

**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:** January 8, 2020

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, January 8, 2020** 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, January 8, 2020 - 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
    - Chifonda Henry, 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, Account Manager - 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 2019-20** to approve Payment Authorization Request(s) as presented in Closed Session.

**VI. Approval of Minutes – ADOPTION**

- A. November 13, 2019 Minutes ..... Pages 5-10

**VII. Professional Reports**

- A. Attorney-Favorable Appellate Court Bullying Decision ..... Pages 11-12
- B. Claims Administrator
  - 1. Adjuster Pendencies Report (as of 12/31/19).....Handout
  - 2. Open Subrogation Report (as of 12/31/19).....Handout
  - 3. Lessons Learned from Losses-Reporting Claims.....Handout

- C. Managed Care Provider
    - 1. Managed Care Summary as of 12/31/19..... Page 13
    - 3. Average Days to Report as of 12/31/19 ..... Pages 14-15
    - 4. Transitional Duty Report as of 12/31/19..... Page 16
  - D. Student Accident Program
    - 1. Status Report..... No Report
  - E. Executive Director/Underwriting & Finance Director Report ..... Pages 17-18
    - 1. EXECUTIVE DIRECTOR
      - a. 2020-21 Membership Renewals ..... Summary
      - b. State of the JIF Dinner-**MOTION REQUESTED** ..... Pages 19-28
      - c. 2020 PRIMA Conference ..... Summary
      - d. Items Updated on SPELLJIF.COM ..... Summary
      - e. Maintaining Safe Schools ..... Summary
      - f. Key Dates..... Summary
    - 2. UNDERWRITING AND FINANCE DIRECTOR
      - a. District/Fund Incurred Losses Report..... Handout
      - b. 2020-2021 Exposure Renewal and Budget Process..... Summary
      - c. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
      - d. Financial and Timely Award Winners..... Summary
      - e. Certificates of Insurance Report-11/01/19–12/31/19..... Pages 29-30
  - F. Safety Coordinator/Right to Know Coordinator
    - 1. November/December Activities and January Agenda..... Pages 31-32
    - 2. Safety Incentive Program Update 2019-20 ..... Pages 33-36
    - 3. Safety Notice-CDL Drug & Alcohol Clearinghouse FAQs..... Posted to SPELL Website
  - G. Treasurer - **MOTION REQUESTED**
    - 1. December Approval Memo and Bill List ..... Pages 37-38
    - 2. January Bill List ..... Pages 39-40
    - 3. Treasurer’s Reports (October/November 2019) ..... Pages 41-52
  - H. Committee Meetings – None
- VIII. **MOTION REQUESTED - Resolution 2019-21** to meet in Closed Session on March 11, 2020 at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.
- IX. Miscellaneous Business and Public Comment
- X. **MOTION REQUESTED** – To Adjourn