

***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 13, 2018**

I. 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 13, 2018 at 9:29 am, with Margaret Meehan, Washington Township BOE, Secretary, 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

Margaret F. Meehan, Washington Twp. BOE, SPELL Secretary – GCSSD JIF
Richard J. Kaz, Jr., Northern Burlington County RSD, Trustee – BCIP JIF
Cherie Bratty, Upper Deerfield Township School District, Trustee – GCSSD JIF

2017-2018 Delegates absent

Thomas J. Fanuka, Lumberton Twp. BOE, SPELL Chair – BCIP JIF
Joseph Smurlo, Egg Harbor City School District, SPELL Vice Chair – ACCASBO JIF
Thomas P. Grossi, Greater Egg Harbor RHSD, Trustee – ACCASBO JIF

2017-2018 Alternate Delegates present

Christopher Veneziani, Folsom BOE, Alternate Trustee – ACCASBO JIF
Barbara A. Godfrey, Southampton Twp., BOE, Alternate Trustee – BCIP JIF

2017-2018 Alternate Delegates absent

Kim Jensen, Mainland Regional High School, Alternate Trustee – ACCASBO JIF
Robert Wachter, Jr., Mt. Laurel Twp. BOE, 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

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 Hoffman, Area Vice President – AJGRMS, Inc.
Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
Megan Matro, Marketing Specialist – AJGRMS, Inc.
Louis J. Greco, Esquire, Fund Solicitor – (left @ 10:40 am)
Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC (left at 9:32 am)
Sharon Wilson, Recording Secretary

IV. APPROVAL OF MINUTES

Motion by Ms. Bratty, second by Mr. Veneziani to approve the Minutes of the February 2, 2018 meeting of the SPELL JIF. All in favor. Motion carried.

V. PROFESSIONAL REPORTS

A. *Accountant/Treasurer*

Ms. Verrill referred to the March and April, 2018 Bill Lists and Cash Reconciliation Reports for January, February, and March, 2018 found in the agenda. Ms. Verrill noted that all accounts are now receiving 1.65% interest from all banks.

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

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. They are as follows: ACCASBO – 6 districts (all have renewed); BCIP – 15 districts (14 have renewed, 1 has not: Mt. Holly will not be renewing); GCSSD – 5 districts (all have renewed).

b. *Potential Members Update:* Mr. Wilkie reviewed potential prospects and marketing strategy. Several districts across all Funds have expressed interest in membership. A marketing email has also been sent out, including the cyber technology white paper.

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

Mr. Tennant and Ms. Matro presented a power point presentation regarding the new website program "Forum". Ms. Matro also reviewed data available with the Claims Summary Program. The SPELL Board of Trustees is in support of this program, which will compel Qual-Lynx to participate.

- 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

d. *DUPRO Services*: Mr. Tennant reported that legal contract language review is not clear at this time with DUPRO, and the Executive Director's Office will not be moving ahead with this program.

e. *IT Advisory Committee Survey*: Mr. Tennant reported that the IT Advisory Committee survey has been sent to all members, per action approved at the previous SPELL meeting. This questionnaire will allow the group to collect data on all SPELL JIF districts to see what issues related to Cyber Security need to be addressed so that a plan can be formulated to systematically provide support to address each issue to the benefit of all member districts. This data is being collected blind, except for a classification of district size to determine if there are similarities based on size.

The Committee has scheduled a meeting for Friday, April 27, 2018 at 9:00 am at the Vincentown Diner.

f. *STOPiT User Group*: Mr. Wilkie reported 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. A M Best reached out to STOPiT, and interviewed GEHRHSD schools regarding the success of this program.

g. *AGRIP Reports*: Mr. Wilkie referred the members to reports on the spring AGRIP Conference provided by attendees Chris Veneziani, Folsom, and Tom Fanuka, Lumberton.

j. *2018 Conference Dates*: Mr. Wilkie reviewed the following conference dates:

- I. Schools Security Symposium – April 24, 2018 – 8:30 am @ the DoubleTree/Mt. Laurel
- II. NJSIA Worker's Compensation Conference – May 9-11, 2018 in Atlantic City
- III. NJASBO Workshop Presentation: **Do You Have a Cyber Storm Plan?** – June 7, 2018, 9:00 am
- IV. Mold/Environmental Management Seminar – July 18, 2018 @ The DoubleTree in Mt. Laurel
- V. SPELL JIF Retreat – September 26-28, 2018 in Cape May
- VI. AGRIP – September 30 - October 3, 2018 in Portland, OR
- VII. NJSBA Fall Workshop – October 22-25, 2018 in Atlantic City, NJ

k. *Proposed Meeting Dates for 2018-19*: Mr. Wilkie reviewed the proposed meeting dates for the 2018-19 Fund Year. He asked members to review the schedule for conflicts. Members agreed with the schedule, and it will be listed in a Resolution at the May reorganization meeting.

2. Underwriting and Finance Director

Mr. Hoffman distributed a packet and reviewed the following information:

a. *Excess/Reinsurance Partner Update – Preliminary Indications*:

Mr. Hoffman distributed an Underwriting & Finance Report to SPELL Board of Trustees and reviewed it in detail, including SPELL Carrier Comparisons for 2018-2019 for the following:

- Great American – Package AL / GL / ELL / WC / Property
- Risk Placement Services – Layered Property Structure

- Safety National – Statutory Excess WC
- Travelers – Boiler & Machinery
- Lloyds of London – Violent Malicious Acts & Disaster Management Services
- American Alternative Ins. Corp./RPS Aviation – Unmanned Aerial Systems/Drones
- AIG/RPS Technology – Cyber Liability
- Beazley/AJG Environmental – Pollution / Environmental / Mold

b. 2018-2019 Budget Process – Vendor Review – Mr. Hoffman presented the vendor service requests for the 2018-2019 fund year for review and recommendation. He reported that there are no significant budget items to discuss.

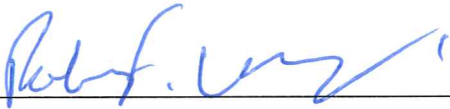
VI. MISCELLANEOUS BUSINESS AND PUBLIC COMMENT

The next meeting of the SPELL JIF is scheduled to be held on Thursday, May 24, 2018 at 9:30 a.m. at the Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

VI. MOTION REQUESTED to adjourn the meeting

Motion by Ms. Bratty, second by Mr. Kaz to adjourn the April 13, 2018 meeting of the SPELL JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 10:58 am.





Sharon Wilson, Recording Secretary