

**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:** May 8, 2019

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, May 8, 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, May 8, 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**
    - 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)
    - Joanne D'Angelo, Moorestown Township Public School District
    - Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
    - Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
    - Jennifer Gauld, Haddon Township BOE
    - Vacancy
  - 2018-19 Alternate Trustees**
    - John Recchinti, Evesham Township School District
    - Michael Colling, Medford Lakes School District (SPELL Alternate)
  - 2018-19 Delegates**
    - Deborah Roncace, Audubon PS
    - Eloi Richardson, Bordentown RSD
    - Raymond Coxe, Burlington City BOE
    - Patrick Pisano, Chesterfield BOE
    - Deborah Piccirillo, Clementon BOE
    - James Heiser, Delanco Township BOE
    - Marian Smith, Eastampton Township BOE
    - Diana Schiraldi, Eastern Camden County RSD (SPELL Alternate)
    - Steve Burns, Haddon Heights BOE
    - Vacancy, Haddonfield BOE
    - Constance L. Stewart, Lenape Regional HSD
    - Mark Leung, Lumberton Township BOE
    - 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
- Arlene 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, Deputy Executive Director – Gallagher
- Scott C. Tennant, Deputy Executive Director – Gallagher
- Bradford Hoffman, Executive Director – 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
- 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 2018-28** to approve Payment Authorization Request(s) as presented in Closed Session.

**VI. Approval of Minutes – ADOPTION**

A. March 13, 2019 Minutes.....Pages 8-13

**Budget Hearing – MOTION REQUESTED**

- A. Motion to open to the public
- B. Motion to close to the public

C. 2019-2020 Budget – **ADOPTION** ..... Page 14

VII. Election of Trustees, Alternates, SPELL Delegates

A. Nominating Committee Recommendations..... Page 15

**MOTION REQUESTED** – to Accept Other Nominations

**MOTION REQUESTED** – to Close Nominations

**MOTION REQUESTED** – to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on Page 15.

VIII. Election of Officers - **MOTION REQUESTED** – to Elect:

**President** – Kathleen Huder, Lindenwold BOE

**Vice President** – Beth Ann Coleman, Collingswood PS/Oaklyn PSD

**Secretary** – Dennis Nettleton, Ewing Township PS

IX. Professional Reports

A. Solicitor – Part-Time Seniority Rights.....Pages 16-18

B. Claims Administrator

1. Adjuster Pending Report – April 2019 .....Pages 19-22

2. Open Subrogation Report –April 2019 ..... Page 23

3. Lessons Learned from Losses-Defusing Conflict ..... Page 24

C. Managed Care Provider

1. Managed Care Summary - 4/30/19 ..... Page 25

2. Average Days to Report - 4/30/19 ..... Page 26

3. Transitional Duty Days – 4/30/19 ..... Page 27

D. Student Accident Program

1. Status Report..... No Report

E. Executive Director/Underwriting & Finance Director Report..... Pages 28-30

1. EXECUTIVE DIRECTOR

a. 2019-20 Membership Renewals-**MOTION REQUESTED**..... Summary

b. NJSIA Workers’ Compensation Conference..... Summary

c. 2019 Annual Spring Dinner Meeting-June 5, 2019 ..... Summary

d. Mold, Environmental and IAQ Best Practices-July 17, 2019..... Summary

e. Cyber Security Symposium-July 24, 2019-Save the Date ..... Summary

f. Boiler Operator Refresher Training-August 6, 2019 ..... Summary

g. SPELL JIF Joint Retreat-September 25-27, 2019 ..... Summary

h. State of the JIF Dinner-Save the Date ..... Summary

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 Reports..... Page 31

b. 2019-2020 Renewal ..... Summary

c. SPELL JIF Meeting Minutes ..... Pages 32-36

d. RMC Resolutions and Agreements ..... Summary

e. 2019-2020 Contribution Notices ..... Summary

- f. Surplus Return Resolutions..... Summary
  - g. 2018-2019 Administrative Matter Defense Reimbursement..... Summary
  - h. Certificates of Insurance ..... Summary
  - i. Auto ID Cards ..... Summary
  - j. Safety Incentive Program Winners-Reimbursement Procedure ..... Summary
  - k. Certificates of Insurance Report-03/01/19–04/30/19 ..... Pages 37-38
- F. Safety Coordinator/Right to Know Coordinator
- 1. March/April Activities and May Agenda ..... Pages 39-40
  - 2. Safety Incentive Program Status Reports..... Pages 41-44
  - 3. NJMVC Safety Notice..... Page 45
- G. Treasurer - **MOTION REQUESTED**
- 1. April Approval Memo and Bill List .....Pages 46-47
  - 2. May Bill List .....Page 48
  - 3. Treasurer’s Reports (February/March 2019) .....Pages 49-61
- H. Committee Meetings
- 1. Joint Safety/Claims – 04/01/19 .....Pages 62-65
  - 2. Finance – 05/01/19.....Pages 66-68

**MOTION REQUESTED** – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.

X. 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)
- Joanne D’Angelo, Moorestown Township Public School District
- 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

**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
- Eloi Richardson, Bordentown RSD
- Raymond Coxe, Burlington City BOE
- Patrick Pisano, Chesterfield BOE
- Deborah Piccirillo, Clementon BOE
- James Heiser, Delanco Township BOE
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- Diana Schiraldi, Eastern Camden County RSD (SPELL Alternate)

- Steve Burns, Haddon Heights BOE
- Vacancy, 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
- 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
- Arlene Biesiada, Interim, Springfield Township BOE
- Jessica DeWysockie, Tabernacle Township School District
- Helen Haley, Voorhees Township BOE
- Tracy McGuire, Westampton Township Public Schools

XI. 2019-20 Oaths of Office

- A. President..... Handout
- Vice President..... Handout
- Secretary..... Handout
- Trustees (6)..... Handout
- Alternate Trustees (2)..... Handout

XII. 2019-20 Reorganization Resolutions – **ADOPTION**

A. Reorganization Resolutions

- 1. 2019-01 Appointing Professional Staff.....Pages 69-71
- 2. 2019-02 Adopting Procedures in Compliance with the Open Public Meetings Act.Pages 72-73
- 3. 2019-03 Adopting Fiscal Policies and Procedures.....Pages 74-76
- 4. 2019-04 Designation of Signatories-Operating Account..... Page 77
- 5. 2019-05 Designation of Signatories-Claim Imprest Account ..... Page 78
- 6. 2019-06 Designating the Public Agency Compliance Officer ..... Page 79
- 7. 2019-07 Appointing Defense Attorneys.....Pages 80-81
- 8. 2019-08 Appointing Panel Physicians .....Pages 82-84
- 9. 2019-09 Appointing Certifying and Approving Officer.....Pages 85-86
- 10. 2019-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 87
- 11. 2019-11 Designation of Signatories-Disbursement Vouchers ..... Page 88
- 12. 2019-12 Approving the Risk Management Program..... Page 89
- 13. 2019-13 Affirming Fund Policies .....Pages 90-92
- 14. 2019-14 Designating Public Records Custodian..... Page 93

B. Committee Appointments (Discretion of the Fund President)..... Discussion

XIII. Motion to Adjourn the Reorganization Meeting

XIV. **MOTION REQUESTED - Resolution 2019-15** to meet in Closed Session on September 11, 2019 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.

XV. Miscellaneous Business and Public Comment

XVI. **MOTION REQUESTED – To Adjourn**

**XVII. Professional Development – Mercury and Gym Floors**

There will be a short presentation by Josh Cupriks, a Certified Industrial Hygienist of WCD Group on how to best identify and manage rubber gym floors that may or may not have been set using mercury adhesive. Member attendance is voluntary.