

Burlington County Insurance Pool Joint Insurance Fund

Lenape Regional High School Administration Building

Conference Training Room

93 Willow Grove Road

Shamong, NJ 08088

Wednesday, November 11, 2015

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 Lenape Administration Building, 93 Willow Grove Road, Shamong, New Jersey, on Wednesday, November 11, 2015 beginning 2:05 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

2015-2016 Trustees absent were:

Cindy McClain, Voorhees Township BOE

Kathleen Huder, Lindenwold BOE

2015-2016 Alternate Trustees answering to roll call

Lynn Shugars, Moorestown Township PSD - 1:28 p.m.

Beth Ann Coleman, Collingswood PS/Oaklyn PSD

2015-2016 Alternate Trustees absent were:

None

2015-2016 Delegates answering to roll call were:

Joanne D'Angelo, Delanco Township BOE

Diana Schiraldi, Eastern Camden County

John Recchinti, Evesham Township

Dennis Nettleton, Ewing Township PS

Christopher Oberg, Haddonfield

Gregory Gontowski, Magnolia/Woodlynne

Michael Colling, Medford Lakes BOE

Chad Fires, Medford Township
Tanya Dawson, Mercer County SSD/Vocational School
Evon DiGangi, Mount Holly BOE
Jodi Lennon, Riverside Township BOE
Marie Goodwin, Shamong Township
Noreen Boston, Tabernacle Township BOE
Tracy McGuire, Westampton Township

2015-2016 Delegates absent were:

Raymond Coxe, Burlington City BE
Marian Smith, Eastampton Township BOE
Jennifer Gauld, Haddon Township
William Thompson, Merchantville, BOE
William Gerson, Mount Ephraim
Amy Lerner, North Hanover Township School District
Stephanie Kennedy, Princeton Regional Schools
Dr. Joseph Cappello, Springfield Township BOE

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.
Annette Reap, Executive Coordinator— AJGRMS, Inc.
John W. Geitz, Safety Coordinator — Risk Assessment Services, LLC
Jim Weber, Safety Coordinator - Risk Assessment Services, LLC
Louis J. Greco, Esquire — Fund Solicitor
Kathy Tyler Schohl, Claims Administrator — Qual-Lynx
Karen Beatty, Client Service Manager — Qual-Lynx

Risk Management Consultants present were:

Timothy Irons, Insurance Agency Management, Inc. - Mt. Holly Township Public Schools
Christina Violetti, Hardenbergh Insurance Group, Inc. - Lindenwold BOE
Bill McNamara, Hardenbergh Insurance - Haddon Heights/Merchantville/Magnolia Public School
Nancy Riccio, G.R. Murray Insurance-Princeton Public Schools

Mr. Kaz congratulated Mr. Wilkie on his successful election as Mayor and thanked him for his service.

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

Motion made by Mr. Fanuka, seconded by Mr. Colling, 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 2015-19 to approve Payment Authorization Request(s) as presented in Closed Session.

Motion by Mrs. Godfrey, seconded by Mr. Nettleton, to approve Resolution 2015-19. Payment Authorization Requests as presented in Closed Session. Motion carried by unanimous vote.

VI. APPROVAL OF MINUTES

Motion made by Mrs. Coleman, seconded by Mr. Colling, to approve the September 9, 2015 meeting minutes. Motion carried by unanimous vote.

VII. Professional Reports

Attorney

Mr. Greco gave his report during closed session.

Claims Administrator

Ms. Tyler Schohl reviewed the Subrogation Report as of October 31, 2015, which is found in your packets starting on page 12-13. Adjuster Pending reports can be found on pages 14 through 17. Lessons Learned from Losses address bullying and can be found on page 18 of your agenda.

Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary Reports that was found on pages 19 through 21. Please remember to report all incidents as soon as possible including report only. If anyone has any questions, please contact Ms. Beatty.

Student Accident Program

No report.

Executive Director/Underwriting Manager Summary

EXECUTIVE DIRECTOR

Welcome New Members/Delegates

Mr. Wilkie welcomed the newest members to the BCIP JIF:
Bill Gerson, Mount Ephraim BOE
Dr. Joseph Cappello, Springfield Township BOE

2015-16 Membership Renewals

There are eight districts up for membership renewal on July 1, 2016. They include, Clementon, Evesham Township, Haddon Heights, Mercer County Vo-Tech, Mount Ephraim, Mount Laurel, Princeton and Riverside Township.

Districts renew their membership in the JIF by executing a Renewal Resolution through their local Board of Education. The JIF Administrator has provided all renewing districts with supporting documentation to facilitate the renewal process.

SPELL JIF Joint Retreat Attendee Evaluation

Attached in your agenda on pages 25-31, you will find the Retreat Evaluation Survey results. We will move forward with the planning of this event. Possible dates are September 28 – 30, 2016.

NJSBA/NJABSO/NJASA Fall Conference Update

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.

STOPIT Update

Mr. Tennant advised that his office is finalizing the service contracts and will be actively promoting the service very soon. This program is being underwritten by the SPELL. More information to follow.

Articles and Information

On pages 32-35 of your packet, you will find articles on "Release of Liability" from Rockville Climbing as well as Fottrell, Quentin, Why Some People Are More Likely To Die at Work Than Others. Share this release with your administrators and PTA organizations.

SPELL HR Helpline

Included in the agenda is a copy of the SPELL JIF Client Engagement Summary through 9/30/2015 from Enquiron. This is a free service to all Trustees.

What's Going On in Our Districts

Mount Laurel Township BOE promotes bus safety by holding a poster contest for the students. On page 37 of you packet, you will see the wining poster.

State of the Fund Dinner

The annual dinner has been scheduled for Monday, November 30, 2015 at O'Connor's American Bar and Grille. Invitations were sent out in October 14, 2015. Please respond to the JIF Administrator's office immediately if you have not already done so.

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.

Mold and Indoor Air Quality Seminar

The SPELL has approved funding for this very important workshop again in 2016-17. We will begin to plan for this educational seminar for next July 2016. The Moorestown School district has agreed to be one of the presenters. Mr. Watcher thanked Mr. Geitz for coming out over a weekend to assist him with a mold issue.

2015-20156 Committee Appointments

A copy of the committee appointments is included in your packet. Please see Rich Kaz is you would like to change your committee.

2015 AGRIP Conference

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

Items Updated on SPELLJIF.com

Items updated on the Public Side include: None

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

Fund Delegates Directory

Quick Reference List

Presentations from 2015 SPELL Retreat; Videos are still being edited

Maintaining Safe Schools

The October and November 2015 issues have been sent via email to the Business Administrators of all member districts.

Key Dates

BCIP State of the Fund Dinner-Monday 11/30/15 - 6:00 p.m. O'Connor's American Bar and Grill

Next BCIP Meeting-Wednesday, 1/13/16 – 1:15 p.m. at Voorhees Township Administration Offices

UNDERWRITING AND FINANCE DIRECTOR

District/Fund Status

Mr. Hoffman provided an update on Fund Year 2014-15 as of October 31, 2015 which can be found on page 38 of your agenda.

Resolution 2015-20 – SPELL Membership Renewal

Mr. Hoffman explained that the BCIP JIF, as an owner group of the SPELL JIF, needed to renew their membership in the SPELL effective 7/1/16 through 6/30/19.

Motion made by Mr. Hager, seconded by Mrs. Godfrey, to approve the Resolution 2015-20 to renew BCIP's membership in the SPELL effective July 1, 2016 through June 30, 2019. Motion carried by unanimous vote.

SPELL JIF Meeting Minutes

The approved meeting minutes from the May 29, 2015 SPELL JIF meeting can be found on pages 40-43 of your agenda.

2016-2017 Renewal

Renewal packets were emailed to all members. We ask that you forward all requested information 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.

Safety Incentive Program Winners-Reimbursement Procedure

A Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all district that have qualified for an award in the 2014-15 program after the State of the Fund Dinner.

Financial Award Winners

Vouchers will be sent to all districts that have qualified for a financial award for the 2014-2015 fund year. Please sign and return to the Executive Director's office, to the attention of Jennifer Fox.

Certificates of Insurance Report

Certificate of Insurance Report from 9/01/15 - 10/31/2015 found on pages 44 - 49 of the agenda packet.

Safety Coordinator/Right to Know Coordinator

Mr. Geitz reviewed the September/October Activities and November Agenda, found on pages 50 - 51. Safety Incentive Program Criteria can be found on pages 52-55 of your agenda. Safety Incentive Program Status Report can be found on pages 56-59.

Treasurer - MOTION REQUESTED

The October Approval Memos and Bill List can be found on pages 60-61. The November Bill List can be found on page 62. The Treasurer's Reports for the months ending 7/31/15, 8/31/15, and 9/30/152015 can be found on pages 63 through 80.

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

Committees

Meeting minutes from the Strategic Planning Committee are included in the agenda.

VIII. MOTION REQUESTED - Resolution 2015-21

MOTION by Mr. Fanuka, seconded by Mrs. Lennon, to meet in Closed Session on January 13, 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. Colling, seconded by Mrs. Coleman, to adjourn meeting at 2:50 pm. Motion carried by unanimous vote.


