

Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Offices

329 Route 73

Voorhees, New Jersey 08043

Wednesday, May 8, 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 May 8, 2019 beginning at 1:55 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

2018-19 Trustees

Kathleen Huder, Lindenwold BOE, **President**
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
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

2018-19 Trustees absent were:

Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **Vice President**
Dennis Nettleton, Ewing Township Public Schools, **Secretary**

2018-19 Alternate Trustees

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

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)
Steve Burns, Haddon Heights BOE
Michael Catalano, Haddonfield BOE
Constance L. Stewart, Lenape Regional HSD
Mark Leung, Lumberton Township BOE
Marie Goodwin, Medford Township Public Schools
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
Bernard Biesiada, Millstone BOE

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 (left at 1:30 pm)

2018-19 Delegates absent were:

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

B. Fund Professionals

Craig H. Wilkie, Deputy Executive Director – 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

Barclay Group - Chesterfield
EJA Capacity – Bordentown/North Hanover
Hardenbergh

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

Motion by Mr. Kaz, seconded by Mr. Gontowski 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.

V. MOTION REQUESTED - **Resolution 2018-28 to approve Payment Authorization Request(s) as presented in Closed Session.**

Motion by Ms. D’Angelo, seconded by Ms. DeJoseph, to approve resolution 2018-28 Payment Authorization Requests as presented in Closed Session. Motion carries by unanimous vote.

VI. Approval of Minutes – ADOPTION

Motion by Mr. Wachter, seconded by Ms. DeJoseph, to approve the minutes of the March 13, 2019 meeting as presented. Motion carries by unanimous vote.

Budget Hearing – MOTION REQUESTED

A. Motion to open to the public

Motion by Ms. Archer, seconded by Mrs. Lennon, to open the Budget hearing to the public.
Motion carries by unanimous vote.

B. Motion to close to the public

Motion by Mr. Kaz, second by Ms. Lennon, to close to the public.

Mr. Wilkie reviewed the Budget for 2019-2020 and noted that there is an overall 2.2% increase. He also noted that this Budget was reviewed with the Finance Committee and approved by them.

C. 2019-2020 Budget – ADOPTION

Motion by Ms. Roncace, seconded by Mrs. Goodwin, to approve the 2019-2020 Budget as presented. Motion carries by unanimous vote.

VII. Election of Trustees, Alternates, SPELL Delegates

A. Nominating Committee Recommendations

Mr. Wilkie reviewed the process, due to retirements and expiring terms, that it was necessary to update the executive board and alternates.

MOTION REQUESTED – to Accept Other Nominations – no motion.

MOTION REQUESTED – to Close Nominations

Motion by Mrs. Lennon, seconded by Mr. Wachter, to close

MOTION REQUESTED – Motion by Mrs. Lennon, seconded by Mr. Leung, to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report.

VIII. Election of Officers - MOTION REQUESTED – Motion by Mrs. Lennon, seconded by Mr. Leung, to Elect:

President – Kathleen Huder, Lindenwold BOE

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

Secretary – Dennis Nettleton, Ewing Township PS

IX. Professional Reports

A. Solicitor – Part-Time Seniority Rights

Mr. Greco reviewed his report and recommended that we give it to our Superintendent's. His report reviewed tenure rights and how it will now be determined. Mr. Greco noted that if you can show compelling educational benefits, you could give a staff member with less seniority the job over someone with more seniority.

B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pendings Report – April 2019, the Open Subrogation Report –April 2019, and the Lessons Learned from Losses-Defusing Conflict. Mr. Roselli reminded all present about the Mold seminar and invited all to attend.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary - 4/30/19, the Average Days to Report - 4/30/19, and the Transitional Duty Days – 4/30/19.

D. Student Accident Program

1. Status Report.....No Report

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. 2019-20 Membership Renewals – MOTION REQUESTED

Mr. Wilkie noted that resolutions have been received from seven (7) districts up for membership renewal on July 1, 2019. Motion by Mrs. Lennon, seconded by Mr. Kaz to accept and approve the membership renewal Resolutions received from the following

districts: **Clementon, Evesham Township, Haddon Heights, Mercer County Vo-Tech, Mount Ephraim, Mount Laurel and Riverside.**

b. **NJSIA Workers' Compensation Conference**

The New Jersey Self-Insurers' Association will hold their spring conference on May 8-10, 2019 in Atlantic City. We are pleased to be joined by 23 Claim Coordinators and School Business Administrators from our SPELL JIF members: 9 from ACCASBO, 11 from BCIP and 3 from GCSSD. Mr. Wilkie reminded all those in attendance that are attending that the conference starts this evening.

c. **2019 Annual NJASBO Spring Dinner Meeting – June 5, 2019**

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, departing from the Borgata at 5:30 p.m. An email invitation was sent to all members on May 6, 2019. Responses are due by Friday, May 24, 2019. Mr. Wilkie asked those attending the dinner to please be at the bus on time for this annual dinner event.

d. **Mold, Environmental and IAQ Best Practices – July 17, 2019**

This one-day seminar will be held on **Wednesday, July 17, 2019 from 8:00 am until noon at the DoubleTree in Mount Laurel.** Invitations will be emailed to all districts in mid-May. First-time attendees will receive CEUs from the New Jersey Building & Grounds Association. Mr. Wilkie noted that this is a great seminar for districts and to please make every effort to send a representative.

e. **Cyber Security Symposium – July 24, 2019 – SAVE THE DATE!**

Mr. Heiser reported on that the SPELL JIF IT/Cyber Risk Management Committee will be holding its first risk management symposium focused on managing cyber security risk in school districts at the DoubleTree Suites in Mount Laurel. A Save the Date will be sent out to all members soon!

f. **Boiler Operator Refresher Training – August 6, 2019**

Mr. Wilkie noted that Traveler's Insurance, the JIF's boiler and machinery carrier, will hold 2 refresher training sessions for Black Seal Boiler Operators. Each three-hour session is identical. One will be held from 8-11 am and the second from Noon – 3 pm. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. **This training will be held on Wednesday, August 6th at Washington Township High School, 529 Hurffville-Cross Keys Road, Sewell, NJ 08080.** Invitations will be emailed to all districts by the end of May.

g. **SPELL JIF Joint Retreat – September 25-27, 2019**

Mr. Wilkie updated those present that we are in the planning stages for a Joint Retreat to be held on **September 25th (Wed) through September 27th (Fri), 2019 at Congress Hall in Cape May.** Please mark your calendars! He noted that on Wednesday there will be an in-depth discussion with a guest speaker regarding future planning. He invited all present to please make every effort to be in attendance for this important though provoking discussion. Further information will be provided in the coming months.

h. **State of the JIF Dinner – Save the Date!**

The annual dinner will be held on **Wednesday, December 4, 2019 at The Mansion in Voorhees.** Please mark your calendars.

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

All contact lists and other information will be updated in July, after the 2019-20 Fund Year begins.

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.

j. **Maintaining Safe Schools**

The March and April 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).

k. **Key Dates**

- No JIF Meetings in June, July or August
- NJ Self-Insurers' Spring Conference – 5/8-10/2019 @ Harrah's in Atlantic City
- SPELL JIF Reorg Meeting – 5/23/2019 – 9:30 am @ AJG Offices/Marlton
- 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
- Cyber Security Symposium – 7/24/2019 @ the DoubleTree Hotel/Mount Laurel
- Boiler Operator Refresher Training – 8/6/2019 @ Washington Township High School at 529 Hurffville-Cross Keys Road, Sewell, NJ, 08080
- Next BCIP JIF Meeting: 9/11/2019 @ the Voorhees Township BOE Administration Building
- SPELL JIF Joint Retreat – 9/25-27/2019 @ Congress Hall, Cape May

2. UNDERWRITING AND FINANCE DIRECTOR

a. **District/Fund Status**

In the absence of Mr. Hoffman, Mr. Wilkie reviewed the Fund Year 2018-2019 as of April 30, 2019.

b. **2019-2020 Renewal**

Mr. Wilkie noted that the renewal process went very well this year and thanked everyone for their cooperation throughout the process.

c. **SPELL Meeting Minutes**

Mr. Wilke noted that the minutes from the SPELL meeting held on February 1, 2019 are provided for your information.

d. RMC Resolutions and Agreements

Mrs. Fox reminded those present that have an RMC that the RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on February 26, 2019. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2019-2020 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jennifer Fox by May 10, 2019.

e. 2019-2020 Contribution Notices

Premium billings for the 2019-2020 fund year will be emailed to all districts by June 1, 2019. All premium contributions are due by July 15, 2019 to the Fund Treasurer, Jodi Lennon.

f. Surplus Return Resolutions

Surplus return resolutions will be sent to eligible current and former members by June 1, 2019. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri no later than June 30, 2019.

The Fund Risk Management Plan States:

Any current or former member who does not act on their resolution by the time established by the Board of Trustees shall forfeit their rights to act independently for that year and accept the following results:

In the event of non-action on a net return of money:

The total net return amount shall be transferred to the individual member's portion of their unencumbered aggregate excess loss contingency fund.

g. 2018-2019 Administrative Matter Defense Reimbursement

Mrs. Fox reminded those present that each district is eligible for up to \$1,500 annually in expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement for the 2018-2019 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Jennifer Fox at (856) 446-9133. **Reimbursement requests are due by September 30, 2019.**

h. Certificates of Insurance

Mrs. Fox informed all present that an email will be sent to each district by June 1, 2019 indicating when you can begin renewing certificates of insurance in the Certificate of Insurance Module and how to process them. This email will be sent to the Fund Delegate for each district and we ask that you forward to the district representative responsible for certificates of insurance. If you have any questions, please contact Jennifer Fox at (856) 446-9133.

i. Auto ID Cards

Mrs. Fox informed all present that Auto ID Cards will be mailed to all districts by the end of June for the 2019-2020 Fund Year. Cards will be created based on the information that was provided to the Executive Director's office during the Exposure Renewal Process. Any vehicle listed as a leased vehicle will receive a vehicle specific Auto ID Card. All other vehicles will be given a

generic fleet card. Please note that if you replace a vehicle with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. In addition to the Auto ID cards based on your vehicle count you will receive an additional number of fleet cards that should be kept in a safe place for additional vehicles you acquire during the year. Please note that the cards are printed on watermarked paper and should not be photocopied as the watermark will not show on the copy and will not be accepted by the NJMVC. Mr. Kaz noted that during a recent school bus inspection, the NJMVC wants the NJDOE and the NJMVC listed as certificate holders. Discussion ensued.

j. Safety Incentive Program Winners- Reimbursement Procedure

Mrs. Fox noted that a Safety Incentive Program Winner Reimbursement Procedure notice was sent to all districts that have qualified for an award in the 2017-2018 program. 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.

k. Certificates of Insurance Report from 3/01/19-4/30/19-enclosed

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the March/April Activities and May Agenda, the Safety Incentive Program Status Reports and the NJMVC Safety Notice.

G. Treasurer - MOTION REQUESTED

Motion by Ms. Gauld, seconded by Mr. Wachter to approve the April Approval Memo and Bill List, the May Bill List and the Treasurer's Reports (February/March 2019). Motion carries by unanimous vote.

H. Committee Meetings

Mr. Wilkie reviewed the Joint Safety/Claims meeting on April 1, 2019 and the Finance meeting on May 1, 2019.

MOTION REQUESTED – Motion by Mr. Kaz, seconded by Ms. Schiraldi to Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting. Motion carries by unanimous vote. 2:32 pm.

X. Roll Call

A. 2019-20 Trustees

Kathleen Huder, Lindenwold BOE, **President**
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
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
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Helen Haley, Voorhees Township BOE

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Deborah Piccirillo, Clementon BOE
Marian Smith, Eastampton Township BOE
Amy Lerner, North Hanover Township School District
Arlene Biesiada, Interim, Springfield Township BOE
Tracy McGuire, Westampton Township Public Schools

XI. 2019-20 Oaths of Office

- A. President
- Vice President
- Secretary
- Trustees (6)
- Alternate Trustees (2)

XII. 2019-20 Reorganization Resolutions – **ADOPTION**

A. Reorganization Resolutions

Motion by Mr. Gontowski, seconded by Ms. D'Angelo, to approve the following reorganization resolutions:

1. 2019-01 Appointing Professional Staff
2. 2019-02 Adopting Procedures in Compliance with the Open Public Meetings Act
3. 2019-03 Adopting Fiscal Policies and Procedures
4. 2019-04 Designation of Signatories-Operating Account
5. 2019-05 Designation of Signatories-Claim Imprest Account

6. 2019-06 Designating the Public Agency Compliance Officer
7. 2019-07 Appointing Defense Attorneys
8. 2019-08 Appointing Panel Physicians
9. 2019-09 Appointing Certifying and Approving Officer
10. 2019-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months
11. 2019-11 Designation of Signatories-Disbursement Vouchers
12. 2019-12 Approving the Risk Management Program
13. 2019-13 Affirming Fund Policies
14. 2019-14 Designating Public Records Custodian

Motion carries by unanimous vote.

B. Committee Appointments (Discretion of the Fund President). Mrs. Huder noted that if you would like to be on a specific committee, please get in touch with her otherwise committee assignments will be assigned at her discretion.

XIII. Motion to Adjourn the Reorganization Meeting. Motion by Mrs. Lennon, seconded by Ms. Gauld to adjourn the reorganization meeting. Motion carries by unanimous vote.

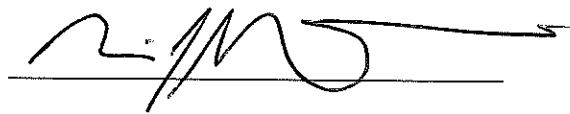
XIV. **MOTION REQUESTED - Resolution 2019-15** Motion by Mrs. Lennon, seconded by Ms. Gauld to meet in Closed Session on September 11, 2019 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043. Motion carries by unanimous vote.

XV. Miscellaneous Business and Public Comment - None

XVI. **MOTION REQUESTED** – Motion by Mr. Kaz, seconded by Ms. Gauld to adjourn the meeting.
Motion carries by unanimous vote.

XVII. **Professional Development – Mercury and Gym Floors - POSTPONED**

There will be a short presentation by Josh Cupriks, a Certified Industrial Hygienist of WCD Group on how to best identify and manage rubber gym floors that may or may not have been set using mercury adhesive. Member attendance is voluntary.

A handwritten signature in black ink, consisting of a stylized 'R' followed by a large 'M' and a horizontal line extending to the right.