

Burlington County Insurance Pool Joint Insurance Fund
Voorhees Township BOE Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, March 8, 2017

OPEN SESSION 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 the Voorhees Township BOE Administrative Building, 329 Route 73, Voorhees, New Jersey, on Wednesday, March 8, 2017 beginning 1:48 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

2016-2017 Trustees answering to roll call were:

Robert F. Wachter, Mount Laurel Township BOE, President (SPELL Alternate #2)
Mark Stratton, Haddon Heights BOE, Secretary
James H. Hager, Lenape RHSD
Thomas J. Fanuka, Lumberton (SPELL Chair/Trustee #1)
Barbara Godfrey, Southampton Township (SPELL Alternate #1)
Joanne E. Clement, Clementon BOE
Kathleen Huder, Lindenwold BOE
Richard J. Kaz, Jr., N. Burlington County RSD (SPELL Trustee #2)

2016-2017 Trustees absent:

Cynthia McClain, Voorhees Township BOE, Vice-President

2016-17 Alternate Trustees answering to roll call were:

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

2016-17 Alternate Trustees absent were:

Dennis Nettleton, Ewing Township Public Schools

2016-17 Delegates answering to roll call were:

James Heiser, Delanco Township BOE
Joanne D'Angelo, Delanco Township BOE
Diana Schiraldi, Eastern Camden County RSD
John Recchinti, Evesham Township School District
Greg Gontowski, Magnolia Public School/Merchantville BOE/Woodlynne BOE
Michael Colling, Medford Lakes School District
Marie Goodwin, Medford Township Public Schools
Joanne D'Angelo, Moorestown Township Public School District

William Gerson, 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
Tracy McGuire, Westampton Township Public Schools

2016-2017 Delegates absent were:

Raymond Coxe, Burlington City BOE
Marian Smith, Eastampton Township BOE
Jennifer Gauld, Haddon Township BOE
John Deserable, Haddonfield BOE
Tanya Dawson, Mercer County SSSD/Mercer County Area Vocational Technical Schools
Evon DiGangi, Mount Holly Township Public Schools
Bruce Benedetti, Springfield Township BOE

District Personnel:

Christina Moskal, Assistant Business Administrator, Ewing Board of Education
Rose Wang, Assistant Business Administrator, Haddonfield BOE
Frank DeBerardinis, Voorhees School District

Fund Professionals present were:

Craig H. Wilkie, Area Vice President – AJGRMS, Inc.
Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
Annette Reap, Executive Coordinator – AJGRMS, Inc.
Megan Matro, Marketing Specialist – AJGRMS, Inc.
John W. Geitz, Safety Coordinator – Risk Assessment Services, LLC
James D. Weber, Assistant Safety Coordinator – Risk Assessment Services, LLC
Louis J. Greco, Esq. – Fund Solicitor
Chris Roselli, Claims Administrator – Qual-Lynx
Karen Beatty, Client Service Manager – Qual-Lynx, Inc.

Fund Professional absent were:

Scott C. Tennant, Area Vice President – AJGRMS, Inc.
Bradford Hoffman, Area Vice President – AJGRMS, Inc.

Risk Management Consultants present were:

John McCrudden and Bonnie Ridolfino, Hardenbergh Insurance Group, Inc. – Collingswood Public Schools/Eastern Camden County RSD/ Haddon Township BOE/Oaklyn Public School District
Steve Walsh, EJA/Capacity – North Hanover Township BOE/Westampton Township Public Schools

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

Motion made by Mr. Fanuka, seconded by Mr. Kaz to open the voting to all Trustees present and 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 2016-23 to approve Payment Authorization Request(s) as presented in Closed Session.

Motion by Mr. Kaz, seconded by Mr. Fanuka, to approve Resolution 2016-23 Payment Authorization Requests as presented in Closed Session. Motion carried by unanimous vote.

VI. Approval of Minutes

Motion made by Mr. Kaz, seconded by Mr. Fanuka, to approve the January 11, 2017 meeting minutes. Motion carried by unanimous vote

VII. Appointment of Nominating Committee

Mr. Wilkie noted that there are several positions open for an effective date of July, 1, 2017 for the BCIP Trustees/Alternates. If your term is expiring and you would like to continue to serve, please see the nominating committee as soon as possible.

VIII. Professional Reports

Attorney – Mr. Greco highlighted the new requirements of the RICE law. He noted that the notice that was derived from the Kean decision could be emailed to staff as long as there was a way to track that it was received. Mr. Greco also reported on a Labor Law Ruling.

Claims Administrator

Mr. Roselli reviewed the Pending Adjuster and Open Subrogation Reports, as well as Lessons from Losses on Ladder Safety.

Managed Care Provider

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

Student Accident Program

Ms. Ridolfino reviewed the 2017-18 Student Accident Renewal. She reported that there were six districts that were asked to be removed from the plan to bring the cost down for the rest of the group. Coverage will still be available for these districts on an individual basis if they are interested.

1. Executive Director/Underwriting & Finance Director Report

EXECUTIVE DIRECTOR

a. Introduction of New AJG Staff Member

Mr. Wilkie introduced Megan Matro as the new Marketing Specialist.

b. 2017-18 Membership Renewals

Thirteen districts are up for membership renewal on July 1, 2017. Mr. Wilkie noted that all Districts that are up for renewal this year have either already renewed or are in the process of renewing.

c. Cyber Assessment Competition

The SPELL JIF Board of Trustees has chosen Haddon Heights BOE and Washington Township BOE (GCSSD JIF) to receive a cyber assessment performed in district. The actual assessments will be the property of the respective districts and the membership and SPELL JIF will benefit in a white paper describing the risk profile of school districts and possible remedies, together with one or more seminars for members conducted by this office and involving the IT leadership of each assessed district and the assessment team from K2 Intelligence.

d. NJSIA Workers' Compensation Conference

The New Jersey Self-Insurers' Association will hold their spring conference on May 4-5, 2017 in Atlantic City. The Conference schedule is included in the agenda packet for your reference. BCIP members registered, to date, are:

- Maria Tessing, Assistant to BA, Collingswood/Oaklyn
- Christina Moskal, Assistant BA, Ewing
- Jennifer Gauld, BA, Haddon Township
- Rose Wang-Chin, Assistant BA, Haddonfield
- Barbara Nobel, Secretary to BA, Haddonfield
- Tanya Dawson, BA, Mercer County SSSD/Vo-Tech
- Cindy McKenna, Admin Asst, Mercer County SSSD/Vo-Tech
- Mary Csontos, Northern Burlington

Mr. Wilkie noted that if you are still interesting in attending wither the NJSIA Workers Compensation Conference or PRIMA, please let Annette Reap know by Friday March 10, 2017.

e. 2017 PRIMA Conference

The next PRIMA Conference is being held from Sunday, June 4 through Wednesday, June 7, 2017 in Phoenix, Arizona. BCIP members interested in attending are Jodi Lennon, Amy Lerner and Rose Wang. Please notify the Executive Director's office in writing or via email to Annette Reap at Annette.Reap@ajg.com if you are interested in attending as soon as possible.

f. 2017 Annual Spring Dinner Meeting – June 7th at Buddakan

The Annual Spring Dinner Meeting will be on June 7, 2017 at Buddakan in Atlantic City. A separate invitation will be sent as we get closer to the event. 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! Invites will be sent out in April.

g. State of the JIF Dinner

The annual dinner will be held on Wednesday, December 6, 2017. Please save the date. An update will be provided on the search for a new venue.

h. Proposed Meeting Dates for 2017-18

Enclosed are proposed meeting dates for the 2017-18 Fund Year. Mr. Wilkie asked the membership to please review the schedule for any conflicts. The final schedule will be listed in a Resolution at the May reorganization meeting.

i. Items Updated on SPELLJIF.COM

Public Side – **Fund Professionals**

Private Member Side – **Fund Delegates**

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 content of the Member Login section of the site has been reorganized with broader categories.

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

NOTE: If this is your first time logging in prior to July 28th, enter the temporary password: spelljif

Please notify our office if you would like to change or add a user for the website; please contact Annette Reap at the Executive Director's office, via email at Annette.Reap@ajg.com.

j. Maintaining Safe Schools

The February and March 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

- SPELL Meeting- 4/7/17- 9:30a.m. @ the Gallagher office in Marlton
- NJ Self-Insurers' Spring Conference – 5/4-5/17 @ Harrah's in Atlantic City
- BCIP Reorganization Meeting- 5/10/17 -1:15 pm @ the Voorhees Township BOE Administration Offices
- PRIMA Conference – 6/5-8/17 in Phoenix, AZ
- 5th Annual Mold/Environmental Management Seminar – 7/19/17 @ the Double Tree/Mount Laurel
- Annual Spring Dinner Meeting – 6/7/17 @ Buddakan Restaurant
- Boiler Operator Refresher Training – 8/9/17 @ Lenape RHSD
- SPELL JIF Joint Retreat – 9/27-29/17 @ Congress Hall in Cape May

2. UNDERWRITING AND FINANCE DIRECTOR

a. District/Fund Status

Mr. Wilkie gave an update on the Funds' Status regarding loss ratios, as Mr. Hoffman and Mr. Tennant were returning from the AGRIP conference.

b. Financial Audit – June 30, 2016 – MOTION REQUESTED

A motion is requested to accept the June 30, 2016 Financial Audit as prepared by Jim Miles of Bowman & Company. The Finance Committee has reviewed the Audit and recommends acceptance.

Motion by Mr. Fanuka, second by Mr. Kaz, to accept the June 30, 2016 Financial Audit prepared by Jim Miles of Bowman & Company.

c. Resolution 2016-24 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 2005-2006; 2006-2007; 2007-2008; 2008-2009; 2011-2012 and 2012-2013 Fund Years.

Motion by Mr. Fanuka, second by Ms. Coleman, for surplus release, as mentioned above.

d. Resolution 2016-25 Approving Transfers – MOTION REQUESTED

A motion is requested to accept the Finance Committee's recommendation for interyear transfers.

Motion by Ms. Coleman, second by Ms. Schiraldi, approving interyear transfers, as discussed.

e. 2017-2018 Renewal

Ms. Fox provided a verbal update on 2017-18 renewal in Mr. Hoffman's absence. She advised that all member districts have provided the requested information and it has been forwarded to the carriers for review. She advised that district property appraisal reports were distributed at today's meeting.

f. Safety Incentive Program Winners – Reimbursement Procedure

Ms. Fox reported that Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that qualified for an award in the 2015-2016 Safety Incentive Program soon. Reimbursement requests are due by May 31, 2017.

g. RMC Resolutions and Agreements

Ms. Fox advised that RMC Resolutions and Agreements will be emailed to all districts that currently have an RMC shortly and recommended that members add this item to their next meeting to appoint a Risk Management Consultant for the 2017-2018 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jennifer Fox by May 1, 2017.

h. Certificates of Insurance Report from 1/1/17 – 2/28/17 is included in the agenda.

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed his safety reports that were included in the agenda packet.

G. Treasurer - MOTION REQUESTED

The February Approval Memo and Bill List can be found on pages 41-42. The March Bill List can be found on page 43. The Treasurer's Reports for the months ending December 31, 2016 and January 31, 2017 can be found on pages 44-55.

Motion made by Mr. Fanuka and Mr. Kaz, to approve the Bills List and Treasurer's Reports as presented. Motion carried by unanimous vote.

H. Committee Meetings

Mr. Wilkie reviewed the minutes of the recently held Finance Committee and the jointly held Safety and Claims Meeting.

IX. MOTION REQUESTED

Motion by Mr. Fanuka and seconded by Mr. Kaz, to adopt a preliminary budget for the 2017-2018 Fund Year. Motion carried by unanimous vote.

X. MOTION REQUESTED - Resolution 2016-26

Motion by Mr. Fanuka and seconded by Mrs. Lennon, to meet in closed session on May 10, 2017 at the Voorhees BOE Administrative Offices, 329 Route 73, Voorhees, New Jersey, 08088. Motion carried by unanimous vote.

XI. Miscellaneous Business and Public Comment - none

XII. MOTION REQUESTED

Motion by Mr. Fanuka and seconded by Mrs. Lennon, to adjourn the meeting at 2:25 pm. Motion carried by unanimous vote.



Mark Stratton, Fund Secretary