

Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, September 14, 2022 - 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 on Wednesday September 14, 2022 beginning at 2:04 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. 2022-23 Trustees answering to 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)
Michael Colling, Medford Lakes School District (SPELL Alternate)
Kathleen Huder, Lindenwold BOE (SPELL Alternate)
Beth Ann Coleman, Collingswood PS/Oaklyn PSD

2022-23 Trustees absent were:

John Recchinti, Evesham Township School District, **Secretary**
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE

2022-23 Alternate Trustees answering to roll call were:

Amy Lerner, North Hanover Township School District

2022-23 Alternate Trustees absent were:

Laura Archer, Shamong Township School District/Woodland Twp BOE

2022-23 Delegates answering to roll call were:

Deborah Roncace, Audubon PS
Chifonda Henry, Bordentown RSD
Andrew Polo, Chesterfield BOE
Stephen Burns, Delanco Township BOE
Pat Austin, Interim, Eastampton Township BOE
Kenneth Verrill, Eastern Camden County RSD
Sarah Bell, Gloucester City BOE

Michael Sloan, Haddon Heights BOE
Michael Catalano Haddonfield BOE
Constance L. Stewart, Lenape Regional HSD
Jonathan Yates, Medford Township Public Schools
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
Bernard Biesiada, Millstone BOE/New Hanover
James Heiser, Moorestown Township Public School District
Christopher Eberly, Mount Ephraim BOE
Casey DeJoseph, Southampton Township BOE
Meghann Risell, Springfield Township BOE
Helen Haley, Voorhees Township BOE
Karen Greer, Westampton Township Public Schools

2022-23 Delegates absent were:

Ingrid Walsh, Burlington City BOE
Diana Cawood, Interim, Clementon BOE
Paul Todd, East Windsor RSD
Mark Leung, Lumberton Township BOE
Robert O'Brien, Riverside Township BOE
Patricia Palmieri, 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, left at 2:37 p.m.
Megan Matro, Marketing Specialist – RPA, a division of Gallagher
Annette Reap, 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
James D. Weber, Assistant Safety Coordinator – Risk Assessment Services. LLC

C. Risk Management Consultants

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

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

Motion by Ms. Coleman, 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 2022-16

Motion by Mr. Biesiada, seconded by Mr. Verrill, 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. Huder, to approve the minutes of the May 11, 2022 Meeting as presented. Motion carried by unanimous vote.

VII. Professional Reports

A. Solicitor – Mr. Madden reported that the courts are starting to reopen county by county in the state. Mr. Madden noted that cases will start moving towards trial as the courts reopen.

B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pending Report – August 2022, the Emergency PAR Stewardship Report, the Open Subrogation Report – August 2022, the Memo-Email/Phone Number Changes, the Qual-Lynx Account Service Team Contact List and the Lessons Learned from Losses-Safe Listing. Mr. Roselli noted that going forward, only report claims for COVID for people that say they got COVID at a school function or work.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary – Year End & August 2022, the Managed Care Reports 2021-22 Year End, the Average Days to Report - August 2022 and the Transitional Duty Days – August 2022.

D. Student Accident Program - No Report

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. Welcome New Delegates/Members

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

- Diana Cawood, Interim – Clementon BOE
- Sarah Bell – Gloucester City BOE
- Jonathan Yates – Medford Township PS

b. 2022-23 Membership Renewals

Mr. Wilkie noted that there are seventeen (17) districts that are up for membership renewal on July 1, 2023. They are Audubon PS, Bordentown RSD, Delanco, Eastampton Township, Eastern Camden County, Haddon Township, Lindenwold PS, Medford Lakes, Mercer County SSSD, Mercer County Vo-Tech, Merchantville BOE, Millstone Twp SD, Moorestown Township, Shamong Township, Southampton,Westampton and Woodlynne PS.

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 requested that all Districts that are renewing membership to please due so by April 1, 2023.

c. New Jersey Self-Insurer's WC Conference

Mr. Wilkie noted that the conference was held in-person this year from May 11-13, 2022. 28 members from the SPELL JIF attended. Mr. Wilkie noted that the results of a post-conference survey sent to the attendees are included in the agenda.

d. **Environmental Management Seminar Held on July 13, 2022**

Mr. Wilkie noted that the 10th Annual Environmental Management Seminar was held in-person on Wednesday, July 13, 2022 at the Westin Hotel. This training was attended by approximately 200 attendees. The New Jersey School Buildings and Grounds Association approved 3 CEUs for the program and certificates have been distributed. Mr. Wilkie noted that per the surveys received from the attendees, responses were all positive and appreciative of the program.

e. **Boiler Operator Webinar Held on August 9, 2022**

Mr. Wilkie and Mr. Geitz noted that the annual Boiler Operator refresher training was held on August 9, 2022 in the Egg Harbor Township school district and unfortunately attendance has dropped off this year. There was also an option to attend via Zoom for large groups. Mr. Geitz noted that this was the second year to present a new, revamped program with new content provided directly by the JIF. The program was well attended and received. The New Jersey School Buildings and Grounds Association approved 3 CEUs for this program.

f. **STOPiT Relearn and Relaunch Webinars**

Mr. Wilkie noted that our partner in anonymous reporting and school safety, STOPiT, would like to remind those participating about the Relearn and Relaunch Webinar Series available. Please reach out to your dedicated STOPiT Contact or Customer Experience Manager or visit the STOPiT website for 24/7 live support chat.

g. **SPELL JIF HR Helpline**

In April, 2021, Enquiron was acquired by Zywave, a leader in the insurtech industry. Enquiron will be transitioning over to the Zywave platform in early October and you will be advised when that is occurring. Also, just a reminder that you are now offered unlimited member access to the services. Previously, it was restricted to only two members in the district. Please contact the Fund Administrator's office if you have any questions.

h. **IoT Program through Travelers**

Mr. Tennant noted that as reviewed at this year's Environmental Seminar, early detection devices coupled with a coordinated online management application can provide real time reporting of a wide variety of facility risks; including water leaks, open doors and malfunctioning equipment to name a few. Early detection and alerts result in faster responses and reduction of risk of loss. Our Boiler & Machinery/Equipment Breakdown Insurance partner, Travelers, has a department dedicated to providing their clients with resources to help realize this objective. Mr. Tennant asked all in attendance to please see the attached materials and call Andy Dwyer of Travelers at (651) 310-7980 to discuss what may be possible. Be sure to mention you are a SPELL JIF affiliated member school district.

i. **NJSBA/NJASBO/NJASA Fall Conference**

Mr. Wilkie noted that the SPELL JIF will have an Exhibit Booth (#951) at the Fall Conference on October 24-26, 2022. Mr. Wilkie asked to please pass this information along to your Board members and have them stop by and see the table and say hi.

j. **State of the Fund Dinner**

Mr. Wilkie noted that the annual dinner is scheduled for Wednesday, November 30, 2022 at The Mansion in Voorhees. Invitations will be sent out in early October.

k. **Items Updated on SPELLJIF.COM**

The SPELLJIF.COM website is currently being updated to reflect the 2022-2023 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 June through September 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).

m. **Key Dates**

- Spell Joint Retreat – 9/28-30/2022 @ The Grand in Cape May
- SPELL Meeting – Friday, 10/14/22 – 10:00 am
- Next BCIP JIF Meeting - 11/9/22 – 1:15 pm @ Voorhees Admin Offices
- BCIP State of the Fund Dinner – Wednesday, 11/30/22 - 5:30 pm at The Mansion in Voorhees

2. **UNDERWRITING AND FINANCE DIRECTOR**

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

Mr. Hoffman provided an update on Fund Year 2021-2022 as of August 31, 2022.

b. **2022-2023 Plan of Risk Management**

Mr. Hoffman noted that the 2022-2023 Plan of Risk Management will be posted to the SPELL JIF website under the Budget and Operating Documents section in the next week.

c. **2023-2024 Exposure Renewal and Budget Process**

Mr. Hoffman noted that 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, 2022, each member will receive an email with instructions on how to log into the system and update all information online.

We still ask that you forward a copy of your June 30, 2022 Audit as well as a copy of your 2023-2024 ASSA Report via email to brad_hoffman@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. We expect the cyber application will not be released until February 2023.

d. **Gallagher Bassett Appraisal Services Questionnaire**

Mr. Hoffman noted that a questionnaire from Gallagher Bassett was emailed to all members on August 31, 2022. 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, 2022, 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: Bordentown Regional, Collingswood, Delanco, Eastampton, Eastern Camden County, Evesham, Magnolia, Medford Township, Millstone, Mount Ephraim, Riverside Township, Shamong and Westampton. Other site visits may be scheduled after the questionnaires are received.

e. NJ DOL Compliance Enforcement Cross Match

Mr. Hoffman noted that a letter regarding the cross match program was sent on September 9, 2022 to Melpomene Kotsines, Esq. The letter from Ms. Reap to the NJ DOL is concerning the annual submission and receipt of NJTINs for all 95 school districts in the JIFs of ACCASBO, BCIP, GCSSD and SEJIF. 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. Reap at the Executive Director's office.

f. 2021-2022 & 2022-2023 Administrative Matter Defense Reimbursement

Mr. Hoffman noted that an email was sent out to all members on September 9, 2022. Each district is eligible annually for an expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. Beginning with the 2021-2022 Fund Year the amount of reimbursement was increased to \$2,500. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement. Reimbursement requests are due by September 30, 2022 for the 2021-2022 Fund Year and September 30, 2023 for the 2022-2023 Fund Year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact the Executive Director's Office.

n. Certificates of Insurance Report from 5/01/22 – 8 /31/22-enclosed

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the June thru August Activities and September Agenda and the Safety Notice – Back to School. Mr. Geitz reminded all Delegates about the Right to Know training dates as it seems that the state is starting to enforce the anniversary renewal dates.

G. Treasurer - MOTION REQUESTED

Motion by Ms. Coleman, seconded by Ms. Gauld, to approve the June-August Approval Memos and Bill Lists, the September Bill List and the Treasurer's Reports (April-July 2022). Motion carried by unanimous vote.

H. Committee Meetings

Mr. Wilkie reviewed the Committee Appointments for 2022-23 and the Strategic Planning Committee – September 12, 2022. Mr. Wilkie noted that committee meetings for the 2022-2023 school year are going to be remote as the participation has seen an increase over the last few years when they were remote instead of in person.

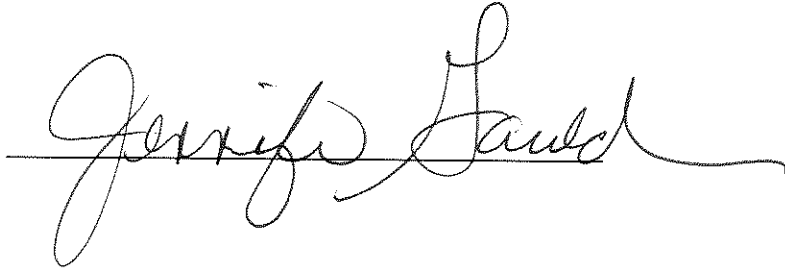
VIII. MOTION REQUESTED - Resolution 2022-17

Motion by Ms. Coleman, seconded by Mr. Eberly, to meet in Closed Session on November 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 Ms. Coleman, seconded by Ms. Huder, to adjourn the meeting at 2:42 p.m. Motion carried by unanimous vote.

A handwritten signature in cursive script, reading "Jennifer Huder", written over a horizontal line. The signature is fluid and extends to the right of the line.