

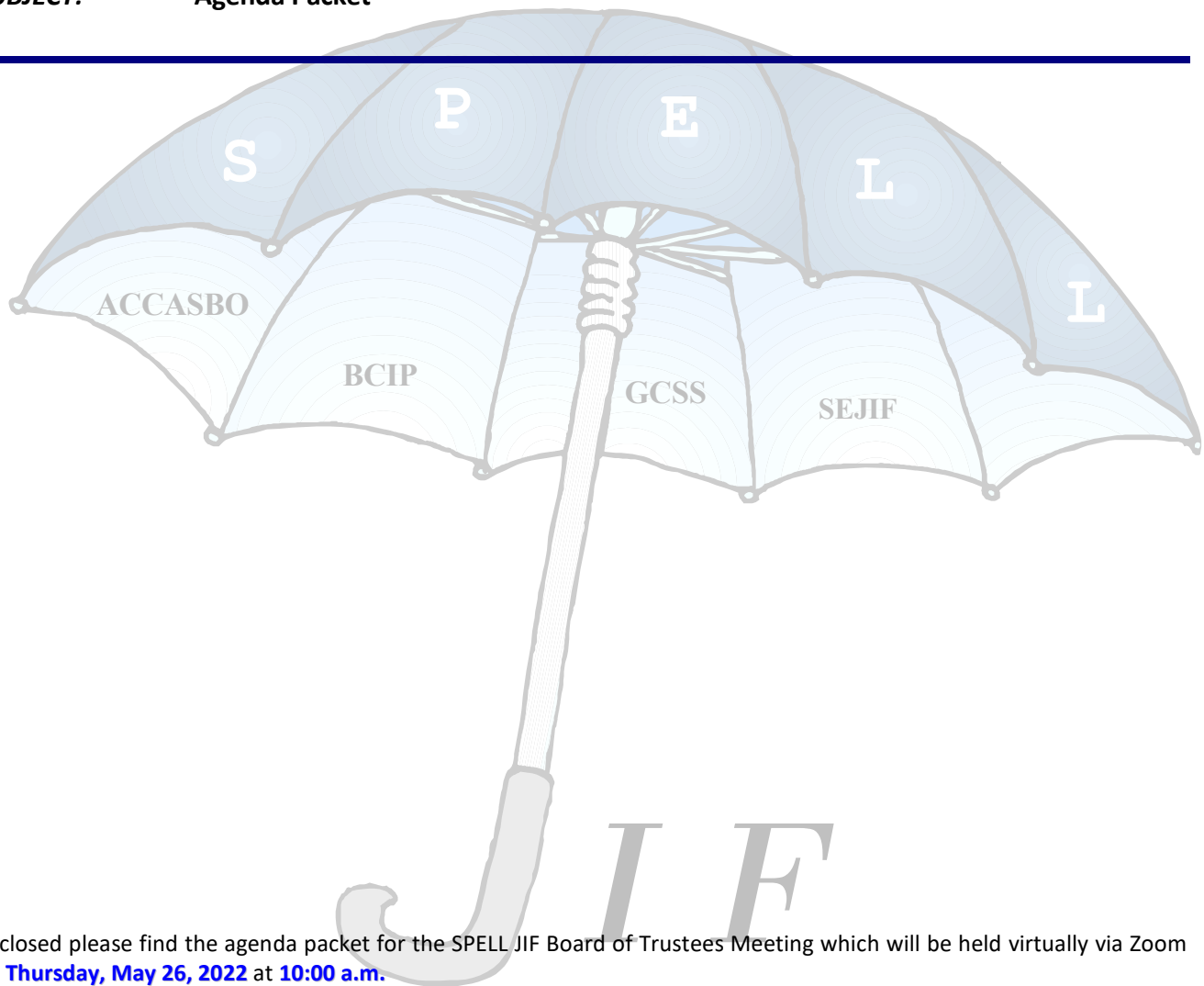
SCHOOL POOL FOR EXCESS LIABILITY LIMITS JOINT INSURANCE FUND

TO: Fund Trustees
Fund Alternate Trustees
Fund Professionals

FROM: Brad Hoffman, Executive Director
Craig H. Wilkie, Deputy Executive Director
Scott C. Tennant, Deputy Executive Director

MEETING DATE: May 26, 2022

SUBJECT: Agenda Packet



Enclosed please find the agenda packet for the SPELL JIF Board of Trustees Meeting which will be held virtually via Zoom on **Thursday, May 26, 2022** at **10:00 a.m.**

Join Zoom Meeting: <https://us06web.zoom.us/j/87876359087?pwd=NjZUWERtWknVNTVRS1JRdHRsRmx2UT09>

Dial: 929-205-6099
Meeting ID: 878 7635 9087
Passcode: 134452

School Pool for Excess Liability Limits Joint Insurance Fund ***SPELL JIF***

Teleconference Meeting via Zoom

Thursday, May 26, 2022 – 10:00 AM

AGENDA

- I. The Meeting is called to Order.
- II. Statement of Compliance with the Open Public Meetings Act
 - A. Notice of this meeting was given by sending sufficient notice herewith to the newspapers recognized by owner groups;
 - B. Filing advance written notice of this meeting with each owner group and their member districts; and
 - C. Posting notice on the public bulletin boards of all municipalities served by the member districts of each owner group.
- III. Roll Call
 - A. **2021-22 Trustees**
 - Thomas P. Grossi, Greater Egg Harbor RHSD, **Chair**– ACCASBO JIF
 - Richard J. Kaz, Jr., Northern Burlington County RSD, **Vice Chair** – BCIP JIF
 - Robert F. Wachter, Jr., Mt. Laurel Twp BOE, **Secretary** – BCIP JIF
 - Christopher Veneziani, Folsom BOE, **Trustee**– ACCASBO JIF
 - Joseph Collins, Elk Twp School District, **Alternate Trustee** – GCSSD JIF
 - Donna Contrevo, Gateway Regional/National Park – GCSSD JIF
 - B. **2021-22 Alternate Trustees**
 - Chandra Anaya, Egg Harbor Twp SD, **Alternate Trustee** – ACCASBO JIF
 - Dr. Diane Fox, Middle Township BOE – ACCASBO JIF
 - Michael Colling, Medford Lakes SD, **Alternate Trustee** – BCIP JIF
 - Kathleen Huder, Lindenwold BOE, **Alternate Trustee** – BCIP JIF
 - Chris Rodia, Westville/Woodbury Heights, **Alternate Trustee** – GCSSD JIF
 - Scott Campbell, Greenwich Township, **Alternate Trustee** – GCSSD JIF
 - C. **District Personnel**
 - Lameka Augustin, Passaic County Manchester Regional BOE– Suburban Metro JIF
 - David DiPisa, Nutley BOE – Suburban Metro JIF
 - D. **Fund Professionals**
 - Bradford Hoffman, Director of Program Administration – RPA, a division of Gallagher
 - Craig H. Wilkie, Sr. Program Administrator – RPA, a division of Gallagher
 - Scott C. Tennant, Sr. Program Strategist– RPA, a division of Gallagher
 - Megan Matro, Marketing Specialist – RPA, a division of Gallagher
 - Patrick J. Madden, Esquire - Fund Solicitor
 - Danielle Colaianni, Program Manager – Student Accident Program
 - Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
 - Annette Reap, Recording Secretary

- IV. Budget Hearing
 - A. Motion to open to the public
 - B. Motion to close to the public
 - C. 2022-2023 Budget – **ADOPTION**Page 5

- V. Professional Reports
 - A. Accountant/Treasurer – **MOTION REQUESTED**
 - 1. Bill List (May 2022) Page 6
 - 2. Cash Reconciliation Reports (April 2022)Page 7
 - B. SolicitorNo Report
 - C. Student Accident Program ReportPage 8
 - D. Executive Director/Underwriting & Finance Director Report.....Page 9
 - 1. UNDERWRITING & FINANCE DIRECTOR
 - a. 2022-23 Renewal Negotiations-**MOTION REQUESTED** Handout
 - b. 2022-23 Coverage Document Adoption-**MOTION REQUESTED** Handout
 - c. 2022-23 Risk Management Plan Summary
 - d. 2022-23 Certificate of Coverage Summary
 - 2. EXECUTIVE DIRECTOR
 - a. 2022-2023 Membership Renewal Summary
 - b. Potential New Members Update..... Summary

- VI. **MOTION REQUESTED** to go into Closed Session
- VII. **MOTION REQUESTED – Resolution 2021-15** to approve PARs/Items presented in Closed Session
- VIII. **MOTION REQUESTED** to come out of Closed Session
- IX. Call to Order the Annual Reorganization Meeting

- X. Seating of 2022-23 Trustees and Alternate Trustees – **ADOPTION**
 - A. Motion appointing Delegates and Alternate Delegates elected by each Owner Group, and listed below, as Trustees and Alternate Trustees, respectively.

- XI. **Roll Call**
 - A. **2022-23 Trustees**
 - Thomas P. Grossi, Greater Egg Harbor RHSD– ACCASBO JIF
 - Richard J. Kaz, Jr., Northern Burlington County RSD – BCIP JIF
 - Robert F. Wachter, Jr., Mt. Laurel Twp BOE – BCIP JIF
 - Christopher Veneziani, Folsom BOE, Trustee– ACCASBO JIF
 - Joseph Collins, Elk Twp School District, Alternate Trustee – GCSSD JIF
 - Donna Contrevo, Gateway Regional/National Park – GCSSD JIF

 - B. **2022-23 Alternate Trustees**
 - Chandra Anaya, Egg Harbor Twp SD, Alternate Trustee – ACCASBO JIF
 - Dr. Diane Fox, Middle Township BOE – ACCASBO JIF
 - Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF

- Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF
- Scott Campbell, Greenwich Township, Alternate Trustee – GCSSD JIF
- Heather Mayhew, Pennsville Public School District, Alternate Trustee – GCSSD JIF

C. **District Personnel**

- Lameka Augustin, Passaic County Manchester Regional BOE– Suburban Metro JIF
- David DiPisa, Nutley BOE – Suburban Metro JIF

XII. Nominations

- A. Election of Officers (Chair, Vice Chair, Secretary) By Trustees

XIII. Oaths of Office

- A. Chairperson..... will be provided via email
- B. Vice Chairperson..... will be provided via email
- C. Secretary will be provided via email
- D. Trustees..... will be provided via email
- E. Alternate Trustees will be provided via email

XIV. 2022-2023 Reorganization Resolutions - **ADOPTION**

- 2022-01 Appointing Professional Staff..... Pages 10-14
- 2022-02 Adopting Procedures in Compliance with the Open Public Meetings Act..... Pages 15-16
- 2022-03 Adopting Fiscal Policies and Procedures..... Pages 17-19
- 2022-04 Designation of Signatories – Operating Account..... Page 20
- 2022-05 Designating the Public Agency Compliance Officer..... Page 21
- 2022-06 Appointing Certifying and Approving Officer Pages 22-23
- 2022-07 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 24
- 2022-08 Designation of Signatories – Disbursement Vouchers Page 25
- 2022-09 Approving the Risk Management Program Page 26
- 2022-10 Designating Public Records Custodian..... Page 27
- 2022-11 Authorizing Reinsurance and Group Insurance Purchases Page 28

XV. **Miscellaneous Business and Public Comment**

The next meeting of the SPELL JIF is scheduled to be held on **Friday, October 14, 2022** at 10:00 a.m. at the RPA/Gallagher offices, 6000 Sagamore Drive, Suite 6203, Marlton, NJ 08053.

XVI. **MOTION REQUESTED** to Adjourn Meeting.