

**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, October 13, 2017**

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, October 13, 2017 at 9:37 a.m., with Tom Fanuka, Lumberton Twp. BOE, 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

2017-2018 Delegates present

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 (arrived at 9:44 a.m.)
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

Margaret F. Meehan, Washington Twp. BOE, SPELL Secretary – GCSSD JIF

2017-2018 Alternate Delegates present

Christopher Veneziani, Folsom BOE, Alternate Trustee – ACCASBO JIF
Kim Jensen, Mainland Regional High School, Alternate Trustee – ACCASBO JIF (arrived at 9:46 a.m.)
Barbara A. Godfrey, Southampton Twp., BOE, Alternate Trustee – BCIP JIF
Robert Wachter, Jr., Mt. Laurel Twp. BOE, Alternate Trustee – BCIP JIF (Left at 10:36 a.m.)

2017-2018 Alternate Delegates absent

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.
Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
Louis J. Greco, Esq., Fund Solicitor
Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC (left at 9:41 a.m.)
Sharon Wilson, Recording Secretary

IV. APPROVAL OF MINUTES

Motion by Ms. Bratty, second by Mr. Wachter to approve the Minutes of the May 25, 2017 meeting of the SPELL JIF. All in favor. Motion carried.

V. MOTION REQUESTED – Adopt Amended Budget

Motion by Mr. Wachter, second by Ms. Bratty to adopt the amended budget, due to new members, found in the Agenda. All in favor. Motion carried.

VI. PROFESSIONAL REPORTS

A. *Accountant/Treasurer*

Ms. Verrill referred to the June, July, August, September and October 2017 Bill Lists and Cash Reconciliation Reports for May, June, July, August and September, 2017 found in the agenda. She reported that the current interest rate at Republic Bank is 1.05%

Motion by Ms. Bratty, second by Mr. Smurlo 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; BCIP – 15 districts; GCSSD – 5 districts. Renewal documents were sent out to all renewing districts in August, and many have already renewed.

b. *SPELL JIF Website Enhancements:* Mr. Wilkie reviewed the following and on-going revisions to the website over the last few years:

- July 2017 – Search features added.
- Fall 2017 – Members will be able to request and receive Certificates of Insurance on line.
- Fall 2018 – Members will have ability to manage certificates held by district.
- Fall 2018 or shortly thereafter – on-line incident reporting.

c. *Environmental Management Seminar – Held on July 19, 2017 – MOTION REQUESTED:* The 5th Annual Environmental Management Seminar was well attended again this year, and we plan to offer it next year. Included are the results of the attendee survey, along with a copy of the agenda. Mr. Wilkie reported that CEU's for the Facilities Managers were awarded for the first time. Mr. Wilkie initiated a discussion regarding the recent mold issues affecting local and

member districts. Discussion ensued on handling and preventing air quality issues. A recommendation to approve holding the program again in September, 2018 is requested.

Motion by Mr. Kaz, second by Mr. Wachter to approve the Annual Environmental Management Seminar to be held in Fund Year 2018-19. All in favor. Motion carried by unanimous vote.

d. *Boiler Operator Refresher Training Held on August 9, 2017:* Traveler's Insurance, the JIF's boiler and machinery carrier, held 2 refresher training sessions for Black Seal Boiler Operators on Wednesday, August 9th at Lenape Regional High School in Medford. The training was designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. Only 10 member districts took the opportunity to participate in this training, about 157 people total. Mr. Wilkie will be pushing Traveler's to develop a better program in the future.

e. *SPELL Joint Retreat – September 27-29, 2017 – MOTION REQUESTED:* Mr. Wilkie discussed the attached survey and agenda for the SPELL Retreat, which was held September 27-29, 2017 at Congress Hall in Cape May. He requested approval to hold a joint retreat again in September, 2018.

Motion by Ms. Bratty, second by Ms. Godfrey to approve holding the SPELL Joint Retreat in September, 2018, at Congress Hall in Cape May. All in favor. Motion carried by unanimous vote.

f. *Technology White Paper:* Mr. Wilkie reviewed the White Paper created from the survey of the two districts who invested in a technology audit. He asked members to approve distribution to all members, and to make available to non-members. This document will also be highlighted during the State of the JIF Dinners. All members approved distribution of the White Paper.

g. *Wellness:* Mr. Wilkie reviewed information regarding a combined Wellness Committee, which met in April, 2016, as requested by a few members. Discussion ensued regarding how this works in the Municipal JIF's. A Wellness workshop was also part of the recent AGRIP Conference. Mr. Wilkie discussed investing in a SPELL sponsored or co-sponsored Employee Assistance Program (EAP), made available to all members on a voluntary basis. Members agreed that this concept should be explored.

h. *Creation of a SPELL JIF Technology Committee:* Mr. Wilkie reviewed an email from James Heiser, School Business Administrator from Delanco, who attended the recent SPELL JIF Retreat. The email details the discussion about starting a SPELL JIF Technology Committee and what its function could be. Mr. Wilkie asked if members agreed with this concept and suggested a one-day seminar. Members agreed.

i. *NJASA Techspo – MOTION REQUESTED:* Mr. Wilkie informed the members that Washington Township School District has submitted to NJASA to present their Technology Audit Report at TECHSPO. Approval is requested for SPELL to cover the expense of Washington Township's attendance at TECHSPO. The Executive Director's Office feels it would be a small cost to brand SPELL JIF as a contributor to the greater good and would ask that Washington Township Board of Education hand out the White Paper.

Motion by Mr. Wachter, second by Ms. Godfrey to approve the expense for Washington Township Board of Education to attend TECHSPO and to present their Technology Audit Report. All in favor. Motion carried by unanimous vote.

j. *Motion Picture Licensing:* Mr. Wilkie reviewed follow up discussion from the Strategic Planning meetings. Information will be provided to member districts for their use.

k. *Legal Training for Member Districts:* Mr. Wilkie reported that during the recent Strategic Planning Meetings in September, discussion ensued on the examples of training requests that SPELL JIF has received. Requests included HIB, Social Media and Email Usage Within the Schools – DO's and Don'ts, Affirmative Action etc.

l. *AGRIP:* Membership dues for AGRIP in the amount of \$1,150.00 were recently paid for the SPELL JIF. The Fall Conference was held October 1-4 in Baltimore. Ms. Bratty, Mr. Fanuka and Mr. Grossi attended, and a copy of their joint report is included in the agenda.

m. *NJSBA/NJASBO/NJASA Fall Conference:* The SPELL JIF will have an Exhibit Booth at the Fall Conference on October 24-26, 2017 in Atlantic City. The Booth Location is #478.

2. Underwriting and Finance Director

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

a. *Exposure Renewal Information Update/Timeline:* Mr. Wilkie reported that renewal packets will be going out this month. He asked members to return the packets as soon as possible so that budget figures can be generated for members' budget preparation.

b. *Excess/Reinsurance Partner Update:* All groups are doing exceptionally well.

c. *Financial Performance Update:*

I. Owner Group Performance Overview

II. 6/30/17 Audit Process Update – Audit process is underway. Finance Committees will be will be updated in December

VII. MOTION REQUESTED TO GO INTO Closed Session

Motion by Mr. Wachter, second by Mr. Kaz Motion to go into Executive Closed Session at 10:40 a.m. All in favor. Motion carried by unanimous vote.

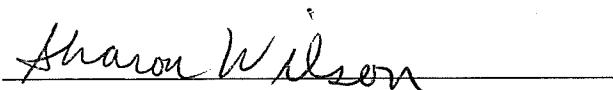
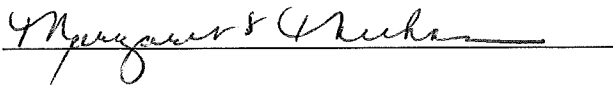
VIII. MISCELLANEOUS BUSINESS AND PUBLIC COMMENT

The next meeting of the SPELLJIF is scheduled to be held on Friday, February 2, 2018 at 9:30 a.m. at the Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

IX. MOTION REQUESTED to adjourn the meeting

Motion by Mr. Kaz, second by Ms. Bratty to return to Open Session and to adjourn the October 13, 2017 meeting of the SPELLJIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 10:43 a.m.



Sharon Wilson, Recording Secretary