

**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: November 13, 2019

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, November 13, 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, November 13, 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. **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
 - Andrew Polo, Chesterfield BOE
 - Valerie Carmody, Interim, 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
 - 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
 - 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, Executive Coordinator - 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 2019-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. September 11, 2019 Minutes..... Pages 6-14

VII. Professional Reports

- A. Attorney-Interactive Process..... Pages 15-17
- B. Claims Administrator
 - 1. Adjuster Pendencies Report (as of 10/31/19)..... Pages 18-19
 - 2. Open Subrogation Report (as of 10/31/19)..... Page 20
 - 3. Lessons Learned from Losses-Reporting Claims..... Page 21

C.	Managed Care Provider	
	1. Managed Care Summary as of 10/31/19.....	Page 22
	3. Average Days to Report as of 10/31/19	Pages 23-24
	4. Transitional Duty Report as of 10/31/19	Page 25
D.	Student Accident Program	
	1. Status Report.....	No Report
E.	Executive Director/Underwriting & Finance Director Report	Pages 26-28
	1. EXECUTIVE DIRECTOR	
	a. 2020-21 Membership Renewals	Summary
	b. AGRIP Fall Conference.....	Pages 29-30
	c. NJSBA/NJASBO/NJASA Fall Conference Follow-Up.....	Summary
	d. 2019 State of the JIF Dinner	Page 31
	e. NJSIA WC Conference.....	Summary
	f. 2020 PRIMA Conference	Summary
	g. Mold/Environmental Management Workshop.....	Summary
	h. Cyber Security Symposium.....	Summary
	i. SPELL JIF Joint Retreat 2020.....	Page 32
	j. Items Updated on SPELLJIF.COM	Summary
	k. Maintaining Safe Schools	Summary
	l. Key Dates.....	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report.....	Page 33
	b. SPELL JIF Meeting Minutes.....	Pages 34-38
	c. 2020-2021 Exposure Renewal and Budget Process	Summary
	d. Safety Incentive Program Winners-Reimbursement Procedure.....	Summary
	e. Financial Award Winners	Summary
	f. Certificates of Insurance Report-09/01/19–10/31/19.....	Pages 39-42
F.	Safety Coordinator/Right to Know Coordinator	
	1. September/October Activities and November Agenda.....	Pages 43-45
	2. Safety Incentive Program Update 2019-20	Pages 46-49
	3. Safety Notice-Unauthorized Bus Passengers.....	Page 50
G.	Treasurer - MOTION REQUESTED	
	1. October Approval Memo and Bill List.....	Pages 51-52
	2. November Bill List	Page 53
	3. Treasurer’s Reports (July/August/September 2019).....	Pages 54-71
H.	Committee Meetings	
	1. Strategic Planning – 9/11/2019	Pages 72-73
	2. IT/Cyber Advisory Committee – 10/3/2019	Pages 74-75
	3. Claims Management – 10/7/2019.....	Pages 76-77
VIII.	MOTION REQUESTED - Resolution 2019-19 to meet in Closed Session on January 8, 2020 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 - ADDENDUM**

There will be a short presentation on the impact of the change to the Statute Of Limitations related to Sexual Abuse and Molestation claims. This is a very serious issue, potentially impacting every member in explosive ways. The Executive Director has already met with the reinsurer, claims team, JIF solicitor and actuary to define the many issues surrounding this change and begin building a best practices claim management response. Member attendance is voluntary, but all members are encouraged to be present.