

Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Offices

329 Route 73

Voorhees, New Jersey 08043

Wednesday, November 14, 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 November 14, 2018 beginning at 1:57 p.m., Ms. McClain, 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. 2018-19 Trustees

Cynthia McClain, Voorhees Township BOE, **President**
Kathleen Huder, Lindenwold BOE, **Vice-President**
Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **Secretary**, left at 2:28 p.m.
Mark Stratton, Haddon Heights BOE
Joanne E. Clement, Clementon BOE
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
Dennis Nettleton, Ewing Township Public Schools
Joanne D'Angelo, Moorestown Township Public School District
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)

2018-19 Alternate Trustees

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

2018-19 Delegates

Eloi Richardson, Bordentown RSD
Patrick Pisano, Chesterfield BOE
James Heiser, Delanco Township BOE
Diana Schiraldi, Eastern Camden County RSD (SPELL Alternate)
John Recchinti, Evesham Township School District
Steve Burns, Haddonfield BOE
Constance L. Stewart, Lenape Regional HSD
Mark Ritter, Lumberton Township BOE
Michael Colling, Medford Lakes School District (SPELL Alternate)
Marie Goodwin, Medford Township Public Schools
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
Bernard Biesiada, Millstone BOE
Christopher Eberly, Mount Ephraim BOE

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
Pat Austin, Tabernacle Township School District
Tracy McGuire, Westampton Township Public Schools

2018-19 Delegates absent were:

Robert Delengowski, Audubon PS
Raymond Coxe, Burlington City BOE
Marian Smith, Eastampton Township BOE

B. Fund Professionals

Craig H. Wilkie, Area Vice President – Gallagher
Bradford Hoffman, Area Vice President – Gallagher
Jennifer Fox, Sr. Account Manager – Gallagher
Annette Reap, Executive Coordinator - 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. Clement, 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 2018-18 to approve Payment Authorization Request(s) as presented in Closed Session.

Motion by Mr. Kaz, seconded by Mrs. Lennon to approve resolution 2018-18 Payment Authorization Requests as reviewed in Closed Session. Motion carries by unanimous vote.

VI. Approval of Minutes – ADOPTION

Motion by Ms. Schiraldi, seconded by Mr. Wachter to approve the Minutes of the September 12, 2018 meeting as presented. Motion carried by unanimous vote.

VII. Professional Reports

A. Solicitor

Mr. Greco reported on Certificates of Insurance and the importance of Districts being named as an additional insured. It is very important that when a District receives a Certificate of Insurance, that the District be named as a primary coverage. Mr. Greco informed all present that RFP's should be re-written to include the new verbiage.

B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pendings Report as of October 2018. He also reviewed the names of some of his staff so that when district personnel contact Qual-Lynx they are aware of who they are speaking with. Mr. Roselli also reviewed the Open Subrogation Report from October 2018 and the Lessons Learned from Losses-Winter Weather Hazards. Mr. Roselli reminded those present of the importance of having a sound snow and ice removal plan so that we are able to keep our staff and visitors safe during the winter period.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary as of 10/31/18, the Average Days to Report as of 10/31/18 and the Transitional Duty Days report as of 10/31/18. Ms. Beatty also noted that US Healthworks has been acquired by Concentra and there is no change in service to the Fund.

D. Student Accident Program – No report

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

Mr. Wilkie noted the upcoming retirements of several Delegates and wished them many years of a happy and healthy retirement.

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.

Districts renew their membership in the Fund by executing a Renewal Resolution through their local Board of Education. In August 2018, renewing members were contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process.

Membership Renewal Resolutions have been received from Evesham Township, Haddon Heights, Mount Ephraim and Mount Laurel. Mr. Wilkie noted that at this time there is no reason to expect that all these districts will not renew with the Fund.

b. 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.

c. State of the JIF Dinner

Mr. Wilkie reminded all present that the annual dinner has been scheduled for Wednesday, December 5, 2018 at The Mansion in Voorhees. Invitations were sent out electronically on November 2, 2018 with a due date of November 21, 2018. Please respond to the JIF Administrator's office immediately if you have not already done so.

We will recognize all districts for their efforts, but make special recognition of those districts that have won safety awards and managed claims well. Mr. Wilkie asked that all Districts please respond as soon as possible so that the plans for the dinner can be finalized.

d. 2019 Annual Spring Dinner Meeting

Discussion is encouraged on the annual spring dinner meeting for 2019. Suggested date is Wednesday, June 5, 2019. The dinner was held last year at Buddakan. A separate invitation will be sent closer to the event date. Everyone is reminded that they are welcome to invite one guest to the dinner meeting. A motion is requested to approve holding the annual spring dinner on June 5, 2019. Mr. Colling made a motion to hold the annual spring dinner at the Buddakan as we have in the past. Discussion ensued regarding looking into Doc's Oyster House. Mr. Colling withdrew his motion and Mrs. Clement motioned, seconded by Mrs. Godfrey to hold the annual Spring dinner on June 5, 2019 and that locations will be researched. Motion passed by unanimous vote.

e. Mold/Environmental Management Workshop

Mr. Wilkie noted that the SPELL has approved funding for this very important workshop again in 2019-20. We will begin to plan for this educational seminar for next July 2019. Tentative date is Wednesday, July 17, 2019 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.

f. SPELL JIF Joint Retreat Attendee Evaluations

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 2019. We will move forward with the planning of this event. Tentative dates are September 25-27, 2019.

g. NJSIA Workers' Compensation Conference

Mr. Wilkie noted that the SPELL JIF has approved covering the expense for attendance at the 2019 Conference. More information will be provided to the members when it becomes available. The dates are May 8-10, 2019 at Harrah's.

h. Resolution 2018-19 Destruction of Claim Files

A motion was made by Mr. Kaz, seconded by Ms. Schiraldi to accept Resolution 2018-19 to authorize the destruction of duplicate claims files for the period of 2006-2009 held by Medlogix, formerly CSG, Inc. Copies of all files are held by the JIF's Claims Administrator, Qual-Lynx. All in favor, motion passed by unanimous vote.

i. Lenape – Connie Stewart

Mrs. Stewart reviewed a security incident that occurred on the first day of school at one of the Lenape Regional High Schools and the attention to detail of a staff member regarding the same person from the prior school year.

j. SPELL JIF Information Technology Advisory Committee

Mr. Wilkie noted that the Committee formed last year and has met four times to discuss various initiatives to help schools achieve their technology goals while at the same time minimizing risk in the effort. The committee will meet again on December 10, 2018 to develop a ½ day Symposium for members being planned for early Spring 2019.

k. SPELLJIF.Com – Forums

Mr. Wilkie reminded those present that the Forums developed on the member side of the SPELL JIF website allow users to interact with each other in a secure platform. The Boundary Respect Education Committee (BREC), StopIt Users Group and the Technology Advisory Committee are three groups with designated Forums. We are currently posting content and encouraging users to engage in discussions, add questions, post relevant news articles, etc.

l. Items Updated on SPELLJIF.COM

Mr. Wilkie reminded those present that 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

m. Maintaining Safe Schools

The October and November 2018 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).

n. Key Dates

BCIP State of the Fund Dinner – Wednesday, 12/5/18 - 6:00 pm at The Mansion in Voorhees

Next BCIP Meeting – Wednesday, 1/9/19 – 1:15 pm at the Voorhees Administration Offices

2. UNDERWRITING AND FINANCE DIRECTOR

a. District/Fund Incurred Losses Report

Mr. Hoffman updated and reviewed the District/Fund Incurred Losses Report as of October 31, 2018 for the 2017/2018 Fund Year.

b. SPELL JIF Meeting Minutes

The approved meeting minutes from the May 24, 2018 SPELL JIF Meeting are included for review.

c. Resolution 2018-20 - SPELL Membership Renewal

A motion by Mr. Kaz, seconded by Mrs. Lennon; to approve Resolution 2018-20 to renew BCIP's membership in the SPELL effective July 1, 2019 through June 30, 2022. All in favor, motion passed by unanimous vote.

d. 2019-2020 Exposure Renewal and Budget Process

Mr. Wilkie reminded all present that renewal packets were emailed to all members on October 19, 2018. We ask that you forward all requested information (including the completed packet, a complete copy of your audit for year ending June 30, 2018 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.

e. Safety Incentive Program Winners-Reimbursement Procedure

Mrs. Fox reminded all present that a Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2017-2018 program after the State of the JIF Dinner. 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.

f. Financial Award Winners

Financial Awards will be paid on the January 2019 bill list for all districts that have qualified for a financial award for the 2017-2018 fund year.

g. Certificates of Insurance Report

Mrs. Fox reviewed the certificates of insurance for the period of 9/01/18–10/31/18 which were enclosed in the packets.

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the September/October Activities, November Agenda, the Safety Incentive Program Criteria 2018-2019 and the Safety Incentive Status Reports for 2018-2019. Mr. Geitz also reminded everyone of the holiday breaks that are soon to be upon us. He noted that it's unfortunate but the JIF has a history of broken piped during this time period due to turning the temperatures down in buildings. These breaks usually occur in the unheated areas of buildings that are affected the most when the outside temperature drops as well as the inside building temperature. Mr. Geitz also noted that unit ventilators are also a common source of the freezing from the dampers that can remain in the open position and freeze the pipes. Mr. Geitz reminded everyone to keep this in mind over the holiday season.

G. Treasurer

Motion by Ms. Donnelly, seconded by Mr. Wachter, to approve the October Approval Memo and Bill List Pages, the November Bill List and the Treasurer's Reports for the period of August 2018 and September 2018. Motion carried by unanimous vote.

H. Committee Meetings

Mr. Wilkie reviewed the Strategic Planning meeting minutes of September 12, 2018. Mr. Wilkie asked that all districts try to report all issues as soon as possible. He noted that the longer the report time, the higher the claim could end up costing the Fund.

VIII. **MOTION REQUESTED - Resolution 2018-21**

Motion by Mrs. Lennon, seconded by Mr. Wachter, to meet in Closed Session on January 9, 2019 at 1:00 pm 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 – To Adjourn**

Motion by Mr. Wachter, seconded by Ms. Gauld, to adjourn the meeting at 2:31 pm. Motion carried by unanimous vote.


Secretary