

**Burlington County Insurance Pool Joint Insurance Fund**  
**Voorhees Township BOE - Administration Offices**  
**329 Route 73**  
**Voorhees, New Jersey 07043**

**Wednesday, January 10, 2018 - 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 BOE – Administrative Offices, 329 Route 73, Voorhees, New Jersey, on Wednesday January 10, 2018 beginning at 1:40 p.m., Mr. Wachter, 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. **2017-18 Trustees answering to roll call were:**

Robert J. Wachter, Jr., Mt. Laurel Township BOE, President (SPELL Alternate #2)  
Cynthia McClain, Voorhees Township BOE, Vice-President  
Mark Stratton, Haddon Heights BOE, Secretary  
Thomas J. Fanuka, Lumberton Township BOE (SPELL Chair/Trustee #1)  
Barbara Godfrey, Southampton Township BOE (SPELL Alternate #1)  
Joanne E. Clement, Clementon BOE  
Kathleen Huder, Lindenwold BOE  
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee #2)

**2017-18 Trustees absent were:**

None

**2017-18 Alternate Trustees answering to roll call were:**

Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District  
Dennis Nettleton, Ewing Township Public Schools

**2017-18 Delegates answering to roll call were:**

Eloi Richardson, Bordentown RSD  
James Heiser, Delanco Township BOE  
Diana Schiraldi, Eastern Camden County RSD  
John Recchinti, Evesham Township School District, left at 1:52 pm  
John Deserable, Haddonfield BOE  
Greg Gontowski, Magnolia PS/Merchantville BOE/Mt Ephraim BOE/Woodlyne BOE  
Michael Colling, Medford Lakes School District  
Joanne D'Angelo, Moorestown Township Public School District  
Christopher Eberly, Mount Ephraim BOE  
Amy Lerner, North Hanover Township School District  
Jodi Lennon, Riverside Township BOE

Casey DeJoseph, Springfield Township BOE  
Jessica DeWysockie, Tabernacle Township School District

**2017-18 Delegates absent were:**

Raymond Coxe, Burlington City BOE  
Marian Smith, Eastampton Township BOE  
Jennifer Gauld, Haddon Township BOE  
Constance L. Stewart, Lenape Regional HSD  
Marie Goodwin, Medford Township Public Schools  
Tanya Dawson, Mercer County SSSD/Mercer County Area Vocational Technical Schools  
Bernard Biesiada, Millstone BOE  
Evon DiGangi, Mount Holly Township Public Schools  
Laura Archer, Shamong Township School District  
Tracy McGuire, Westampton Township Public Schools

**District Personnel present:**

Steve Burns, Assistant Business Administrator, Haddonfield BOE  
Michael Catalano, Business Office, Haddonfield BOE  
Frank DeBerardinis, Voorhees Township BOE

**B. Fund Professionals answering to roll call were:**

Craig H. Wilkie, Area Vice President – AJGRMS, Inc.  
Bradford Hoffman, Area Vice President – AJGRMS, Inc.  
Annette Reap, Executive Coordinator – AJGRMS, Inc.  
Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.  
John W. Geitz, Safety Coordinator – Risk Assessment Services, LLC  
Louis J. Greco, Esq. – Fund Solicitor  
Chris Roselli, Claims Administrator – Qual-Lynx  
Karen Beatty, Client Service Manager – Qual-Lynx, Inc.

**C. Risk Management Consultants answering to roll call were:**

Danielle Colaiani, Hardenbergh – Collingswood/Eastern Camden County/Haddon Twp/Oaklyn  
Barbara Fitzpatrick, Gallagher – Millstone  
Steve Walsh, EJA/Capacity – Bordentown/North Hanover/Westamoton

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

A motion was made Ms. Godfrey, seconded by Mr. Kaz to open the voting to all Trustees present 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 2017-20 to approve Payment Authorization Request(s) as presented in Closed Session.**

Motion by Ms. D'Angelo, seconded by Ms. Coleman to approve resolution 2017-20 Payment Authorization Requests as reviewed in Closed Session. Motion carried.

VI. Approval of Minutes – **ADOPTION**

Motion by Mrs. Lerner, seconded by Mr. Fanuka to approve the Minutes of the November 8, 2017 meeting as presented. Motion carried by unanimous vote.

VII. Professional Reports

A. Attorney

Mr. Greco reviewed his report in detail regarding students' rights of free speech, specifically as it applies to saluting the flag during the Pledge of Allegiance. Silent protest, as long as it is not disruptive, is not a punishable offense.

B. Claims Administrator

Mr. Roselli reviewed the personnel situation within Qual-Lynx, advising that they are almost fully staffed. He also reviewed the Adjuster Pending and the Open Subrogation Reports. Mr. Roselli then discussed Lessons Learned from Losses, which he explained was a form that can be completed by the members to request claim reports that will be available through the iVOS system. Districts will be able to request reports that are needed on a regular basis as well as those only needed once. He advised that the form will eventually be posted to the SPELL website so that requests can be made on-line and submitted directly to Qual-Lynx. If there are any questions, please contact Mr. Roselli.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care reported included in the agenda.

D. Student Accident Program

Ms. Colaianni reported that the Hardenbergh office has provided the loss history to Bollinger, AIG and Bob McCloskey's office, advising the carrier quotes are due by January 29<sup>th</sup> to be considered. Bonnie Ridolfino from Hardenbergh will provide a report at the SPELL JIF meeting in February.

D. Executive Director /Underwriting & Finance Director Reports

1. EXECUTIVE DIRECTOR

a. **2018-19 Membership Renewals**

Mr. Wilkie reported that fifteen (15) districts are up for membership renewal on July 1, 2018. They include Burlington City, Collingswood, Ewing Township, Haddonfield, Lenape Regional, Lumberton, Magnolia, Medford Township, Mount Holly, North Hanover, Northern Burlington, Oaklyn, Springfield Township, Tabernacle Township and Voorhees Township.

Membership Renewal Resolutions have been received from Burlington City, Ewing Township, Haddonfield, Lumberton Township, Magnolia, Medford, North Hanover, Springfield and Tabernacle Township.

b. **Certificate of Insurance Module Update**

Mr. Wilkie noted that the new COI Module to submit requests for Certificates of Insurance through the SPELL website continues to progress. Currently, 56 member districts have been added and are using the system. The Administrator's office continues to work through any issues internally. Member feedback is always welcome.

c. **State of the JIF Dinner**

Mr. Wilkie reviewed the information that was presented at the annual dinner, which was held on Wednesday, December 6, 2017 at The Mansion in Voorhees. This was done to ensure that those that were not in attendance at the dinner had the opportunity to review the great results that

the fund continues to see. The results of a survey sent to attending members on December 13, 2017 is attached, along with a summary of the awards. Future surveys will continue to be sent to Business Administrators only, per the members' request. Finally, approval is requested for the date for 2018. Suggested date is Wednesday, December 5, 2018.

**d. SPELL JIF Information Technology Advisory Committee**

Mr. Wilkie reported that the Administrator's office is in the process of forming a SPELL JIF Information Technology Advisory Committee. The purpose is to gather member IT professionals from the 11 counties represented by the membership to discuss IT-related risk issues and provide timely advices to all members. Two member SBAs are also involved and the first meeting is scheduled for January 29, 2018. Mr. Wilkie thanked those that had already volunteered for this committee.

**e. Safety/Claims Meeting in February**

A combined meeting of the Safety and Claims Committees will be scheduled for February. A survey regarding the services being provided by the JIF Administrator, Claims Coordinator, Safety Director and Solicitor will be sent to the membership for completion. This is similar to what you do in the school district regarding the Chief School Administrator and Board Self-Evaluation. A similar survey was conducted last year and the response from the Claims Committee was to use the same questionnaire this year. If there are concerns with any of the services provided by the vendors, we would then concentrate on the specific versus the general concerns.

**f. NJSIA Workers' Compensation Conference**

The New Jersey Self-Insurers' Association will hold their spring conference on May 9-11, 2018 in Atlantic City. The SPELL JIF has again approved covering the expense for attendance. Last year, a total of 26 claim coordinators and business administrators from our SPELL JIF members attended as follows: 7 from ACCASBO, 15 from BCIP and 4 from GCSSD. The NJSIA has added an extra day for its 100<sup>th</sup> year celebration, but until we get a schedule, we do not know if there will be any sessions on Wednesday or just social events. We will provide information on the conference as it becomes available.

**g. 2018 PRIMA Conference**

Mr. Wilkie reported that the next PRIMA Conference is being held from Sunday, June 3 through Wednesday, June 6, 2018 in Indianapolis, IN. Please notify the Executive Director's office in writing or via email to Annette Reap at [Annette.Reap@ajg.com](mailto:Annette.Reap@ajg.com) if you are interested in attending no later than January 31, 2018. Future PRIMA Conferences will be held Orlando, FL – June 9-12, 2019 and Nashville, TN – June 14-17, 2020.

A report from 2017 attendee, Amy Lerner, is included in the agenda.

**h. 2018 Annual Spring Dinner Meeting – June 6<sup>th</sup> at Buddakan**

Mr. Wilkie reported that the Annual Spring Dinner Meeting will be on June 6, 2018 at Buddakan. A separate invitation will be sent as we get closer to the event. Everyone is reminded that they are welcome to invite one guest to the dinner meeting.

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

The SPELLJIF.COM website is continually updated to reflect the most current Fund Year Information. Members can access all the current directories, lists, meeting information and claims information. Mr. Wilkie encouraged members to visit the website often for the most up-to-date information. If members would like to change or add a user to the website; please contact Annette Reap at the Executive Director's office, via email at [Annette.Reap@ajg.com](mailto:Annette.Reap@ajg.com).

**j. Maintaining Safe Schools**

*The November and December 2017 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).*

**k. Key Dates**

- BCIP Safety/Claims Meeting – February – Date TBD
- SPELL Meeting – Friday, 2/2/18-9:30 am @ AJG Marlton Offices
- Next BCIP Meeting – Wednesday, 3/14/18 – 1:15 pm at the Voorhees Township Administration Offices
- 6<sup>th</sup> Annual Mold/Environmental Management Seminar – Tentative Date: 7/18/18 @ the DoubleTree Hotel/Mount Laurel.
- SPELL JIF Joint Retreat – 9/26-28/18

**l. Panel Physicians Dinner Meeting**

Mr. Wilkie reviewed the discussion from the prior meeting and asked for a motion to have the JIF hold a dinner meeting with the Physician's Panel to assist each side better understand the operations of the other.

**MOTION** by Mr. Fanuka and seconded by Mr. Kaz for this endeavor.

**2. UNDERWRITING AND FINANCE DIRECTOR**

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

Mr. Hoffman reviewed the Incurred Losses Report for Fund Years 2016-17 and 2017-18, as of December 31, 2017. He noted that all funds are experiencing excellent loss ratio percentages.

Mr. Hoffman also noted that the Finance Committee is scheduled to meet on February 7, 2018.

**b. 2018-2019 Exposure Renewal and Budget Process**

All renewal packets were emailed to all members on November 15, 2017 with a December 15, 2017 due date. There are 6 districts with outstanding information. We ask that requested information be forwarded to the Executive Director's office attention Jennifer Fox.

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

A Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2016-2017 program after the State of the Fund Dinner. Reimbursement requests are due by June 1, 2018. 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 Award Winners**

Financial Awards have been paid on the January, 2018 bill list for all districts that have qualified for a financial award for the 2016-2017 fund year. Checks were distributed at today's meeting.

e. **Certificates of Insurance Report**

The Certificates of Insurance Report from 11/1/17 – 12/31/17 is included in the agenda.

F. **Safety Coordinator/Right to Know Coordinator**

Mr. Geitz referenced the November/December Activities and January Agenda, found in the agenda. He also reviewed the Safety Incentive Program-Status Report. Mr. Wilkie encouraged members to keep Mr. Geitz informed of safety efforts within their districts, so that they can receive credit for them.

G. **Treasurer**

**MOTION** made by Mr. Fanuka, seconded by Ms. Clement, to approve the December 2017/January 2018 Bills List and the October/November 2017 Treasurer's Reports as presented. Motion carried by unanimous vote.

H. **Committee Meetings - None**

IX. **MOTION** by Mr. Fanuka, seconded by Mr. Kaz approving **Resolution 2017-21** to meet in Closed Session on March 14, 2018 at the Voorhees Township Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043. Motion carried by unanimous vote.

X. **Miscellaneous Business and Public Comment**

**Board Vacancy** – Mr. Hager's retirement left a vacancy on the Board of Trustees. After discussion, the following recommendations were made:

- to appoint Beth Ann Coleman, who is currently Alternate Trustee #1, as Trustee, to finish out the current year of Mr. Hager's term
- to move Mr. Nettleton up from Alternate Trustee #2 to Alternate Trustee #1
- to move Ms. D'Angelo into the vacant Alternate Trustee #2 position

**MOTION** by Mr. Fanuka, seconded by Mrs. Lennon to approve the above recommendations. Motion carried by unanimous vote.

XI. **MOTION** by Mrs. Lennon, seconded by Mr. Kaz, to adjourn the meeting at 2:06 pm. Motion carried by unanimous vote.



Mark Stratton, Fund Secretary