

Burlington County Insurance Pool Joint Insurance Fund

**Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043**

Wednesday, September 11, 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 the Voorhees Township BOE – Administrative Offices, 329 Route 73, Voorhees, New Jersey, on Wednesday September 11, 2024 beginning at 2:11 p.m., Ms. Gauld, 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. 2024-25 Trustees answering roll call were:

Jennifer Gauld, Haddon Township BOE, **President**
Amy Lerner, Avon/North Hanover Township School District, **Vice President**
Laura Archer, Shamong Township School District/Woodland Twp BOE, **Secretary**
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee/Vice Chair)
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
Kathleen Huder, Lindenwold BOE (SPELL Alternate)
Beth Ann Coleman, Collingswood PS/Oaklyn PSD (SPELL Alternate)

2024-25 Trustees absent were:

Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
Dennis Nettleton, Ewing Township Public Schools

2024-25 Alternate Trustees answering roll call were:

James Heiser, Moorestown Township Public School District
Bernard Biesiada, Millstone BOE/New Hanover

2024-25 Delegates answering roll call were:

Deborah Roncace, Audubon PS
Chifonda Henry, Bordentown RSD
Paul Todd, East Windsor RSD
Dr. Ashlee Caldwell, Eastampton Township BOE
Kenneth Verrill, Eastern Camden County RSD
Jonathan Yates, Evesham Township School District
Sarah Bell, Gloucester City BOE
Cande Kristoff, Haddon Heights BOE

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
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
Christopher Eberly, Mount Ephraim BOE
Mary Conroy, Southampton Township BOE
Lisa Vrettos, Springfield Township BOE
James McCullough, Sterling High School District
Helen Haley, Voorhees Township BOE
Karen Greer, Westampton Township Public Schools

2024-25 Delegates absent were:

Ray Bonnette, Burlington City BOE
Scott Hogan, Chesterfield BOE
Bruno Berenato, Clementon BOE
Arlene Biesiada, Interim, Delanco Township BOE
Bill Thompson, Laurel Springs BOE
Robert O'Brien, Riverside Township BOE
Patricia Palmieri, Tabernacle Township School District

2024-25 District Personnel answering roll call were:

Michael Colling, Ewing Township Public Schools
Mary Jane Bonfiglio, Tabernacle Township School District

B. Fund Professionals answering roll call were:

Craig H. Wilkie, 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
Christine Gallagher, Client Service Manager – Qual-Lynx
John W. Geitz, Safety Coordinator – Risk Assessment Services LLC
Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
Joe Biluck, Assistant Safety Coordinator – Risk Assessment Services LLC
Jodi Lennon, Treasurer
Michael Colling, Recording Secretary

C. Risk Management Consultants answering roll call were:

Barclay Group – Bordentown/Chesterfield/ Gloucester City/Laurel Springs/North Hanover
Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon
Township/Haddon Heights/Lindenwold/Magnolia/Oaklyn/Sterling

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

Motion by Ms. Huder, 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 2024-16** to approve Payment Authorization Request(s) as presented in Closed Session.

Motion by Mr. Kaz, seconded by Mr. Wachter, to approve Payment Authorization Requests as presented in Closed Session. Motion carried by unanimous vote.

- VI. Approval of Minutes – **ADOPTION**

Motion by Mr. Wachter, seconded by Ms. Coleman, to approve the minutes of the May 8, 2024 meeting as presented. Motion carried by unanimous vote.

- VII. Budget Hearing – **MOTION REQUESTED** – Adopt Amended Budget 2024-2025

Motion by Mr. Verrill, seconded by Ms. Coleman, to adopt the amendment to the 2024-2025 budget, as presented. Motion carried by unanimous vote.

- VIII. Professional Reports

- A. Solicitor

Mr. Madden reviewed his report regarding use of school facilities and the new OPRA requirements.

- B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pending Report – August 2024, the Emergency PAR Stewardship Report, the Subrogation Recovery Report – August 2024 and the Lessons Learned from Losses-Safe Listing.

- C. Managed Care Provider

Ms. Gallagher reviewed the Managed Care Reports 2023-24 Year End, the Managed Care Summary – August 2024, the Average Days to Report - August 2024 and the Transitional Duty Days – August 2024.

- D. Student Accident Program

1. Status Report.....No Report

- E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

- a. **Welcome New Delegates/Members – MOTION REQUESTED**

Mr. Wilkie welcomed the newest delegates/members of the BCIP JIF:

- Cande Kristoff – Haddon Heights BOE
- Bill Thompson – Laurel Springs BOE
- Mary Conroy – Southampton Twp BOE

Motion is requested to accept and approve the membership Resolution for Laurel Springs BOE. Motion Mr. Verrill, seconded by Mr. Heiser, to accept new member Laurel Springs BOE into the BCIP JIF. Motion carried by unanimous vote.

- b. **2025-26 Membership Renewals**

Mr. Willkie noted that there are five (5) districts are up for membership renewal on July 1, 2025. They are Clementon BOE, Evesham Township SD, Haddon Heights BOE, Mount Ephraim PS and Mount Laurel Township BOE.

Mr. Wilkie reminded those present that Districts renew their membership in the JIF by executing a Renewal Resolution through their local Board of Education. Renewing members will be contacted by the Fund Administrator by the end of September and provided with supporting documentation to facilitate the renewal process. Mr. Wilkie also noted that if there are any Districts that renew next year and would like to renew early to help even out the renewals, to please get in touch with him to start that process.

c. **2024 Annual Spring Dinner Meeting**

Mr. Wilkie reviewed the Annual Spring Dinner Meeting that was held on Tuesday, June 5, 2024 at Dock's Restaurant. A copy of the post-dinner survey is attached. A motion was made by Mr. Biesiada, seconded by Mr. Verrill, to return to Dock's Restaurant in 2025. Motion passed by unanimous vote.

d. **Safety 360 Seminar Held on July 10, 2024**

Mr. Wilkie reviewed the first annual Safety 360 Seminar that was held in-person on Wednesday, July 10, 2024 at the Westin Hotel. This year the SPELL JIF embraced a concept called Safety 360° which ties member organizational risk management efforts together to identify, discuss, refine and create programs that address risk across physical and virtual dimensions. The post-seminar survey results are attached. Mr. Wilkie noted that there was inquiry about issuing CEU's for the Buildings and Grounds individuals but that their association was unable to accommodate.

e. **Boiler Operator Webinar Held on August 6, 2024**

Mr. Wilkie reviewed the annual Boiler Operator refresher training that was held on August 6, 2024 at the Gateway Regional High School. There was also an option to attend via Zoom for large groups. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. The program was well attended and received. The New Jersey School Buildings and Grounds Association approved 3 CEUs for this program for in-person attendance.

f. **SPELL JIF Joint Retreat – September 25-27, 2024**

Mr. Wilkie reminded those present about the annual Joint Retreat will be held on September 25th (Wed) through September 27th (Fri), 2024 at The Grand Hotel in Cape May. A great agenda is planned and hoping that all can attend.

g. **NISBA/NJASBO/NJASA 2024 Fall Conference**

Mr. Wilkie noted that the SPELL JIF will have an Exhibit Booth (#580) at the Fall Conference on October 21-24, 2024. It is located in our original space previous to last year – look for the SPELL Umbrella!

h. **State of the JIF Dinner – December 4, 2024 – SAVE THE DATE!**

Mr. Wilkie noted that the annual dinner has been scheduled for Wednesday, December 4, 2024 at The Mansion in Voorhees. Please mark your calendars! Invites will be sent in mid-October.

i. **Passage of Bill Increasing Petitioner's Attorney's Fees**

Mr. Madden and Mr. Wilkie lead a discussion on the recent passage of Bill NJ S2822 which increases the cap on attorneys' fees in workers' compensation cases when they win a settlement or civil trial, from the current 20 percent to 25 percent. The Bill was signed by Senate President Nicholas Scutari, who is serving as acting governor.

j. **Items Updated on SPELLJIF.COM**

Mr. Wilkie reminded those present that all policies, contact lists and other information found on SPELLJIF.COM is in the process of being updated for the 2024-2025 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.

k. **Key Dates**

Mr. Wilkie reviewed the following upcoming events and their dates:

- SPELL JIF Joint Retreat – 9/25-27/2024 @ The Grand Hotel, Cape May
- SPELL Meeting – Friday, 10/10/23 – 1:00 pm @ RPA offices
- Next BCIP JIF Meeting – Wednesday, 11/13/2024 @ Voorhees Admin Offices
- State of the JIF Dinner – 12/04/2024 @ The Mansion in Voorhees

2. **UNDERWRITING AND FINANCE DIRECTOR**

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

Mr. Hoffman provided an update on Fund Year 2023-2024 as of August 31, 2024.

b. **2024-2025 Plan of Risk Management**

Mr. Hoffman noted that the 2024-2025 Plan of Risk Management will be posted to the SPELL JIF website under the Budget and Operating Documents section.

c. **Gallagher Bassett Appraisal Services Questionnaire**

Mr. Hoffman noted that a questionnaire from Gallagher Bassett was emailed to all members in August. The questionnaire consists of six yes/no questions regarding new acquisitions, renovations, additions, solar panels, vacant land, and sold or demolished property.

The questionnaires are due September 15, 2024, so we ask that if you have not already done so, please complete and return to Erin Fischer as soon as possible in order to keep the appraisal process running smoothly. Those districts that are up for a site visit this year should have been contacted by Gallagher Bassett to schedule that visit. The districts scheduled for this year are: CLEMENTON, HADDON HEIGHTS, HADDON TOWNSHIP, LAUREL SPRINGS, LENAPE, NORTH HANOVER, TABERNACLE and WOODLYNNE. Other site visits may be scheduled after the questionnaires are received.

d. **NJ DOL Compliance Enforcement Cross Match**

Mr. Hoffman noted that a letter regarding the cross match program was sent on September 10, 2024 to Melpomene Kotsines, Esq. The letter from Ms. Hill to the NJ DOL is concerning the annual submission and receipt of NJTINs for all 96 school districts in the JIFs of ACCASBO, BCIP and GCSSD. This annual submission is a means to hopefully correct member districts occasionally receiving Cross Match Response Forms in error from the Department of Labor due to incorrect TINs or misspelled district names. If you receive this form, please do not respond, and provide a copy to Ms. Hill at the Executive Director's office.

e. **2023-2024 & 2024-2025 Administrative Matter Defense Reimbursement**

Mr. Hoffman reminded those present that an email reminder was sent out to all members on September 10, 2024. Each district is eligible annually for an expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. The annual reimbursement available to each member district is \$2,500. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement. Reimbursement requests for Fund Year 2023-2024 are due by September 30, 2024. Requests for Fund Year 2024-2025 are due

by September 30, 2025. If you have any questions or need a copy of the reimbursement procedures with voucher, please contact the Executive Director's Office.

f. Certificates of Insurance Report 5/1/2024 thru 8/31/2024

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 reviewed the June thru August Activities and September/October Agenda and the Safety Notice – Back to School

G. Virtual Safety Director

Mr. Hillman reviewed the September Report

H. Treasurer - MOTION REQUESTED

Motion by Ms. Huder, seconded by Ms. Coleman, to approve the June to August Approval Memos and Bill Lists, the September Bill List and the Treasurer's Reports (April-July 2024). Motion carried by unanimous vote.

I. Committee Meetings

Mr. Wilkie reviewed the Committee Appointments 2024-25 and gave an update regarding the Strategic Planning Committee – September 10, 2024. Mr. Wilkie noted that the BCIP JIF is celebrating its 40th Anniversary this year. There will be a special gift at the dinner to celebrate the occasion and members agreed to invite former School Business Administrators who had participated in the JIF. The Committee decided that JIF meetings would remain in person and Committee meetings would remain remote. They discussed having 15- 25 minutes of professional development at the end of each meeting as well. Last year there were 19 Districts that renewed in the JIF and this year there are 5. A request was submitted for a few Districts to renew early this year to balance out from year to year. Renewals were discussed as well as topics for discussion at the Committee meetings for the rest of the year.

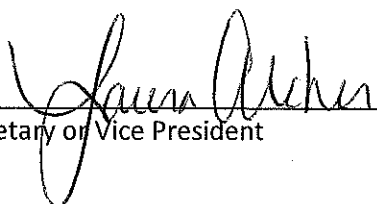
IX. MOTION REQUESTED - Resolution 2024-17

Motion by Mr. Eberly, seconded by Mr. Yates, to meet in Closed Session on November 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. Wachter, seconded by Mr. Kaz, to Adjourn the meeting at 2:39 p.m.. Motion carried by unanimous vote.


Secretary or Vice President