

**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: September 11, 2019

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, September 11, 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, September 11, 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**
 - 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
 - Eloi Richardson, Bordentown RSD
 - Raymond Coxe, Burlington City BOE
 - Pat Austin, Interim, 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, Interim, 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, Executive Coordinator - 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 2019-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. May 8, 2019 Minutes Pages 6-14

VII. Professional Reports

A. Attorney-Sports Injury Claims Pages 15-16

B. Claims Administrator

1. Adjuster Pendencies Report (as of 8/31/19).....Handout
2. Emergency PAR Stewardship ReportsHandout
3. Open Subrogation Report (as of 8/31/19).....Handout
4. Lessons Learned from Losses-Handout

C.	Managed Care Provider	
	1. Managed Care Reports 2018-19 Year End.....	Pages 17-20
	2. Managed Care Summary as of 8/28/19.....	Page 21
	3. Average Days to Report as of 8/28/18	Pages 22-23
	4. Transitional Duty Report as of 8/28/19.....	Page 24
D.	Student Accident Program	
	1. Status Report	Page 25
E.	Executive Director/Underwriting & Finance Director Report	Pages 26-30
	1. EXECUTIVE DIRECTOR	
	a. Welcome New Members/Delegates	Summary
	b. 2020-21 Membership Renewals	Summary
	c. NJSIA WC Conference.....	Pages 31-39
	d. 2019 PRIMA Conference Reports.....	Pages 40-42
	e. 2019 Annual NJASBO Spring Dinner Meeting	Pages 43-51
	f. Environmental Management Seminar Held on July 17, 2019.....	Pages 52-56
	g. 2019 Mold Seminar Follow-Up Survey for EHRIP Services.....	Summary
	h. Mold Claim Reporting Update.....	Summary
	i. Cyber Security Symposium – July 24, 2019	Pages 57-67
	j. Technology Risk Management Services Proposal by CyZen	Summary
	k. STOP!T/WeTip Reminder	Summary
	l. Drone Coverage Reminder	Summary
	m. November Professional Development	Summary
	n. Boiler Operator Refresher Training Held on August 6, 2019	Summary
	o. SPELL JIF Joint Retreat – September 25-27, 2019	Pages 68-69
	p. NJSBA/NJASBO/NJASA Fall Conference	Summary
	q. State of the Fund Dinner – December 4, 2019	Summary
	r. Items Updated on SPELLJIF.COM	Summary
	s. Maintaining Safe Schools	Summary
	t. Key Dates.....	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report.....	Handout
	b. 2019-2020 Plan of Risk Management	Summary
	c. 2020-2021 Exposure Renewal and Budget Process.....	Summary
	d. Duff & Phelps Questionnaire.....	Summary
	e. NJ DOL Compliance Enforcement Cross Match	Summary
	f. 2018-19/2019-20 Administrative Matter Defense Reimbursement.....	Summary
	g. Certificates of Insurance Report-5/01/19–8 /31/19	Pages 70-89
F.	Safety Coordinator/Right to Know Coordinator	
	1. May/June/July/August Activities and September/October Agenda	Pages 90-93
	2. Safety Incentive Program Update 2018-19	Pages 94-97
	3. Back to School Safety Notice	Pages 98-99
G.	Treasurer - MOTION REQUESTED	
	1. June/July/August Approval Memos and Bill Lists	Pages 100-105
	2. September Bill List.....	Page 106
	3. Treasurer’s Reports (April 2019 thru June 2019)	Pages 107-124

- H. Committee Meetings
 - 1. 2019-20 Committee Appointments..... Page 125
 - 2. Strategic Planning – 9/11/2019 Summary

- IX. **MOTION REQUESTED - Resolution 2019-17** to meet in Closed Session on November 13, 2019 at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.

- X. Miscellaneous Business and Public Comment

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