

School Pool for Excess Liability Limits Joint Insurance Fund SPELL JIF

Friday, April 28, 2023 – 10:00 AM

OPEN SESSION MINUTES

I. MEETING CALLED TO ORDER

The meeting of the School Pool for Excess Liability Limits Joint Insurance Fund (SPELL) was held on Friday, April 28, 2023 at 10:04 a.m., with Thomas P. Grossi, Greater Egg Harbor RHSD, Chair, 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

2022-2023 Trustees present

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

2022-2023 Trustees absent

Joseph Collins, Elk Twp/Delsea Regional, Trustee – GCSSD JIF
Scott Campbell, Greenwich Township, Alternate Trustee – GCSSD JIF

2022-23 Alternate Trustees present

Chandra Anaya, Egg Harbor Twp SD, Alternate Trustee – ACCASBO JIF
Dr. Diane Fox, Middle Township BOE, Alternate Trustee – ACCASBO JIF (via phone)
Beth Ann Coleman, Alternate Trustee – BCIP JIF
Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District – GCSSD JIF

2022-2023 Alternate Trustees absent

Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF
Heather Mayhew, Pennsville PSD, Alternate Trustee – GCSSD JIF

District Personnel absent

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

Fund Professionals present

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
Kim Hill, Account Manager – RPA, a division of Gallagher
Pat Madden, Esquire, Fund Solicitor
Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
Rick Hillman, Virtual Safety Director – Ironwood Consulting, LLC
Annette Reap, Recording Secretary

IV. Approval of Minutes

Motion by Mr. Wachter, second by Mr. Veneziani, to approve the Minutes of the February 10, 2023 meeting. All in favor. Motion carried.

V. Professional Reports

A. Treasurer

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

B. Attorney

Mr. Madden discussed the tentative settlement of a claim in the Pennsauken BOE.

Mr. Wachter thanked Mr. Madden for his help regarding a HIB matter.

C. Student Accident Program Report – No report.

D. Executive Director/Underwriting & Finance Director Report

1. UNDERWRITING & FINANCE DIRECTOR

2023-2024 Budget Process – Vendor Review – Mr. Hoffman provided a handout of Vendor Service Requests for the 2023-2024 Fund Year, which were reviewed.

Budget Outlook 2023-2024 – MOTION REQUESTED – The Preliminary Budget for the 2023-2024 year was included in the agenda. A motion is requested to adopt the preliminary budget for 2023-2024 as presented.

Motion by Mr. Kaz, second by Dr. Fox, to adopt the 2023-2024 preliminary budget as presented in the agenda. All in favor. Motion carried.

Reinsurance & Excess Insurance - Market Conditions / Concerns / Renewal Outlook - Mr. Hoffman reviewed Program Renewal Outlook for 2023-24 that included each line of coverage at the expected change from current year to next year. Property is estimated between 25-62%, which is driving the increase in the budget.

Group Purchase Coverages-Market Conditions/Concerns/Outlook - Mr. Hoffman reviewed group insurance coverages information included in his handout.

Financial Audit – June 30, 2022 – MOTION REQUESTED – ADDENDUM A – The financial audit was attached to the agenda as an Addendum. Mr. Hoffman advised that the auditor has provided a clean audit, with no issues, which has been reviewed by the Finance Committees, who recommend acceptance. A motion is requested to accept the June 30, 2022 Financial Audit as prepared by Bowman & Company.

Motion by Ms. Anaya, second by Mr. Kaz, to accept the June 30, 2022 Financial Audit as prepared by Bowman & Company. Motion carried by unanimous vote.

2. EXECUTIVE DIRECTOR

2023-24 Membership Renewal – Mr. Wilkie reported that all districts up for renewed have renewed or have committed to renewing their membership.

Marketing Update – Mr. Wilkie reported on districts that are looking for a membership offer in the local ownership JIFs.

SPELL JIF Virtual Safety Director – Mr. Tennant noted that included with the agenda packet were Rick Hillman's C.V., the contract, a Draft Member Use Agreement and Draft of the SPELL JIF Virtual Security Framework project that Mr. Hillman is developing. He advised that he is working with Mr. Hillman on a deep review of the renewal applications, development of a data base for analysis, a comprehensive member survey, video training to support the tool box and refining this summer's Virtual Safety Seminar scheduled for July 19th. Mr. Tennant explained that they are busy preparing a foundation from which Mr. Hillman can help members build virtual protections. Mr. Tennant is very excited about the profound positive impact these efforts will have going forward. Thank you for supporting this program. Mr. Tennant advised that Mr. Hillman's information will be included on the website, along with 7 minute videos that will be accessible by all districts. Mr. Tennant advised that Mr. Hillman was visit districts services will be available to all member districts. Mr. Hillman will be introduced to all members at the Virtual Safety Seminar scheduled for July 19th.

Mr. Hillman introduced himself and provided details of his background and experience. He is excited to be working with the JIFs.

AGRIP Spring Conference – Reports from those who attended the Conference in March are included in the agenda packet.

Self-Insurer's Workshop - May 3-5th at Harrah's – Mr. Wilkie advised that there are 30 clients across the three local JIFs who will be joining us this year for this Conference.

Environmental Management Seminar – July 12, 2023 - The 11th Annual Environmental Management Seminar will be held on Wednesday, July 12, 2023 at the Westin Hotel. The draft agenda has been created and will be provided in the May meeting agendas.

Virtual Safety Symposium – July 19, 2023 – Mr. Wilkie confirmed that the Westin has been reserved for the Virtual Safety Seminar to be held on Wednesday, July 19, 2023. A draft agenda is included in Item c. above.

2023 Retreat at The Grand Hotel – Mr. Wilkie advised that the venue has been secured for Wednesday, September 27th - Friday, September 29th, 2023. Planning has begun.

STOPit Activity Report – An activity report for the First Quarter of 2023 was included in the agenda packet. Mr. Wilkie reminded the members that there is expanded coverage for districts which includes 24/7 monitoring for non-emergencies after hours and on the weekends.

Proposed Meeting Dates for 2023-24 – Included in the agenda are proposed meeting dates for the 2023-24 Fund Year. Mr. Wilkie asked the Trustees to review the schedule for any conflicts. We ask for a consensus decision approving the tentative schedule. The final schedule will be listed in a Resolution at the May reorganization meeting.

VI. **Miscellaneous Business and Public Comment**

The next meeting of the SPELL JIF is scheduled to be held on **Thursday, May 25, 2023** at 10:00 a.m. at the RPA/Gallagher offices, 6000 Sagamore Drive, Suite 6203, Marlton, NJ 08053.

VII. **MOTION REQUESTED** to Adjourn Meeting.

Motion by Mr. Kaz, second by Ms. Coleman, to adjourn the April 28, 2023 meeting of the SPELL JIF.
All in favor. Motion carried by unanimous vote.

The meeting adjourned at 10:52 a.m.
