

**BURLINGTON COUNTY INSURANCE POOL  
JOINT INSURANCE FUND  
BCIP JIF**

**TO:** Fund Trustees  
Fund Delegates  
Fund Professionals  
Risk Management Consultants

**FROM:** Craig H. Wilkie, Deputy Executive Director  
Scott C. Tennant, Deputy Executive Director  
Brad Hoffman, Executive Director

**MEETING DATE:** January 9, 2019

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, January 9, 2019** with Executive Session beginning at **1:15 p.m.** and Open Session beginning at **1:30 p.m.** at the Voorhees Administration Offices, 329 Route 73, Voorhees, NJ, 08043.

If you have any questions, please do not hesitate to contact our office at (856) 446-9139.



# Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Offices

329 Route 73

Voorhees, New Jersey 08043

Wednesday, January 9, 2019 - 1:15 PM

## AGENDA

- I. Call to Order of the Open Session
- II. Statement of Compliance with Open Public Meetings Act
  - A. Notice of this meeting was given by sending sufficient notice herewith to the *Burlington County Times*.
  - B. Filing advance written notice of this meeting with each member district; and
  - C. By mailing advance written notice to the clerk of each municipality located within the boundaries of all Burlington County Insurance Pool Joint Insurance Fund members.
- III. Roll Call
  - A. **2018-19 Trustees**
    - Vacancy, **President**
    - Kathleen Huder, Lindenwold BOE, **Vice-President**
    - Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **Secretary**
    - Mark Stratton, Haddon Heights BOE
    - Vacancy, **Trustee**
    - Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
    - Dennis Nettleton, Ewing Township Public Schools
    - Joanne D'Angelo, Moorestown Township Public School District
    - Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
  - 2018-19 Alternate Trustees**
    - Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
    - Jennifer Gauld, Haddon Township BOE
  - 2018-19 Delegates**
    - Deborah Roncace, Audubon PS
    - Eloi Richardson, Bordentown RSD
    - Raymond Coxe, Burlington City BOE
    - Patrick Pisano, Chesterfield BOE
    - Deborah Piccarillo, Clementon BOE
    - James Heiser, Delanco Township BOE
    - Marian Smith, Eastampton Township BOE
    - Diana Schiraldi, Eastern Camden County RSD (SPELL Alternate)
    - John Recchinti, Evesham Township School District
    - Steve Burns, Haddonfield BOE
    - Constance L. Stewart, Lenape Regional HSD
    - Mark Ritter, Lumberton Township BOE
    - Michael Colling, Medford Lakes School District (SPELL Alternate)
    - Marie Goodwin, Medford Township Public Schools
    - Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
    - Bernard Biesiada, Millstone BOE
    - Christopher Eberly, Mount Ephraim BOE

- Amy Lerner, North Hanover Township School District
- Jodi Lennon, Riverside Township BOE
- Laura Archer, Shamong Township School District
- Casey DeJoseph, Southampton Township BOE
- Virginia Biesiada, Interim, Springfield Township BOE
- Jessica DeWysockie, Tabernacle Township School District
- Helen Haley, Voorhees Township BOE
- Tracy McGuire, Westampton Township Public Schools

**B. Fund Professionals**

- Craig H. Wilkie, Area Vice President – Gallagher
- Scott C. Tennant, Area Vice President – Gallagher
- Bradford Hoffman, Area Executive Vice President – Gallagher
- Jennifer Fox, Sr. Account Manager – Gallagher
- Annette Reap, Executive Coordinator - Gallagher
- Louis J. Greco, Esquire – Fund Solicitor
- Bonnie Ridolfino/John McCrudden, Student Accident Program - Hardenbergh
- Chris Roselli, Claims Administrator – Qual-Lynx
- Karen Beatty, Client Service Manager – Qual-Lynx, Inc.
- John W. Geitz, Safety Coordinator – Risk Assessment Services, LLC
- James D. Weber, Assistant Safety Coordinator – Risk Assessment Services. LLC

**C. Risk Management Consultants**

- Arthur J. Gallagher - Millstone
- Barclay Group - Chesterfield
- EJA Capacity – Bordentown/North Hanover
- Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Merchantville/Oaklyn

**IV. MOTION REQUESTED** – To open the voting to all Delegates present.

A request may be made by the Trustees of the BCIP JIF that the business of the Fund at this meeting be conducted directly by the Delegates present with all matters to be decided upon by a combined majority vote of all Delegates and Trustees present and voting.

**V. MOTION REQUESTED - Resolution 2018-22** to approve Payment Authorization Request(s) as presented in Closed Session.

**VI. Approval of Minutes – ADOPTION**

- A. November 14, 2018 Minutes ..... Pages 6-11

**VII. BCIP JIF Vacancies**

- A. Officers (President/Vice President/Secretary) - **MOTION REQUESTED** to elect:  
**President** – Kathleen Huder, Lindenwold BOE  
**Vice President** – Beth Ann Coleman, Collingswood PS/Oaklyn PSD  
**Secretary** – Dennis Nettleton, Ewing Township PS
- B. Trustees and Alternate Trustees – **MOTION REQUESTED** to elect:  
**Trustees** - Greg Gontowski and Jennifer Gauld, with a term expiration of June 30, 2019  
**Alternate Trustees** - John Recchinti (Alt 1) and Michael Colling (Alt 2)

VIII. Professional Reports

- A. Solicitor – Successful Litigation Defense .....Pages 12-14
- B. Claims Administrator
  - 1. Adjuster Pendlings Report - December 2018.....Pages 15-18
  - 2. Open Subrogation Report -December 2018..... Page 19
  - 3. Lessons Learned from Losses-Office Safety ..... Page 20
- C. Managed Care Provider
  - 1. Managed Care Summary - 12/31/18 ..... Page 21
  - 2. Average Days to Report - 12/31/18 ..... Page 22
  - 3. Transitional Duty Days – 12/31/18 ..... Page 23
  - 4. Article: The Amazing Rise of Medical Claim Petitions in NJ Workers’ Compensation – John Geaney NJ Workers’ Compensation Blog ..... Pages 24-27
- D. Student Accident Program
  - 1. Status Report..... No Report
- E. Executive Director/Underwriting & Finance Director Report..... Pages 28-29
  - 1. EXECUTIVE DIRECTOR
    - a. 2019-20 Membership Renewals ..... Summary
    - b. State of the JIF Dinner..... Pages 30-39
    - c. 2019 PRIMA Conference ..... Summary
    - d. 2019 Annual Spring Dinner Meeting..... Summary
    - e. Items Updated on SPELLJIF.COM ..... Summary
    - f. Maintaining Safe Schools..... Summary
    - g. Key Dates ..... Summary
  - 2. UNDERWRITING AND FINANCE DIRECTOR
    - a. Resolution 2018-23–Change in Designated Executive Director-**MOTION REQUESTED.** ..... Pages 40-41
    - b. District/Fund Incurred Losses Reports..... Page 42 & Handout
    - c. 2019-2020 Exposure Renewal and Budget Process..... Summary
    - d. Safety Incentive Program Winners-Reimbursement Procedure ..... Summary
    - e. Financial Award Winners ..... Summary
    - f. Certificates of Insurance Report-11/01/18–12/31/18 ..... Pages 43-46
- F. Safety Coordinator/Right to Know Coordinator
  - 1. November/December Activities and January Agenda ..... Pages 47-48
  - 2. Safety Incentive Program Status Reports..... Pages 49-52
- G. Treasurer - **MOTION REQUESTED**
  - 1. December Approval Memo and Bill List .....Pages 53-54
  - 2. January Bill List .....Page 55
  - 3. Treasurer’s Reports (October 2018 thru November 2018).....Pages 56-67
- H. Committee Meetings
  - 1. Claims Management – 11/14/18.....Pages 68-69

VIII. **MOTION REQUESTED - Resolution 2018-24** to meet in Closed Session on March 13, 2019 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.

IX. Miscellaneous Business and Public Comment

X. **MOTION REQUESTED** – To Adjourn

XI. **Professional Development - Enhancement to STOPit and WeTip Services – Addendum A**

There will be a short presentation by STOPit personnel to discuss STOPit IMS, the enhanced cooperative services merger between STOPit and WeTip. Member attendance is voluntary.