

**Burlington County Insurance Pool Joint Insurance Fund**  
**Voorhees Township BOE – Administration Offices**  
**329 Route 73**  
**Voorhees, NJ 08043**

**Wednesday, May 9, 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 May 9, 2018 beginning at 2:04 p.m., Ms. McClain, 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. **2017-2018 Trustees answering to roll call were:**

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)  
Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District

**2017-18 Trustees absent were:**

Robert J. Wachter, Jr., Mt. Laurel Township BOE, President (SPELL Alternate #2)

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

Dennis Nettleton, Ewing Township Public Schools  
Joanne D'Angelo, Moorestown Township Public School District/Delanco BOE

**2017-18 Alternate Trustees absent were:**

None

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

Eloi Richardson, Bordentown RSD  
John Recchinti, Evesham Township School District  
Jennifer Gauld, Haddon Township BOE  
Constance L. Stewart, Lenape Regional HSD  
Greg Gontowski, Magnolia PS/Merchantville BOE/Mt Ephraim BOE/Woodlynne BOE  
Michael Colling, Medford Lakes School District

Marie Goodwin, Medford Township Public Schools  
Bernard Biesiada, Millstone BOE, arrived at 1:19 pm  
Christopher Eberly, Mount Ephraim BOE  
Amy Lerner, North Hanover Township School District, arrived at 1:19 pm  
Jodi Lennon, Riverside Township BOE  
Laura Archer, Shamong Township School District  
Casey DeJoseph, Springfield Township BOE  
Jessica DeWysockie, Tabernacle Township School District

**2017-18 Delegates absent were:**

Raymond Coxe, Burlington City BOE  
James Heiser, Delanco Township BOE  
Marian Smith, Eastampton Township BOE  
Diana Schiraldi, Eastern Camden County RSD  
John Deserable, Haddonfield BOE  
Debbie Donnelly, Mercer County SSSD/Mercer County Area Vocational Technical Schools  
Evon DiGangi, Mount Holly Township Public Schools  
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  
Melissa Dammer, Voorhees Township BOE

**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  
James D. Weber, Assistant Safety Coordinator – Risk Assessment Services, LLC  
Karen Beatty, Client Service Manager – Qual-Lynx, Inc.

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

Danielle Colaianni, Hardenbergh – Collingswood/Eastern Camden County/Haddon Township/Oaklyn  
Steve Walsh, EJA/Capacity – Bordentown/North Hanover/Westampton

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

A motion was made by Mr. Fanuka, seconded by Mr. Kaz 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 2017-25** to approve Payment Authorization Request(s) as presented in Closed Session.

Motion by Mr. Kaz, seconded by Mr. Richardson to approve resolution 2017-25 Payment Authorization Requests as reviewed in Closed Session. Ms. Coleman abstains. Motion carries by majority vote.

VI. Approval of Minutes – **ADOPTION**

Motion by Mr. Fanuka, seconded by Mr. Kaz to approve the Minutes of the March 14, 2018 meeting as presented. Motion carried by unanimous vote.

Budget Hearing – **MOTION REQUESTED**

A. Motion by Mr. Fanuka, seconded by Mr. Kaz to open to the public the Budget Hearing for 2018-2019. Motion carried by unanimous vote.

B. Motion by Mr. Fanuka. Seconded by Mr. Kaz to close to the public the Budget Hearing for 2018-2019. Motion carried by unanimous vote.

C. 2018-2019 Budget – **ADOPTION**

Motion by Mr. Fanuka, seconded by Mr. Kaz to adopt the 2018-2019 Budget as presented. Motion carried by unanimous vote.

VII. Election of Trustees, Alternates, SPELL Delegates

Nominating Committee Recommendations - **MOTION REQUESTED**

Motion by Ms. Clement, seconded by Ms. Godfrey to Accept Other Nominations. Motion carried by unanimous vote.

**MOTION REQUESTED** – Motion by Ms. Godfrey, seconded by Ms. Clement to Close Nominations. Motion carried by unanimous vote.

**MOTION REQUESTED** – Motion by Mr. Fanuka, seconded by Ms. Godfrey 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 Mr. Fanuka, seconded by Ms. Godfrey – to Elect:

**President** – Cynthia McClain, Voorhees Township BOE

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

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

Motion carried by unanimous vote.

IX. Professional Reports

A. Attorney

Mr. Greco reviewed his report regarding School Exemption from Local Planning Board Approvals.

B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pendings Report (as of 4/30/18), the Notice of Subrogation Abandonment, the Open Subrogation Report and the Lessons Learned from Losses-Field Day Safety. Mr. Wilkie asked that everyone share the Lessons Learned with your Superintendents and Administrative Teams.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary as of 4/27/18, the Average Days to Report as of 4/27/18, the Transitional Duty Summary Report as of 4/27/18 and the Memo-Suggested Provider Panel Changes.

D. Student Accident Program – NO REPORT

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. **2018-19 Membership Renewals – MOTION REQUESTED**

Mr. Wilkie noted that resolutions have been received from fourteen (14) districts up for membership renewal on July 1, 2018. Motion is requested to accept and approve the membership renewal Resolutions received from the following districts: **Burlington City, Collingswood, Ewing Township, Haddonfield, Lenape Regional, Lumberton, Magnolia, Medford Township, North Hanover, Northern Burlington, Oaklyn, Springfield Township, Tabernacle Township and Voorhees Township.**

Mr. Wilkie also noted that Mount Holly has decided not to renew their membership with the BCIP JIF.

b. **NJSIA Workers' Compensation Conference**

Mr. Wilkie reviewed the New Jersey Self-Insurers' Association, which will hold their spring conference on May 9-11, 2018 in Atlantic City. We are pleased to be joined by 24 Claim Coordinators and School Business Administrators from our SPELL JIF members: 8 from ACCASBO, 11 from BCIP and 5 from GCSSD.

c. **2018 Annual NJASBO Spring Dinner Meeting – June 6, 2018**

Mr. Wilkie noted that due to a family commitment the night of the Spring dinner, he wanted to thank Mr. Fanuka at this time for his many years of service to the fund. He further noted that the Annual Spring Dinner Meeting would be on June 6, 2018 at Buddakan 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 7, 2018. Responses are due by Friday, May 25, 2018.

d. **Mold, Environmental and IAQ Best Practices – July 18, 2018**

Mr. Wilkie noted that this annual one-day seminar will be held on **Wednesday, July 18, 2018 from 8:00 am until noon at the DoubleTree in Mount Laurel.** Invitations will be emailed to all districts in mid-May. We have applied for CEUs from the New Jersey Building & Grounds Association. There will be pertinent information for all in attendance.

e. **Boiler Operator Refresher Training – August 15, 2018**

Mr. Wilkie reminded all in attendance of this training by Traveler's Insurance, the JIF's boiler and machinery carrier, which 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 15<sup>th</sup> at Collingswood High School, 424 Collings Avenue, Collingswood, NJ 08108.** Invitations will be emailed to all districts by the end of May.

f. **SPELL JIF Joint Retreat – September 26-28, 2018**

Mr. Wilkie noted that we are in the planning stages for a Joint Retreat to be held on **September 26<sup>th</sup> (Wed) through September 28<sup>th</sup> (Fri), 2018 at Congress Hall in Cape May.** Please mark your calendars! Further information will be provided in the coming months.

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

The annual dinner will be held on **Wednesday, December 5, 2018 at The Mansion in Voorhees.** Please mark your calendars.

h. **Items Updated on SPELLJIF.COM**

**All contact lists and other information will be updated in July, after the 2018-19 Fund Year begins.**

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 contact Annette Reap at (856) 446-9139 or via email at [Annette\\_Reap@ajg.com](mailto:Annette_Reap@ajg.com) our office if you would like to change or add a user for the website.

i. **Maintaining Safe Schools**

*The April 2018 issue has been sent by email to the Business Administrators of all member districts.*

j. **Key Dates**

- NJ Self-Insurers' Spring Conference – 5/9-11/2018 @ Harrah's in Atlantic City
- SPELL JIF Reorg Meeting – 5/24/18 – 9:30 am @ AJG Offices/Marlton
- No JIF Meetings in June, July or August
- Annual Spring Dinner Meeting – 6/6/2018 @ Buddakan Restaurant
- 6<sup>th</sup> Annual Mold/Environmental Management Seminar – 7/18/18 @ the DoubleTree Hotel/Mount Laurel
- Boiler Operator Refresher Training – 8/15/18 @ Collingswood HS
- Next BCIP JIF Meeting: 9/12/18 @ the Voorhees Township BOE Administration Building
- SPELL JIF Joint Retreat – 9/26-28/18 @ Congress Hall in Cape May

**2. UNDERWRITING AND FINANCE DIRECTOR**

a. **District/Fund Status**

Mr. Hoffman reviewed the current financials for the Fund Year 2017-2018 with 10 months of activity as of April 30, 2018.

b. **2018-2019 Renewal**

Mr. Hoffman updated the Delegates on the renewal process for the 2018-2019 Fund year.

c. **SPELL Meeting Minutes**

The minutes from the SPELL meeting held on February 2, 2018 are provided for your information.

d. **RMC Resolutions and Agreements**

Mr. Hoffman noted that RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on March 19, 2018 with a May 15, 2018 due date. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2018-2019 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jennifer Fox.

e. **2018-2019 Contribution Notices**

Mr. Hoffman reminded the Delegates that premium billings for the 2018-2019 fund year will be emailed to all districts by June 1, 2018. All premium contributions are due by July 16, 2018 to the Fund Treasurer, Jodi Lennon.

f. **Surplus Return Resolutions**

Mr. Hoffman noted that surplus return resolutions will be sent to eligible current and former members by June 1, 2018. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri no later than June 30, 2018.

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. 2017-2018 Administrative Matter Defense Reimbursement**

Ms. 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 2016-2017 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, 2018. Ms. Fox also noted that only about 50% of the JIF districts take advantage of this benefit.

**h. Certificates of Insurance**

An email will be sent to each district by June 1, 2018 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. You will find that this procedure will be much easier in the new module and the turnaround time will be much quicker. When you log in to renew certificates you will notice that all certificates of insurance processed in the old system from July until we went live in December in the new system will be there. If you have any questions, please contact Jennifer Fox at (856) 446-9133.

**i. Auto ID Cards**

Auto ID Cards will be mailed to all districts by the end of June for the 2018-2019 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. Ms. Fox also noted that the Motor Vehicle Commission does not accept photocopies of insurance cards so please make sure that the actual card is available for each vehicle that was noted on the renewal.

**j. Safety Incentive Program Winners- Reimbursement Procedure**

A Safety Incentive Program Winner Reimbursement Procedure notice was sent to all districts that have qualified for an award in the 2016-2017 program. Ms. Fox noted that 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. Ms. Fox also reminded the group that you can roll your reimbursement over once to make a larger purchase the following year.

**k. Certificates of Insurance Report from 3/01/18-4/30/18-enclosed**

Ms. Fox noted that by July 1<sup>st</sup>, on the website, there will be a box under the certificates of insurance that asks if the certificate is a renewal from the prior year. This will greatly speed up the process of getting a certificate of insurance.

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

Mr. Geitz reviewed the March/April Activities and May/June Agenda as well as the Safety Incentive Program Status Report.

**G. Treasurer - MOTION REQUESTED**

Motion by Mr. Fanuka, seconded by Mrs. Godfrey, to approve the April Approval Memo and Bill List, the May Bill List and the February/ March 2018 Treasurer's Report as presented. Motion carried by unanimous vote.

Mrs. Godfrey also wanted to note all the time that Mrs. Lennon had devoted to getting the interest rates on our accounts from 0.1% to 1.7%. All were very grateful for the effort.

H. Committee Meetings

Mr. Wilkie reviewed the minutes from the April 26, 2018 Finance Committee Meeting

**MOTION REQUESTED** – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.

Motion by Mr. Fanuka, seconded by Mrs. Lennon to adjourn the regular meeting at 2:35 pm. Motion carried by unanimous vote.

Motion by Mr. Fanuka, seconded by Mrs. Godfrey to call to order the Annual Reorganization Meeting at 2:35 pm. Motion carried by unanimous vote.

X. Roll Call

A. **2018-19 Trustees answering to roll call were:**

Cynthia McClain, Voorhees Township BOE, President  
Kathleen Huder, Lindenwold BOE, Vice President  
Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District, Secretary  
Mark Stratton, Haddon Heights BOE, left at 2:42 pm  
Joanne E. Clement, Clementon BOE, left at 2:42 pm  
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee #2)  
Dennis Nettleton, Ewing Township Public Schools  
Joanne D'Angelo, Moorestown Township Public School District

**2018-19 Trustees absent were:**

Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Alternate #2)

**2018-19 Alternate Trustees answering to roll call were:**

Greg Gontowski, Magnolia Public School/Merchantville BOE/Woodlynne BOE  
Jennifer Gauld, Haddon Township BOE

**2018-19 Delegates**

Eloi Richardson, Bordentown RSD  
John Recchinti, Evesham Township School District  
Constance L. Stewart, Lenape Regional HSD  
Thomas J. Fanuka, Lumberton Township BOE  
Michael Colling, Medford Lakes School District (SPELL Alternate #1)  
Marie Goodwin, Medford Township Public Schools  
Bernard Biesiada, Millstone BOE  
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Amy Lerner, North Hanover Township School District  
Jodi Lennon, Riverside Township BOE  
Laura Archer, Shamong Township School District  
Barbara Godfrey, Southampton Township BOE  
Casey DeJoseph, Springfield Township BOE  
Jessica DeWysockie, Tabernacle Township School District

**2018-19 Delegates absent were:**


Raymond Coxe, Burlington City BOE

James Heiser, Delanco Township BOE  
Marian Smith, Eastampton Township BOE  
Diana Schiraldi, Eastern Camden County RSD  
John Deserable, Haddonfield BOE  
Debbie Donnelly, Mercer County SSSD/Mercer County Area Vocational Technical Schools  
Evon DiGangi, Mount Holly Township Public Schools  
Tracy McGuire, Westampton Township Public Schools

- XI. 2018-19 Oaths of Office
- A. President
  - Vice President
  - Secretary
  - Trustees (6)
  - Alternate Trustees (2)
- XII. 2018-19 Reorganization Resolutions – **ADOPTION**  
Motion by Mr. Fanuka, seconded by Mrs. Godfrey, to adopt resolutions 2018-01 to 2018-14. Motion carried by unanimous vote.
- A. Reorganization Resolutions
    1. 2018-01 Appointing Professional Staff
    2. 2018-02 Adopting Procedures in Compliance with the Open Public Meetings Act
    3. 2018-03 Adopting Fiscal Policies and Procedures
    4. 2018-04 Designation of Signatories-Operating Account
    5. 2018-05 Designation of Signatories-Claim Imprest Account
    6. 2018-06 Designating the Public Agency Compliance Officer
    7. 2018-07 Appointing Defense Attorneys
    8. 2018-08 Appointing Panel Physicians
    9. 2018-09 Appointing Certifying and Approving Officer
    10. 2018-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months
    11. 2018-11 Designation of Signatories-Disbursement Vouchers
    12. 2017-12 Approving the Risk Management Program
    13. 2018-13 Affirming Fund Policies
    14. 2018-14 Designating Public Records Custodian
  - B. Committee Appointments (Discretion of the Fund President)  
President McClain will notify Delegates and Trustees of their assignments over the summer.
- XIII. Motion to Adjourn the Reorganization Meeting  
Motion by Mrs. Lennon, seconded by Mr. Fanuka, to adjourn the Reorganization meeting at 2:40 pm. Motion carried by unanimous vote.
- XIV. **MOTION REQUESTED - Resolution 2018-15**  
Motion by Mrs. Lennon, seconded by Mrs. Godfrey, to meet in Closed Session on September 12, 2018 at the Voorhees Township Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043. Motion carried by unanimous vote.
- XV. Miscellaneous Business and Public Comment  
Mr. Fanuka noted that a lot of school nurses and employees are trying to file workers compensation claims and that guidance needs to be given. Discussion ensued.



- XVI. **MOTION REQUESTED** – To Adjourn  
Motion by Mr. Fanuka, seconded by Mr. Kaz, to adjourn the meeting at 2:43 pm. Motion carried by unanimous vote.

  
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Fund Secretary