

**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, Deputy Executive Director

MEETING DATE: September 12, 2018

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, September 12, 2018** 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, September 12, 2018 - 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**
 - Cynthia McClain, Voorhees Township BOE, President
 - Kathleen Huder, Lindenwold BOE, Vice-President
 - Beth Ann Coleman, Collingswood PS/Oaklyn PSD, Secretary
 - Mark Stratton, Haddon Heights BOE
 - Joanne E. Clement, Clementon BOE
 - 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**
 - Robert Delengowski, Audubon PS
 - Eloi Richardson, Bordentown RSD
 - Raymond Coxe, Burlington City BOE
 - Patrick Pisano, Chesterfield 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
- Barbara Godfrey, Southampton Township BOE
- Casey DeJoseph, Springfield Township BOE
- Jessica DeWysockie, Tabernacle Township School District
- 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 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 2018-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. May 9, 2018 Minutes Pages 5-13

VII. MOTION REQUESTED – Adoption of Amended Budget Page 14

VIII. Professional Reports

A. Attorney Pages 15-16

B. Claims Administrator

1. Adjuster Pending Reports (as of 8/31/18)..... Pages 17-20
2. Emergency PAR Stewardship Reports Pages 21-23
3. Open Subrogation Report (as of 8/31/18) Page 24
4. Lessons Learned from Losses-Safe Lifting Page 25

- C. Managed Care Provider
 - 1. Managed Care Reports 2017-18 Year End Pages 26-27
 - 2. Managed Care Summary as of 8/31/18 Page 28
 - 3. Average Days to Report as of 8/31/18 Page 29
- D. Student Accident Program
 - 1. Status Report..... Page 30
- E. Executive Director/Underwriting & Finance Director Report..... Pages 31-34
 - 1. EXECUTIVE DIRECTOR
 - a. Welcome New Members/Delegates..... Summary
 - b. 2018 AGRIP Conference Reports Pages 35-37
 - c. 2018 Annual NJASBO Spring Dinner Meeting – June 6, 2018..... Pages 38-46
 - d. Environmental Management Seminar Held on July 18, 2018 Pages 47-50
 - e. Boiler Operator Refresher Training Held on August 15, 2018..... Summary
 - f. SPELL JIF Joint Retreat – September 26-28, 2018..... Summary
 - g. NJSBA/NJASBO/NJASA Fall Conference Summary
 - h. State of the Fund Dinner..... Summary
 - i. Items Updated on SPELLJIF.COM Summary
 - j. 2019-20 Membership Renewals Summary
 - k. Maintaining Safe Schools..... Summary
 - l. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Page 51
 - b. 2018-2019 Plan of Risk Management..... Summary
 - c. 2019-2020 Exposure Renewal and Budget Process..... Summary
 - d. Duff & Phelps Questionnaire Summary
 - e. NJ DOL Compliance Enforcement Cross Match Summary
 - f. 2017-18/2018-19 Administrative Matter Defense Reimbursement Summary
 - g. Certificates of Insurance Report-5/01/18–8 /31/18..... Pages 52-68
- F. Safety Coordinator/Right to Know Coordinator
 - 1. May/June/July/August Activities and September/October Agenda..... Pages 69-72
 - 2. Safety Notices Pages 73-76
- G. Treasurer - **MOTION REQUESTED**
 - 1. June/July/August Approval Memos and Bill Lists.....Pages 77-82
 - 2. September Bill ListPage 83
 - 3. Treasurer’s Reports (April 2018 thru July 2018).....Pages 84-107
 - 4. Investment Policy Statement-**MOTION REQUESTED**Pages 108-121
- H. Committee Meetings
 - 1. None.
- IX. **MOTION REQUESTED - Resolution 2018-17** to meet in Closed Session on November 14, 2018 at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.
- X. Miscellaneous Business and Public Comment
- XI. **MOTION REQUESTED – To Adjourn**