

Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Offices

329 Route 73

Voorhees, New Jersey 08043

Wednesday, November 13, 2019 - 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 November 13, 2019 beginning at 1:47 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

A. 2019-20 Trustees

Kathleen Huder, Lindenwold BOE, **President**
Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **Vice President**
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
Jennifer Gauld, Haddon Township BOE

2019-20 Trustees absent were

Dennis Nettleton, Ewing Township Public Schools, **Secretary**
Joanne D'Angelo, Moorestown Township Public School District
John Recchinti, Evesham Township School District

2019-20 Alternate Trustees

Michael Colling, Medford Lakes School District (SPELL Alternate)
Marie Goodwin, Medford Township Public Schools

2019-20 Delegates

Eloi Richardson, Bordentown RSD
Andrew Polo, Chesterfield BOE
James Heiser, Delanco Township BOE
Steve Burns, Haddon Heights BOE
Michael Catalano, Haddonfield BOE
Constance L. Stewart, Lenape Regional HSD
Mark Leung, Lumberton Township BOE
Lisa, Mercer County SSSD/Area Vocational Technical Schools
Christopher Eberly, Mount Ephraim BOE
Jodi Lennon, Riverside Township BOE
Casey DeJoseph, Southampton Township BOE
Dave Gorski, Springfield Township BOE

Jessica DeWysockie, Tabernacle Township School District
Helen Haley, Voorhees Township BOE
Karen Greer, Westampton Township Public Schools

2019-20 Delegates absent were

Deborah Roncace, Audubon PS
Raymond Coxe, Burlington City BOE
Valerie Carmody, Interim, Clementon BOE
Marian Smith, Eastampton Township BOE
Diana Schiraldi, Eastern Camden County RSD (SPELL Alternate)
Amy Lerner, North Hanover Township School District
Bernard Biesiada, Millstone BOE
Laura Archer, Shamong Township School District

2019-20 District personnel were

Fran Mulryne, North Hanover Township School District
Chifonda Henry, Assistant BA Bordentown RSD
Christina Moskal, Ewing Township Public Schools

B. Fund Professionals

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher
Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
Annette Reap, Executive Coordinator - RPA, a division of 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

Arthur J. Gallagher - Millstone
Barclay Group - Chesterfield
EJA Capacity – Bordentown/North Hanover
Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon
Township/Haddon Heights/Lindenwold/Magnolia/Merchantville/Oaklyn

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

Motion by Ms. Gauld, seconded by Ms. Coleman, to open 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 carries by unanimous vote.

V. MOTION REQUESTED - Resolution 2019-18 to approve Payment Authorization Request(s) as presented in Closed Session.

Motion by Ms. DeJoseph, seconded by Mr. Kaz, to approve Resolution 2019-18 Payment Authorization Requests as presented in Closed Session. Motion carries by unanimous vote.

VI. Approval of Minutes – ADOPTION

Motion by Ms. Gauld, seconded by Mr. Wachter, to approve the minutes of the September 11, 2019 meeting as presented. Motion carries by unanimous vote.

VII. Professional Reports

A. Attorney-Interactive Process. Mr. Greco reported on an article regarding Disability Accommodations and factors that lead to employer liability.

B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pendlings Report (as of 10/31/19), the Open Subrogation Report (as of 10/31/19) and the Lessons Learned from Losses-Reporting Claims. Mr. Roselli reminded everyone to please call in to 1-888-342-3839 to report workers compensation issues. Mr. Roselli noted that this would be faster than emailing or facing information in and possibly getting lost. This phone number is staffed 24 hours a day.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary (as of 10/31/19), the Average Days to Report (as of 10/31/19) and the Transitional Duty Report (as of 10/31/19).

D. Student Accident Program

No Report

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

a. **2020-21 Membership Renewals**

Mr. Wilkie noted that seventeen (17) districts are up for membership renewal on July 1, 2020. They include Audubon, Bordentown, Delanco, Eastampton, Eastern, Haddon Township, Lindenwold, Medford Lakes, Mercer County SSSD, Mercer County Vo-Tech, Merchantville, Millstone, Moorestown, Shamong, Southampton, Westampton and Woodlynne.

Mr. Wilkie reminded everyone that districts renew their membership in the Fund by executing a Renewal Resolution through their local Board of Education. In August 2019, renewing members were contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process.

Mr. Wilkie further noted that to date, Membership Renewal Resolutions have been received from Medford Lakes, Mercer County SSSD, Merchantville, Westampton and Woodlynne.

b. **AGRIP Fall Conference**

Mr. Wilkie noted that included in the agenda packet are reports from Tom Grossi (ACCASBO) and Cherie Bratty (GCSSD), who attended the fall conference in Cleveland, OH.

c. **NJSBA/NJASBO/NJASA Fall Conference Follow-up**

Mr. Wilkie noted 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 your districts that stopped by the booth, as well as Delegates, and it was appreciated.

d. **2019 State of the JIF Dinner**

Mr. Wilkie reminded all delegates that the annual dinner has been scheduled for Wednesday, December 4, 2019 at The Mansion in Voorhees. Mr. Wilkie noted that the

invitations were sent out electronically on November 6, 2019 with a due date of November 20, 2019.

We will recognize all districts for their efforts, but make special recognition of those districts that have won safety awards and managed claims well.

e. **NJSIA Workers' Compensation Conference**

Mr. Wilkie reminded the delegates of the valuable information that is provided at the Workers Compensation Conference and that the SPELL JIF has approved covering the expense for attendance at the 2020 Conference. More information will be provided to the members when it becomes available. The dates are May 12-14, 2020 at Harrah's.

f. **2020 PRIMA Conference**

Mr. Wilkie noted that the next PRIMA Conference is being held from Sunday, June 14 through Wednesday, June 17, 2020 in Nashville, TN. If you are interested in attending this resource, please let Mr. Wilkie or Mrs. Reap know as soon as possible. Discussion is encouraged on the Conference and the number of members who are interested in attending. Please notify the Executive Director's office in writing or via email to Annette Reap at Annette.Reap@riskprogramadministrators.com if you are interested in attending no later than January 31, 2020. Information on the Conference will be provided via email when it becomes available.

Future PRIMA Conferences: 2021 Milwaukee, WI – June 13-16.

g. **Mold/Environmental Management Workshop**

Mr. Wilkie noted that the SPELL has approved funding for this very important workshop again in 2020-21. We will begin to plan for this educational seminar for next July 2020. Tentative date is Wednesday, July 15, 2020. 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.

h. **Cyber Security Symposium**

Mr. Wilkie noted that the SPELL JIF IT/Cyber Risk Management Committee held its first risk management symposium focused on managing cyber security risk in school districts at the DoubleTree Suites in Mount Laurel. There were over 100 attendees: 28 from ACCASBO, 70 from BCIP and 5 from GCSSD. The SPELL has approved funding to hold again in 2020-21.

i. **SPELL JIF Joint Retreat 2020**

Mr. Wilkie noted that the surveys from the Joint Retreat were reviewed by the SPELL Board of Trustees. The SPELL has approved funding the joint retreat again in September 2020. We will move forward with the planning of this event. Tentative dates are September 23-25, 2020. The planning committee visited a possible new venue in Cape May, The Grand Hotel. Mr. Colling noted that the planning Committee held a meeting at a possible new location and that the facilities have been recently remodeled. The venue looked very nice and that there is a concern regarding the height of the ceiling being a little low in the conference room but that it should be able to be overcome. The committee also ate lunch at the location and enjoyed their selections. The committee is in favor of making the location change. All were in favor as well.

j. **Items Updated on SPELLJIF.COM**

The SPELLJIF.COM website has been updated to reflect the 2019-2020 Fund Year information. Policy information is being updated as it is received. 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.

If you would like to change or add a user to the website, please contact Annette Reap at (856) 446-9139 or via email at Annette_Reap@riskprogramadministrators.com.

k. **Maintaining Safe Schools**

The September and October 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).

l. **Key Dates**

- BCIP State of the Fund Dinner – Wednesday, 12/4/19 - 6:00 pm at The Mansion in Voorhees
- Next BCIP Meeting – Wednesday, 1/8/20 – 1:15 pm at the Voorhees Administration Offices

2. UNDERWRITING AND FINANCE DIRECTOR

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

Mrs. Fox updated the update on Fund Year 2018-19, as of October 31, 2019.

b. **SPELL JIF Meeting Minutes**

Mr. Wilkie noted that the approved meeting minutes from the May 23, 2019 SPELL JIF Meeting are included in the packet for review.

c. **2020-2021 Exposure Renewal and Budget Process**

Mrs. Fox noted that the renewal packets were emailed to all members on November 8, 2019. We ask that you forward all requested information (including the completed packet, a complete copy of your audit for year ending June 30, 2019 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**

Mrs. Fox noted that a Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2018-2019 program after the State of the JIF Dinner. Reimbursement requests are due by May 31, 2020. 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**

Mrs. Fox noted that the Financial Awards will be paid on the January 2020 bill list for all districts that have qualified for a financial award for the 2017-2018 fund year.

f. **Certificates of Insurance Report** from 9/1/19 – 10/31/19 – enclosed

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the September/October Activities and November Agenda, the Safety Incentive Program Update 2019-20 and the Safety Notice-Unauthorized Bus Passengers. Mr. Geitz noted that it's not in the best interest of the member districts or the JIF to have non-students on daily runs. He noted that the most important factor is that it is illegal. Mr. Geitz also reviewed the article about mixing chemicals and employee hazards. Discussion ensued.

G. Treasurer - **MOTION REQUESTED**

Motion by Mr. Wachter, seconded by Mr. Richardson, to approve the October Approval Memo and Bill List, the November Bill List and the Treasurer's Reports (July/August/September 2019). Motion carries by unanimous vote.

H. Committee Meetings

Mr. Wilkie reviewed the minutes of the Strategic Planning – 9/11/2019, IT/Cyber Advisory Committee – 10/3/2019 and the Claims Management – 10/7/2019 meetings. Mr. Heiser also reported on the IT/Cyber Advisory Committee and reminded everyone to be proactive during Budget season concerning cyber. He also asked everyone to please respond to the recent surveys that were sent out from the JIF. Mr. Heiser noted that the committee is planning the cyber symposium for next summer and how to respond if you do have a cyberattack. Regarding the claims committee, Mr. Wilkie noted that the district does have the right to send an employee for treatment where they see fit, and that Qual-Lynx is there for advice if desired.

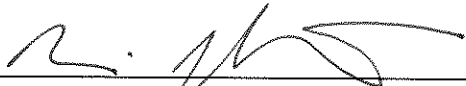
VIII. **MOTION REQUESTED - Resolution 2019-19** Motion by Ms. Gauld, seconded by Mr. Wachter, to meet in Closed Session on January 8, 2020 at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043. Motion carried by unanimous vote.

IX. Miscellaneous Business and Public Comment - NONE

X. **MOTION REQUESTED** – Motion by Mr. Wachter, seconded by Mrs. Lennon, to adjourn the meeting at 2:25 pm. Motion carried by unanimous vote.

XI. **Professional Development - ADDENDUM**

Mr. Tennant lead be a short presentation on the impact of the change to the Statute Of Limitations related to Sexual Abuse and Molestation claims. This is a very serious issue, potentially impacting every member in explosive ways. The Executive Director has already met with the reinsurer, claims team, JIF solicitor and actuary to define the many issues surrounding this change and begin building a best practices claim management response. Member attendance is voluntary, but all members are encouraged to be present.



Dennis Nettleton, Secretary