

Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, November 9, 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 November 9, 2022 beginning at 1:45 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:

Laura Archer, Shamong Township School District/Woodland Twp BOE

2022-23 Alternate Trustees absent were:

Amy Lerner, North Hanover Township School District

2022-23 Delegates answering to roll call were:

Chifonda Henry, Bordentown RSD
Stephen Burns, Delanco Township BOE
Pat Austin, Interim, Eastampton Township BOE
Kenneth Verrill, Eastern Camden County RSD, arrived at 1:22 p.m.
Michael Catalano Haddonfield BOE
Constance L. Stewart, Lenape Regional HSD, arrived at 1:22 p.m.
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools

Bernard Biesiada, Millstone BOE/New Hanover, arrived at 1:21 p.m.
James Heiser, Moorestown Township Public School District
Robert O'Brien, Riverside Township BOE
Meghann Risell, Springfield Township BOE

2022-23 Delegates absent were:

Deborah Roncace, Audubon PS
Ingrid Walsh, Burlington City BOE
Andrew Polo, Chesterfield BOE
Diana Cawood, Interim, Clementon BOE
Paul Todd, East Windsor RSD
Michael Sloan, Haddon Heights BOE
Mark Leung, Lumberton Township BOE
Jonathan Yates, Medford Township Public Schools
Christopher Eberly, Mount Ephraim BOE
Casey DeJoseph, Southampton Township BOE
Patricia Palmieri, Tabernacle Township School District
Karen Greer, Westampton Township Public Schools

2022-23 District personnel present were:

Udaya Batchu, East Windsor RSD
Stephen Morano, Assistant BA, Gloucester City BOE
Mark Mignone, Voorhees Township BOE

B. Fund Professionals answering to roll call were:

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
Bradford Hoffman, Executive Director – RPA, a division of Gallagher
Megan Matro, Marketing Specialist – RPA, a division of Gallagher
Annette Reap, Account Manager - RPA, a division of Gallagher
Kim Hill, Account Manager – RPA, a division of Gallagher
Patrick J. Madden, Esquire – Fund Solicitor
Danielle Colaanni, Student Accident Program - Hardenbergh
Chris Roselli, Claims Administrator – Qual-Lynx
John W. Geitz, Safety Coordinator – Risk Assessment Services, LLC
James D. Weber, Assistant Safety Coordinator – Risk Assessment Services. LLC
Jodi Lennon, Treasurer

C. Risk Management Consultants answering to roll call were:

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/Oaklyn

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

Motion by Mr. Wachter, seconded by Ms. Huder 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 2022-18**

Motion by Ms. Gauld, seconded by Ms. Donnelly, 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. Stewart, to approve the minutes of the September 14, 2022 Meeting as presented. Motion carried by unanimous vote.

VII. Professional Reports

- A. Solicitor – Mr. Madden reported on a case of bodily injury to a student athlete and a case of a board of education meeting and the public's participation in freedom of speech.
- B. Claims Administrator
Mr. Roselli reviewed the Adjuster Pendlings Report – October 2022, the Emergency PAR Stewardship Report, the Open Subrogation Report – October 2022 and the Lessons Learned from Losses-Floor Drains. Mr. Roselli noted the importance of cleaning floor drains and how this simple process can help to prevent situations in the future.
- C. Managed Care Provider
Mr. Roselli reported on the Managed Care Summary – October 2022, the Average Days to Report - October 2022 and the Transitional Duty Days – October 2022.
- D. Student Accident Program
No Report
- E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. **2023-24 Membership Renewals**

Mr. Wilkie noted that seventeen (17) districts 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.

Mr. Wilkie reminded those present that Districts renew their membership in the JIF by executing a Renewal Resolution through their local Board of Education. Renewal documents and information were sent to all districts on November 3, 2022. Please contact the Executive Director's office if you have any questions.

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

Mr. Wilkie noted that the SPELL JIF had an Exhibit Booth (#951) at the Fall Conference on October 24-26, 2022. It was well received by all member districts who were able to attend the conference.

c. **AGRIP Fall Conference**

Mr. Wilkie noted that included in the agenda packet are reports from Tom Grossi (ACCASBO), Chandra Anaya (ACCASBO), Chris Veneziani (ACCASBO), Diane Fox (ACCASBO) and Rich Kaz (BCIP), who attended the fall conference in San Diego.

d. **2022 State of the JIF Dinner**

Mr. Wilkie reminded Trustees and Delegates present that the annual dinner has been scheduled for Wednesday, November 30, 2022 at The Mansion in Voorhees. Invitations were sent out electronically on November 7, 2022, with a due date of November 18, 2022.

We will recognize all districts for their efforts, but make special recognition of those districts that have won safety awards and managed claims well.

e. **Mold/Environmental Management Workshop 2023**

Mr. Wilkie noted that the SPELL has approved funding for this very important workshop again in 2023-24. We will begin to plan for this educational seminar for next July 2023. Tentative date is Wednesday, July 12, 2023. Please remember to report every mold claim to the Environmental Carrier using the reporting form and instructions on SPELLJIF.COM, found under the Claims tab.

f. **SPELL JIF Joint Retreat 2022**

Mr. Wilkie noted that an in-person retreat was held at The Grand Hotel in Cape May on September 28-30, 2022. The results of the survey for all 3 days is attached. Mr. Wilkie asked for discussion regarding the location and timing of this event for 2023. Mr. Wilkie noted that The Grand Hotel is able to accommodate more rooms than Congress Hall does (50 rooms vs 30 rooms). Mr. Wilkie noted that a better job will be done to get attendees to other locations after seminars.

g. **STOPit Solutions Activity Report**

Mr. Wilkie noted that the activity Report for the third quarter is included in the agenda packet.

h. **SPELL JIF HR Helpline – Transition to Zywave**

Mr. Wilkie noted that in April, 2021, Enquiron was acquired by Zywave, a leader in the insuretech industry. Enquiron will be transitioning over to the Zywave platform 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.

i. **Items Updated on SPELLJIF.COM**

Mr. Wilkie noted that the Private/Member side of the website contains timely and easy to use loss reports for each member under the heading **Enterprise Risk Management Reports**. These reports have absolutely no personally identifiable information in them; are easily managed to gain insight and information; are updated weekly and permit you to identify the claims adjuster, their telephone number and email address on any given claim you want to know more about. Please find ten minutes to log in and examine the reports. We think you will find them useful.

The SPELLJIF.COM website is an important member resource. 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 the Executive Director's office if you would like to change or add a user for the website, by contacting [Megan Matro@rpadmin.com](mailto:Megan_Matro@rpadmin.com).

j. **Maintaining Safe Schools**

Mr. Wilkie noted that the October 2022 issue has 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).

k. **Key Dates**

- Next BCIP JIF Meeting - 01/11/22 – 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 (Page 70)**

Mr. Hoffman presented an update on Fund Year 2021-2022 as of October 31, 2022. Mr. Hoffman noted that while does appear right now that the 2021-2022 year was not as expected, when you dig into the numbers, Districts that did not perform as well, only had one or two claims that caused the situation and that it was not a large number of claims in district. Mr. Hoffman also noted that this result is cyclical and does happen and that we are well positioned for the future.

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

Mr. Hoffman reminded those present 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.

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

Mr. Hoffman noted that a Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2021-2022 program. Reimbursement requests are due by May 31, 2023. 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.

d. **Financial Award Winners**

Mr. Hoffman reminded those present that the Financial Awards will be paid on the January 2023 bill list for all districts that have qualified for a financial award for the 2021-2022 fund year as presented at the upcoming state of the fund dinner.

e. **SPELL JIF Meeting Minutes**

Mr. Hoffman noted that the approved meeting minutes from the May 26, 2022 SPELL JIF Meeting are included.

f. **Certificates of Insurance Report**

Mr. Hoffman noted that included in the agenda packet is the certificates of insurance report from 9/1/22 – 10/31/22.

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reported on the September/October Activities and November/December Agenda, the Safety Incentive Status Report and the Safety Notices – Catalytic Converter Thefts. Mr. Heiser spoke about his experience and noted that if this were to occur in your district, this will cause major disruptions to your Transportation department operations.

G. Treasurer - **MOTION REQUESTED**

Motion by Mr. Wachter, seconded by Ms. Stewart, to approve the October Approval Memo and Bill List, the November Bill List and the Treasurer's Reports (Revised July 2022, August-September 2022). Motion carried by unanimous vote.

H. Committee Meetings

Mr. Wilkie reviewed the Claims Management Meeting– 10/6/2022 and noted the importance of putting operations into writing. We all expect to be in our districts for a long time but there will be a time when we are no longer there.

VIII. **MOTION REQUESTED - Resolution 2022-19**

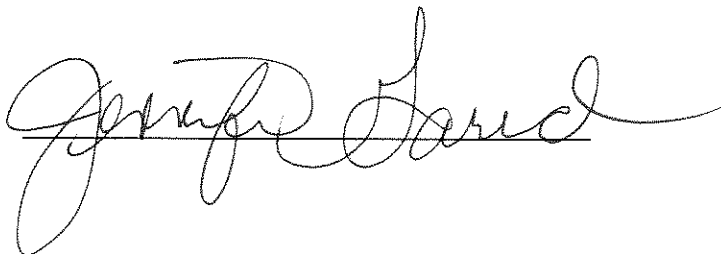
Motion by Ms. Gauld, seconded by Ms. Coleman to meet in Closed Session on January 11, 2023 at 1:15 pm at the Voorhees Administration Offices. Motion carried by unanimous vote.

IX. Miscellaneous Business and Public Comment - None

X. **MOTION REQUESTED**

Motion by Ms. Henry, seconded by Ms. Coleman, to adjourn the meeting at 2:14 p.m.

Motion carried by unanimous vote.

A handwritten signature in black ink, appearing to read "Joseph D. Gauld", is written over a horizontal line.