

**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: May 9, 2018

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, May 9, 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, May 9, 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
 - Debbie Donnelly, Mercer County SSSD/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 – 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
- 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 2017-25 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. March 14, 2018 Minutes.....Pages 7-12

Budget Hearing – MOTION REQUESTED

- A. Motion to open to the public
- B. Motion to close to the public

C. 2018-2019 Budget – **ADOPTION** Page 13

VII. Election of Trustees, Alternates, SPELL Delegates

A. Nominating Committee Recommendations..... Page 14

MOTION REQUESTED – to Accept Other Nominations

MOTION REQUESTED – to Close Nominations

MOTION REQUESTED – to Elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on Page 14.

VIII. Election of Officers - **MOTION REQUESTED** – to Elect:

President – Cynthia McClain, Voorhees Township BOE

Vice President – Kathleen Huder, Lindenwold BOE

Secretary – Beth Ann Coleman, Collingswood PS/Oaklyn PSD

IX. Professional Reports

A.	Attorney – Land Use and Building Plans.....	Pages 15-16
B.	Claims Administrator	
	1. Adjuster Pendlings Report (as of 4/30/18).....	Pages 17-20
	2. Notice of Subrogation Abandonment	Pages 21-26
	3. Open Subrogation Report	Page 27
	4. Lessons Learned from Losses-Field Day Safety	Page 28
C.	Managed Care Provider	
	1. Managed Care Summary as of 4/27/18	Page 29
	2. Average Days to Report as of 4/27/18	Page 30
	3. Transitional Duty Summary Report as of 4/27/18	Page 31
	4. Memo-Suggested Provider Panel Changes	Page 32
D.	Student Accident Program	
	1. Status Report.....	No Report
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 33-35
	1. EXECUTIVE DIRECTOR	
	a. 2018-19 Membership Renewals	Summary
	b. NJSJA Workers’ Compensation Conference	Summary
	c. 2018 Annual Spring Dinner Meeting.....	Summary
	d. Mold, Environmental and IAQ Best Practices	Summary
	e. Boiler Operator Refresher Training	Summary
	f. SPELL JIF Joint Retreat.....	Summary
	g. State of the JIF Dinner.....	Summary
	h. STOPiT Update	Summary
	i. Items Updated on SPELLJIF.COM	Summary
	j. Maintaining Safe Schools	Summary
	k. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Loss Report.....	Page 36
	b. 2018-19 Exposure Renewal	Summary
	c. SPELL Meeting Minutes	Pages 37-41
	d. RMC Resolutions & Agreements.....	Summary
	e. 2018-19 Contribution Notices	Summary
	f. Surplus Return Resolutions.....	Summary
	g. 2018-19 Administrative Matter Defense Reimbursement	Summary
	h. Certificates of Insurance	Summary
	i. Auto ID Cards	Summary
	j. Safety Incentive Program Winners-Reimbursement Procedure	Summary
	k. Certificates of Insurance Report-3/1/18-4/30/18	Pages 42-44

- F. Safety Coordinator/Right to Know Coordinator
 - 1. March/April Activities and May/June AgendaPages 45-46
 - 2. Safety Incentive Program Status ReportPages 47-50

- G. Treasurer - **MOTION REQUESTED**
 - 1. April Approval Memo and Bill List Pages 51-52
 - 2. May Bill List Page 53
 - 3. Treasurer’s Reports (February/March 2018) Pages 54-65

- H. Committee Meetings
 - 1. Finance – 4/26/2018..... Pages 66-67

MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.

X. Roll Call

A. **2018-19 Trustees**

- Cynthia McClain, Voorhees Township BOE, President
- Kathleen Huder, Lindenwold BOE, Vice President
- Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District, Secretary
- Mark Stratton, Haddon Heights BOE
- Joanne E. Clement, Clementon BOE
- Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee #2)
- Dennis Nettleton, Ewing Township Public Schools
- Joanne D’Angelo, Moorestown Township Public School District
- Robert J. Wachter, Jr., Mt. Laurel Township BOE, President (SPELL Trustee #1)

2018-19 Alternate Trustees

- Greg Gontowski, Magnolia Public School/Merchantville BOE/Woodlynne BOE
- Jennifer Gauld, Haddon Township BOE

2018-19 Delegates

- Eloi Richardson, Bordentown RSD
- Raymond Coxe, Burlington City BOE
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- Marian Smith, Eastampton Township BOE
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- John Deserable, Haddonfield BOE
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- Marie Goodwin, Medford Township Public Schools
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- 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

XI. 2018-19 Oaths of Office

- A. President..... Handout
- Vice President..... Handout
- Secretary..... Handout
- Trustees (6)..... Handout
- Alternate Trustees (2)..... Handout

XII. 2018-19 Reorganization Resolutions – **ADOPTION**

A. Reorganization Resolutions

- 1. 2018-01 Appointing Professional Staff.....Pages 68-70
- 2. 2018-02 Adopting Procedures in Compliance with the Open Public Meetings Act.Pages 71-72
- 3. 2018-03 Adopting Fiscal Policies and Procedures.....Pages 73-75
- 4. 2018-04 Designation of Signatories-Operating Account..... Page 76
- 5. 2018-05 Designation of Signatories-Claim Imprest Account Page 77
- 6. 2018-06 Designating the Public Agency Compliance Officer Page 78
- 7. 2018-07 Appointing Defense Attorneys.....Pages 79-80
- 8. 2018-08 Appointing Panel PhysiciansPages 81-83
- 9. 2018-09 Appointing Certifying and Approving Officer.....Pages 84-85
- 10. 2018-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 86
- 11. 2018-11 Designation of Signatories-Disbursement Vouchers Page 87
- 12. 2017-12 Approving the Risk Management Program..... Page 88
- 13. 2018-13 Affirming Fund PoliciesPages 89-91
- 14. 2018-14 Designating Public Records Custodian Page 92

B. Committee Appointments (Discretion of the Fund President)..... Discussion

XIII. Motion to Adjourn the Reorganization Meeting

XIV. **MOTION REQUESTED - Resolution 2018-15** to meet in Closed Session on September 12, 2018 at the Voorhees Township Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.

XV. Miscellaneous Business and Public Comment

XVI. **MOTION REQUESTED – To Adjourn**