

Burlington County Insurance Pool

Joint Insurance Fund

Teleconferencing meeting via Zoom

Wednesday, May 12, 2021 - 1:30 PM

MINUTES

I. Call to Order of the Open Session

A meeting of the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) was held remotely, via Zoom, on Wednesday May 12, 2021 beginning at 1:53 p.m., with Ms. Coleman, 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 emailing 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. **2020-21 Trustees answering to roll call were:**

Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **President**
Jennifer Gauld, Haddon Township BOE, **Secretary**
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
John Recchinti, Evesham Township School District
Michael Colling, Medford Lakes School District (SPELL Alternate)
Kathleen Huder, Lindenwold BOE (SPELL Alternate)

2020-21 Trustees absent were:

Dennis Nettleton, Ewing Township Public Schools, **Vice President**
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)

2020-21 Alternate Trustees answering roll call were:

Amy Lerner, North Hanover Township School District

2020-21 Alternate Trustees absent were:

Marie Goodwin, Medford Township Public Schools

2020-21 Delegates answering roll call were:

Chifonda Henry, Bordentown RSD
Donna Phillips, Clementon BOE
Victoria LaSalle, Delanco Township BOE
Pat Austin, Interim, Eastampton Township BOE
Kenneth Verrill, Eastern Camden County RSD
Steve Burns, Haddon Heights BOE
Michael Catalano Haddonfield BOE
Constance L. Stewart, Lenape Regional HSD
Bernard Biesiada, Millstone BOE
James Heiser, Moorestown Township Public School District
Christopher Eberly, Mount Ephraim BOE

Jodi Lennon, Riverside Township BOE
Meghann Risell, Springfield Township BOE
Helen Haley, Voorhees Township BOE
Karen Greer, Westampton Township Public Schools

2020-21 Delegates absent were:

Deborah Roncace, Audubon PS
Raymond Coxe, Burlington City BOE
Andrew Polo, Chesterfield BOE
Mark Leung, Lumberton Township BOE
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
Laura Archer, Shamong Township School District
Casey DeJoseph, Southampton Township BOE
Patricia Palmieri, Tabernacle Township School District

B. Fund Professionals answering to roll call were:

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher
Bradford Hoffman, Executive Director – RPA, a division of Gallagher
Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
Louis J. Greco, Esquire – Fund Solicitor
Chris Roselli, Claims Administrator – Qual-Lynx
Karen Beatty, Client Service Manager – Qual-Lynx
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
Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon
Township/Haddon Heights/Lindenwold/Magnolia/Merchantville/Oaklyn
T.C. Irons Agency – Medford Township

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

Motion by Mr. Gontowski, seconded by Ms. Gauld, 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 carried by unanimous vote.

V. MOTION REQUESTED - Resolution 2020-25

Motion by Mr. Gauld, seconded by Ms. Lerner, to approve Payment Authorization Request(s) as presented in Closed Session. Motion carried by unanimous vote.

VI. Approval of Minutes – ADOPTION

Motion by Ms. Huder, seconded by Mr. Biesiada, to approve the minutes of the March 10, 2021 Meeting as presented. Motion carried by unanimous vote.

VII. Budget Hearing

- A. Motion by Ms. Lerner, seconded by Mr. Wachter, to open the floor to public comment on the 2021-2022 Budget. Motion carried by unanimous vote.

Public comment – none

- B. Motion by Ms. Lerner, seconded by Mr. Wachter, to close the floor to public comment on the 2021-2022 Budget. Motion carried by unanimous vote.
- C. Motion by Ms. Huder, seconded by Ms. Gauld, to adopt the 2021-2022 Budget as presented. Motion carried by unanimous vote.

VIII. Election of Trustees, Alternates, SPELL Delegates

- A. Nominating Committee Recommendations

Motion by Ms. Lerner, seconded by Ms. Huder, to accept other nominations from the floor. Motion carried by unanimous vote.

Motions from the floor – none

Motion by Ms. Huder, seconded by Ms. Gauld, to close the floor to additional nominations. Motion carried by unanimous vote.

Motion by Mr. Verrill, seconded by Ms. Huder, to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee report. Motion carried by unanimous vote.

IX. Election of Officers

Motion by Mr. Verrill, seconded by Mr. Wachter, to elect the following slate of Officers for the 2021-2022 Fund Year:

President – Beth Ann Coleman, Collingswood PS/Oaklyn PSD

Vice President – Dennis Nettleton, Ewing Township PS

Secretary – Jennifer Gauld, Haddon Township BOE

Motion carried by unanimous vote.

X. Professional Reports

- A. Solicitor –Mr. Greco reported on a change in the way that New Jersey courts view charging fees for those that represent parents at due process hearings before the Office of Administrative Law and other contested stage of special education IEP process.

- B. Claims Administrator

Mr. Roselli reviewed the Adjuster Pendencies Report – April 2021, the Open Subrogation Report – April 2021, the Emergency PAR Stewardship Report and the Lessons Learned from Losses-September’s Return to School.

- C. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary - April 2021, the Average Days to Report - April 2021 and the Transitional Duty Days – April 2021.

- D. Student Accident Program

1. Status Report..... No Report

- E. Executive Director/Underwriting & Finance Director Report..... Pages 27-29

1. **EXECUTIVE DIRECTOR**

a. **2021-22 Membership Renewals – MOTION REQUESTED**

Mr. Wilkie noted that resolutions have been received from the 16 districts up for membership renewal on July 1, 2021 and 1 district that has early renewed. Mr. Wilkie noted that with the retirement of both the Business Administrator and the Superintendent, Riverside has renewed one year early. Motion is requested to accept and approve the membership renewal Resolutions received from the following districts: **Burlington City, Chesterfield Township, Collingswood, Ewing Township, Haddonfield, Lenape, Lumberton, Magnolia, Medford Township, North Hanover, Northern Burlington County, Oaklyn, Riverside, Springfield, Tabernacle and Voorhees.**

b. **Mold, Environmental and IAQ Best Practices – July 14, 2021**

Mr. Wilkie noted that this annual seminar will be held virtually again this year. A copy of the email invite, agenda and registration details is included in the agenda. This seminar has been approved by the New Jersey Buildings & Grounds Association for 3 CEUs for those who need them.

c. **Boiler Operator Refresher Training – August 10, 2021 – via Zoom**

Mr. Wilkie informed the group that this training has been scheduled for Tuesday, August 10, 2021 from 8:00 am – 11:00 am via Zoom. In the past, this annual training has been conducted by Traveler's Insurance, the JIF's boiler and machinery carrier. Mr. Geitz, the JIF Safety Director, has decided to bring this training in-house and has been working with Joe Biluck to develop the program. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. Invitations will be sent out shortly.

d. **SPELL JIF Joint Retreat – September 22-24, 2021**

Mr. Wilkie noted that as the result of the recent survey, we will begin to plan for an in-person Joint Retreat to be held on **September 22nd (Wed) through September 24th (Fri), 2020 at The Grand Hotel in Cape May.** Further information will be provided in the coming months. Please save the date.

e. **State of the JIF Dinner – Save the Date!**

Mr. Wilkie announced that the annual dinner has been tentatively scheduled for **Wednesday, December 1, 2021 at The Mansion in Voorhees.** Please mark your calendars. As restrictions begin to ease, we will continue to monitor and confirm over the next few months.

f. **Cyber Security Symposium – TBD**

Mr. Tennant noted that the SPELL JIF IT/Cyber Risk Management Committee has not met due to the complexities of work the pandemic has created for all IT professionals. We are working on a small Cyber Webinar series, being careful to provide useful information in small windows of time. Further detail will be provided as this effort develops.

g. **Third Party Certificate Tracking – In BETA Testing**

Ms. Matro noted that we are BETA testing with a select number of member districts a third party certificate tracking system. This system will allow members to easily manage certificate renewals form others. It will be a selection on the member side of the website and an assigned role. Those who are authorized to use it will enter information from certificates they have received on the site and the program will then track expiration dates by lines of coverage providing alerts to members well in advance of expiration so

they have plenty of time to obtain a new certificate before any coverage lapses. The hope and intent is to have this available to all districts within the next month.

h. **Environ – SPELL HR Helpline**

Attached is the most recent Client Engagement Report for the SPELL HR Helpline through April 30, 2021. Also included in the agenda is an email from Environ regarding their acquisition by Zywave, a leader in the insuretech industry. Mr. Wilkie noted the new name.

i. **STOPit Activity Report**

An Activity Report for the SPELL from 7/1/2020 through present is included in the agenda.

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

All policies, contact lists and other information found on SPELLJIF.COM will be updated in July/August, after the 2021-22 Fund Year begins.

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.

k. **Maintaining Safe Schools**

The April and May 2021 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**

- No JIF Meetings in June, July or August
- 9th Annual Mold/Environmental Management Seminar – 7/14/2021 via Zoom
- Boiler Operator Refresher Training – 8/10/2021 via Zoom
- Next BCIP JIF Meeting: 9/8/2021 @ the Voorhees Township BOE Administration Building
- SPELL JIF Joint Retreat – 9/22-24/2021 @ The Grand Hotel, Cape May
- NJ Self-Insurers' Spring Conference – 11/3-5/2021 @ Hard Rock in Atlantic City
- State of the JIF Dinner – 12/1/2021 @ The Mansion in Voorhees (Tentative)

2. UNDERWRITING AND FINANCE DIRECTOR

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

Mr. Hoffman provided an update on Fund Year 2020-2021 as of April 30, 2021.

b. **2021-2022 Exposure Renewal and Budget Process**

Mr. Hoffman reviewed the Budget process. He noted that on June 1st, first installments notices will be going out to all Districts and surplus allocations will also be released.

c. RMC Resolutions and Agreements

Ms. Fox noted that the JIF is still looking for five Districts to return their RMC agreements. RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on March 5, 2021. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2021-2022 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jennifer Fox by May 7, 2021.

d. 2021-2022 Contribution Notices

Ms. Fox noted that premium billings for the 2021-2022 fund year will be emailed to all districts by June 1, 2021. All premium contributions are due by July 15, 2021 to the Fund Treasurer, Jodi Lennon.

e. Surplus Return Resolutions

Ms. Fox noted that surplus return resolutions will be sent to eligible current and former members by June 1, 2021. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri no later than June 30, 2021.

The Fund Risk Management Plan States:

Any current or former member who does not act on their resolution by the time established by the Board of Trustees shall forfeit their rights to act independently for that year and accept the following results:

In the event of non-action on a net return of money:

The total net return amount shall be transferred to the individual member's portion of their unencumbered aggregate excess loss contingency fund.

f. 2020-2021 Administrative Matter Defense Reimbursement

Ms. Fox noted that each district is eligible for up to \$1,500 annually in expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement for the 2020-2021 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Jennifer Fox at (856) 446-9133. **Reimbursement requests are due by September 30, 2021.**

g. Certificates of Insurance

Ms. Fox noted that an email will be sent to all Certificate of Insurance Module Users by June 1, 2021 indicating when you can begin renewing certificates of insurance in the Certificate of Insurance Module and how to process them. If you have any questions, please contact Jennifer Fox at (856) 446-9133.

h. Auto ID Cards

Ms. Fox noted that auto ID Cards will be mailed to all districts by the end of June for the 2021-2022 Fund Year. Cards will be created based on the information that was provided to the Executive Director's office during the Exposure Renewal Process. Any vehicle listed as a leased vehicle will receive a vehicle specific Auto ID Card. All other vehicles will be given a generic fleet card. Please note that if you replace a vehicle with another fleet

vehicle, the Auto ID Card can be transferred to the new vehicle. In addition to the Auto ID cards based on your vehicle count you will receive an additional number of fleet cards that should be kept in a safe place for additional vehicles you acquire during the year. Please note that the cards are printed on watermarked paper and should not be photocopied as the watermark will not show on the copy and will not be accepted by the NJMVC.

i. **Safety Incentive Program Winners- Reimbursement Procedure**

Ms. Fox noted that a Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that qualified for an award in the 2019-2020 program year. Reimbursement requests are due by May 31, 2021. 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. If you would like to carry over your award to next year please email Jennifer.

j. **Certificates of Insurance Report** from 3/01/21-4/30/21-enclosed

F. Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the March/April Activities and May Agenda and the Safety Incentive Program Status Reports

G. Treasurer - **MOTION REQUESTED**

Motion by Ms. Gauld, seconded by Ms. Lerner, to approve the April Approval Memo and Bill List the May Bill List and the Treasurer's Reports (February/March 2020). Motion carried by unanimous vote.

MOTION REQUESTED – Motion by Mr. Wachter, seconded by Ms. Gauld, to Adjourn the Regular Meeting at 2:32 pm and call to Order the Annual Reorganization Meeting. Motion carried by unanimous vote.

XI. Roll Call

A. **2021-22 Trustees answering to roll call were:**

Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **President**
Jennifer Gauld, Haddon Township BOE, **Secretary**
Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
John Recchinti, Evesham Township School District
Michael Colling, Medford Lakes School District (SPELL Alternate)
Kathleen Huder, Lindenwold BOE (SPELL Alternate)

2021-22 Trustees absent were:

Dennis Nettleton, Ewing Township Public Schools, **Vice President**
Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)

2021-22 Alternate Trustees answering roll call were:

Amy Lerner, North Hanover Township School District

2021-22 Alternate Trustees absent were:

Marie Goodwin, Medford Township Public Schools

2021-22 Delegates answering roll call were:

Chifonda Henry, Bordentown RSD
Donna Phillips, Clementon BOE
Victoria LaSalle, Delanco Township BOE
Pat Austin, Interim, Eastampton Township BOE
Kenneth Verrill, Eastern Camden County RSD
Steve Burns, Haddon Heights BOE
Michael Catalano Haddonfield BOE
Constance L. Stewart, Lenape Regional HSD
Bernard Biesiada, Millstone BOE
James Heiser, Moorestown Township Public School District
Christopher Eberly, Mount Ephraim BOE
Jodi Lennon, Riverside Township BOE
Meghann Risell, Springfield Township BOE
Helen Haley, Voorhees Township BOE
Karen Greer, Westampton Township Public Schools

2021-22 Delegates absent were:

Deborah Roncace, Audubon PS
Raymond Coxe, Burlington City BOE
Andrew Polo, Chesterfield BOE
Mark Leung, Lumberton Township BOE
Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
Laura Archer, Shamong Township School District
Casey DeJoseph, Southampton Township BOE
Patricia Palmieri, Tabernacle Township School District

XII. 2021-22 Oaths of Office

- A. President.....via Email
- Vice President.....via Email
- Secretary.....via Email
- Trustees (6).....via Email
- Alternate Trustees (2).....via Email

XIII. 2021-22 Reorganization Resolutions – **ADOPTION** Motion by Mr. Eberly, seconded by Ms. Gauld, to adopt the following reorganization resolutions. Motion carried by unanimous vote.

- A. Reorganization Resolutions
 1. 2021-01 Appointing Professional Staff
 2. 2021-02 Adopting Procedures in Compliance with the Open Public Meetings Act
 3. 2021-03 Adopting Fiscal Policies and Procedures
 4. 2021-04 Designation of Signatories-Operating Account
 5. 2021-05 Designation of Signatories-Claim Imprest Account
 6. 2021-06 Designating the Public Agency Compliance Officer
 7. 2021-07 Appointing Defense Attorneys
 8. 2021-08 Appointing Panel Physicians

9. 2021-09 Appointing Certifying and Approving Officer
10. 2021-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months
11. 2021-11 Designation of Signatories-Disbursement Vouchers
12. 2021-12 Approving the Risk Management Program
13. 2021-13 Affirming Fund Policies
14. 2021-14 Designating Public Records Custodian

B. Committee Appointments (Discretion of the Fund President) Ms. Coleman noted that committee appointments would be reviewed and announced over the summer.

XIV. Motion to Adjourn the Reorganization Meeting. Motion by Mr. Verrill, seconded by Mr. Biesiada, to adjourn the reorganization meeting. Motion carried by unanimous vote.

XV. **MOTION REQUESTED** – Motion by Mr. Wachter, seconded by Mr. Biesiada, **Resolution 2021-15** to meet in Closed Session on September 8, 2021 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043. Motion carried by unanimous vote.

XVI. Miscellaneous Business and Public Comment – NONE

XVII. **MOTION REQUESTED** – Motion by Mr. Verrill, seconded by Ms. Gauld, to Adjourn the meeting at 2:34 pm. Motion carried by unanimous vote.

Vice President or Secretary