

*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  
Friday, April 7, 2017**

**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 Friday, April 7, 2017 at 9:30 a.m., with Tom Fanuka, Lumberton, 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**

**2016-2017 Delegates present**

Thomas J. Fanuka, Lumberton Twp. BOE, SPELL Chair – BCIP JIF  
Joseph Smurlo, Egg Harbor City School District, SPELL Vice Chair – ACCASBO JIF  
Margaret F. Meehan, Washington Twp. BOE, SPELL Secretary – GCSSD JIF  
Thomas P. Grossi, Greater Egg Harbor RHSD, Trustee – ACCASBO JIF (arrived at 9:35 a.m.)  
Richard J. Kaz, Jr., Northern Burlington County RSD, Trustee – BCIP JIF (left at 11:02 a.m.)

**2016-2017 Delegates absent**

Cherie Bratty, Upper Deerfield Township School District, Trustee – GCSSD JIF

**2016-2017 Alternate Delegates present**

Kim Jensen, Mainland Regional High School, Alternate Trustee – ACCASBO JIF  
Barbara A. Godfrey, Southampton Twp., BOE, Alternate Trustee – BCIP JIF  
Robert Wachter, Jr., Mt. Laurel Twp. BOE, Alternate Trustee – BCIP JIF (left at 10:35 a.m.)

**2016-2017 Alternate Delegates absent**

Suzanne Keller, Somers Point BOE, Alternate Trustee – ACCASBO JIF  
Joseph Collins, Elk Township School District, Alternate Trustee – GCSSD JIF  
Brian Ferguson, Penns Grove-Carneys Point Regional BOE, Alternate Trustee – GCSSD JIF

**District Personnel present**

No one

**District Personnel absent**

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

**Fund Professionals present**

Craig H. Wilkie, Area Vice President – AJGRMS, Inc.  
Scott C. Tennant, Area Vice President – AJGRMS, Inc.  
Bradford W. Hoffman, Area Vice President – AJGRMS, Inc.  
Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.  
Megan Matro, Marketing Specialist – AJGRMS, Inc.  
Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC (left at 9:35 a.m.)  
Sharon Wilson, Recording Secretary

**IV. APPROVAL OF MINUTES**

*Motion* by Ms. Meehan, second by Mr. Smurlo to approve the Minutes of the February 3, 2017 meeting of the SPELLJIF. All in favor. Motion carried by unanimous vote.

**V. PROFESSIONAL REPORTS**

A. *Accountant/Treasurer*

Ms. Verrill referred to the February, March, and April 2017 Bill Lists and Cash Reconciliation Reports for January and February, 2017 found in the agenda.

*Motion* by Mr. Kaz, second by Ms. Godfrey to approve the Bill Lists and Treasurer's Reports. All in favor. Motion carried.

B. *Attorney* – No report.

C. *Executive Director/Underwriting Manager Summary*

1. Executive Director

a. *2017-2018 Membership Renewal:* Mr. Wilkie reported that there are 23 districts within the local owner group funds that are up for membership renewal on July 1, 2017. They are as follows: ACCASBO – 5 districts (five have renewed to date); BCIP – 13 districts (13 have renewed to date); GCSSD – 5 districts (4 have renewed to date). Washington Township is sending out RFP's.

b. *Potential Members Update:* Mr. Wilkie reviewed potential prospects, as well as marketing strategy.

c. *Website Update:* A Power Point update will be presented.

d. *Conference Update:* Mr. Wilkie reviewed the following upcoming conferences.

- i. NJSIA – Worker's Compensation Conference – May 4-5 @ Harrah's/AC
- ii. Presenting: How to Manage Your Worker's Compensation @ NJASBO – May 16
- iii. NJASA – May 17-19 @ Caesars/AC
- iv. PRIMA – June 4-7, 2017 in Phoenix, AZ
- v. NJASBO – June 6-9, 2017
- vi. SPELL JIF Retreat – September 27-29, 2017 in Cape May
- vii. AGRIP – October 1-4, 2017 in Baltimore, MD
- viii. NJSBA Fall Workshop – October 23-26 @AC Convention Center

- e. *SPELL JIF Retreat Planning Meeting* – To be scheduled
- f. *Mold and Environmental Issues Seminar – 7/19/17* – to be held at the Doubletree, with Anita Hogan of Remington-Vernick presenting.
- g. *Boiler Operator Refresher Training – 8/9/17* – to be held at Lenape.
- h. *Proposed Meeting Dates for 2017-18* – Mr. Wilkie reviewed the proposed meeting dates for the 2017-18 Fund Year. He asked members to review the schedule for any conflicts, and asked for a consensus for approving the tentative schedule. The members asked to change the date of the May 2018 meeting. The final schedule will be listed in a Resolution at the May reorganization meeting.
- i. *Incubator Concept – Cutting Edge Risk Management Services* – Mr. Tennant reviewed these services for consideration. SPELL could be an “incubator” for programs to reduce risks that could be available to local districts. Discussion ensued on this issue.
- j. *Cyber Audit Status* – Mr. Tennant reported that he and Mr. Greco have reviewed the contracts with K2 Intelligence for this program. Members agreed to accept their recommendations.
- k. *Contracts – Compliance with State Requirements* – Mr. Tennant reported that the Offices of Legislative Services are auditing school districts and reviewing their contracts. He suggests setting up procedures for vendor contract review procedures. Members agreed.

## 2. Underwriting and Finance Director

a. *2017-2018 Renewal Process – Excess/Reinsurance Partner Update:* Mr. Hoffman distributed an update on the renewal process.

- Great American – Package AL / GL / ELL / WC / Property
- Safety National – Statutory Excess WC
- Risk Placement Services Atlanta – Layered Property Structure
- Travelers / RPS Chicago – Boiler & Machinery
- Beazley / AJG – Pollution / Environmental / Mold
- AIG – Cyber Liability
- Lloyds of London – Violent Malicious Acts and Disaster Management Services
- American Alternative Insurance Corporation – Unmanned Aerial Systems

b. *2017-2018 Budget Process – Vendor Review* Mr. Hoffman presented the vendor service requests for the 2017-2018 fund year for review and recommendation. He reported that there are no significant budget items to discuss.

Mr. Tennant informed the members that the Mold Hotline has been eliminated.

Members suggested a 2.5% increase for AJGRMS as underwriting manager, instead of the 3% increase requested by the firm.

Mr. Tennant is requesting that Qual-Lynx develop a daily claim information update program.

c. *Coverage & Program Discussion Items*

- Drones covered in GL
- Train the Trainer program for Drones – Mr. Geitz and Mr. Weber will be trained as experts and will then be able to train district personnel.
- Garage keepers/Garage Liability

- Public Relations/Disaster Management Services
- NASDTEC Clearinghouse
- Naxolone/NARCAN administration
- Early Involvement Protocol for Administrative Actions
- Annual Aggregate Corridor Evaluation and Report Timing

Mr. Tennant introduced Marketing Specialist Megan Matro, who reviewed her website Power Point presentation.

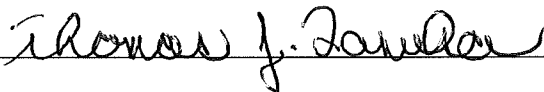
**VI. MISCELLANEOUS BUSINESS AND PUBLIC COMMENT**

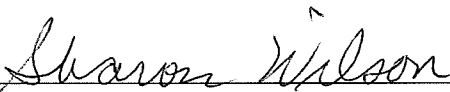
The next meeting of the SPELLJIF is scheduled to be held on Thursday, May 25, 2017 at 9:30 a.m. at the Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagamore Drive, Suite 6203, Marlton, NJ 08053.

**VII. MOTION REQUESTED** to adjourn the meeting

*Motion* by Mr. Grossi, second by Ms. Meehan to adjourn the April 7, 2017 meeting of the SPELLJIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 11:13 a.m.

  
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Sharon Wilson, Recording Secretary