

**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: March 13, 2019

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, March 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, March 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. **2018-19 Trustees**
 - Kathleen Huder, Lindenwold BOE, **President**
 - Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **Vice President**
 - Dennis Nettleton, Ewing Township Public Schools, **Secretary**
 - Mark Stratton, Haddon Heights BOE
 - 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
 - 2018-19 Alternate Trustees**
 - John Recchinti, Evesham Township School District
 - Michael Colling, Medford Lakes School District (SPELL Alternate)
 - 2018-19 Delegates**
 - Deborah Roncace, Audubon PS
 - Eloi Richardson, Bordentown RSD
 - Raymond Coxe, Burlington City BOE
 - Patrick Pisano, Chesterfield BOE
 - Deborah Piccirillo, Clementon BOE
 - James Heiser, Delanco Township BOE
 - Marian Smith, Eastampton Township BOE
 - Diana Schiraldi, Eastern Camden County RSD (SPELL Alternate)
 - Steve Burns, Haddonfield BOE
 - Constance L. Stewart, Lenape Regional HSD
 - Mark Ritter, Lumberton Township BOE
 - 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
- Casey DeJoseph, Southampton Township BOE
- Arlene Biesiada, Interim, Springfield Township BOE
- Jessica DeWysockie, Tabernacle Township School District
- Helen Haley, Voorhees Township BOE
- 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 Executive 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 2018-25 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. January 9, 2019 Minutes..... Pages 6-11

VII. Appointment of a Nominating Committee by Fund President

- A. BCIP and SPELL Term Expirations..... Page 12

VIII. Professional Reports

- A. Solicitor – Impact of NJ CUMMA on Workplace Drug TestingPages 13-14
- B. Claims Administrator
 - 1. Adjuster Pending Report – February 2019Pages 15-18
 - 2. Open Subrogation Report –February 2019 Page 19
 - 3. Emergency PAR Stewardship Report..... Page 20
 - 4. Lessons Learned from Losses-Defusing Conflict Page 21

- C. Managed Care Provider
 - 1. Managed Care Summary - 2/28/19 Page 22
 - 2. Average Days to Report - 2/28/19 Page 23
 - 3. Transitional Duty Days – 2/28/19 Page 24

- D. Student Accident Program
 - 1. Status Report..... Page 25

- E. Executive Director/Underwriting & Finance Director Report..... Pages 26-28
 - 1. EXECUTIVE DIRECTOR
 - a. 2019-20 Membership Renewals Summary
 - b. NJSIA Workers’ Compensation Conference..... Pages 29-31
 - c. 2019 Annual Spring Dinner Meeting..... Summary
 - d. Proposed Meeting Dates for 2019-20 Page 32
 - e. SPELL HR Helpline Page 33
 - f. Items Updated on SPELLJIF.COM Summary
 - g. Maintaining Safe Schools Summary
 - h. Key Dates Summary

 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Reports..... Page 34
 - b. Financial Audit – June 30, 2018 – **MOTION REQUESTED** Pages 35-51
 - c. Resolution 2018-26 Surplus Release – **MOTION REQUESTED** Pages 52-53
 - d. Timely Claim Reporting Award – **MOTION REQUESTED** Summary
 - e. 2019-2020 Exposure Renewal and Budget Process..... Summary
 - f. RMC Resolutions and Agreements Summary
 - g. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - h. Certificates of Insurance Report-01/01/19–02/28/19 Pages 54-55

- F. Safety Coordinator/Right to Know Coordinator
 - 1. January/February Activities and March Agenda Pages 56-57
 - 2. Safety Incentive Program Status Reports..... Pages 58-61

- G. Treasurer - **MOTION REQUESTED**
 - 1. February Approval Memo and Bill ListPages 62-63
 - 2. March Bill List.....Page 64
 - 3. Treasurer’s Reports (December 2018 thru January 2019).....Pages 65-76

- H. Committee Meetings
 - 1. Finance – 02/13/19.....Pages 77-79

- IX. Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary Budget.....Page 80

- X. **MOTION REQUESTED - Resolution 2018-27** to meet in Closed Session on May 8, 2019 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.

- XI. Miscellaneous Business and Public Comment

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

XIII. Professional Development – Social Media and Investigation Tools

There will be a short presentation by Nate Reber of Prime Source Investigations on when social media investigation is appropriate and the various tools available. Member attendance is voluntary.