jennifer Fox by May 7, 2021.

f. Safety Incentive Program Winners – Reimbursement Procedure

Ms. Fox noted that Safety Incentive Program Winner Reimbursement Procedure notice were emailed to all districts that qualified for an award in the 2019-2020 program year. 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.

g. Certificates of Insurance Report from 1/1/21 – 2/28/21 – the report is enclosed for review.

- F. Safety Coordinator/Right to Know Coordinator
Mr. Geitz reviewed the January/February Activities and March Agenda and the Safety Incentive Program Status Report 2020-21.
- G. Treasurer - **MOTION REQUESTED**
Motion by Ms. Huder, seconded by Ms. Gauld to approve the February Approval Memo and Bill List, the March Bill List and the Treasurer's Reports (December 2020-January 2021). Motion passed by unanimous vote.
- H. Committee Meetings
Mr. Wilkie noted the following committees that had met and that the minutes to each were a part of the packet distributed. Claims Management Committee – 1/22/2021, the Safety Committee – 2/3/2021 and the Finance Committee – 3/5/2021.
- IX. Budget Hearing – **MOTION REQUESTED** – Motion by Mr. Nettleton, seconded by M. Gauld to adopt Preliminary Budget 2021-2022. Motion carried by unanimous vote.
- X. **MOTION REQUESTED** – Motion by Ms. Huder, seconded by Mrs. Lennon to adopt Resolution 2020-24 to meet remotely in Closed Session on May 12, 2021 at 1:15 pm via Zoom. Motion carried by unanimous vote.
- XI. Miscellaneous Business and Public Comment - None
- XII. **MOTION REQUESTED** – Motion by Ms. Huder, seconded by Mrs. Lennon to Adjourn the meeting at 2:18 p.m. Motion carried by unanimous vote.

