

# Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Building  
329 Route 73  
Voorhees, New Jersey 08043

Wednesday, January 10, 2024 – 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 at Voorhees Township BOE – Administrative Offices, 329 Route 73, Voorhees, New Jersey, on Wednesday January 10, 2024, beginning at 2:01 p.m., Mr. Nettleton, 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. 2023-24 Trustees answering roll call were:

Dennis Nettleton, Ewing Township Public Schools, **President**  
Jennifer Gauld, Haddon Township BOE, **Vice President**  
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)  
Beth Ann Coleman, Collingswood PS/Oaklyn PSD (SPELL Alternate)  
Amy Lerner, Avon/North Hanover Township School District

#### 2023-24 Trustees absent were:

VACANCY, **Secretary**  
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee/Vice Chair)  
Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE  
Kathleen Huder, Lindenwold BOE (SPELL Alternate)

#### 2023-24 Alternate Trustees answering roll call were:

Laura Archer, Shamong Township School District/Woodland Twp BOE

#### 2023-24 Alternate Trustees absent were:

James Heiser, Moorestown Township Public School District

#### 2023-24 Delegates (New Delegates Identified in Bold) answering roll call were:

Chifonda Henry, Bordentown RSD  
Andrew Polo, Chesterfield BOE  
**Arlene Biesiada, Interim, Delanco Township BOE**  
Paul Todd, East Windsor RSD  
Ashlee Caldwell, Eastampton Township BOE

Kenneth Verrill, Eastern Camden County RSD  
Michael Catalano Haddonfield BOE  
**Dan Baginski, Jackson Township BOE**  
Kara L. Huber, Lenape Regional HSD  
Robert Kraft, Lumberton Township BOE  
Nikolas Vrettos, Medford Lakes School District  
Jonathan Yates, Medford Township Public Schools  
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools  
Bernard Biesiada, Millstone BOE/New Hanover  
Christopher Eberly, Mount Ephraim BOE  
Casey DeJoseph, Southampton Township BOE  
Lisa Vrettos, Springfield Township BOE  
James McCullough, Sterling High School District  
Helen Haley, Voorhees Township BOE

**2023-24 Delegates (New Delegates Identified in Bold) absent were:**

Deborah Roncace, Audubon PS  
**Ray Bonnette, Burlington City BOE**  
Bruno Berenato, Clementon BOE  
**VACANCY, Evesham Township School District**  
Sarah Bell, Gloucester City BOE  
**Cande Kristoff, Haddon Heights BOE**  
Robert O'Brien, Riverside Township BOE  
Karen Greer, Westampton Township Public Schools

**2023-24 District Personnel present were:**

MaryJane Bonfiglio, Tabernacle Township School District

**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 Hoffman, Executive Director – RPA, a division of Gallagher  
Annette Reap, Sr. Account Manager - RPA, a division of Gallagher  
Kim Hill, Account Manager – RPA, a division of Gallagher  
Patrick J. Madden, Esquire – Fund Solicitor  
Danielle Colaianni, 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  
Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC  
Joe Biluck – Risk Assessment Services LLC  
Jodi Lennon, Treasurer  
Michael Colling, Recording Secretary

**C. Risk Management Consultants**

Barclay Group – Bordentown/Chesterfield/North Hanover  
Conner Strong & Buckelew – Gloucester City

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

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

Motion by Mr. Wachter, seconded by Ms. Coleman, 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 2023-20** to approve Payment Authorization Request(s) as presented in Closed Session.

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

VI. Approval of Minutes – **ADOPTION**

Motion by Ms. Gauld, seconded by Ms. Huber, to approve the minutes of the November 8, 2023 meeting. Motion carried by unanimous vote.

VII. **MOTION REQUESTED** - Nomination to Fill Vacancies

- A. **Secretary** – Amy Lerner, Avon/North Hanover Township SD
- B. **Trustee** – Laura Archer, Shamong Township SD/Woodland Township BOE
- C. **Alternate Trustee #1** – James Heiser, Moorestown Township PSD
- D. **Alternate Trustee #2** – Bernard Biesiada, Millstone BOE/New Hanover Township BOE

Mr. Wilkie noted that these are needed due to retirements and will be effective until the end of the fiscal year (June 2024).

Motion by Mr. Wachter, seconded by Ms. Huber, to fill the vacancies as noted. Motion carried by unanimous vote.

VIII. Professional Reports

A. Solicitor

Mr. Madden report on a recent Bullying case and the benefit of settling vs taking a case to trial and the cost can vary due to fee shifting if the case is not found in favor of the District.

B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pendings Report – December 2023, the Subrogation Reports – December 2023 and the Lessons Learned from Losses-Winter Weather Hazards.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary – December 2023, the Average Days to Report - December 2023 and the Transitional Duty Days – December 2023.

D. Student Accident Program-Coverage Expansion to Private School Students

Ms. Colaiani reviewed the new endorsement on the Student Accident Policy that will cover students in Private Schools that live in your District and are playing on your District teams.

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

Mr. Wilkie welcomed Mr. Baginski as the new Delegate and Business Administrator in Jackson Board of Education. He also reviewed the pamphlet that was distributed which was given out at the New Jersey School Boards Conference in October. If there are any suggestions on how to make the pamphlet better, please reach out to Mr. Wilkie.

a. **2024-25 Membership Renewals**

Mr. Wilkie reported that there are twenty (20) districts are up for membership renewal on July 1, 2024. They are Burlington City, Chesterfield Twp BOE, Collingswood BOE, East Windsor RSD, Ewing Township BOE, Gloucester City BOE, Haddonfield Borough, Lenape Regional HSD, Lumberton, Magnolia Borough BOE, Medford Township, New Hanover Twp BOE, North Hanover Twp SD, N. Burlington Cty RSD, Oaklyn PSD, Riverside Township, Springfield Township, Tabernacle Township, Voorhees Twp SD and Woodland Twp BOE.

Districts renew their membership in the JIF by executing a Renewal Resolution through their local Board of Education.

To date, Renewal Resolutions have been received from Collingswood, Ewing Public Schools, Lenape Regional HSD, Lumberton, Magnolia, North Hanover, Northern Burlington County, Oaklyn, Riverside, Springfield, Tabernacle and Woodland.

b. **2024 PRIMA Conference**

Mr. Wilkie noted that next PRIMA Conference is scheduled to be held from Thursday, June 6 through Sunday, June 9, 2024 in Nashville, TN. Please notify the Executive Director's office in writing or via email to Annette Reap at Annette\_Reap@RPAdmin.com if you are interested in attending no later than January 31, 2024. Information on the Conference will be provided via email when it becomes available. These dates conflict with the NJASBO Workshop scheduled from June 4-7, 2024. However, if you are still interest in attending, please notify Annette by the end of the month.

c. **2024 Annual Spring Dinner Meeting – MOTION REQUESTED**

Mr. Wilkie noted that the day of the week that is available for dinners at the annual conference has not yet been released but the Fund is seeking approval to have a dinner and possible locations. Discussion on holding the annual spring dinner meeting during the NJASBO Spring Conference on Tuesday, June 4, 2024. A copy of the post-dinner survey is attached for your reference.

Motion by Mr. Verrill, seconded by Mr. Biesiada, to approve having a dinner and exploring where to hold it. Motion carried by unanimous vote.

d. **2024 SPELL Joint Retreat – MOTION REQUESTED**

Discussion and approval of holding the annual SPELL Joint Retreat in September 2024. Suggested dates are Wednesday, September 25 through Friday, September 27, 2024.

Mr. Wilkie noted that while the SPELL JIF has approved the retreat, each JIF must individually approve attendance at the Retreat. Motion by Mr. Verrill, seconded by Ms. Henry to participate in the SPELL JIF joint retreat. Motion carried by unanimous vote.

**e. 2024 State of the JIF Dinner - MOTION REQUESTED**

Mr. Wilkie noted that the annual dinner was held on Wednesday, November 29, 2023 at The Mansion in Voorhees. A copy of the post-dinner survey results are included in the agenda. Discussion on date and location and approval is requested for 2024. Suggested date is Wednesday, December 4, 2024.

Motion by Mr. Verrill, seconded by Ms. Coleman, to hold the 2024 State of the JIF dinner. Motion carried by unanimous vote.

Mr. Wilkie also review part of the financials that were presented at the annual dinner. He noted that while the past two fiscal years have been difficult, overall the JIF has done very well.

**f. SPELL JIF Virtual Safety Committee Formation**

Mr. Tennant reviewed how we as a JIF can protect ourselves better and noted that the SPELL JIF Trustees will be asked to consider chartering a SPELL JIF Virtual Safety Committee (SVSC) to steward the development of cyber, AI and social media virtual safety matters on behalf of the membership.

**g. Items Updated on SPELLJIF.COM**

All policies, contact lists and other information found on SPELLJIF.COM has been updated for the 2023-24 Fund Year.

You can access all the current directories, lists, meeting information and claims information. Visit the website often for the most up-to-date information.

Please notify the Executive Director's office if you would like to change or add a user for the website, by contacting Megan Matro@rpadmin.com.

**h. Key Dates**

- a. SPELL Meeting – Friday, 2/09/2024-10:00 am (Will be rescheduled due to conflicts)
- b. Safety Committee Meetings will be scheduled in February
- c. Next BCIP Meeting – Wednesday, 3/13/2024 – 1:15 pm at the Voorhees Admin Offices

**2. UNDERWRITING AND FINANCE DIRECTOR**

**a. District/Fund Incurred Losses Report (Page 44)**

Mr. Hoffman noted that this is the last time that you will see information for the 2022/2023 Fund year as that is in the process of being closed out. He reminded all Delegates present that even though you may have had a bad year, the renewal process looks at the last five years of claims and even more heavily on the last three years.

**b. 2024-2025 Exposure Renewal and Budget Process**

Mr. Hoffman noted that renewal packages were sent out last week and are due back January 26, 2024. Please return them as soon as possible as it is critical that every member district complete and forward needed information to the Administrator's office by the noted deadline. The process is simple and usually involves little time or

effort. The data is essential to begin the renewal underwriting, actuarial and budgeting process.

As a reminder, last year we transitioned all exposure data to the Risk Partner data management system. By December 1, 2023, each member will receive an email with instructions on how to log into the system and update all information online.

Mr. Hoffman reviewed the process to update a vehicle change in the system.

Mr. Hoffman noted that we still ask that you forward a copy of your June 30, 2023 Audit as well as a copy of your 2024-2025 ASSA Report via email to [kim\\_hill@RPAdmin.com](mailto:kim_hill@RPAdmin.com).

Each member will still have to complete separate applications for Cyber and Environmental coverage as the carriers request their own applications. Once these applications are approved for release by the applicable carrier, we will email to all with instructions and due date.

**c. Safety Incentive Program Winners – Reimbursement Procedure**

A Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2022-2023 program. Reimbursement requests are due by May 31, 2024. 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 Kim Hill, Account Manager at the JIF address, P.O. Box 449, Marlton, NJ 08053 or via email at [Kim.Hill@rpadmin.com](mailto:Kim.Hill@rpadmin.com).

**d. Financial Award Winners**

Financial Awards have been paid on the January 2024 bill list for all districts that have qualified for a financial award for the 2022-2023 fund year.

**e. Certificates of Insurance Report 11/1/2023 thru 12/31/2023**

Mr. Hoffman noted that the attached report includes the Certificates of Insurance issued on behalf of your JIF by the Underwriting Manager. Please note that the only valid and legally enforceable Certificates of Insurance for your JIF are those issued by the Underwriting Manager. The sole exception to this is a certificate for Student Accident Insurance, which is strictly issued by the Hardenbergh Insurance Group, in its capacity as the Student Accident Program Manager.

**F. Safety Coordinator/Right to Know Coordinator**

Mr. Geitz noted that Mr. Weber has officially retired as of December 31, 2023 and wanted to introduce Mr. Bulick who will transition to work with Mr. Geitz to assist the JIF.

Mr. Geitz reviewed the November-December Activities and January-February Agenda, the SIP Status Report-Jan 2024 and the Safety Notice-Cold Weather Safety.

**G. Virtual Safety Director**

Mr. Hillman presented his December 31, 2023 Report. He noted that the STARR renewal application will be coming out in the next few days. Please review it with your Technology Coordinator and get it back as soon as possible. He also thanked all those that had replied to the previous surveys that he sent out and that the results will be sent to all members in the near future.

H. Treasurer - **MOTION REQUESTED**

Motion by Mr. Wachter, seconded by Ms. Huber, to approve the December Approval Memo and Bill List, the January Bill List and the Treasurer's Reports (October-November 2023). Motion carried by unanimous vote.

I. Committee Meetings

Mr. Wilkie reviewed the Claims Management Committee-November 1, 2023.

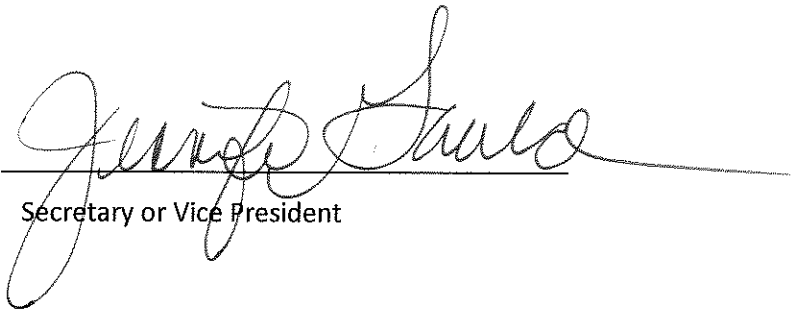
IX. **MOTION REQUESTED - Resolution 2023-21**

Motion by Mr. Wachter, seconded by Mr. Verrill, to meet in Closed Session on March 13, 2024 at 1:15 pm at the Voorhees Administration Offices. Motion carried by unanimous vote.

X. Miscellaneous Business and Public Comment - NONE

XI. **MOTION REQUESTED –**

Motion by Mr. Biesiada, seconded by Mr. Wachter, to Adjourn at 2:47 p.m. Motion carried by unanimous vote.



Secretary or Vice President