

**Burlington County Insurance Pool Joint Insurance Fund**  
**Voorhees Administration Building**  
**Conference Training Room**  
**329 Route 73**  
**Voorhees NJ 08043**

**Wednesday, January 13, 2016**

**OPEN SESSION MEETING MINUTES**

**I. MEETING CALLED TO ORDER**

A meeting of the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) was held at the Voorhees Administration Building, 93 Willow Grove Road, Shamong, New Jersey, on Wednesday, January 13, 2016 beginning 1:40 p.m., Mr. Kaz, President, presiding.

**II. STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT**

Notice of this meeting was given by sending sufficient notice herewith to the Burlington County times, filing advance written notice of this meeting with each member district; and posting notice on the public bulletin boards of all municipalities served by members of the Burlington County insurance pool Joint Insurance Fund.

**III. ROLL CALL**

**2015-2016 Trustees answering to roll call were:**

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

**2015-2016 Trustees absent were:**

Cindy McClain, Voorhees Township BOE

**2015-2016 Alternate Trustees answering to roll call**

Lynn Shugars, Moorestown Township PSD  
Beth Ann Coleman, Collingswood PS/Oaklyn PSD

**2015-2016 Alternate Trustees absent were:**

None

**2015-2016 Delegates answering to roll call were:**

Diana Schiraldi, Eastern Camden County  
John Recchinti, Evesham Township  
Dennis Nettleton, Ewing Township PS  
Jennifer Gauld, Haddon Township  
Christopher Oberg, Haddonfield  
Gregory Gontowski, Magnolia/Woodlynne  
Michael Colling, Medford Lakes BOE

Chad Fires, Medford Township  
Amy Lerner, North Hanover Township School District  
Jodi Lennon, Riverside Township BOE  
Marie Goodwin, Shamong Township  
Noreen Boston, Tabernacle Township BOE

**2015-2016 Delegates absent were:**

Raymond Coxe, Burlington City BE  
Joanne D'Angelo, Delanco Township BOE  
Marian Smith, Eastampton Township BOE  
Tanya Dawson, Mercer County SSD/Vocational School  
William Thompson, Merchantville, BOE  
Evon DiGangi, Mount Holly BOE  
William Gerson, Mount Ephraim  
Stephanie Kennedy, Princeton Regional Schools  
Dr. Joseph Cappello, Springfield Township BOE  
Tracy McGuire, Westampton Township

**District Personnel:**

Frank DeBeradinis, Voorhees Twp. Public Schools

**Fund Professionals present were:**

Craig H. Wilkie, Area Vice President — AJGRMS, Inc.  
Scott C. Tennant, Area Vice President — AJGRMS, Inc.  
Bradford Hoffman, Area Vice President - AJGRMS, Inc.  
Melissa Ollendike, Marketing Specialist — AJGRMS, Inc.  
Annette Reap, Executive Coordinator— AJGRMS, Inc.  
John W. Geitz, Safety Coordinator — Risk Assessment Services, LLC  
Jim Weber, Safety Coordinator - Risk Assessment Services, LLC  
Kathy Tyler Schohl, Claims Administrator — Qual-Lynx  
Karen Beatty, Client Service Manager — Qual-Lynx

**Risk Management Consultants present were:**

John McCrudden, Hardenbergh Insurance Group, Inc. - Lindenwold BOE  
Bonnie Ridolfino, Hardenbergh Insurance - Collingswood  
Steve Walsh, EJA/Capacity-Westampton Township Public Schools  
Barbara Fitzpatrick, G.R. Murray Insurance – Princeton Public Schools

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

**Motion** made by Ms. Godfrey, seconded by Mr. Fanuka, to open the voting to all trustees present and that the business of the Fund at this monthly 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 2015-22 to approve Payment Authorization Request(s) as presented in Closed Session.**

**Motion** by Mr. Colling, seconded by Mrs. Godfrey, to approve Resolution 2015-22. Payment Authorization Requests as presented in Closed Session. Motion carried by unanimous vote.

## **VI. APPROVAL OF MINUTES**

**Motion** made by Mr. Colling, seconded by Mr. Fanuka, to approve the November 11, 2015 meeting minutes. Motion carried by unanimous vote, with the exception of Ms. Huder, who abstained.

## **VII. Professional Reports**

### **Attorney**

Mr. Greco was not available for a report.

### **Claims Administrator**

Ms. Tyler Schohl reviewed the Subrogation Report as of December 31, 2015 and Adjuster Pending reports included in the agenda packet. Lessons Learned from Losses addresses how to deal with ice and snow during the winter months in order to prevent claims. The new iVOS system in up and running and folders were distributed at today's meeting for each district that included a loss run report.

### **Managed Care Provider**

Ms. Beatty reviewed the Managed Care Summary Reports included in the agenda. She reminded all members to report all incidents as soon as possible, including report only claims. If anyone has any questions, please contact Ms. Beatty.

### **Student Accident Program**

No report.

### **Executive Director/Underwriting Manager Summary**

#### **EXECUTIVE DIRECTOR**

##### **2016-17 Membership Renewals**

There are eight districts up for membership renewal on July 1, 2016. Signed Resolutions have been received from six districts. Haddon Heights and Princeton are still outstanding.

##### **Stopit Update**

At the October, 2015 SPELLJIF meeting, the Trustees approved funding for the STOPIT Program for all its members. Mr. Tennant reported that four districts will be present at the workshop on Tuesday, January 19, 2016 to share their experiences with STOPIT.

To date, eight member districts have enrolled in the program:

BCIP-Clementon, Delanco, Haddonfield and Lumberton

ACCASBO-Folsom, Middle Township and Weymouth Township

GCSSD-Penns Grove-Carneys Point

A training seminar/webinar will be held on Tuesday, January 19<sup>th</sup> from 9:30-11:30 am. A copy of the invitation is included in the agenda. There is still time to register.

##### **Annual NJASBO Conference Meeting-MOTION REQUESTED**

Action is required to approve holding this dinner meeting during the NJASBO Spring Conference on Wednesday, June 8, 2016.

**Motion** made by Ms. Coleman, seconded by Mr. Hager, to hold the dinner meeting at Buddakan. Motion carried by unanimous vote.

**Formation of a Wellness Committee**

A discussion was initiated at the ACCASBO and GCSSD JIF meetings regarding Wellness Programs and the possibility of developing a program for the SPEL LJIFs. A member from each of these JIFs has volunteered to serve on a committee to research this issue. If BCIP is interested, we request a member volunteer for the committee. Ms. Boston, Mr. Colling and Ms. Goodwin volunteered to serve on a committee to represent BCIP.

**Emeritus JIF Membership**

This item was discussed at the November meeting of the GCSSD JIF. The membership is not interested in this matter.

**PlayWell Privacy Trust Framework for Student Data**

Information/communication regarding the program was included in the agenda packet. Mr. Tennant explained the program.

**SPELL HR Helpline**

Included in the agenda is a copy of the SPELL JIF Client Engagement Summary through 12/31/2015 from Enquiron. This is a free service to all members.

**Articles and Information**

Included in the agenda packet are various articles: Court Finds Popping Incident in Low Back While Walking Not Work Related; Traumatic Brain Injuries and Aging and Email comminations between Scott Tennant, John Geitz and Jim Weber regarding worker compensation losses for those over 50 years of age.

**State of the Fund Dinner**

The results of the survey sent to attendees after the State of the Fund Dinner can be found in the agenda packet.

**Motion** made by Ms. Lennon, seconded by Mr. Colling, to hold the State of the Fund Dinner on Tuesday, November 29, 2016 at O'Connor's. Motion carried by unanimous vote.

**Summary of Safety/Financial Performance Winners**

A list of the 2014-15 Safety Incentive and Financial Performance Winners were included in the agenda packet. Mr. Wilkie also reviewed the presentation slides from the dinner that showed the allocation of the budget over the last five years.

**NJSIA Workers' Compensation Conference**

The New Jersey Self-Insurers' Association held their spring conference in Atlantic City on April 28-29, 2016. The SPELL JIF has again approved covering the expense for attendance. We will provide information on the conference as it becomes available.

**2016 PRIMA Conference**

The next PRIMA Conference is being held from Sunday, June 5, 2016 through Wednesday, June 8, 2016 in Atlanta, Georgia. Discussion is encouraged on the Conference and the number of members who are interested in attending. Please notify the Fund Administrator's office in writing or vial email to Annette Reap at Annette\_Reap@ajg.com if you are interested in attending no later than January 30, 2016.

#### Future PRIMA Conferences:

- 2017 Phoenix, AZ-June 4-7
- 2018 Indianapolis, IN-June 3-6

#### 2015 AGRIP Conference

Rich Kaz and Kathy Bechtel, Egg Harbor Township (ACCASBO), attended the AGRIP Conference in Chicago on October 4-7. Their reports can be found in the agenda.

#### Items Updated on SPELLJIF.com

Items updated on the Public Side include:

##### Fund Professionals

Lists can be accessed from the spelljif.com Home Page > Making Contact > JIF Directories or at this link: <http://www.spelljif.com/new directories -jifs.html>

Items updated on the Private Side: (Member Login)

##### Fund Delegates Directory

##### Quick Reference List

All of the above documents can be accessed at SPELLJIF.com under Member Content for BCIP or through this link: <http://spelljif.com/admin/login.asp>

#### Maintaining Safe Schools

The December 2015 and January 2016 issues have been sent via email to the Business Administrators of all member districts.

#### Key Dates

SPELL Meeting-Friday, 2/5/16-9:20 a.m. at the Gallagher office in Marlton

BCIP Safety Committee Meeting-February-Date TBD

Claims Committee Meeting-February-Date TBD

Next BCIP Meeting-Wednesday, 3/9/16 – 1:15 p.m. at Voorhees Township

Administration Offices

Finance Meeting - January 27, 2016

#### UNDERWRITING AND FINANCE DIRECTOR

##### District/fund Status

Mr. Hoffman provided an update on Fund Year 2015-16 as of December 31, 2015.

#### 2016-2017 Renewal

Renewal packets were emailed to all members on November 10, 2015 with a December 15, 2015 due date. There are 12 districts with outstanding information. We ask that requested information be forwarded to the Executive Director's office attention Jennifer Fox.

#### Safety Incentive Program Winners-Reimbursement Procedure

A Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2014-15 program soon. Reimbursement requests are due by May 30, 2016. 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 BCIP JIF, address P.O. Box 449, Marlton, NJ 08053.

**Financial Award Winners**

Financial Awards have been paid on the January 2016 bill list.

**Cross Match Requests**

Several districts have received Cross Match Request Letters from the New Jersey Department of Labor. An email was sent to Larry Crider and he responded that a review of the example entity file used in the cross match indicated that a portion of the file had been inadvertently blocked. He said the blocked districts have been reinstated in the file and should prevent the cross match notices to those entities in the future.

**Certificates of Insurance Report**

Certificate of Insurance Report from 11/01/15 - 12/31/2015 included in the agenda packet.

**Safety Coordinator/Right to Know Coordinator**

Mr. Geitz reviewed his November/December Activities and January Agenda report and Safety Incentive Program status report. A Cold Weather Safety bulletin was included in the agenda.

**Treasurer - MOTION REQUESTED**

The December Approval Memo and Bill List and January Bill List can be found in the agenda. The Treasurer's Reports for the months ending 10/31/15 and 11/30/15 are also included.

**Motion** made by Mr. Fanuka, seconded by Mr. Fires, to approve the Bill Lists and Treasurer's Reports as presented. Motion carried by unanimous vote.

**VIII. MOTION REQUESTED - Resolution 2015-23**

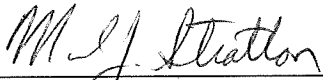
**MOTION** by Mr. Fanuka, seconded by Mr. Watcher, to meet in Closed Session on March 9, 2016 at the Voorhees Administration Building, Conference Training Room. Motion carried by unanimous vote.

**IX. Miscellaneous Business and Public Comment**

There were no comments.

**X. MOTION TO ADJOURN**

**MOTION** by Mr. Fanuka, seconded by Mr. Colling, to adjourn meeting at 2:21 pm. Motion carried by unanimous vote.



Mark Stratton, Fund Secretary