

Burlington County Insurance Pool

Joint Insurance Fund

Being Held Remotely via Zoom

Wednesday, January 12, 2022 - 1:30 PM

Meeting Minutes

I. Call to Order of the Open Session

A meeting of the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) was held virtually via Zoom on Wednesday January 12, 2022 beginning at 1:45 p.m., 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. **2021-22 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)

2021-22 Trustees absent were:

None

2021-22 Alternate Trustees present were:

None

2021-22 Alternate Trustees absent were:

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

2021-22 Delegates answering roll call were:

Deborah Roncace, Audubon PS
Stephen Burns, Delanco Township BOE
Paul Todd, East Windsor RSD
Kenneth Verrill, Eastern Camden County RSD
Michael Sloan, 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
Christopher Eberly, Mount Ephraim BOE
Laura Archer, Shamong Township School District/Woodland Twp BOE
Meghann Risell, Springfield Township BOE
Patricia Palmieri, Tabernacle Township School District
Helen Haley, Voorhees Township BOE
Karen Greer, Westampton Township Public Schools

2021-22 Delegates absent were:

Chifonda Henry, Bordentown RSD
Ingrid Walsh, Burlington City BOE
Andrew Polo, Chesterfield BOE
Donna Phillips, Clementon BOE
Pat Austin, Interim, Eastampton Township BOE
Teri Weeks, Gloucester City BOE
Bernard Biesiada, Millstone BOE/New Hanover
James Heiser, Moorestown Township Public School District
Robert O'Brien, Riverside Township BOE
Casey DeJoseph, Southampton Township BOE

Other District Personnel Present:

John Gallagher, Medford Township Public Schools
Leslie Ahern, Staff Accountant, Millstone BOE/New Hanover BOE
Mark Mignone, Supervisor of Buildings and Grounds, Voorhees 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
Megan Matro, Marketing Specialist – RPA, a division of Gallagher
Annette Reap, Account Manager - 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
Danielle Colaiani, Student Accident Program – Hardenbergh

C. Risk Management Consultants answering to roll call were:

Alliant Insurance Services – New Hanover
Arthur J. Gallagher – East Windsor/Millstone
Barclay Group - Chesterfield
Conner Strong & Buckelew – Gloucester City
EJA Capacity – Bordentown/North Hanover
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 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 2021-21**

Motion by Ms. Donnelly, 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. Gauld, to approve the minutes of the November 10, 2021 Meeting as presented. Motion carried by unanimous vote.

VII. Professional Reports

A. Solicitor – Public School Employer Liability Expansion. Mr. Greco reported on a case regarding a teacher who is a diabetic and suffered a hypoglycemic event in front of her students. The teacher was hospitalized and filed a workers comp claim and also a lawsuit for compensatory and general damages in violation of the NJ Law Against Discrimination.

B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pending Report – December 2021, the Open Subrogation Report – December 31, 2021 and the Lessons Learned from Losses-Winter Weather Hazards. As the winter progresses and cold weather continues to be with us, please make sure that all areas of your buildings are getting air circulated to prevent pipes from freezing.

C. Managed Care Provider

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

D. Student Accident Program

No Report

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. **Passing of Fred Wright**

Mr. Wilkie noted the passing of long time member Fred Wright and that at the request of your Fund President, a donation was made in memory of Fred Wright to St. Jude's Children's Hospital from his friends and colleagues at the BCIP JIF.

b. **2022-23 Membership Renewals**

Mr. Wilkie noted that there are five (5) districts are up for membership renewal on July 1, 2022. They are Clementon, Evesham, Haddon Heights, Mount Ephraim and Mount Laurel.

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.

To date, Renewal Resolutions have been received from Evesham Township, Mount Ephraim and Mount Laurel. There is also one district committed to renewing and one district currently in review.

c. **2022 PRIMA Conference**

Mr. Wilkie noted that the next PRIMA Conference is scheduled to be held from Sunday, June 5 through Wednesday, June 8, 2022 in San Antonio, TX. Mr. Wilkie also noted that this conference will overlap the NJASBO conference in Atlantic City, however, if any member has an interest in attending the PRIMA Conference, please notify the Executive Director's office in writing or via email to Annette Reap at Annette.Reap@riskprogramadministrators.com no later than January 31, 2022. Information on the Conference will be provided via email when it becomes available.

d. **2022 Annual Spring Dinner Meeting – MOTION REQUESTED**

Motion by Mr. Colling, seconded by Ms. Donnelly to hold the annual Spring Dinner Meeting during the NJASBO Spring Conference. Motion carried by unanimous vote. Discussion on holding the annual spring dinner meeting during the NJASBO Spring Conference on Tuesday, June 7, 2022. Mr. Wilkie noted that after hearing feedback from prior dinners and the new conference schedule, efforts will be made to get all attendees back to the Conference for evening activities.

e. **2022 SPELL Joint Retreat – MOTION REQUESTED**

Motion by Mr. Verrill, seconded by Mr. Kaz, to hold the 2022 SPELL Joint Retreat. Motion carried by unanimous vote. Discussion and approval of holding the annual SPELL Joint Retreat in September 2022. Suggested dates are Wednesday, September 21 – Friday, September 23, 2022 or Wednesday, September 28-Friday, September 30, 2022. Discussion on dates will be brought back to the Conference committee.

f. **2022 State of the JIF Dinner - MOTION REQUESTED**

Motion by Mr. Verrill, seconded by Ms. Gauld, to hold the 2022 State of the Fund Dinner on November 30, 2022 at the Mansion in Voorhees. Motion carried by unanimous vote. The annual dinner was held on Wednesday, December 1, 2021 at The Mansion in Voorhees. A copy of the post-dinner survey results are included in the agenda. Discussion on location and approval is requested for 2022. Suggested date is Wednesday, November 30, 2022. Mr. Wilkie noted that the slides from the dinner regarding our financial position are on the website and as reserves are released and change, a bad year often turns into a good year.

g. **Implications of SAM Law**

Mr. Tennant provided a Sexual Abuse and Molestation (SAM) update and discussion. There is a handout in the agenda packet that provides a 50,000 foot overview of SPELL and SAM. The purpose is to advise on the SPELL position relating to the Reviver aspect of the change in the statute of limitations and to address the two critical district management needs in order to address the future of SAM claims that can be filed decades from now. Please read it and share it with your Superintendents. Basically, SAM claims are real and still happening and those claims can be filed decades after you and everyone else has retired or left the district. The reviver claims have caused extraordinary pain for those who have them and are trying to defend themselves in the absence of any information. Unless districts are excellent at investigating these matters today and keeping their files forever, the future will be replete with the same claim where there is no information that permits defense.

h. **Items Updated on SPELLJIF.COM**

Mr. Wilkie noted that the SPELLJIF.COM website is currently being updated to reflect the 2021-2022 Fund Year information. Policy information is being updated as it is received. You can access all the current directories, lists, meeting information and claims management information. Please visit the website often for the most up-to-date information.

Please notify our office if you would like to change or add a user for the website, please contact Annette Reap at (856) 446-9139 or via email at Annette_Reap@riskprogramadministrators.com.

i. **Maintaining Safe Schools**

The December 2021 and January 2022 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).

j. **Key Dates**

- SPELL Meeting – Friday, 2/11/22-10:00 am
- Next BCIP Meeting – Wednesday, 3/9/2022 – 1:15 pm at the Voorhees Admin Offices

2. UNDERWRITING AND FINANCE DIRECTOR

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

Mr. Hoffman provided an update on Fund Year 2020-21 as of December 31, 2021. Mr. Hoffman noted that we are currently having a very good year and so far are seeing an improvement in the IBNR, Incurred But Not Recorded, amounts coming down.

b. **2022-2023 Exposure Renewal and Budget Process**

Mr. Hoffman reminded all present that an email requesting information for the exposure renewal was emailed to all members on December 6, 2021 with a December 23, 2021 due date for online information in Risk Partner and ASSA Summary Report and a January 15, 2022 due date for the Cyber Application and Environmental Liability Application. To date there are several districts with outstanding items. We ask that requested information be forwarded to the Executive Director's office attention Jennifer Fox ASAP.

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 2020-2021 program. Reimbursement requests are due by June 30, 2022. 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 jennifer_fox@riskprogramadministrators.com.

d. **Financial and Timely Reporting Award Winners**

Financial Awards will be paid on the January 2022 bill list for all districts that have qualified for a financial award for the 2020-2021 fund year.

e. **Certificates of Insurance Report** from 11/1/21 – 12/31/21 – enclosed

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the November/December Activities and January Agenda and the Safety Incentive Program Status 2021-22. Mr. Geitz noted that as activities are completed for the Safety Incentive Program, they can be sent to his office or waited until the end of the year, either is fine. Mr. Geitz also reminded members to post the annual 300A report and that it

seems that South Jersey is getting more Right to Know inspections lately so please be prepared on both items.

G. Treasurer - **MOTION REQUESTED**

Motion by Mr. Wachter, seconded by Ms. Gauld to approve the December Approval Memo and Bill List, the January Bill List and the Treasurer's Reports (October-November 2021).
Motion carried by unanimous vote.

H. Committee Meetings

1. None

VIII. **MOTION REQUESTED** – Motion by Ms. Donnelly, seconded by Mr. Eberly, to adopt Resolution 2021-22 to meet remotely in Closed Session on March 9, 2022 at 1:15 pm at the Voorhees Administration Offices. Motion carried by unanimous vote.

IX. Miscellaneous Business and Public Comment - NONE

X. **MOTION REQUESTED** – Motion by Mr. Verrill, seconded by Mr. Wachter to Adjourn at 2:30 p.m. Motion carried by unanimous vote.

XI. **Zywave/Enquiron – Services offered through the HR/Cyber Hotline**

There was a short presentation following the meeting. Member attendance was voluntary.
