

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

Wednesday, March 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 March 14, 2018 beginning at 1:56 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)
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
Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District

2017-18 Trustees absent were:

Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee #2)

2017-18 Alternate Trustees answering to roll call were:

None

2017-18 Alternate Trustees absent were:

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

2017-18 Delegates

James Heiser, Delanco Township BOE
Diana Schiraldi, Eastern Camden County RSD
John Recchinti, Evesham Township School District
Jennifer Gauld, Haddon Township BOE
John Deserable, Haddonfield 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
Tanya Dawson, Mercer County SSSD/Mercer County 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
Jessica DeWysockie, Tabernacle Township School District

2017-18 Delegates absent were:

Eloi Richardson, Bordentown RSD
Raymond Coxe, Burlington City BOE
Marian Smith, Eastampton Township BOE
Evon DiGangi, Mount Holly Township Public Schools
Casey DeJoseph, Springfield Township BOE
Tracy McGuire, Westampton Township Public Schools

District Personnel present:

Christina Moskal, Assistant Business Administrator, Ewing Township Public Schools
Steve Burns, Assistant Business Administrator, Haddonfield BOE
Michael Catalano, Business Office, Haddonfield BOE
Debbie Donnelly, Assistant BA, Mercer County SSSD/Area Vo-Tech
Frank DeBerardinis, Voorhees Township BOE

B. Fund Professionals

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

C. Risk Management Consultants

Bonnie Ridolfino, Hardenbergh Insurance Group – Haddon Heights/Merchantville/Magnolia
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 Mrs. Godfrey 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 2017-22 to approve Payment Authorization Request(s) as presented in Closed Session.

Motion by Mrs. Godfrey, seconded by Mrs. Gauld to approve resolution 2017-22 Payment Authorization Requests as reviewed in Closed Session. Motion carried by unanimous vote.

VI. Approval of Minutes – **ADOPTION**

Motion by Mr. Fanuka, seconded by Mrs. Gauld to approve the Minutes of the January 10, 2018 meeting as presented. Motion carried by unanimous vote.

VII. Appointment of a Nominating Committee by Fund President

Mr. Wachter reviewed the BCIP and SPELL term expirations for the year ended June 30, 2018.

VIII. Professional Reports

A. Attorney

In the absence of Mr. Greco, Mr. Wilkie and Mr. Tennant reviewed the seniority scenario and claims by vendors report submitted by Mr. Greco.

B. Claims Administrator

Mr. Roselli reviewed the Adjustor Pending Report and Lessons Learned from Losses Report. He then reviewed the personnel changes that continue to be made at Qual-Lynx and reminded all present that if there are ever any issues; please feel free to call him.

C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary Report included in the agenda.

D. Student Accident Program

Ms. Ridolfino reviewed the Student Accident Insurance and the marketing effort that was done on behalf of the JIF and those member districts that participate in this program. In the end, there was good news for the districts that participate and their renewal rates.

E. Executive Director/Underwriting & Finance Director Report

1. EXECUTIVE DIRECTOR

Mr. Wilkie welcomed and congratulated Mrs. Stewart on her new position as School Business Administrator for the Lenape Regional High School District. Mr. Wilkie also congratulated Ms. Dawson on her new position and introduced Ms. Donnally who will be taking over for Ms. Dawson at the Mercer County Special Services School District and the Mercer County Area Vocational Technical Schools.

a. **2018-19 Membership Renewals**

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.

Districts renew their membership in the Fund by executing a Renewal Resolution through their local Board of Education. In August 2017, 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 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 updated the group that as of the start of the meeting, all districts have renewed with the JIF except for one and they have promised a renewal resolution by the end of March.

b. Certificate of Insurance Module Update

The new COI Module to submit requests for Certificates of Insurance through the SPELL website continues to progress. All 74 member districts are using the system. The Administrator's office continues to work through any issues internally. Member feedback is always welcome. Mr. Wilkie and Mr. Tennant updated the group on the new Certificate of Insurance process.

c. NJSIA Workers' Compensation Conference

The New Jersey Self-Insurers' Association will hold their spring conference on May 9-11, 2018 in Atlantic City. The SPELL JIF has again approved covering the expense for attendance. Last year, a total of 26 claim coordinators and business administrators from our SPELL JIF members attended as follows: 7 from ACCASBO, 15 from BCIP and 4 from GCSSD. An email with all the details was sent to all members on March 8, 2018 with a response date of March 28, 2018. The Conference schedule is included in the agenda packet for your reference.

Mr. Wilkie reviewed the conference and encouraged any member that can attend this to please do so. The JIF believes in the education that is provided and will cover all associated costs and will be hosting a dinner at the event for all those that attend from the respective JIFs.

d. 2018 Annual Spring Dinner Meeting – June 6th at Buddakan

The Annual Spring Dinner Meeting will 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 from the Borgata. Mark your calendars! A separate invitation will be sent out in April.

e. State of the JIF Dinner – MOTION REQUESTED

The annual dinner will be held on **Wednesday, December 5, 2018**. Motion is requested to approve the December 5, 2018 date and to hold at The Mansion in Voorhees.

MOTION by Mr. Fanuka, second by Ms. Clement, approving the date of December 5, 2018 to hold the annual State of the JIF Dinner at The Mansion in Voorhees. Motion carried.

f. Proposed Meeting Dates for 2018-19

Enclosed are proposed meeting dates for the 2018-19 Fund Year. Discussion on meeting location is required. Please review the schedule for any conflicts. We ask for a consensus decision approving the 2018-19 schedule. The final schedule will be listed in a resolution at the May reorganization meeting.

Mr. Wilkie reviewed the proposed meeting dates for next year. All were in agreement with the dates and locations.

g. SPELL HR Helpline (Pages 36-37)

Attached is the Client Activity Summary Report from Enquiron for the current fund year through 2/28/2018.

h. 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.

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.

i. Maintaining Safe Schools

The January, February and March 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).

j. **Key Dates**

- SPELL Meeting – Friday, 4/13/18-9:30 am @ AJG Marlton Offices
- BCIP Reorganization Meeting- 5/9/2018 -1:15 pm @ the Voorhees Township BOE Administration Offices
- NJ Self-Insurers' Spring Conference – 5/9-11/2018 @ Harrah's in Atlantic City
- Annual Spring Dinner Meeting – 6/6/2018 @ Buddakan Restaurant
- PRIMA Conference – 6/3-6/2018 in Indianapolis, IN
- 6th Annual Mold/Environmental Management Seminar – 7/18/18 @ the DoubleTree Hotel/Mount Laurel
- Boiler Operator Refresher Training – 8/15/18 @ Collingswood HS
- SPELL JIF Joint Retreat – 9/26-28/18

Mr. Wilkie reviewed the important dates with the group.

2. UNDERWRITING AND FINANCE DIRECTOR

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

Mr. Hoffman reviewed the reports for the Fund Year 2017-18, as of February 28, 2018.

b. **Financial Audit – June 30, 2017 – MOTION REQUESTED**

Mr. Hoffman reviewed the financials and the audit. We have again received a clean audit and appreciate everyone's assistance. Mr. Wachter thanked Mr. Hoffman for his hard work getting the audit completed and commended on the release of surplus. A motion is requested to accept the June 30, 2017 Financial Audit as prepared by Jim Miles of Bowman & Company. The Finance Committee has reviewed the Audit and recommends acceptance.

MOTION by Ms. Godfrey, second by Ms. Clement, to accept the June 30, 2017 audit as prepared by Bowman & Company. Motion carried.

c. **Resolution 2017-23 Surplus Release – MOTION REQUESTED**

A motion is requested to accept the Finance Committee's recommendation for a surplus release of \$1,000,000 from the 2011-2012, 2012-2013 and 2014-2015 Fund Years.

MOTION by Ms. Godfrey, second by Mr. Fanuka, to accept the Finance Committee's recommendation to release surplus, as listed above. Motion carried.

d. **2018-2019 Exposure Renewal**

Mr. Hoffman noted that the 2018-2019 renewal information has been submitted to the underwriters and is optimistic for a good result.

e. **Safety Incentive Program Winners – Reimbursement Procedure**

A Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that have qualified for an award in the 2016-2017 program. 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.

Mr. Hoffman reminded all in attendance that if they were an award winner, to please submit reimbursements to the Administrator's office as soon as possible.

f. RMC Resolutions and Agreements

RMC Resolutions and Agreements will be emailed to all districts that currently have an RMC shortly. 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 by May 1, 2018.

g. Certificates of Insurance Report from 1/1/18 – 2/28/18 – enclosed.

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the safety training that has taken place over the past few months. He also reviewed the OSHA mandated training requirements. He reminded everyone in attendance that you can use online training but that it cannot be the only training that you give to your staff. A district must supplement the online training with site-specific training as well. The person presenting the training must be qualified to do the training. OSHA does not say who is qualified to do the training, a district must be able to prove that the person is qualified to know the safety and regulatory side of the training being presented. He reminded everyone in attendance to document, document, and document. Mr. Geitz also reviewed Blood-borne pathogens training and that the JIF does not cover the cost of this training as every district is required to do this training and the school nurses are trained and qualified to do the training. Lastly, he reminded everyone to make sure that each school nurse had an exposure control plan.

G. Treasurer - MOTION REQUESTED

Motion by Mr. Fanuka, seconded by Mrs. Clement, to approve the February and March 2018 Bills List and the December 2017 and January 2018 Treasurer Reports as presented. Motion carried by unanimous vote.

H. Committee Meetings

Mr. Wilkie updated the group on the recent committee meetings. Mr. Tennant noted about weapons in schools. He noted that if a district is going to have security, the JIF recommends that an SRO employed by the Township is still the best option. Mr. Tennant noted that the JIF is trying to put together a symposium regarding school security and those that have different security options could speak about them and have it be a learning experience.

IX. Budget Hearing – MOTION REQUESTED –

Motion by Mr. Fanuka, seconded by Mrs. Godfrey, to adopt a preliminary budget for the 2018-2019 fund year. Motion carried by unanimous vote.

X. MOTION by Mr. Fanuka, seconded by Mrs. Schiraldi, approving **Resolution 2017-24** to meet in Closed Session on May 9, 2018 at the Voorhees Township Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043. Motion carried by unanimous vote.

XI. Miscellaneous Business and Public Comment - NONE

XII. MOTION by Mr. Fanuka, seconded by Mrs. Clement, to adjourn the meeting at 2:32 pm. Motion carried by unanimous vote.


