

Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Offices

329 Route 73

Voorhees, New Jersey 08043

Wednesday, March 13, 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 March 13, 2019 beginning at 2:16 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

2018-2019 Trustees answering to roll call were:

Kathleen Huder, Lindenwold BOE, President
Beth Ann Coleman, Collingswood Public Schools/Oaklyn PSD, Vice-President
Dennis Nettleton, Ewing Township Public Schools, Secretary
Mark Stratton, Haddon Heights BOE
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
Gregory Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
Jennifer Gauld, Haddon Township OBE

2018-19 Trustees absent were:

Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
Joanne D'Angelo, Moorestown Township Public School District/Delanco BOE

2018-19 Alternate Trustees answering to roll call were:

John Recchinti, Evesham Township School District
Michael Colling, Medford Lakes School District (SPELL Alternate)

2018-19 Alternate Trustees absent were:

NONE

2018-19 Delegates answering to roll call were:

Eloi Richardson, Bordentown RSD
James Heiser, Delanco Township BOE
Diana Schiraldi, Eastern Camden County RSD
Steve Burns, Haddonfield BOE
Constance L. Stewart, Lenape Regional HSD
Mark Ritter, Lumberton Township BOE
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
Bernard Biesiada, Millstone BOE (left 2:41 pm)
Christopher Eberly, Mount Ephraim BOE

Jodi Lennon, Riverside Township BOE
Laura Archer, Shamong Township School District (left 2:43 pm)
Casey DeJoseph, Southampton Township BOE
Helen Haley, Voorhees Township BOE

2018-19 Delegates absent were:

Deborah Roncace, Audubon PS
Raymond Coxe, Burlington City BOE
Patrick Pisano, Chesterfield BOE
Deborah Piccirillo, Clementon BOE
Marian Smith, Eastampton Township BOE
Marie Goodwin, Medford Township Public Schools
Amy Lerner, North Hanover Township School District
Arlene Biesiada, Interim, Springfield Township BOE
Jessica DeWysockie, Tabernacle Township School District
Tracy McGuire, Westampton Township Public Schools

District Personnel present:

Michael Catalano, Business Office, Haddonfield BOE
Mark Leung, Lumberton
Lisa Flynn, Mercer County SSSD/Vo-Tech

Fund Professionals answering to roll call were:

Craig H. Wilkie, Area Vice President – AJGRMS, Inc.
Scott Tennant, Area Vice President – AJGRMS, Inc. (left 2:42 pm)
Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
Annette Reap, Executive Coordinator – AJGRMS, Inc.
John W. Geitz, Safety Coordinator – Risk Assessment Services, LLC
Louis J. Greco, Esq. – Fund Solicitor
Chris Roselli, Claims Administrator – Qual-Lynx
James D. Weber, Assistant Safety Coordinator – Risk Assessment Services, LLC
Karen Beatty, Client Service Manager – Qual-Lynx, Inc.
Denise Shallow, Qual-Lynx, Inc.
Danielle Colaianni, Student Accident Program - Hardenbergh

Risk Management Consultants answering to roll call were:

Hardenbergh – Collingswood/Eastern Camden County/Haddon Twp/Oaklyn
Barclay Group – Chesterfield

- IV. A presentation was made to Delegate Mark Stratton by President Huder on his retirement and years of service to the Fund.
- V. **MOTION REQUESTED** – To open the voting to all Delegates present.
Motion by Mrs. Coleman, seconded by Mr. Wachter, 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.
- VI. **MOTION REQUESTED** - **Resolution 2018-25** to approve Payment Authorization Request(s) as presented in Closed Session.
Motion by Mrs. Coleman, seconded by Mr. Biesiada, to approve resolution 2018-25 Payment Authorization Requests as presented in Closed Session. Motion carries by unanimous vote.

VII. Approval of Minutes – **ADOPTION**

Motion by Ms. DeJoseph, seconded by Mr. Nettleton, to approve the Minutes of the January 9, 2019 meeting as presented. Motion carries by unanimous vote.

VIII. Appointment of a Nominating Committee by Fund President

Mr. Wilkie reported on the expiring BCIP and SPELL terms. He noted that Ms. Coleman, Mr. Nettleton and Ms. D'Angelo have agreed to serve on the committee. They would be presenting a slate of officers to be voted upon at the next meeting.

IX. Professional Reports

A. Solicitor

Mr. Greco reported on the impact of NJ CUMMA on Workplace Drug Testing.

B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pending Report as of February 2019, the Open Subrogation Report as of February 2019, the Emergency PAR Stewardship Report and also the Lessons Learned from Losses-Defusing Conflict. He advised that all of the units are currently fully staffed.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary as of February 28, 2019, the Average Days to Report as of February 28, 2019 and the Transitional Duty Days Report also as of February 28, 2019.

D. Student Accident Program

Ms. Colaianni reported on the 2019-20 renewal program for the student accident insurance program. The carrier's proposal included a 3.5% increase, which she advised is favorable. She explained that the premium allocations depend on a district's 5 year loss ratio average and ranges from zero to 6%. She advised that member districts should have received their individual premium amount included in the JIF assessments that have been provided by the Executive Administrator's office. Ms. Colaianni said that any member district that is not currently in the program, but would like a quote, can contact her office.

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. 2019-20 Membership Renewals

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.

Membership Renewal Resolutions have been received from Clementon, Evesham Township, Haddon Heights, Mount Ephraim, Mount Laurel and Riverside. Mr. Wilkie thanked those that had renewed already and noted that he expected the remaining districts to renew as well.

b. NJSIA Workers' Compensation Conference

The New Jersey Self-Insurers' Association will hold their spring conference on May 8-10, 2019 in Atlantic City. The SPELL JIF has again approved covering the expense for attendance. Last year, a total of 24 claim coordinators and business administrators from our SPELL JIF members attended as follows: 8 from ACCASBO, 11 from BCIP and 5 from GCSSD. An email with all the details was sent to all members on March 11, 2019 with a response date of March 29, 2019. The Conference schedule is included in the agenda packet for your reference. Mr. Wilkie noted that there is still time to register for this worthwhile conference. He also noted that there will be a dinner hosted by the JIF on Wednesday night for those that are traveling down the night before the start of the conference.

c. 2019 Annual Spring Dinner Meeting – June 5th at Dock’s Oyster House

The Annual Spring Dinner Meeting will be on June 5, 2019 at Dock’s Oyster House in Atlantic City. Everyone is reminded that they are welcome to invite one guest to the dinner meeting. Via Bus will provide transportation to/from the restaurant from the Borgata. Mark your calendars! A separate invitation will be sent out in April.

d. Proposed Meeting Dates for 2019-20

Enclosed are proposed meeting dates for the 2019-20 Fund Year. Discussion on meeting location is required. Please review the schedule for any conflicts. We ask for a consensus decision approving the proposed 2019-20 schedule. The final meeting dates will be listed in a Resolution at the May reorganization meeting.

e. SPELL HR Helpline

Attached is the Client Activity Summary Report from Enquiron for the current fund year through 2/28/2019.

f. 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.

g. Maintaining Safe Schools

The January and February 2019 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).

h. Key Dates

Mr. Wilkie reviewed the following important dates to remember:

- Joint Safety/Claims Committee Meeting –April 1, 2019 – 9:30 am @ Evesham Township Administration Building
- SPELL Meeting – Friday, 4/12/2019-9:30 am @ AJG Marlton Offices
- BCIP Reorganization Meeting- 5/8/2019 -1:15 pm @ the Voorhees Township BOE Administration Offices
- NJ Self-Insurers’ Spring Conference – 5/8-10/2019 @ Harrah’s in Atlantic City
- Annual Spring Dinner Meeting – 6/5/2019 @ Dock’s Oyster House
- PRIMA Conference – 6/9-12/2019 in Orlando, FL
- 7th Annual Mold/Environmental Management Seminar – 7/17/2019 @ the DoubleTree Hotel/Mount Laurel
- Boiler Operator Refresher Training – August, 2019 @ location: TBD
- SPELL JIF Joint Retreat – 9/25-27/2019 @ Congress Hall, Cape May

2. UNDERWRITING AND FINANCE DIRECTOR

a. District/Fund Incurred Losses Report

Mr. Tennant provided an update on Fund Year 2018-19, as of February 28, 2019, the first eight months. He noted that a five-year average for loss funds is used.

b. Financial Audit – June 30, 2018 – MOTION REQUESTED

Mr. Tennant referenced the Financial Audit summary included in the agenda packet. He advised that the full audit was reviewed by the Finance Committee and can be found on the SPELLJIF website. There were no unusual findings or recommendations as a result. He requested a motion to accept the June 30, 2018 Financial Audit as prepared by Jim Miles of Bowman & Company.

Motion by Ms. Schiraldi, second by Mr. Nettleton, to approve the June 30 2018 Financial Audit, as prepared by Jim Miles of Bowman & Company. All in favor. Motion carried by unanimous vote

c. Resolution 2018-26 Surplus Release – MOTION REQUESTED

Mr. Tennant explained that the Finance Committee is making a recommendation for a surplus release of \$1,000,000 from the 2011-2012, 2014-2015 and 2015-2016 Fund Years. He requested a motion to approve this recommendation.

Motion by Mr. Nettleton, second by Ms. Schiraldi, to approve Resolution 2018-26 Surplus Release. All in favor. Motion carried by unanimous vote.

d. Timely Claim Reporting – New Annual Award – MOTION REQUESTED

The Finance Committee discussed adding a monetary award at the annual State of the JIF Dinner for recognition of timely reporting of claims. The Committee is making a recommendation of \$500 to those districts who report claims between one and three days and \$1,000 for those districts who report claims within 24 hours. A motion is requested to approve the Finance Committee's recommendation, as presented.

Motion by Mr. Nettleton, second by Mr. Wachter, to approve the timely claim reporting award. All in favor. Motion carried by unanimous vote.

e. 2019-2020 Exposure Renewal and Budget Process

Ms. Fox advised that all renewal information has been received from all members. The process is ongoing. She explained that Mr. Hoffman trended the payroll numbers to the carriers since the audits were late this year. The final program will be presented at the May meeting.

f. RMC Resolutions and Agreements

Ms. Fox reported that RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on February 26, 2019. She asked those districts that appoint a Risk Management Consultant for the 2019-2020 fund year to forward the Resolution and Agreement to the Executive Director's office to her attention by May 10, 2019.

g. Safety Incentive Program Winners – Reimbursement Procedure

Ms. Fox reminded the members that a Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that qualified for an award in the 2017-2018 program year. Reimbursement requests are due by May 31, 2019. Once eligible purchases have been identified 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.

h. Certificates of Insurance Report from 1/1/19 – 2/28/19 is included in the agenda packet.

- F. Safety Coordinator/Right to Know Coordinator
Mr. Geitz referenced the February/March Activities and March/April Agenda, found in the agenda. He also noted the Safety Incentive Program Monthly Status Report. He asked the members to provide him with any updates not included in the report.
- G. Treasurer - **MOTION REQUESTED**
Motion by Mr. Wachter, seconded by Ms. Schiraldi, to approve the February Approval Memo and Bill List, the March Bill List and the Treasurer's Reports (December 2018/January 2019). Motion carried by unanimous vote.
- H. Committee Meetings
The meeting minutes from the Finance Committee Meeting held on February 13, 2019 are included in the agenda. The items discussed at the meeting have already been covered earlier in the meeting.

IX. Budget Hearing – **MOTION REQUESTED**

Mr. Wilkie referenced the preliminary budget found on Page 80 of the agenda.

Motion by Mr. Wachter, second by Ms. Coleman, to adopt the 2019-2010 preliminary budget. All in favor.
Motion carried.

X. **MOTION REQUESTED - Resolution 2018-27**

Motion by Ms. Schiraldi, seconded by Ms. Lennon, to meet in Closed Session on May 8, 2019 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.
Motion carried by unanimous vote.

XI. Miscellaneous Business and Public Comment

XII. **MOTION REQUESTED – To Adjourn**

Motion by Mr. Nettleton, seconded by Mr. Wachter, to adjourn the meeting at 2:45 p.m. Motion carried by unanimous vote.

XIII. **Professional Development – Social Media and Investigation Tools**

There was a short presentation by Nate Reber of Prime Source Investigations on when social media investigation is appropriate and the various tools available. Member attendance was voluntary.


