

Burlington County Insurance Pool Joint Insurance Fund
Voorhees Administration Offices
329 Route 73
Voorhees, New Jersey 08043

Wednesday, January 8, 2020 - 1:15 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 OBE Administrative Offices, 329 Route 73, Voorhees, New Jersey, on Wednesday January 8, 2020 beginning at 1:34 p.m., Ms. Huder, 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 mailing 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. **2019-20 Trustees**

Kathleen Huder, Lindenwold BOE, **President**
Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **Vice President**
Dennis Nettleton, Ewing Township Public Schools, **Secretary**
Joanne D'Angelo, Moorestown Township Public School District
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
Jennifer Gauld, Haddon Township BOE
John Recchinti, Evesham Township School District

2019-20 Trustees absent were

Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)

2019-20 Alternate Trustees

Michael Colling, Medford Lakes School District (SPELL Alternate)

2019-20 Alternate Trustees absent were

Marie Goodwin, Medford Township Public Schools

2019-20 Delegates

Chifonda Henry, Bordentown RSD
Andrew Polo, Chesterfield BOE
Valerie Carmody, Interim, Clementon BOE
James Heiser, Delanco Township BOE
Diana Schiraldi, Eastern Camden County RSD (SPELL Alternate)
Steve Burns, Haddon Heights BOE
Michael Catalano, Haddonfield BOE
Mark Leung, Lumberton Township BOE
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools

Christopher Eberly, Mount Ephraim BOE
Jodi Lennon, Riverside Township BOE
Laura Archer, Shamong Township School District
Casey DeJoseph, Southampton Township BOE
Jessica DeWysockie, Tabernacle Township School District
Helen Haley, Voorhees Township BOE
Karen Greer, Westampton Township Public Schools

2019-20 Delegates absent were

Deborah Roncace, Audubon PS
Raymond Coxe, Burlington City BOE
Marian Smith, Eastampton Township BOE
Constance L. Stewart, Lenape Regional HSD
Bernard Biesiada, Millstone BOE
Amy Lerner, North Hanover Township School District
Dave Gorski, Springfield Township BOE

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
Jennifer Fox, Sr. Account Manager – 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, Inc.
John W. Geitz, Safety Coordinator – Risk Assessment Services, LLC
James D. Weber, Assistant Safety Coordinator – Risk Assessment Services. LLC

C. Risk Management Consultants

Barclay Group - Chesterfield
EJA Capacity – Bordentown/North Hanover
Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon
Township/Haddon Heights/Lindenwold/Magnolia/Merchantville/Oaklyn

Ms. Huder and Mr. Wilkie made a presentation to Ms. D’Angelo on her retirement and years of service to the Fund.

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 2019-20 to approve Payment Authorization Request(s) as presented in Closed Session.

Motion by Ms. DeWysockie, seconded by Ms. Coleman, to approve Resolution 2019-20 Payment Authorization Request(s) as presented in Closed Session. Motion carries by unanimous vote.

VI. Approval of Minutes – **ADOPTION**

Motion by Ms. Lennon, seconded by Mr. Wachter, to approve the minutes of the November 13, 2019 Meeting as presented. Motion carries by unanimous vote.

VII. Professional Reports

A. Mr. Greco reported to the Trustees on a recent Appellate Court case that had a favorable decision for schools regarding Harassment Intimidation and Bullying. He explained that the court, in this case, determined that the plaintiff was not discriminated against under HIB. The defendant's conduct was not based on discrimination of a protected class. Mr. Greco stressed the importance of HIB specialists examining fully all background facts to determine causation. This is important because this type of case is fee shifting and, as a result, the district is not responsible for the plaintiff's legal fees. Mr. Greco suggested that the members pass this information on to their superintendents and HIB coordinators.

B. Claims Administrator

Mr. Roselli reviewed the handout to the Trustees. Mr. Roselli also reviewed a letter regarding the staffing changes that have taken place at Qual-Lynx. Mr. Roselli also reviewed the Emergency PAR report, the Adjuster Pending Report (as of 12/31/19), the Open Subrogation Report (as of 12/31/19) and the Lessons Learned from Losses-Reporting Claims.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary as of 12/31/19, the Average Days to Report as of 12/31/19 and the Transitional Duty Report as of 12/31/19.

Mr. Wachter noted that he would like to thank Qual-Lynx and the support that they provide as a resource to the group. Mr. Wachter noted that this has been very beneficial to his district recently.

D. Student Accident Program

Ms. Colaianni advised that all members participating in the JIF Student Accident Program will be receiving their claims history as of 12/31/19, as it was mailed out yesterday. She also reported that her office will be presenting the 2020-2021 program to the SPELL JIF at their February 7, 2020 meeting.

E. Executive Director/Underwriting & Finance Director Report

1. **EXECUTIVE DIRECTOR**

a. 2020-21 Membership Renewals

Mr. Wilkie reported that sixteen (16) districts are up for membership renewal on July 1, 2020. They include Bordentown, Delanco, Eastampton, Eastern, Haddon Township, Lindenwold, Medford Lakes, Mercer County SSSD, Mercer County Vo-Tech, Merchantville, Millstone, Moorestown, Shamong, Southampton, Westampton and Woodlynne.

Districts renew their membership in the Fund by executing a Renewal Resolution through their local Board of Education. In August, 2019, renewing members were contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process.

To date, Membership Renewal Resolutions have been received from Bordentown, Haddon Township, Medford Lakes, Mercer County SSSD, Mercer County Vo-Tech, Merchantville, Shamong, Westampton and Woodlynne.

b. State of the JIF Dinner - MOTION REQUESTED

The annual dinner was held on **Wednesday, December 4, 2019** at The Mansion in Voorhees. A survey was sent to members on December 5, 2019, requesting your opinions about the dinner. The completed survey is attached for your review, along with a summary of the awards. Finally, discussion on location and approval is requested for 2020. Suggested date is Wednesday, December 2, 2020.

Motion by Ms. Coleman, seconded by Mr. Wachter to have the 2020 State of the JIF Dinner on December 2, 2020 at The Mansion in Voorhees. All in favor, motion passes.

Mr. Wilkie noted that the Powerpoint from the 2019 dinner is on the SPELL website.

c. 2020 PRIMA Conference

Mr. Wilkie reminded the delegates that the next PRIMA Conference is being held from Sunday, June 14 through Wednesday, June 17, 2020 in Nashville, TN. Please notify the Executive Director's office in writing or via email to Annette Reap at Annette.Reap@riskprogramadministrators.com if you are interested in attending no later than January 31, 2020. Information on the Conference will be provided via email when it becomes available. Future PRIMA Conferences: 2021 - Milwaukee, WI – June 13-16.

d. Items Updated on SPELLJIF.COM

The SPELLJIF.COM website has been updated to reflect the 2019-2020 Fund Year information. Policy information is being updated as it is received. You can access all the current directories, lists, meeting information and claims information. Please visit the website often for the most up-to-date information.

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

e. Maintaining Safe Schools

The December 2019 and January 2020 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).

f. Key Dates

- SPELL Meeting – Friday, 2/7/20-10:00 am @ Gallagher Marlton Office
- Next BCIP Meeting – Wednesday, 3/11/2020 – 1:15 pm at the Voorhees Township Administration Offices

2. UNDERWRITING AND FINANCE DIRECTOR

a. District/Fund Incurred Losses Report (Handout)

Mr. Tennant provided an update on Fund Year 2019-2020, as of December 31, 2019.

b. 2020-2021 Exposure Renewal and Budget Process

Mrs. Fox noted that renewal packets were emailed to all members on November 8, 2019 with a December 15, 2019 due date. There are 2 districts with outstanding information. She asked that requested information be forwarded to the Executive Director's office attention Jennifer Fox.

c. Safety Incentive Program Winners – Reimbursement Procedure

Mrs. Fox noted that a Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2018-2019 program after the State of the JIF Dinner. Reimbursement requests are due by May 31,

2020. 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.

d. Financial and Timely Reporting Award Winners

Ms. Fox reported that the Financial Excellence and Timely Reporting Awards were paid on the January 2020 bill list for all districts that have qualified for the 2018-2019 fund year.

e. Certificates of Insurance Report from 11/1/19 – 12/31/19

Mrs. Fox noted that the report of Certificates of Insurance that were produced from 11/1/19 – 12/31/19 was included in the agenda.

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the November/December Activities and January Agenda, the Safety Incentive Program Update 2019-20. He also discussed the CDL Drug & Alcohol Clearinghouse FAQs that was posted to the SPELL JIF Website. He explained that this will be a central database that employers will be able to use to perform background checks. It will prevent bad actors from moving state to state to avoid the system. The database will be built over the next three years.

G. Treasurer - MOTION REQUESTED

Motion by Mrs. Coleman, seconded by Mrs. DeJoseph, to approve the December Approval Memo and Bill List, the January Bill List and the Treasurer's Reports (October/November 2019). Motion carries by unanimous vote.

H. Committee Meetings

Mr. Wilkie reported that the Safety and Claims meeting will be holding a joint meeting in February and that the members of those committees should look for an email announcing the date, time and location.

VIII. MOTION REQUESTED - Resolution 2019-21 - Motion by Mrs. Gauld, seconded by Mr. Eberly, to meet in Closed Session on March 11, 2020 at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043. Motion carries by unanimous vote.

IX. Miscellaneous Business and Public Comment - NONE

X. MOTION REQUESTED – Motion by Mrs. D'Angelo, seconded by Mrs. Lennon, to adjourn the meeting at 2:11 pm. Motion carried by unanimous vote.


