

**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 13, 2017

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, September 13, 2017** with Executive Session beginning at **1:15 p.m.** and Open Session beginning at **1:30 p.m.** at the Lenape Regional HSD Administration Building, 93 Willow Grove Road, Shamong, NJ 08088.

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



Burlington County Insurance Pool Joint Insurance Fund

Lenape RHS Administration Building

93 Willow Grove Road

Shamong, New Jersey 08088

Wednesday, September 13, 2017 - 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. **2017-18 Trustees**
 - Robert J. Wachter, Jr., Mt. Laurel Township BOE, President (SPELL Alternate #2)
 - Cynthia McClain, Voorhees Township BOE, Vice-President
 - Mark Stratton, Haddon Heights BOE, Secretary
 - James H. Hager, Lenape RHSD
 - Thomas J. Fanuka, Lumberton Township BOE (SPELL Chair/Trustee #1)
 - Barbara Godfrey, Southampton Township BOE (SPELL Alternate #1)
 - Joanne E. Clement, Clementon BOE
 - Kathleen Huder, Lindenwold BOE
 - Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee #2)
 - 2017-18 Alternate Trustees**
 - Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District
 - Dennis Nettleton, Ewing Township Public Schools
 - 2017-18 Delegates**
 - Eloi Richardson, Bordentown RSD
 - Raymond Coxe, Burlington City BOE
 - James Heiser, Delanco Township BOE
 - Marian Smith, Eastampton Township BOE
 - Diana Schiraldi, Eastern Camden County RSD
 - John Recchinti, Evesham Township School District
 - Jennifer Gauld, Haddon Township BOE
 - John Deserable, Haddonfield BOE
 - Greg Gontowski, Magnolia PS/Merchantville BOE/Mt Ephraim BOE/Woodlynne BOE
 - Michael Colling, Medford Lakes School District
 - Marie Goodwin, Medford Township Public Schools
 - Tanya Dawson, Mercer County SSSD/Mercer County Area Vocational Technical Schools
 - Bernard Biesiada, Millstone BOE
 - Joanne D'Angelo, Moorestown Township Public School District
 - Evon DiGangi, Mount Holly Township Public Schools
 - Amy Lerner, North Hanover Township School District
 - Jodi Lennon, Riverside Township BOE

- Laura Archer, Shamong Township School District
- 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 – AJGRMS, Inc.
- Scott C. Tennant, Area Vice President – AJGRMS, Inc.
- Bradford Hoffman, Area Vice President – AJGRMS, Inc.
- Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
- John W. Geitz, Safety Coordinator – Risk Assessment Services, LLC
- Louis J. Greco, Esq. – Fund Solicitor
- Chris Roselli, Claims Administrator – Qual-Lynx
- James D. Weber, Assistant Safety Coordinator – Risk Assessment Services. LLC
- Karen Beatty, Client Service Manager – Qual-Lynx, Inc.

C. Risk Management Consultants

- Latonya Brennan, Arthur J. Gallagher - Millstone
- John McCrudden & Bonnie Ridolfino, Hardenbergh Insurance Group – Collingswood/Eastern Camden County/Haddon Township/Oaklyn
- Bonnie Ridolfino, Hardenbergh Insurance Group – Haddon Heights/Merchantville/Magnolia
- Timothy Irons, Insurance Agency Management – Mount Holly
- Chris Powell, Hardenbergh Insurance Group – Lindenwold
- Steve Walsh, EJA/Capacity – Bordentown/North Hanover/Westampton

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 2017-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. May 10, 2017 Minutes Pages 5-13

VII. MOTION REQUESTED – Adoption of Amended Budget Page 14

VIII. Professional Reports

- A. AttorneyPages 15-17

B. Claims Administrator

1. Adjuster Pending Report (as of 8/31/17).....Pages 18-19
2. Emergency PAR Stewardship Report..... Page 20
3. Open Subrogation Report Pages 21-22
4. Letter from Ann Noble 06 23 17..... Page 23
5. Qual-Lynx Account Service Team Contact List Page 24
6. Lessons Learned from Losses-Reporting Refresher Page 25

C. Managed Care Provider

1. Managed Care Reports 2016-17 Year End Pages 26-28
2. Managed Care Summary as of 8/31/17 Page 29

- 3. Average Days to Report as of 8/31/17 Page 30
- 4. Transitional Duty Summary Report as of 8/31/17 Page 31

- D. Student Accident Program
 - 1. Status Report..... Pages 32

- E. Executive Director/Underwriting & Finance Director Report..... Pages 33-37
 - 1. EXECUTIVE DIRECTOR
 - a. Welcome New Members/Delegates..... Summary
 - b. 2017 PRIMA Conference Reports Pages 38-42
 - c. 2017 Annual NJASBO Spring Dinner Meeting – June 7, 2017..... Summary
 - d. SPELL HR Helpline Pages 43-45
 - e. Environmental Management Seminar Held on July 19, 2017 Pages 46-48
 - f. Boiler Operator Refresher Training Held on August 9, 2017 Summary
 - g. SPELL JIF Joint Retreat – September 27-29, 2017..... Summary
 - h. NJSBA/NJASBO/NJASA Fall Conference Summary
 - i. State of the Fund Dinner..... Summary
 - j. Arthur J. Gallagher Publications..... Pages 49-51
 - k. Enquiron Publication..... Pages 52-53
 - l. Items Updated on SPELLJIF.COM Summary
 - m. 2018-19 Membership Renewals Summary
 - n. Maintaining Safe Schools..... Summary
 - o. Key Dates Summary

 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. Retrospective Addition of General Liability Coverage..... Summary
 - b. 2017-2018 Plan of Risk Management..... Summary
 - c. 2018-2019 Renewal and Budget Process Summary
 - d. Duff & Phelps (formerly American Appraisal) Questionnaire..... Summary
 - e. NJ DOL Compliance Enforcement Cross Match Summary
 - f. Letter to Division of Workers Compensation with Campus Information Summary
 - g. 2016-17/2017-18 Administrative Matter Defense Reimbursement Summary
 - h. Certificates of Insurance Report-5/01/17–8 /31/17..... Pages 54-63

- F. Safety Coordinator/Right to Know Coordinator
 - 1. June/July/August Activities and September/October Agenda Pages 64-67
 - 2. Safety Notice-Back to School Pages 68-69

- G. Treasurer - **MOTION REQUESTED**
 - 1. June/July/August Approval Memos and Bill Lists.....Pages 70-75
 - 2. September Bill ListPage 76
 - 3. Treasurer’s Reports (April 2017/July 2017).....Pages 77-100

- H. Committee Meetings
 - 1. None.

- IX. **MOTION REQUESTED - Resolution 2017-17** to meet in Closed Session on November 8, 2017 at the Lenape Regional High School Administration Building, Conference Training Room, 93 Willow Grove Road in Shamong Township, New Jersey, 08088.

- X. Miscellaneous Business and Public Comment

- XI. **MOTION REQUESTED – To Adjourn**