

**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:** May 20, 2020

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held electronically on **Wednesday, May 20, 2020** with Open Session beginning at **11:00 a.m.**

If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email at [Annette.Reap@riskprogramadministrators.com](mailto:Annette.Reap@riskprogramadministrators.com).



# Burlington County Insurance Pool

## Joint Insurance Fund

Teleconferencing meeting via WebEx  
Call +1 630 285 5999 (UNITED STATES)  
Access Code: 980 042 952

**Wednesday, May 20, 2020 - 11:00 AM**

### 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 emailing 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)
    - 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
    - VACANCY
  - 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
    - Victoria LaSalle, 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

- James Heiser, Moorestown Township Public School District
- 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
- 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 2019-26** to approve Payment Authorization Request(s) as distributed to the Trustees and Delegates on a confidential basis prior to board meeting.

**VI. Approval of Minutes – ADOPTION**

- A. March 18, 2020 Minutes.....Pages 7-13

**VII. Budget Hearing – MOTION REQUESTED**

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2020-2021 Budget – **ADOPTION** ..... 14

VIII. Election of Trustees, Alternates, SPELL Delegates

A. Nominating Committee Recommendations ..... Page 15

**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 15.

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

**President** – Beth Ann Coleman, Collingswood PS/Oaklyn PSD

**Vice President** – Dennis Nettleton, Ewing Township PS

**Secretary** – Jennifer Gauld, Haddon Township BOE

X. Professional Reports

A. Solicitor –Tenure of a Stipend Position.....Pages 16-17

B. Claims Administrator

1. Adjuster Pending Report – April 2020 .....Pages 18-19

2. Open Subrogation Report – April 2020 ..... Page 20

3. Lessons Learned from Losses-Mold Prevention..... Page 21

C. Managed Care Provider

1. Managed Care Summary - 4/30/20..... Page 22

2. Average Days to Report - 4/30/20 ..... Pages 23-24

3. Transitional Duty Days – 4/30/20 ..... Page 25

4. Virtual Care..... Pages 26-27

D. Student Accident Program

1. Status Report..... No Report

E. Executive Director/Underwriting & Finance Director Report..... Pages 28-30

1. EXECUTIVE DIRECTOR

a. 2020-21 Membership Renewals-**MOTION REQUESTED**..... Summary

b. NJSIA Workers’ Compensation Conference – Rescheduled ..... Summary

c. Mold, Environmental and IAQ Best Practices – July 15, 2020 ..... Summary

d. Cyber Security Symposium – July 29, 2020..... Summary

e. Boiler Operator Refresher Training – August 4, 2020 ..... Summary

f. SPELL JIF Joint Retreat – September 23-25, 2020..... Summary

g. State of the JIF Dinner – December 2, 2020-Save the Date! ..... Summary

h. COVID-19 Advice and Gallagher Resource Page ..... Page 31

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 Losses Report ..... Page 32

b. 2019-2020 Renewal ..... Summary

c. RMC Resolutions and Agreements ..... Summary

d. 2019-2020 Contribution Notices ..... Summary

e. Surplus Return Resolutions..... Summary

f. 2018-2019 Administrative Matter Defense Reimbursement..... Summary

g. Certificates of Insurance ..... Summary

- h. Auto ID Cards ..... Summary
  - i. Safety Incentive Program Winners-Reimbursement Procedure ..... Summary
  - j. Certificates of Insurance Report-03/01/20–04/30/20 ..... Pages 33-34
- F. Safety Coordinator/Right to Know Coordinator
- 1. March/April Activities and May Agenda ..... Verbal
  - 2. Safety Incentive Program Status Reports..... Verbal
- G. Treasurer - **MOTION REQUESTED**
- 1. April Approval Memo and Bill List ..... Pages 35-36
  - 2. May Bill List ..... Page 37
  - 3. Treasurer’s Reports (February/March 2020) ..... Pages 38-55
- H. Committee Meetings
- 1. Finance – 5/15/20 ..... Verbal

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

XI. Roll Call

A. **2020-21 Trustees**

- Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **President**
- Dennis Nettleton, Ewing Township Public Schools, **Vice President**
- Jennifer Gauld, Haddon Township BOE, **Secretary**
- Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
- Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
- Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
- John Recchinti, Evesham Township School District
- Michael Colling, Medford Lakes School District (SPELL Alternate)
- Kathleen Huder, Lindenwold BOE (SPELL Alternate)

**2020-21 Alternate Trustees**

- Marie Goodwin, Medford Township Public Schools
- Amy Lerner, North Hanover Township School District

**2020-21 Delegates**

- Deborah Roncace, Audubon PS
- Chifonda Henry, Bordentown RSD
- Raymond Coxe, Burlington City BOE
- Andrew Polo, Chesterfield BOE
- Valerie Carmody, Interim, Clementon BOE
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- Christopher Eberly, Mount Ephraim BOE
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- Dave Gorski, Springfield Township BOE
- Jessica DeWysockie, Tabernacle Township School District
- Helen Haley, Voorhees Township BOE
- Karen Greer, Westampton Township Public Schools

XII. 2020-21 Oaths of Office

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

XIII. 2020-21 Reorganization Resolutions – **ADOPTION**

A. Reorganization Resolutions

- 1. 2020-01 Appointing Professional Staff.....Pages 56-58
- 2. 2020-02 Adopting Procedures in Compliance with the Open Public Meetings Act.Pages 59-60
- 3. 2020-03 Adopting Fiscal Policies and Procedures.....Pages 61-63
- 4. 2020-04 Designation of Signatories-Operating Account..... Page 64
- 5. 2020-05 Designation of Signatories-Claim Imprest Account ..... Page 65
- 6. 2020-06 Designating the Public Agency Compliance Officer ..... Page 66
- 7. 2020-07 Appointing Defense Attorneys.....Pages 67-68
- 8. 2020-08 Appointing Panel Physicians .....Pages 69-71
- 9. 2020-09 Appointing Certifying and Approving Officer.....Pages 72-73
- 10. 2020-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 74
- 11. 2020-11 Designation of Signatories-Disbursement Vouchers ..... Page 75
- 12. 2020-12 Approving the Risk Management Program..... Page 76
- 13. 2020-13 Affirming Fund Policies .....Pages 77-79
- 14. 2020-14 Designating Public Records Custodian..... Page 80

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

XIV. Motion to Adjourn the Reorganization Meeting

XV. **MOTION REQUESTED - Resolution 2020-15** to meet in Closed Session on September 9, 2020 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.

XVI. Miscellaneous Business and Public Comment

XVII. **MOTION REQUESTED – To Adjourn**