

Burlington County Insurance Pool Joint Insurance Fund
Lenape RHS Administration Building
93 Willow Grove Road
Shamong, New Jersey 08088

Wednesday, November 8, 2017 - 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 Lenape RHS Administrative Building, 93 Willow Grove Road, Shamong, New Jersey, on Wednesday November 8, 2017 beginning at 1:44 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)
Mark Stratton, Haddon Heights BOE, Secretary
James H. Hager, Lenape RHSD
Thomas J. Fanuka, Lumberton Township BOE (SPELL Chair/Trustee #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:

Cynthia McClain, Voorhees Township BOE, Vice-President
Barbara Godfrey, Southampton Township BOE (SPELL Alternate #1)

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
Jennifer Gauld, Haddon Township BOE
John Deserable, Haddonfield BOE
Greg Gontowski, Magnolia PS/Merchantville BOE/Mt Ephraim BOE/Woodlynne BOE
Michael Colling, Medford Lakes School District
Marie Goodwin, Medford Township Public Schools
Tanya Dawson, Mercer County SSSD/Mercer County Area Vocational Technical Schools
Bernard Biesiada, Millstone BOE
Joanne D'Angelo, Moorestown Township Public School District
Amy Lerner, North Hanover Township School District

Jodi Lennon, Riverside Township BOE
Laura Archer, Shamong Township School District
Jessica DeWysockie, Tabernacle Township School District
Tracy McGuire, Westampton Township Public Schools

2017-18 Delegates absent were:

Raymond Coxe, Burlington City BOE
Marian Smith, Eastampton Township BOE
Diana Schiraldi, Eastern Camden County RSD
John Recchinti, Evesham Township School District
Christopher Eberly, Mount Ephraim BOE
Evon DiGangi, Mount Holly Township Public Schools
Casey DeJoseph, Springfield Township BOE

District Personnel present:

Steve Burns, Assistant Business Administrator, Haddonfield BOE
Michael Catalano, Business Office, Haddonfield BOE

B. Fund Professionals answering to roll call were:

Craig H. Wilkie, Area Vice President – AJGRMS, Inc.
Scott C. Tennant, Area Vice President – AJGRMS, Inc.
Bradford Hoffman, Area Vice President – 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
Karen Conway, 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

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

A motion was made Ms. D’Angelo, seconded by Ms. Clement 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 2017-18 to approve Payment Authorization Request(s) as presented in Closed Session.**

Motion by Mr. Fanuka, seconded by Mrs. Lennon to approve resolution 2017-18 Payment Authorization Requests as reviewed in Closed Session. Motion carried with the exception of Mr. Kaz, who abstained.

VI. Approval of Minutes – ADOPTION

Motion by Mrs. Lerner, seconded by Mr. Kaz to approve the minutes of the September 13, 2017 minutes as presented. Motion carried by unanimous vote.

VII. Special Presentation

President Wachter presented to Mr. Hager a plaque from the BCIP JIF on his retirement as a thank you for all his years of service to the JIF.

VIII. Professional Reports

A. Attorney

Mr. Greco reported on a recent case regarding Bullying. He noted that the district could be held liable for post-traumatic stress disorder for acts occurring before the student attends your schools.

B. Claims Administrator

Mr. Roselli reviewed the personnel changes that are being made at Qual-Lynx along with new hires that will make each department fully staffed. He then reviewed the subrogation abandonment report and the open subrogation report. Mr. Roselli also reviewed the lessons learned from losses on reporting claims. Finally, he explained the iVOS reporting software used by Risk Console which can produce customizable reports for each district. Qual-Lynx will be introducing the system in January. Mr. Roselli noted that special one-time reports will also be able to be requested by members.

C. Managed Care Provider

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

D. Student Accident Program

No Report.

D. Executive Director /Underwriting & Finance Director Reports

1. EXECUTIVE DIRECTOR

a. 2018-19 Membership Renewals

Mr. Wilkie noted 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. Mr. Wilkie asked that if you are scheduled to renew and you have any questions, please let Mr. Tennant know so that all questions can be worked out ahead of time.

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

b. Boiler Operator Training

Mr. Wilkie reported that Traveler's Insurance, the carrier, provided this training on August 9, 2017 for the SPELL membership. The SPELL has agreed to request this training again next year.

c. State of the JIF Dinner – New Venue

Mr. Wilkie reminded everyone of the new location for the State of the JIF Dinner. He also noted that while the venue has complimentary valet parking, the JIF has requested of the venue not to offer it for our dinner. This is to help alleviate any concern on the part of Board members that may arise regarding this service and cost concern.

The annual dinner has been scheduled for **Wednesday, December 6, 2017** at The Mansion in Voorhees. Please respond to the JIF Administrator's office immediately if you have not already done so.

NJSBA/NJASBO/NJASA Fall Conference Update

Mr. Wilkie advised that the SPELL JIF exhibit booth was well received at the Conference. The booth location was very good and we were able to meet and speak with several Board Members from our districts that stopped by the booth, as well as Delegates, and it was appreciated.

d. Mold/Environmental Management Workshop

Mr. Wilkie noted that the new venue for the mold seminar was well received and will be utilized going forward. The SPELL has approved funding for this very important workshop again in 2018-19. We will begin to plan for this educational seminar for next July 2018. Tentative date is Wednesday, July 18, 2018 at the DoubleTree in Mount Laurel. Please remember to report every mold claim to the Environmental Carrier using the reporting form and instructions on SPELLJIF.COM, found under the Claims tab.

e. SPELL JIF Joint Retreat Attendee Evaluations

Mr. Wilkie reported that the survey results from the Joint Retreat were reviewed by the SPELL Board of Trustees. The SPELL has approved funding the joint retreat again in September 2018. We will move forward with the planning of this event. Possible dates are September 26-28, 2018.

f. NJSIA Workers' Compensation Conference

The SPELL JIF has approved covering the expense for attendance at the 2018 Conference. More information will be provided to the members when it becomes available and a date has been determined. Mr. Wilkie noted that the dates have been announced for the conference and they are May 9, 10, 11, 2018.

g. SPELL JIF Information Technology Advisory Committee

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 should occur in January, 2018.

h. SPELL HR Helpline

Attached is Enquiron's Client Engagement Summary through 9/30/17 for the SPELL JIF.

i. Items Updated on SPELLJIF.COM

The SPELLJIF.COM website has been updated to reflect the 2017-2018 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.

The Member Login section of the site has been transitioned to a new design and platform.

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 September and October 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 State of the Fund Dinner – Wednesday, 12/6/17 - 6:00 pm at The Mansion in Voorhees
- Next BCIP Meeting – Wednesday, 1/10/18 – 1:15 pm at the Voorhees Administration Offices

2. UNDERWRITING AND FINANCE DIRECTOR

a. District/Fund Status

Mr. Hoffman went over the financial status of the fund year for 2016-2017 and as of October 31, 2017.

b. SPELL JIF Meeting Minutes

The approved meeting minutes from the May 25, 2017 SPELL JIF Meeting are included.

c. 2018-2019 Exposure Renewal and Budget Process

Mr. Hoffman noted that New Jersey is in the same rating category as Florida and expects some increases in our insurance lines due to the recent events in Florida. *Renewal packets* will be emailed to all members. We ask that you forward all requested information (including the completed packet, a complete copy of your audit for year ending June 30, 2017 and the current ASSA) to the Executive Director's office, attention, Jennifer Fox. It is critical that every member district complete and forward needed information. The process is simple and usually involves little time. If you have any questions please contact Jennifer Fox at (856) 446-9133.

d. 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 JIF Dinner. Reimbursement requests are due by May 30, 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.

e. Financial Award Winners

Financial Awards will be paid on the January 2018 bill list for all districts that have qualified for a financial award for the 2016-2017 fund year.

- f. Certificates of Insurance Report from 9/1/17 – 10/31/17.** Mr. Tennant reviewed information regarding wording changes that are being added to the Certificates of Insurance. He recommended that additional language be added to purchase orders in regards to bids as well.

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

Mr. Geitz reviewed the safety activities that have occurred during September and October 2018. He also noted that nominations for the Safety Star award winners will be accepted through the end of the day on November 8, 2017 and that the winner will be announced at the State of the JIF dinner on December 6, 2017.

G. **Treasurer**

Motion made by Mr. Fanuka, seconded by Mr. Kaz, to approve the October memo and Bills List, the November Bill List and the Treasurer reports for August 2017 and September 2017 as presented. Motion carried by unanimous vote.

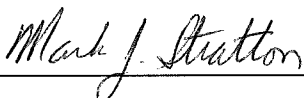
H. **Committee Meetings**

1. Strategic Planning – 9/13/17. Mr. Wilkie reviewed the strategic planning committee minutes and the updates that are coming down the road regarding certificates of insurance.
2. Claims Management – 11/1/17. Mr. Wilkie updated the group regarding the Claims Management meeting that was held. Mr. Tennant also reviewed the alternate recovery options regarding opioids. He also noted that the JIF is looking to do training with providers to better ensure success of the patient. Mr. Willkie also noted that an audit was conducted by Great American, our re-insurer; of Qual-Lynx and that the results were very good.

IX. **MOTION** by Ms. Clement, seconded by Mr. Fanuka approving **Resolution 2017-19** to meet in Closed Session on January 10, 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 – None.

XI. **MOTION** by Mr. Fanuka, seconded by Mrs. Lennon, to adjourn the meeting at 2:24 pm. Motion carried by unanimous vote.



Mark Stratton, Fund Secretary