

*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 25, 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 Thursday, May 25, 2017 at 9:38 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
Cherie Bratty, Upper Deerfield Township School District, Trustee – GCSSD JIF

2016-2017 Delegates absent

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

2016-2017 Alternate Delegates present

Suzanne Keller, Somers Point BOE, 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

2016-2017 Alternate Delegates absent

Kim Jensen, Mainland Regional High School, 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.
Louis J. Greco, Esquire, Fund Solicitor
Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC (left at 9:42 a.m.)
Sharon Wilson, Recording Secretary

IV. APPROVAL OF MINUTES

Motion by Ms. Bratty, second by Ms. Godfrey to approve the Minutes of the April 7, 2017 meeting of the SPELLJIF. All in favor, with the exception of Ms. Keller, who 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 Ms. Bratty, second by Mr. Wachter to close the Budget Hearing to the public.

Motion by Ms. Bratty, second by Mr. Wachter to adopt the 2017-2018 Budget, included in the agenda. All in favor. Motion carried.

VI. PROFESSIONAL REPORTS

A. *Accountant/Treasurer*

Ms. Verrill referred to the May, 2017 Bill List and Cash Reconciliation Reports for March and April, 2017 found in the agenda. Ms. Verrill reported an increase in interest rates to .9%. Mr. Wilkie commended Ms. Verrill for this second increase in interest rates.

Motion by Ms. Godfrey, second by Mr. Wachter to approve the Bill List and Treasurer's Reports. All in favor, with the exception of Ms. Bratty and Mr. Fanuka, who abstained. 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. To date, 22 districts have renewed their memberships. Washington Township sent out RFP's, and will be approving membership renewal at their next meeting.

b. *Potential Members Update:* Mr. Wilkie reviewed potential prospects, as well as marketing strategy. Bordentown and Linwood are membership prospects.

c. *NJSIA Workers' Compensation Conference Attendee Survey:* Mr. Wilkie reported that the results of the post-conference survey sent to the SPELL JIF attendees are included in the agenda.

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

- d. *Conference Update:* Mr. Wilkie reviewed the following upcoming conferences.
- i. PRIMA – June 4-7, 2017 in Phoenix, AZ (5 members are attending)
 - ii. NJASBO – June 6-9, 2017
 - iii. Mold/Environmental Issues – July 19 at the Double Tree
 - iv. Boiler Operator Refresher Training – August 9 at Lenape High School
 - v. SPELL JIF Retreat – September 27-29, 2017 in Cape May
 - vi. AGRIP – October 1-4, 2017 in Baltimore, MD
 - vii. NJSBA Fall Workshop – October 23-26 @AC Convention Center

2. Underwriting and Finance Director

- a. *2017-2018 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 2017-2018.

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

- b. *2017-2018 Coverage Document Adoption – MOTION REQUESTED*

Mr. Hoffman reviewed the 2017-2018 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 Ms. Keller to adopt the 2017-2018 Coverage Document. All in favor. Motion carried by unanimous vote.

- c. *2017-2018 Risk Management Plan – MOTION REQUESTED –* Mr. Hoffman noted that the 2017-2018 Risk Management Plan changes would reflect applicable enhancements in coverage and limits discussed in the renewal proposal presented previously and would be distributed to the full membership in September.

Motion by Ms. Bratty, second by Ms. Keller to approve the 2017-2018 Risk Management Plan. All voted in favor. Motion carried by unanimous vote.

- d. *2017-2018 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 10:20 a.m.

VIII. SEATING OF 2017-2018 TRUSTEES AND ALTERNATE TRUSTEES – ADOPTION

Motion by Mr. Wachter, 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. 2017-2018 Trustees

Thomas J. Fanuka, Lumberton Twp. BOE – BCIP JIF
Joseph Smurlo, Egg Harbor City School District, Trustee – ACCASBO JIF
Margaret F. Meehan, Washington Twp. BOE – GCSSD JIF

Thomas P. Grossi, Greater Egg Harbor RHSD, Trustee – ACCASBO JIF
Richard J. Kaz, Jr., Northern Burlington County Regional School District, Trustee, BCIP JIF
Cherie Bratty, Upper Deerfield Township School District, Trustee – GCSSD JIF

B. 2017-2018 Alternate Trustees

Christopher Veneziani, Folsom BOE, Alternate Trustee – ACCASBOJIF
Kim Jensen, Mainland Regional High School, Alternate Trustee – ACCASBO JIF
Barbara A. Godfrey, Southampton Township, Alternate Trustee – BCIP JIF
Robert F. Wachter, Jr., Mt. Laurel Township, 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) – Officers will remain the same as this current Fund Year: Tom Fanuka, Chair; Joe Smurlo, Vice Chair; Margaret Meehan, Secretary.

XI. **OATHS OF OFFICE**

Oaths of office will be emailed to Thomas Fanuka, Chairperson, Joe Smurlo, Vice Chair, Margaret Meehan, Secretary, Trustees and Alternate Trustees. He asked those affected to sign the Oaths of Office and return them to Ms. Fox.

XII. **2017-18 Reorganization Resolutions – ADOPTION**

Motion by Ms. Bratty, second by Ms. Godfrey to approve Reorganization Resolutions 2017-01 through 2017-11, listed in the Agenda. Upon roll call vote, all voted in favor. Motion carried.

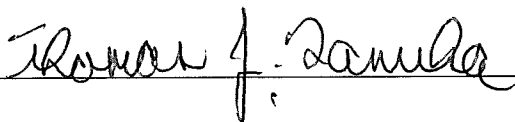
XIII. **MISCELLANEOUS BUSINESS AND PUBLIC COMMENT**

The next meeting of the SPELLJIF is scheduled to be held on Friday, October 13, 2017 at 9:30 a.m. at the Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

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

Motion by Ms. Bratty, second by Ms. Godfrey to adjourn the May 25, 2017 meeting of the SPELLJIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 10:38 a.m.





Sharon Wilson, Recording Secretary