

**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:** November 14, 2018

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, November 14, 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, November 14, 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 2018-18 to approve Payment Authorization Request(s) as presented in Closed Session.**

**VI. Approval of Minutes – ADOPTION**

- A. September 12, 2018 Minutes ..... Pages 5-11

**VII. Professional Reports**

- A. Solicitor – COI Management .....Pages 12-14
- B. Claims Administrator
  - 1. Adjuster Pending Report - October 2018 .....Pages 15-18
  - 2. Open Subrogation Report -October 2018 ..... Page 19
  - 3. Lessons Learned from Losses-Winter Weather Hazards..... Page 20
- C. Managed Care Provider
  - 1. Managed Care Summary - 10/31/18 ..... Page 21
  - 2. Average Days to Report - 10/31/18 ..... Page 22
  - 3. Transitional Duty Days – 10/31/18 ..... Page 23

- D. Student Accident Program
    - 1. Status Report..... No Report
  - E. Executive Director/Underwriting & Finance Director Report..... Pages 24-26
    - 1. EXECUTIVE DIRECTOR
      - a. 2019-20 Membership Renewals ..... Summary
      - b. NJSBA/NJASBO/NJASA Fall Conference Follow-Up..... Summary
      - c. State of the JIF Dinner..... Page 27
      - d. 2019 Annual Spring Dinner Meeting-**MOTION REQUESTED** ..... Summary
      - e. Mold/Environmental Management Workshop ..... Summary
      - f. SPELL JIF Joint Retreat Attendee Evaluations ..... Summary
      - g. NJSIA Workers’ Compensation Conference..... Summary
      - h. Resolution 2018-19 Destruction of Claim Files-**MOTION REQUESTED** ..... Page 28
      - i. Lenape – Connie Stewart ..... Summary
      - j. SPELL JIF Information Technology Advisory Committee ..... Summary
      - k. SPELLJIF.Com – Forums..... Summary
      - l. Items Updated on SPELLJIF.COM ..... Summary
      - m. Maintaining Safe Schools..... Summary
      - n. Key Dates ..... Summary
    - 2. UNDERWRITING AND FINANCE DIRECTOR
      - a. District/Fund Incurred Losses Report ..... Page 29
      - b. SPELL JIF Meeting Minutes ..... Pages 30-34
      - c. Resolution 2018-20 - SPELL Membership Renewal-**MOTION REQUESTED** ..... Page 35
      - d. 2019-2020 Exposure Renewal and Budget Process..... Summary
      - e. Safety Incentive Program Winners-Reimbursement Procedure ..... Summary
      - f. Financial Award Winners ..... Summary
      - g. Certificates of Insurance Report-9/01/18–10/31/18 ..... Pages 36-41
  - F. Safety Coordinator/Right to Know Coordinator
    - 1. September/October Activities and November Agenda ..... Pages 42-43
    - 2. SIP Criteria 2018-2019..... Pages 44-47
    - 3. SIP Status Reports ..... Pages 48-51
  - G. Treasurer - **MOTION REQUESTED**
    - 1. October Approval Memo and Bill List.....Pages 52-53
    - 2. November Bill List .....Page 54
    - 3. Treasurer’s Reports (August 2018 thru September 2018).....Pages 55-66
  - H. Committee Meetings
    - 1. Strategic Planning – 9/12/18 .....Pages 67-68
- VIII. **MOTION REQUESTED - Resolution 2018-21** to meet in Closed Session on January 9, 2019 at 1:00 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.
- IX. Miscellaneous Business and Public Comment
- X. **MOTION REQUESTED** – To Adjourn