

**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:** January 11, 2017

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, January 11, 2017** with Executive Session beginning at **1:15 p.m.** and Open Session beginning at **1:30 p.m.** at the Voorhees Township BOE Administration Offices, 329 Route 73, Voorhees, New Jersey 08088.

If you have any questions, please do not hesitate to contact our office at (856) 446-9100.



**Burlington County Insurance Pool Joint Insurance Fund**  
**Voorhees Township BOE Administration Building**  
**329 Route 73**  
**Voorhees, New Jersey 08043**

**Wednesday, January 11, 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. **2016-17 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)
  - 2016-17 Alternate Trustees**
    - Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District
    - Dennis Nettleton, Ewing Township Public Schools
  - 2016-17 Delegates**
    - Raymond Coxe, Burlington City BOE
    - Joanne D'Angelo, 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 Public School/Merchantville BOE/Woodlyne BOE
    - Michael Colling, Medford Lakes School District
    - Marie Goodwin, Medford Township Public Schools
    - Tanya Dawson, Mercer County SSSD/Mercer County Area Vocational Technical Schools
    - Joanne D'Angelo, Moorestown Township Public School District
    - William Gerson, Mount Ephraim BOE
    - 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
- Bruce Benedetti, 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**

- John McCrudden & Bonnie Ridolfino, Hardenbergh Insurance Group, Inc. – Collingswood Public Schools/Eastern Camden County RSD/ Haddon Township BOE/Oaklyn Public School District
- Bonnie Ridolfino, Hardenbergh Insurance Group, Inc. – Haddon Heights BOE /Merchantville BOE/ Magnolia Public School
- Timothy Irons, Insurance Agency Management, Inc. – Mt. Holly Township Public Schools
- Chris Powell, Hardenbergh Insurance Group, Inc. – Lindenwold BOE
- Steve Walsh, EJA/Capacity – North Hanover Township BOE/Westampton Township Public Schools

**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 2016-21** to approve Payment Authorization Request(s) as presented in Closed Session.

**VI. Approval of Minutes – ADOPTION**

- A. November 9, 2016 Minutes ..... Pages 5-11

**VII. Professional Reports**

- A. Attorney.....Pages 12-13
- B. Claims Administrator
  - 1. Adjuster Pendings..... Handout
  - 2. Notice of Subrogation Abandonment Report ..... Page 14
  - 3. Lessons Learned from Losses ..... Page 15
- C. Managed Care Provider
  - 1. Managed Care Reports..... Pages 16-18
- D. Student Accident Program
  - 1. Status Report.....Verbal Report

- E. Executive Director/Underwriting & Finance Director Report..... Pages 19-23
    - 1. EXECUTIVE DIRECTOR
      - a. 2017-18 Membership Renewals.....Summary
      - b. Fair Labor Standards Act .....Summary
      - c. Safety/Claims Meeting in February .....Summary
      - d. State of the JIF Dinner-**MOTION REQUESTED**..... Pages 24-33
      - e. NJSIA Workers’ Compensation Conference .....Summary
      - f. 2017 PRIMA Conference .....Summary
      - g. 2017 Annual Spring Dinner Meeting .....Summary
      - h. Items Updated on SPELLJIF.COM .....Summary
      - i. Maintaining Safe Schools (12/16, 1/17) ..... E-mailed to Business Administrators  
*(The SPELL JIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete a form and contact LRP Publications for their approval).*
      - j. Cyber Assessment Competition .....Summary
      - k. Can My PTA Hold a Movie Night and Charge a Fee?.....Summary
      - l. What is the JIF’s Position on Having NARCAN (Naxolone) on Campus? .....Summary
      - m. Featured Professional Development-Reading a Certificate of Insurance .....Handout
      - n. Key Dates .....Summary
    - 2. UNDERWRITING AND FINANCE DIRECTOR
      - a. District/Fund Status..... Page 34
      - b. 2017-18 Renewal.....Summary
      - c. Safety Incentive Program Winners-Reimbursement Procedures .....Summary
      - d. Financial Award Winners.....Summary
      - e. Certificates of Insurance Report (11/1/16-12/31/16)..... Pages 35-36
  - F. Safety Coordinator/Right to Know Coordinator
    - 1. November/December Activities and Jan/Feb Agenda..... Pages 37-38
    - 2. Safety Incentive Status Report..... Pages 39-42
    - 3. SIP Reimbursement Suggestions List ..... Page 43
    - 4. OSHA Recordkeeping Sample Forms ..... Pages 44-47
    - 4. Safety Bulletin – Weather-Related Slips and Falls ..... Pages 48-49
  - G. Treasurer - **MOTION REQUESTED**
    - 1. December Approval Memos and Bill List .....Pages 50-51
    - 2. January Bill List.....Page 52
    - 3. Treasurer’s Reports (October-November 2016) .....Pages 53-64
  - H. Committee Meetings – No Reports
- VIII. **MOTION REQUESTED - Resolution 2016-22** to meet in Closed Session on March 8, 2017 at the Voorhees BOE Administration Offices, 329 Route 73, Voorhees, New Jersey, 08088.
- IX. Miscellaneous Business and Public Comment
- X. **MOTION REQUESTED – To Adjourn**