

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

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

OPEN SESSION MINUTES

Thursday, May 23, 2019

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 23, 2019 at 10:00 a.m., with Thomas Grossi, Greater Egg Harbor RHSD, 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

2018-2019 Trustees present

Thomas P. Grossi, Greater Egg Harbor RHSD, Chair – ACCASBO JIF
Cherie Bratty, Upper Deerfield Township School District, Vice Chair – GCSSD JIF
Robert Wachter, Jr., Mt. Laurel Twp. BOE, Secretary – BCIP JIF
Joseph Smurlo, Egg Harbor City School District – ACCASBO JIF
Margaret F. Meehan, Washington Twp. BOE – GCSSD JIF

2018-2019 Trustees absent

Richard J. Kaz, Jr., Northern Burlington County RSD – BCIP JIF

2018-2019 Alternate Trustees present

Christopher Veneziani, Folsom BOE, Alternate Trustee – ACCASBO JIF
Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF
Diana Schiraldi, Eastern Camden County RSD, Alternate Trustee – BCIP JIF

2018-2019 Alternate Trustees absent

Kim Robinson, Mainland Regional High School, Alternate Trustee – ACCASBO JIF
Joseph Collins, Elk Township School District, Alternate Trustee – GCSSD JIF
Christopher Rodia, Westville/Woodbury Heights, 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 – Gallagher
Bradford Hoffman, Area Vice President – Gallagher
Jennifer Fox, Sr. Account Manager – Gallagher
Lou Greco, Esquire – JIF Solicitor
Annette Reap, Recording Secretary

IV. APPROVAL OF MINUTES

Motion by Ms. Bratty, second by Mr. Wachter to approve the Minutes of the April 12, 2019 meeting of the SPELLJIF. Motion carried.

V. BUDGET HEARING

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

Motion by Ms. Meehan, second by Ms. Bratty, to adopt the 2019-2020 Budget, provided as a handout. All in favor. Motion carried.

VI. PROFESSIONAL REPORTS

A. *Accountant/Treasurer*

Mr. Hoffman referred to the May, 2019 Bill List and Cash Reconciliation Report for April, 2019 found in the agenda.

Motion by Ms. Bratty, second by Mr. Smurlo, 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

2019-20 Membership Renewal - Mr. Wilkie reported that all 22 districts within the local owner group funds that were up for membership renewal on July 1, 2019 have renewed. He noted that Mercer County Vo-Tech (BCIP) has renewed for a term of one year instead of three. Salem County SSSD, which joined last year, renewed early, bringing the total number of districts to 23. Mr. Wilkie discussed an issue concerning Mount Ephraim's renewal being questioned by their solicitor because of the timing of Board approval. He stated that he attended their BOE meeting to discuss the matter and advised that the BOE voted to remain in the BCIP JIF.

Potential Members Update - Mr. Wilkie reviewed a handout provided with four potential prospects, across ACCASBO and GCSSD. He reported that the finance committees of the local JIFs have reviewed these districts and are comfortable with extending offers of membership.

NJSIA Workers' Compensation Conference – Mr. Wilkie stated that the 2019 conference offered excellent educational sessions again this year and was attended by 20 SPELL JIF members. He advised that a survey was sent out to all 2019 conference attendees. He noted that, once all the responses were received, he would be requesting approval from the SPELL trustees to fund

participation at the 2020 conference at the October meeting. Mr. Colling, who attended the conference, thought it was very beneficial and the speakers were interesting. Mr. Grossi concurred.

2019 Conference Dates – Mr. Wilkie reviewed the upcoming conference dates listed below:

- NJSIA Worker’s Compensation Conference – May 8-10, 2019 in Atlantic City
- PRIMA Conference – June 9-12, 2019 in Orlando, FL
- Mold/Environmental Management Seminar – July 17, 2019 @ the DoubleTree/Mt Laurel
- SPELL Cyber Security Symposium – July 24, 2019 @ DoubleTree/Mt Laurel
- SPELL JIF Retreat – September 25-27, 2019 in Cape May
- AGRIP –October 6-9, 2019 in Cleveland, OH
- NJSBA Fall Workshop – October 21-24, 2019 in Atlantic City

1. UNDERWRITING AND FINANCE DIRECTOR

2019-2020 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 2019-2020. He noted that the detailed budget and puzzle chart of coverage layers were separate handouts that would be reviewed as well. Mr. Hoffman advised that it is Gallagher policy that the proposal is presented in the format provided and he would be going through some disclaimers and advised the Trustees to stop him if they had any questions.

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

2019-2020 Coverage Document Adoption – MOTION REQUESTED - Mr. Hoffman reported that he did not include an updated version of the coverage document, as there were no changes there as of yet. He indicated that the definition of “collapse” is being reviewed because of the roof collapse that occurred in SEJIF where coverage was denied, appropriately, but through that process, some of the language will be tightened up. There may be a recommendation of some minor changes before we get to 7/1 but they will be put out for the trustees’ approval at that time.

Motion by Mr. Smurlo, second by Ms. Bratty, to adopt the 2019-2020 Coverage Document. All in favor. Motion carried by unanimous vote.

2019-2020 Risk Management Plan - Mr. Hoffman noted that the 2019-2020 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.

2019-2020 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.

Mr. Wachter and the rest of the SPELL Trustees thanked Mr. Hoffman for his efforts and great job.

VII. CALL TO ORDER THE ANNUAL REORGANIZATION MEETING

The annual Reorganization Meeting was called to order at 10:49 a.m.

VIII. SEATING OF 2019-2020 TRUSTEES AND ALTERNATE TRUSTEES – ADOPTION

Motion by Ms. Bratty, second by Mr. Smurlo, 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. 2019-2020 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
Joseph Collins, Elk Township School District, Trustee – GCSSD JIF

B. 2019-2020 Alternate Trustees

Christopher Veneziani, Folsom BOE, Alternate Trustee – ACCASBOJIF
Kim Robinson, 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
Chris Rodia, Westville/Woodbury Heights, Alternate Trustee – GCSSD JIF
Rose Wang Chin, Woodstown-Pilesgrove RSD, 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 2019-20 Fund Year: Tom Grossi, Chair; Cherie Bratty, Vice Chair; Robert Wachter, Secretary.

Motion by Ms. Meehan, second by Mr. Smurlo, to accept and approve the above nominees for SPELL JIF Officers for Fund Year 2019-2020. 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. All Oaths of Office should be signed and returned to Ms. Fox.

Mr. Grossi assumed the Chair of the meeting.

XII. 2018-19 Reorganization Resolutions – ADOPTION

Mr. Wilkie highlighted Resolution 2019-01, Item 15, where StopIt is discussed. He reminded the Trustees that, at the last meeting, Mr. Tennant shared that StopIt had entered into a partnership with WeTip and absorbed their operations. He reported that a few SPELL districts do utilize WeTip, so the SPELL still wants to offer their services. Mr. Wilkie suggested putting a note on this Resolution indicating that StopIt will assume the WeTip operations so when the Minutes are finalized, it will be noted and the Resolution will be revised to reflect that change.

Motion by Mr. Wachter, second by Ms. Meehan, to approve Reorganization Resolutions 2019-01 through 2019-11, listed in the Agenda, with the changes discussed. Upon roll call vote, all voted in favor. Motion carried.

No items were presented for Closed Session

XV. MISCELLANEOUS BUSINESS AND PUBLIC COMMENT

The next meeting of the SPELLJIF is scheduled to be held on Friday, October 4, 2019 at 10:00 a.m. at the Gallagher offices, 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

XVI. MOTION REQUESTED to adjourn the meeting

Motion by Ms. Meehan, second by Mr. Colling, to adjourn the May 23, 2019 meeting of the SPELL JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 10:53 a.m.


