

# Burlington County Insurance Pool

## Joint Insurance Fund

Voorhees Administration Offices  
Conference Training Room  
329 Route 73  
Voorhees, NJ 08043

**Wednesday, November 10, 2021, 2021 - 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 at Voorhees Township BOE – Administrative Offices, 329 Route 73, Voorhees, New Jersey, on Wednesday November 10, 2021 beginning at 1:47 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**  
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, arrived at 1:44 pm  
Michael Colling, Medford Lakes School District (SPELL Alternate)  
Kathleen Huder, Lindenwold BOE (SPELL Alternate)

**2021-22 Trustees Absent were:**

Dennis Nettleton, Ewing Township Public Schools, **Vice President**  
Jennifer Gauld, Haddon Township BOE, **Secretary**

**2021-22 Alternate Trustees answering to roll call were:**

Amy Lerner, North Hanover Township School District

**2021-22 Alternate Trustees Absent were:**

Marie Goodwin, Medford Township Public Schools

**2021-22 Delegates answering to roll call were:**

Stephen Burns, Delanco Township BOE  
Pat Austin, Interim, Eastampton Township BOE  
Kenneth Verrill, Eastern Camden County RSD  
Michael Catalano Haddonfield BOE  
Constance L. Stewart, Lenape Regional HSD

Bernard Biesiada, Millstone BOE/New Hanover  
Christopher Eberly, Mount Ephraim BOE  
Meghann Risell, Springfield Township BOE  
Helen Haley, Voorhees Township BOE  
Karen Greer, Westampton Township Public Schools

**2021-22 Delegates Absent were:**

Deborah Roncace, Audubon PS  
Chifonda Henry, Bordentown RSD  
Ingrid Walsh, Burlington City BOE  
Andrew Polo, Chesterfield BOE  
Donna Phillips, Clementon BOE  
Paul Todd, East Windsor RSD  
Teri Weeks, Gloucester City BOE  
Michael Sloan, Haddon Heights BOE  
Mark Leung, Lumberton Township BOE  
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools  
James Heiser, Moorestown Township Public School District  
Robert O'Brien, Riverside Township BOE  
Laura Archer, Shamong Township School District/Woodland Twp BOE  
Casey DeJoseph, Southampton Township BOE  
Patricia Palmieri, Tabernacle Township School District

**Other District Personnel Present:**

Heidi Caruso, Asst B.A., Ewing Township School District  
Lisa Flynn, Mercer County SSSD/Area Vocational Technical Schools  
Sue Ellen Endick, Tabernacle Township School District  
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  
Annette Reap, Account Manager - RPA, a division of Gallagher  
Megan Matro, Marketing Specialist, RPA, a division of Gallagher  
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 answering to roll call were:**

Alliant Insurance Services – New Hanover  
Barclay Group - Chesterfield  
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 Ms. Huder, seconded by Mr. Kaz, 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 2021-18**

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

VI. Approval of Minutes – **ADOPTION**

Motion by Mr. Wachter, seconded by Ms. Huder to approve the minutes of the September 8, 2021 Meeting as presented. Motion passed by unanimous vote.

VII. Professional Reports

A. Solicitor – ADA Compliance Solution for Member Websites. Mr. Wilkie summarized the report that was distributed to Trustees and Delegates in the absence of Mr. Greco. Ms. Matro discussed the changes made to the SPELL website to make it compliant.

B. Motion by Mr. Verrill, seconded by Mr. Kaz, to approve Patrick Madden as the new Fund Solicitor effective February 1, 2022. Motion passed by unanimous vote.

C. Claims Administrator

Mr. Roselli reviewed the Adjuster Pendings Report – October 2021 and the Lessons Learned from Losses-Safe Listing.

D. Managed Care Provider

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

E. Student Accident Program

No Report

F. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. **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.**

Mr. Wilkie reminded the Trustees and Delegates 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.

To date, Renewal Resolutions have been received from Evesham Township and Mount Ephraim.

b. **NJSBA/NJASBO/NJASA Fall Conference Follow-up**

Mr. Wilkie noted that the SPELL and thereby the BCIP, participated in the virtual conference on October 26-28, 2021. We have received a report from NJSBA with contacts that were made at the Booth. It was definitely a different experience.

c. **AGRIP Fall Conference**

Mr. Wilkie noted that included in the agenda packet are reports from Tom Grossi (ACCASBO), Michael Colling (BCIP) and Chris Veneziani (ACCASBO), who attended the Fall conference in Minneapolis.

**d. 2021 State of the JIF Dinner**

Mr. Wilkie reminded those present that the annual dinner has been scheduled for **Wednesday, December 1, 2021 at The Mansion in Voorhees**. Invitations were sent out electronically on October 29, 2021 with a due date of November 17, 2021.

We will recognize all districts for their efforts, but make special recognition of those districts that have won safety awards and managed claims well. Mr. Wilkie noted that there are only a few districts that have responded so far and that the deadline is approaching for responses.

**e. Third Party Certificates of Insurance Diary System Update**

The Third Party Certificates of Insurance Diary System is now up and running. If anyone has any questions, please contact Megan Matro at the Executive Director's office at Megan\_Matro@riskprogramadministrators.com.

**f. Mold/Environmental Management Workshop 2022**

Mr. Wilkie noted that the SPELL has approved funding for this very important workshop again in 2022-23. We will begin to plan for this educational seminar for next July 2022. Tentative date is Wednesday, July 13, 2022. 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.

**g. SPELL JIF Joint Retreat 2021**

Mr. Wilkie discussed the in-person retreat that was held at The Grand Hotel in Cape May on September 22-24, 2021. The results of the survey for all 3 days is attached. Discussion is encouraged on the location and timing of the event. Overall responses want to return to the Grand next year. Volunteers were also sought in the survey.

**h. Recent Workers' Compensation Law**

Mr. Tennant asked those in attendance to please see the attached article entitled, "**Governor Signs Job Preference Law For Employees Who Have Reached Maximal Medical Improvement**" written by John Geaney on September 30, 2021. Mr. Geaney's article discusses a disturbing new law that introduces workers' compensation plaintiff bar and judges into workplace decisions following a return to work based upon maximum medical improvement but with permanent restrictions. The article introduces the questions surrounding this law. We encourage you to share this with your HR officers and Superintendents. Mr. Tennant suggested that individuals sign up for Mr. Geaney's emails as they are very informative.

**i. Cyber Safety Superstar Award**

Mr. Wilkie took some time to recognize an exceptional district effort in tackling Virtual/Cyber Safety. We are doing this because virtual safety is personal, pervasive and can have life-long impacts on every sole involved with districts. By recognizing exceptional efforts we hope to encourage all members to invest in virtual safety and recognize the real need to be highly focused on ourselves and our institutions as "virtual organisms". This month we recognize Bruce Taylor, Director of Educational Technology, right here at Voorhees Township Board of Education, for implementing multi-factor authentication for all. We all know change is difficult and can be distressing. Despite the discomfort, Bruce and Voorhees are keeping all of us safer. Thank you Bruce Taylor for your foresight and courage.

**j. Solicitor RFP Search Update**

Mr. Tennant noted that this had been discussed in closed session and voted upon earlier in the meeting regarding the School JIFs Solicitor search and interview process.

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

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](mailto:Annette_Reap@riskprogramadministrators.com).

l. **Maintaining Safe Schools**

*The October and November 2021 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**

Mr. Wilkie reminded the Trustees and delegates that the BCIP State of the Fund Dinner – Wednesday, 12/1/21 - 6:00 pm at The Mansion in Voorhees  
Next BCIP JIF Meeting - 1/12/22 – 1:15 pm @ Voorhees Admin Offices

**2. UNDERWRITING AND FINANCE DIRECTOR**

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

Mr. Hoffman provided an update on Fund Year 2020-2021 as of October 31, 2021. Mr. Hoffman noted that the report is for the 16 months ended October 31, 2021 and that at the January meeting, we will start to see numbers for 2021-2022 but at this point, 2021-2022 is still too new to give an accurate picture of how the fund is operating.

b. **SPELL JIF Meeting Minutes**

Mr. Hoffman noted that the approved meeting minutes from the May 27, 2021 SPELL JIF Meeting are included in the agenda package for today. If you have any questions, please feel free to reach out to him.

c. **Resolution 2021-19 – SPELL Membership Renewal – MOTION REQUESTED**

Motion by Mr. Kaz, seconded by Mr. Biesiada, to approve Resolution 2021-19 to renew BCIP's membership in the SPELL effective July 1, 2019 through June 30, 2022. Motion carried by unanimous vote.

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

We have transitioned all exposure data to a new program called Risk Partner. This year instead of receiving packets you will instead receive information on how to log into the system and update all information online. You will receive an email by the first week of December with instructions on how to log in and update information as well as completing an online questionnaire similar to what you have done on paper in the past. We still ask that you forward a copy of your June 30, 2021 audit as well as a copy of your 2022-2023 ASSA Report via email to [jennifer\\_fox@riskprogramadministrators.com](mailto:jennifer_fox@riskprogramadministrators.com). Also, you will still have to complete separate applications for Cyber and Environmental coverage as the carriers request their own applications. We ask that you complete all requested information by December 20, 2021. We are aware that the deadline for audits has been pushed back till February so we ask

that once they are received you either forward a copy to Jennifer or email her that it has been uploaded to the state website. If you have any questions please contact Jennifer Fox.

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

Mr. Geitz noted that 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 May 31, 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 JIF address, P.O. Box 449, Marlton, NJ 08053.

**f. Financial Award Winners**

Mr. Wilkie noted that the 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.

**g. Certificates of Insurance Report from 9/1/21 – 10/31/21 – enclosed**

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the September/October Activities and November Agenda, the Safety Incentive Program Status 2021-22 and the Safety Notice – Exempt Status for the COVID-19 ETS.

G. Treasurer - **MOTION REQUESTED**

Motion by Mr. Wachter, seconded by Mr. Eberly, to approve the October Approval Memo and Bill List, the November Bill List and the Treasurer's Reports (August-September 2021). Motion passed by unanimous vote.

H. Committee Meetings

Claims Management – 10/8/21..... Handout

VIII. **MOTION REQUESTED** – Motion by Ms. Huder, seconded by Mr. Wachter, to adopt Resolution 2021-20 to meet remotely in Closed Session on January 12, 2022 at 1:15 pm at the Voorhees Administration Offices. Motion carried by unanimous vote.

IX. Miscellaneous Business and Public Comment

X. **MOTION REQUESTED** – Motion by Mr. Wachter, seconded by Ms. Huder, to adjourn the meeting at 2:34 p.m. Motion carried by unanimous vote.

XI. **STOPit Solutions – What's New with STOPit**

Mr. Matthew Toth of STOPit gave a short presentation to members that were interested in hearing of the updates that have been made to STOPit and the value it brings to a district. Member attendance was voluntary. Mr. Toth can be reached at mtoth@stopitsolutions.com or (908)259-6810.