

*School Pool for Excess Liability Limits Joint Insurance Fund
SPELLJIF*

Arthur J. Gallagher Risk Management Services, Inc.
6000 Sagemore Drive, Suite 6203
Marlton, New Jersey 08053

**OPEN SESSION MINUTES
Thursday, May 24, 2018**

I. REORGANIZATION MEETING CALLED TO ORDER

The meeting of the School Pool for Excess Liability Limits Joint Insurance Fund (SPELL) was held at the Arthur J. Gallagher Risk Management Services Offices on Thursday, May 24, 2018 at 9:32 a.m., with Thomas Fanuka, Lumberton Twp. BOE, Chairperson, presiding.

II. STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

Notice of this meeting was given by sending sufficient notice herewith to newspapers recognized by owner groups; filing advance written notice of this meeting with each member and their members districts; and by posting notice on the public bulletin boards of all municipalities served by the member districts of each owner group.

III. ROLL CALL

2017-2018 Delegates present

Thomas J. Fanuka, Lumberton Twp. BOE, SPELL Chair – BCIP JIF
Thomas P. Grossi, Greater Egg Harbor RHSD, Trustee – ACCASBO JIF
Cherie Bratty, Upper Deerfield Township School District, Trustee – GCSSD JIF

2017-2018 Delegates absent

Joseph Smurlo, Egg Harbor City School District, SPELL Vice Chair – ACCASBO JIF
Margaret F. Meehan, Washington Twp. BOE, SPELL Secretary – GCSSD JIF
Richard J. Kaz, Jr., Northern Burlington County RSD, Trustee – BCIP JIF

2017-2018 Alternate Delegates present

Christopher Veneziani, Folsom BOE, Alternate Trustee – ACCASBO JIF
Barbara A. Godfrey, Southampton Twp., BOE, Alternate Trustee – BCIP JIF (arrived at 9:34 am)
Robert Wachter, Jr., Mt. Laurel Twp. BOE, Alternate Trustee – BCIP JIF
Joseph Collins, Elk Township School District, Alternate Trustee – GCSSD JIF

2017-2018 Alternate Delegates absent

Kim Jensen, Mainland Regional High School, Alternate Trustee – ACCASBO JIF
Brian Ferguson, Penns Grove-Carneys Point Regional BOE, Alternate Trustee – GCSSD JIF

District Personnel present

Michael Colling, Medford Lakes SD

District Personnel absent

John Serapiglia, Jr., Passaic County Manchester Regional BOE – SE JIF
Karen Yeamans, Nutley BOE – SE JIF

Fund Professionals present

Craig H. Wilkie, Area Vice President – AJGRMS, Inc.
Bradford W. Hoffman, Area Vice President – AJGRMS, Inc.
Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC (left at 9:35 am)
Sharon Wilson, Recording Secretary

IV. APPROVAL OF MINUTES

Motion by Ms. Bratty, second by Mr. Veneziani to approve the Minutes of the April 13, 2018 meeting of the SPELLJIF. Mr. Grossi abstained. Motion carried.

V. BUDGET HEARING

- A. *Motion* by Ms. Bratty, second by Mr. Wachter, to open the Budget Hearing to the public.
- B. *Motion* by Mr. Grossi, second by Mr. Wachter to close the Budget Hearing to the public.

Motion by Mr. Grossi, second by Mr. Veneziani to adopt the 2018-2019 Budget, included in the agenda. All in favor. Motion carried.

VI. PROFESSIONAL REPORTS

A. *Accountant/Treasurer*

Ms. Verrill referred to the May, 2018 Bill List and Cash Reconciliation Report for April, 2018 found in the agenda. Ms. Verrill reported an increase in interest rates to 1.7%.

Motion by Ms. Bratty, second by Mr. Wachter to approve the Bill List and Treasurer's Reports. All in favor. Motion carried.

B. *Attorney* – No report.

C. *Executive Director/Underwriting Manager Summary*

1. Executive Director

a. *2018-2019 Membership Renewal:* Mr. Wilkie reported that there are 26 districts within the local owner group funds that are up for membership renewal on July 1, 2018. To date, 25 districts have renewed their memberships; 1 will not be renewing.

b. *Potential Members Update:* Mr. Wilkie reviewed potential prospects, as well as marketing strategy. There are several prospective new members across all funds.

c. *SPELL JIF Website Enhancements Update:* Mr. Wilkie reported that the new COI Module to submit requests for Certificates of Insurance through the SPELL website continues to progress. All districts have been added and are now using the new module. The Administrator's office continues to work through any issues internally. Member feedback is always welcome.

- Summer 2018 – Informatics
- Fall 2018 – Members will have ability to manage certificates held by district.
- Fall 2018 or shortly thereafter – on-line incident reporting.
- Fall 2018 – Collaboration Networks/Forums

d. *NJSIA Workers' Compensation Conference Attendee Survey:* Mr. Wilkie reviewed the results of the post-conference survey sent to the SPELL JIF attendees, which were distributed as a handout.

Motion by Mr. Grossi, second by Ms. Bratty granting authority to fund participation in this conference next year. All in favor. Motion carried by unanimous vote.

e. *Schools Security Symposium:* Mr. Wilkie reviewed an email that was sent to all SPELL members providing information on the Schools Security Symposium held on April 24, 2018, and advising that all presentations and helpful links have been posted on the SPELL website. A copy of the survey results from the attendees is also attached.

f. *HVAC Proposal:* Mr. Wilkie informed the members that the Executive Director's Office met with Joe Biluck of GraMin Consulting Services and discussed developing a survey regarding HVAC equipment for SPELL JIF member districts. The objective of such facility/system assessments would be to avoid and/or minimize costly environmental claims.

Motion by Ms. Godfrey, second by Ms. Bratty to authorize hiring of GraMin Consulting Services, at \$100 an hour contingent upon discussion with Mr. Biluck's former school district employer. All in favor. Motion carried by unanimous vote.

g. *IT Advisory Committee Survey:* Mr. Wilkie reviewed the meeting minutes from the January 29, 2018 meeting. The Committee met again on April 27, 2018, and is scheduled to meet on July 19, 2018 at 8:00 am. The results of the IT Advisory Committee survey are attached as Addendum A for member review.

h. *STOPiT Users Group:* The Executive Director's office is in the process of forming a SPELL JIF STOPiT users group. This group will meet once a year to purposely discuss the use and value of this application. Personnel from STOPiT will also be included in the group to assist them in perfecting the app on the SPELL's behalf. We hope to move forward with the committee in the upcoming year.

i. *2018 Conference Dates:* Mr. Wilkie reviewed the following upcoming conferences.

- NJASBO Workshop-Presentation: **Do You Have a Cyber Storm Plan?** – June 7, 2018, 9:00 am to 10:30 am.
- Mold/Environmental Management Seminar – July 18, 2018 at the DoubleTree/Mt. Laurel
- SPELL JIF Retreat – September 26-28, 2018 in Cape May
- AGRIP – September 30 – October 3, 2018 in Portland, OR
- NJSBA Fall Workshop – October 22-25, 2018 @AC Convention Center

2. Underwriting and Finance Director

a. *2018-2019 Renewal Negotiations/Proposal Presentation – MOTION REQUESTED:* Mr. Hoffman provided and reviewed in detail a handout of the Program Renewal Overview and Proposal of Insurance Plan for SPELL for the Fund Year 2018-2019.

Motion by Ms. Bratty, second by Mr. Grossi granting authority to bind package reinsurance coverage with listed recommendations and noted corrections. All in favor. Motion carried by unanimous vote.

b. *2018-2019 Coverage Document Adoption – MOTION REQUESTED*

Mr. Hoffman reviewed the 2018-2019 Coverage Document, which would reflect applicable enhancements in coverage and limits discussed in the renewal proposal presented previously, subject to reinsurer approval.

Motion by Ms. Bratty, second by Mr. Grossi to adopt the 2018-2019 Coverage Document. All in favor. Motion carried by unanimous vote.

c. *2018-2019 Risk Management Plan – MOTION REQUESTED* – Mr. Hoffman noted that the 2018-2019 Risk Management Plan changes would reflect applicable enhancements in coverage and limits discussed in the renewal proposal presented previously and would be posted to the SPELLJIF website in July.

Motion by Ms. Bratty, second by Mr. Grossi to approve the 2018-2019 Risk Management Plan. All voted in favor. Motion carried by unanimous vote.

d. *2018-2019 Certificate of Coverage* – Mr. Hoffman explained that the final version of this document will be emailed to all districts once determination of all coverages has been made and coverages bound, by the second week of July.

VII. CALL TO ORDER THE ANNUAL REORGANIZATION MEETING

The annual Reorganization Meeting was called to order at 10:41 a.m.

VIII. SEATING OF 2018-2019 TRUSTEES AND ALTERNATE TRUSTEES – ADOPTION

Motion by Mr. Grossi, second by Ms. Bratty to approve Delegates and Alternate Delegates elected by each Owner Group, and listed below, as Trustees and Alternate Trustees, respectively. All voted in favor. Motion carried by unanimous vote.

IX. ROLL CALL

A. 2018-2019 Trustees

Thomas P. Grossi, Greater Egg Harbor RHSD, Trustee – ACCASBO JIF
Joseph Smurlo, Egg Harbor City School District, Trustee – ACCASBO JIF
Richard J. Kaz, Jr., Northern Burlington County Regional School District, Trustee, BCIP JIF
Robert F. Wachter, Jr., Mt. Laurel Township BOE, Trustee – BCIP JIF
Cherie Bratty, Upper Deerfield Township School District, Trustee – GCSSD JIF
Margaret F. Meehan, Washington Twp. BOE, Trustee – GCSSD JIF

B. 2018-2019 Alternate Trustees

Christopher Veneziani, Folsom BOE, Alternate Trustee – ACCASBOJIF
Kim Jensen, Mainland Regional High School, Alternate Trustee – ACCASBO JIF
Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF
Diana Schiraldi, Eastern Camden County RSD, Alternate Trustee – BCIP JIF
Joseph Collins, Elk Township School District, Alternate Trustee – GCSSD JIF
Brian Ferguson, Penns Grove-Carneys Point Regional BOE, Alternate Trustee – GCSSD JIF

C. District Personnel

John Serapiglia, Jr., Passaic County Manchester – SEJIF
Karen Yeamans, Nutley – SEJIF

X. NOMINATIONS – ADOPTION

A. Election of Officers (Chair, Vice Chair, and Secretary) – Nominations for the 2018-19 Fund Year: Tom Grossi, Chair; Cherie Bratty, Vice Chair; Robert Wachter, Secretary.

Motion by Mr. Veneziani, second by Mr. Collins to accept and approve the above nominees for SPELL JIF Officers for Fund Year 2018-2019. Upon roll call vote, all voted in favor. Motion carried.

XI. OATHS OF OFFICE

Oaths of office were distributed to all in attendance and will be emailed to those not present. He asked that all Oaths of Office be signed and returned to Ms. Fox.

Mr. Grossi assumed the Chair of the meeting.

XII. 2018-19 Reorganization Resolutions – ADOPTION

Motion by Ms. Bratty, second by Mr. Wachter to approve Reorganization Resolutions 2018-01 through 2018-11, listed in the Agenda. Upon roll call vote, all voted in favor. Motion carried.

XIII. *Motion* by Ms. Bratty, second by Mr. Wachter to go into Closed Session at 10:45 a.m.

XIV. *Motion* by Ms. Bratty, second by Mr. Wachter to return to Open Session at 10:52 a.m.

XV. MISCELLANEOUS BUSINESS AND PUBLIC COMMENT

All present wished Ms. Godfrey and Mr. Fanuka well, as this is the last JIF meeting for them.

Motion by Ms. Bratty, second by Mr. Wachter to change meeting time for the SPELL JIF meetings to 10:00 a.m. Upon roll call vote, all voted in favor. Motion carried.


The next meeting of the SPELLJIF is scheduled to be held on Friday, October 12, 2018 at 10:00 a.m. at the Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

XVI. MOTION REQUESTED to adjourn the meeting

Motion by Ms. Bratty, second by Mr. Wachter to adjourn the May 24, 2018 meeting of the SPELL JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 10:55 a.m.





Sharon Wilson, Recording Secretary