

**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: March 14, 2018

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, March 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 Township BOE – Administration Offices
329 Route 73
Voorhees, NJ 08043

Wednesday, March 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. **2017-18 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
 - 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)
 - Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District
 - 2017-18 Alternate Trustees**
 - Dennis Nettleton, Ewing Township Public Schools
 - Joanne D'Angelo, Moorestown Township Public School District
 - 2017-18 Delegates**
 - Eloi Richardson, Bordentown RSD
 - Raymond Coxe, Burlington City BOE
 - James Heiser, 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
 - Constance L. Stewart, Lenape Regional HSD
 - Greg Gontowski, Magnolia PS/Merchantville BOE/Mt Ephraim BOE/Woodlynne BOE
 - Michael Colling, Medford Lakes School District
 - Marie Goodwin, Medford Township Public Schools
 - Tanya Dawson, Mercer County SSSD/Mercer County Area Vocational Technical Schools
 - Bernard Biesiada, Millstone BOE
 - Christopher Eberly, 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
- 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 – 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

- Latonya Brennan/Barbara Fitzpatrick, Arthur J. Gallagher - Millstone
- John McCrudden & Bonnie Ridolfino, Hardenbergh Insurance Group – Collingswood/Eastern Camden County/Haddon Township/Oaklyn
- Bonnie Ridolfino, Hardenbergh Insurance Group – Haddon Heights/Merchantville/Magnolia
- Timothy Irons, Insurance Agency Management – Mount Holly
- Chris Powell, Hardenbergh Insurance Group – Lindenwold
- Steve Walsh, EJA/Capacity – Bordentown/North Hanover/Westampton

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 2017-22 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. January 10, 2018 Minutes..... Pages 5-10

VII. Appointment of a Nominating Committee by Fund President

- A. BCIP and SPELL Term Expirations..... Page 11

VIII. Professional Reports

- A. Attorney-Measuring Seniority/Hidden Liability ExposuresPages 12-13
- B. Claims Administrator
 - 1. Adjuster Pending Report (as of 2/28/18).....Pages 14-17
 - 2. Notice of Subrogation Abandonment Pages 18-19
 - 3. Open Subrogation Report Page 20
 - 4. Lessons Learned from Losses-Office Safety Page 21
- C. Managed Care Provider
 - 1. Managed Care Summary as of 2/28/18 Page 22

- 3. Average Days to Report as of 2/28/18 Page 23
- 4. Transitional Duty Summary Report as of 2/28/18 Page 24

- D. Student Accident Program
 - 1. Status Report.....Page 25-27

- E. Executive Director/Underwriting & Finance Director Report..... Pages 28-30
 - 1. EXECUTIVE DIRECTOR
 - a. 2018-19 Membership Renewals Summary
 - b. Certificate of Insurance Module Update Summary
 - c. NJSJA Workers’ Compensation Conference Pages 31-34
 - d. 2018 Annual Spring Dinner Meeting..... Summary
 - e. State of the JIF Dinner-**MOTION REQUESTED** Summary
 - f. Proposed Meeting Dates 2018-19 Page 35
 - g. Enquiron Client Usage Report..... Pages 36-37
 - h. Items Updated on SPELLJIF.COM Summary
 - i. Maintaining Safe Schools Summary
 - j. Key Dates Summary

 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Loss Report..... Page 38
 - b. Financial Audit-June 30, 2017-**MOTION REQUESTED** Pages 39-62
 - c. Resolution 2017-23 Surplus Release-**MOTION REQUESTED** Pages 63-64
 - d. 2018-2019 Exposure Renewal Summary
 - e. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - f. RMC Resolutions & Agreements..... Summary
 - g. Certificates of Insurance Report-1/1/18-2/28/18 Pages 65-66

- F. Safety Coordinator/Right to Know Coordinator
 - 1. January/February Activities and March/April Agenda Pages 67-68
 - 2. Safety Incentive Program Status Report Pages 69-72
 - 3. Safety Spotlight-OSHA Mandated Safety Training Pages 73-74
 - 4. Safety Spotlight-OSHA Bloodborne Pathogens Standard..... Pages 75-76

- G. Treasurer - **MOTION REQUESTED**
 - 1. February Approval Memo and Bill ListPages 77-78
 - 2. March Bill List.....Page 79
 - 3. Treasurer’s Reports (December 2017-January 2018)Pages 80-91

- H. Committee Meetings
 - 1. Finance – 2/7/2018.....Pages 92-94
 - 2. Joint Safety/Claims – 2/23/2018Pages 95-100

- IX. Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary Budget.....Page 101

- X. **MOTION REQUESTED - Resolution 2017-24** to meet in Closed Session on May 9, 2018 at the Voorhees Township Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.

- XI. Miscellaneous Business and Public Comment

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