

**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: March 11, 2020

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, March 11, 2020** 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, March 11, 2020 - 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. **2019-20 Trustees**
 - Kathleen Huder, Lindenwold BOE, **President**
 - Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **Vice President**
 - Dennis Nettleton, Ewing Township Public Schools, **Secretary**
 - Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
 - Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
 - Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
 - Jennifer Gauld, Haddon Township BOE
 - John Recchinti, Evesham Township School District
 - VACANCY
 - 2019-20 Alternate Trustees**
 - Michael Colling, Medford Lakes School District (SPELL Alternate)
 - Marie Goodwin, Medford Township Public Schools
 - 2019-20 Delegates**
 - Deborah Roncace, Audubon PS
 - Chifonda Henry, Bordentown RSD
 - Raymond Coxe, Burlington City BOE
 - Andrew Polo, Chesterfield BOE
 - Valerie Carmody, Interim, Clementon BOE
 - Victoria LaSalle, Delanco Township BOE
 - Marian Smith, Eastampton Township BOE
 - Diana Schiraldi, Eastern Camden County RSD (SPELL Alternate)
 - Steve Burns, Haddon Heights BOE
 - Dr. Brian Falkowski, Haddonfield BOE
 - Constance L. Stewart, Lenape Regional HSD
 - Mark Leung, Lumberton Township BOE
 - Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
 - Bernard Biesiada, Millstone BOE
 - James Heiser, Moorestown Township Public School District
 - 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
- Dave Gorski, Springfield Township BOE
- Jessica DeWysockie, Tabernacle Township School District
- Helen Haley, Voorhees Township BOE
- Karen Greer, Westampton Township Public Schools

B. Fund Professionals

- Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
- Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher
- Bradford Hoffman, Executive Director – RPA, a division of Gallagher
- Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
- Annette Reap, Account Manager - RPA, a division of 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
- T.C. Irons Agency – Medford Township

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 2019-22 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. January 8, 2020 Minutes Pages 6-10

VII. Appointment of a Nominating Committee by Fund President

A. BCIP and SPELL Term Expirations Page 11

VIII. Professional Reports

A. Attorney Pages 12-13

B. Claims Administrator

1. Adjuster Pending Report (as of 2/29/20)Pages 14-15
2. Emergency PAR Stewardship Report Page 16

3.	Open Subrogation Report (as of 2/29/20).....	Handout
4.	Lessons Learned from Losses-Office Safety.....	Page 17
C.	Managed Care Provider	
1.	Managed Care Summary as of 2/29/20.....	Page 18
3.	Average Days to Report as of 2/29/20	Pages 19-20
4.	Transitional Duty Report as of 2/29/20.....	Page 21
D.	Student Accident Program	
1.	Status Report.....	Page 22
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 23-25
1.	EXECUTIVE DIRECTOR	
a.	2020-21 Membership Renewals	Summary
b.	Third Party Management Guide Including COI Guidelines	Pages 26-27
c.	SAM Management	Pages 28-30
d.	STOPit Activity Report	Pages 31-35
e.	Resolution 2019-23 Appointing Defense Attorneys- MOTION REQUESTED	Pages 36-37
f.	NJSIA Workers' Compensation Conference	Pages 38-41
g.	2020 Annual Spring Dinner Meeting.....	Summary
h.	Proposed Meeting Dates for 2020-21.....	Page 42
i.	Items Updated on SPELLJIF.COM	Summary
j.	Maintaining Safe Schools	Summary
k.	Key Dates.....	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	District/Fund Incurred Losses Report.....	Page 43
b.	Financial Audit-June 30, 2019- MOTION REQUESTED	Handout
c.	Resolution 2019-24 Surplus Release- MOTION REQUESTED	Pages 44-45
d.	2020-2021 Exposure Renewal and Budget Process.....	Summary
e.	RMC Resolutions and Agreements.....	Summary
f.	Safety Incentive Program Winners-Reimbursement Procedure.....	Summary
g.	Certificates of Insurance Report-01/01/20-02/29/20.....	Pages 46-50
F.	Safety Coordinator/Right to Know Coordinator	
1.	January/February Activities and March/April Agenda	Pages 51-52
2.	Safety Incentive Program Update 2019-20	Pages 53-56
G.	Treasurer - MOTION REQUESTED	
1.	February Approval Memo and Bill List.....	Pages 57-58
2.	March Bill List	Page 59
3.	Treasurer's Report (December 2019)	Pages 60-65
H.	Committee Meetings	
1.	Joint Safety/Claims-2/19/20	Pages 66-69
2.	Finance-2/21/20.....	Pages 70-71
IX.	Budget Hearing – MOTION REQUESTED – Adopt Preliminary Budget 2020-2021.....	Page 72
X.	MOTION REQUESTED - Resolution 2019-25 to meet in Closed Session on May 13, 2020 at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.	

XI. Miscellaneous Business and Public Comment

XII. **MOTION REQUESTED** – To Adjourn