

Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Offices

329 Route 73

Voorhees, New Jersey 08043

Wednesday, January 9, 2019 - 1:15 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 at Voorhees Township BOE – Administrative Offices, 329 Route 73, Voorhees, New Jersey, on Wednesday January 9, 2019 beginning at 1:42 p.m., Ms. Huder, Vice-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. 2018-19 Trustees

Vacancy, **President**

Kathleen Huder, Lindenwold BOE, **Vice-President**

Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **Secretary**

Mark Stratton, Haddon Heights BOE

Vacancy, **Trustee**

Dennis Nettleton, Ewing Township Public Schools

Joanne D'Angelo, Moorestown Township Public School District

Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)

2018-19 Trustee absent were:

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

2018-19 Alternate Trustees

Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE

2018-19 Alternate Trustee absent was:

Jennifer Gauld, Haddon Township BOE

2018-19 Delegates

Deborah Roncace, Audubon PS

Eloi Richardson, Bordentown RSD

Patrick Pisano, Chesterfield BOE

James Heiser, Delanco Township BOE

Diana Schiraldi, Eastern Camden County RSD (SPELL Alternate)

John Recchinti, Evesham Township School District

Steve Burns, Haddonfield BOE

Constance L. Stewart, Lenape Regional HSD

Mark Ritter, Lumberton Township BOE

Michael Colling, Medford Lakes School District (SPELL Alternate)

Marie Goodwin, Medford Township Public Schools
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

2018-19 Delegates absent were:

Raymond Coxe, Burlington City BOE
Deborah Piccarillo, Clementon BOE
Marian Smith, Eastampton Township BOE
Bernard Biesiada, Millstone BOE
Amy Lerner, North Hanover Township School District
Virginia Biesiada, Interim, Springfield Township BOE
Tracy McGuire, Westampton Township Public Schools

School Personnel Present were:

Michael Catalano, Haddonfield
Mark Leung, Lumberton
Kevin Burns, Millstone

B. Fund Professionals

Craig H. Wilkie, Area Vice President – Gallagher
Scott C. Tennant, Area Vice President – Gallagher
Bradford Hoffman, Area Executive Vice President – Gallagher
Jennifer Fox, Sr. Account Manager – 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

Arthur J. Gallagher - Millstone
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 Mr. Nettleton, seconded by Ms. Coleman, to open the voting 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 2018-22** to approve Payment Authorization Request(s) as presented in Closed Session.

Motion by Ms. Donnelly, seconded by Mr. Burns, to approve resolution 2018-22 Payment Authorization Requests as reviewed in Closed Session. Motion carries by unanimous vote.

VI. Approval of Minutes – **ADOPTION**

Motion by Ms. DeJoseph, seconded by Mr. Richardson, to approve the Minutes of the November 14, 2018 meeting as presented. Motion carries by unanimous vote.

VII. BCIP JIF Vacancies

- A. Motion by Mr. Wachter, seconded by Ms. D'Angelo, to elect the following officers for the remainder of the 2018-2019 term:

Officers (President/Vice President/Secretary):

President – Kathleen Huder, Lindenwold BOE

Vice President – Beth Ann Coleman, Collingswood PS/Oaklyn PSD

Secretary – Dennis Nettleton, Ewing Township PS

Motion carries by unanimous vote.

- B. Motion by Mr. Nettleton, seconded by Mr. Wachter, to elect the following Trustees and Alternate Trustees for the remainder of the 2018-2019 term:

Trustees and Alternate Trustees:

Trustees - Greg Gontowski and Jennifer Gauld, with a term expiration of June 30, 2019

Alternate Trustees - John Recchinti (Alt 1) and Michael Colling (Alt 2)

VIII. Professional Reports

- A. Solicitor

Mr. Greco reported on Successful Litigation Defense in the case of L.W. vs Greater Egg Harbor Regional and a case of students lingering around school after hours. Mr. Greco noted that the case was successfully defended due to the manner in which the District swiftly handled the incident once it was reported.

- B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pendings Report as of December 2018, the Open Subrogation Report as of December 2018 and the Lessons Learned from Losses-Office Safety.

- C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary as of 12/31/18, the Average Days to Report as of December 31, 2018, the Transitional Duty Days as of December 31, 2018 and the article: The Amazing Rise of Medical Claim Petitions in NJ Workers' Compensation – John Geaney NJ Workers' Compensation Blog. Ms. Beatty reminded everyone that even report only claims need to be reported as soon as possible as sometimes these report only claims will turn into a claim that needs treatment. Ms. Beatty asked everyone to please get these claims in as soon as possible to assist everyone in the process. Mr. Tennant noted that reporting claims will never cost you anything but that failing to report a claim will only cost you more in the future with lack of information.

- D. Student Accident Program - No Report

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. 2019-20 Membership Renewals

Mr. Wilkie noted that seven (7) districts are up for membership renewal on July 1, 2019. They include Clementon, Evesham Township, Haddon Heights, Mercer County Vo-Tech, Mount Ephraim, Mount Laurel and Riverside.

Districts renew their membership in the Fund by executing a Renewal Resolution through their local Board of Education. In August 2018, renewing members were contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process.

Membership Renewal Resolutions have been received from Clementon, Evesham Township, Haddon Heights, Mount Ephraim, Mount Laurel and Riverside.

b. State of the JIF Dinner - MOTION REQUESTED

The annual dinner was held on Wednesday, December 5, 2018 at The Mansion in Voorhees. A survey was sent to members on December 6, 2018, 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 2019. Suggested date is Wednesday, December 4, 2019. Motion by Mr. Wachter, seconded by Mr. Richardson, to hold the 2019 State of the Fund Dinner on Wednesday, December 4, 2019 at The Mansion in Voorhees. Motion carried by unanimous vote.

c. 2019 PRIMA Conference

Mr. Wilkie noted that the next PRIMA Conference is being held from Sunday, June 9 through Wednesday, June 12, 2019 in Orlando, FL. Mr. Wilkie noted that this is a great conference to get to learn more about Pools and furthering your understanding. Mr. Wilkie asked all present to please notify the Executive Director's office in writing or via email to Annette Reap at Annette.Reap@ajg.com if you are interested in attending no later than January 31, 2019. Information on the Conference will be provided via email when it becomes available.

Future PRIMA Conferences:

2020 Nashville, TN – June 14-17

2021 Milwaukee, WI – June 13-16

d. 2019 Annual Spring Dinner Meeting

A motion was made at the November meeting to hold the annual spring dinner meeting on Wednesday, June 5, 2019. It was agreed that alternative venues would be contacted for availability. Mr. Wilkie updated those present on the menu from Dock's Oyster House in Atlantic City as a possible new location for the Spring Dinner. Discussion ensued. A motion was made by Ms. Coleman, seconded by Mrs. Lennon, to have the annual Spring Dinner on Wednesday June 5, 2019 at Dock's Oyster House. Motion carried by unanimous vote.

e. Items Updated on SPELLJIF.COM

The SPELLJIF.COM website has been updated to reflect the 2018-2019 Fund Year information. 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.

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@ajg.com.

f. Maintaining Safe Schools

The December 2018 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).

g. Key Dates

- SPELL Meeting – Friday, 2/1/19-10:00 am @ AJG Marlton Offices
- Next BCIP Meeting – Wednesday, 3/13/19 – 1:15 pm at the Voorhees Township Administration Offices

2. UNDERWRITING AND FINANCE DIRECTOR

a. Resolution 2018-23 – Change in Designated Executive Director – MOTION REQUESTED

A motion was made by Mr. Nettleton, seconded by Ms. Schiraldi, to approve Resolution 2018-23 to change the Executive Director of the Burlington County Insurance Pool Joint Insurance Fund from Paul J. Miola to Bradford W. Hoffman. Motion carried by unanimous vote.

b. District/Fund Incurred Losses Report

Mr. Hoffman updated and reviewed the District/Fund Losses Report for Fund Years 2017-2018 and 2018-19, as of December 31, 2018.

c. 2019-2020 Exposure Renewal and Budget Process

Mr. Hoffman noted that renewal packets were emailed to all members on October 19, 2018 with a December 15, 2018 due date. All information has been received, thank you.

d. 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 2017-2018 program after the State of the Fund Dinner. Reimbursement requests are due by May 31, 2019. 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.

e. Financial Award Winners

Mrs. Fox noted that Financial Awards will be paid on the January 2019 bill list for all districts that have qualified for a financial award for the 2017-2018 fund year and will be distributed after the meeting today to those present that have qualified.

f. Certificates of Insurance Report from 11/1/18 – 12/31/18 – enclosed

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the November/December Activities and January Agenda, the Safety Incentive Program Status Reports and the new proposed bus driver law regarding training occurring twice of year for these staff members.

G. Treasurer

Motion by Ms. Schiraldi, seconded by Mr. Wachter, to approve the December Approval Memo and Bill List, the January Bill List and the Treasurer's Reports (October 2018 thru November 2018). Motion carried by unanimous vote.

H. Committee Meetings

Mr. Wilkie reviewed the Claims Management meeting that was held on November 14, 2018, report is attached. A survey will be forthcoming regarding the services of the Fund Professionals.

VIII. **MOTION REQUESTED - Resolution 2018-24**

Motion by Ms. Donnelly, seconded by Mr. Richardson, to meet in Closed Session on March 13, 2019 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043. Motion carried by unanimous vote.

IX. Miscellaneous Business and Public Comment - None

X. **MOTION REQUESTED – To Adjourn**

Motion by Mr. Nettleton, seconded by Ms. DeJoseph, to adjourn the meeting at 2:19 p.m.

Motion carried by unanimous vote.

XI. **Professional Development - Enhancement to STOPit and WeTip Services – Addendum A**

A short presentation was given by STOPit personnel to discuss STOPit IMS, the enhanced cooperative services merger between STOPit and WeTip.



Beth Ann Coleman, Fund Secretary