

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

**Teleconferencing Meeting via Zoom**

**OPEN SESSION MINUTES**

**Thursday, May 26, 2022 – 10:00 am**

**I. MEETING CALLED TO ORDER**

The meeting of the School Pool for Excess Liability Limits Joint Insurance Fund (SPELL JIF) was held remotely on Thursday, May 26, 2022 at 10:03 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**

**2021-22 Trustees**

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  
Joseph Collins, Elk Twp School District, **Alternate Trustee** – GCSSD JIF  
Donna Contrevo, Gateway Regional/National Park – GCSSD JIF

**2021-22 Trustees absent**

None

**2021-22 Alternate Trustees present**

Chandra Anaya, Egg Harbor Twp SD, **Alternate Trustee** – ACCASBO JIF  
Dr. Diane Fox, Middle Township BOE – ACCASBO JIF  
Michael Colling, Medford Lakes SD, **Alternate Trustee** – BCIP JIF  
Kathleen Huder, Lindenwold BOE, **Alternate Trustee** – BCIP JIF  
Scott Campbell, Greenwich Township, **Alternate Trustee** – GCSSD JIF

**2021-22 Alternate Trustees absent**

Chris Rodia, Westville/Woodbury Heights, **Alternate Trustee** – GCSSD JIF

**District Personnel present**

Renee Ring, Curriculum Supervisor, Fairfield Township BOE

**District Personnel absent**

Lameka Augustin, Passaic County Manchester Regional BOE– SE JIF  
David DiPisa, Nutley BOE– SE 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  
Megan Matro, Marketing Specialist- RPA, a division of Gallagher  
Danielle Colaiani, Program Manager – Student Accident Program  
Lorraine Verrill, CPA, JIF Treasurer – Verrill & Verrill, LLC  
Tracy Lopez, Account Manager, PERMA  
Annette Reap, Recording Secretary

**IV. APPROVAL OF MINUTES**

*Motion* by Mr. Veneziani, second by Mr. Wachter, to approve the Minutes of the April 29, 2022 meeting of the SPELL JIF. Motion carried.

**V. BUDGET HEARING**

A. *Motion* by Mr. Kaz, second by Mr. Veneziani to open the Budget Hearing to the public.

B. *Motion* by Mr. Wachter, second by Ms. Huder, to close the Budget Hearing to the public.

*Motion* by Mr. Kaz, second by Mr. Wachter, to adopt the 2022-2023 revised Budget. All in favor. Motion carried.

**VI. PROFESSIONAL REPORTS**

A. *Accountant/Treasurer*

Ms. Verrill reviewed the May 2022 Bill List and Cash Reconciliation Report for April 2022 found in the agenda.

*Motion* by Mr. Veneziani, second by Mr. Wachter, to approve the May Bill List and April Treasurer's Report. All in favor. Motion carried.

Ms. Verrill left the meeting at 10:15 am.

B. *Attorney*

No report.

C. *Student Accident Program*

Ms. Colaiani discussed her report included in the agenda regarding the SPELL JIF Student Accident Program. She advised that Hartford Insurance, the carrier, has offered a two-year rate lock keeping the premium the same through 2023-24. She recommends accepting the rate lock since schools are now back in-person and there is the potential for student accidents to increase. She noted that the program is marketed every 3 years and due again for the 2023-24 fund year. If the rate lock is accepted, this will be postponed until 2024-25.

*Executive Director/Underwriting Manager Summary*

1. Underwriting and Finance Director

*2022-2023 Renewal Negotiations/Proposal Presentation – MOTION REQUESTED*

Mr. Hoffman reviewed the 2022-2023 SPELL JIF Program Renewal Summary provided via email and also shared on screen, line by line coverage. He reviewed each item in detail. The program structure is the same with regard to limits.

Mr. Hoffman finished reviewing the overall coverage structure and budget for the 2022-2023 fund year and formally requested the SPELL JIF Board of Trustees to give their authority to bind the final coverages, subject to any pending items noted that require closing negotiation with the carriers.

*Motion* by Dr. Fox, second by Mr. Kaz, granting authority to bind coverage on the final reinsurance program. All in favor. Motion carried.

Mr. Hoffman advised that he also included the Gallagher Spring/Summer Insurance Market Report which provides insights into what continues to drive some of the market pressure we are seeing and where rates/coverages are expected to trend going forward. Also provided are the new forms for Travelers Boiler & Machinery coverage limitation and exclusions added to the Excess Liability layer of Pollution coverages involving PFAS (forever chemicals).

*2022-2023 Coverage Document Adoption – MOTION REQUESTED*

*Motion* by Ms. Kaz, second by Mr. Veneziani, to adopt the 2022-2023 Coverage Document. All in favor. Motion carried.

*2022-2023 Risk Management Plan* - Mr. Hoffman said that his office would provide the 2022-2023 Risk Management Plan via email when coverage is finalized.

*2022-2023 Certificate of Coverage* – Mr. Hoffman stated that the final version of the Certificate of Coverage would be emailed to all districts once determination of all coverages has been made, coverages are bound and policy numbers provided.

2. Executive Director

*2022-23 Membership Renewal* – Mr. Wilkie advised that all members that were up for membership on July 1, 2022 have renewed and been accepted back into their owner groups, plus North Wildwood early renewed their membership since Rose Millar is moving back to Estell Manor. This is a practice that was started a year or so ago. Jamie Shoemaker has been approved as the new Business Administrator in North Wildwood.

*Potential Members Update* – Mr. Wilkie reported that his office is working with a few potential new members and that information will be shared once things have been finalized.

Mr. Wilkie also reported that his office has been planning many activities over the next few months, including the Mold Seminar, Boiler Refresher Training, Annual Retreat and the State of the JIF Dinners.

**VII. MOTION REQUESTED** to go into Closed Session

Motion by Mr. Veneziani, second by Mr. Wachter, to go into Closed Session at 10:33 am. All voted in favor. Motion carried by unanimous vote.

**VIII. MOTION REQUESTED** to come out of Closed Session

Motion by Mr. Wachter, second by Mr. Kaz, to come out of Closed Session. All voted in favor. Motion carried by unanimous vote.

**IX. MOTION REQUESTED – Resolution 2021-15** to approve PARs/Items presented in Closed Session

Motion by Dr. Fox, second by Ms. Huder, to approve the PARs/Items presented in Closed Session. All voted in favor. Motion carried by unanimous vote.

**X. CALL TO ORDER THE ANNUAL REORGANIZATION MEETING**

The annual Reorganization Meeting was called to order at 10:37 a.m.

**XI. SEATING OF 2022-2023 TRUSTEES AND ALTERNATE TRUSTEES – ADOPTION**

*Motion* by Ms. Anaya, second by Mr. Veneziani, 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.

**XII. Roll Call**

**A. 2022-23 Trustees**

- ☐ Thomas P. Grossi, Greater Egg Harbor RHSD– ACCASBO JIF
- ☐ Richard J. Kaz, Jr., Northern Burlington County RSD – BCIP JIF
- ☐ Robert F. Wachter, Jr., Mt. Laurel Twp BOE – BCIP JIF
- ☐ Christopher Veneziani, Folsom BOE, Trustee– ACCASBO JIF
- ☐ Joseph Collins, Elk Twp School District, Alternate Trustee – GCSSD JIF
- ☐ Donna Contrevo, Gateway Regional/National Park – GCSSD JIF

**B. 2022-23 Alternate Trustees**

- ☐ Chandra Anaya, Egg Harbor Twp SD, Alternate Trustee – ACCASBO JIF
- ☐ Dr. Diane Fox, Middle Township BOE – ACCASBO JIF
- ☐ Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF
- ☐ Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF
- ☐ Scott Campbell, Greenwich Township, Alternate Trustee – GCSSD JIF
- ☐ Heather Mayhew, Pennsville Public School District, Alternate Trustee – GCSSD JIF

**C. District Personnel**

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

**XIII. NOMINATIONS – ADOPTION**

A. Election of Officers (Chair, Vice Chair, and Secretary) – Nominations for the 2022-23 Fund Year: Tom Grossi, Chair; Richard Kaz, Vice Chair; Robert Wachter, Secretary.

*Motion* by Mr. Veneziani, second by Mr. Colling, to accept and approve the above nominees for SPELL JIF Officers for Fund Year 2022-2023. Upon roll call vote, all voted in favor. Motion carried.

**XIV. OATHS OF OFFICE**

Oaths of Office will be provided by email. All Oaths of Office should be signed and returned to Ms. Reap.

**XV. 2022-23 Reorganization Resolutions – ADOPTION**

*Motion* by Mr. Colling, second by Mr. Kaz, to approve Reorganization Resolutions 2022-01 through 2022-11, listed in the Agenda. Upon roll call vote, all voted in favor. Motion carried.

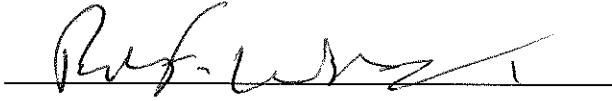
**XVI. MISCELLANEOUS BUSINESS AND PUBLIC COMMENT**

The next meeting of the SPELL JIF is scheduled to be held on Friday, October 14, 2022 at 10:00 a.m. at the Gallagher offices, 6000 Sagamore Drive, Suite 6203, Marlton, NJ 08053.

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

*Motion* by Ms. Anaya, second by Dr. Fox, to adjourn the May 26, 2022 meeting of the SPELL JIF. All in favor.  
Motion carried by unanimous vote.

The meeting adjourned at 10:41 a.m.

A handwritten signature in black ink, appearing to read "Prof. Fox", is written over a horizontal line.