

**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:** November 8, 2017

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, November 8, 2017** with Executive Session beginning at **1:15 p.m.** and Open Session beginning at **1:30 p.m.** at the Lenape Regional HSD Administration Building, 93 Willow Grove Road, Shamong, NJ 08088.

If you have any questions, please do not hesitate to contact our office at (856) 446-9139.



# Burlington County Insurance Pool Joint Insurance Fund

Lenape RHS Administration Building

93 Willow Grove Road

Shamong, New Jersey 08088

Wednesday, November 8, 2017 - 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
    - James H. Hager, Lenape RHSD
    - 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)
  - 2017-18 Alternate Trustees**
    - Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District
    - Dennis Nettleton, Ewing Township Public Schools
  - 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
    - 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
    - Joanne D'Angelo, Moorestown Township Public School District
    - 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, 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 2017-20** to approve Payment Authorization Request(s) as presented in Closed Session.

**VI. Approval of Minutes – ADOPTION**

- A. September 13, 2017 Minutes ..... Pages 5-12

**VII. Special Presentation**

**VIII. Professional Reports**

- A. Attorney.....Pages 13-14
- B. Claims Administrator
  - 1. Adjuster Pendencies Report (as of 10/31/17).....Pages 15-18
  - 2. Emergency PAR Stewardship Report..... Page 19
  - 3. Open Subrogation Report ..... Pages 20-21
  - 4. Lessons Learned from Losses-Reporting Refresher ..... Page 22
- C. Managed Care Provider
  - 1. Managed Care Summary as of 10/29/17 ..... Page 23
  - 3. Average Days to Report as of 10/29/17 ..... Page 24
  - 4. Transitional Duty Summary Report as of 10/29/17 ..... Page 25

- D. Student Accident Program
  - 1. Status Report..... Verbal
- E. Executive Director/Underwriting & Finance Director Report..... Pages 26-28
  - 1. EXECUTIVE DIRECTOR
    - a. 2018-19 Membership Renewals ..... Summary
    - b. Boiler Operator Training ..... Summary
    - c. State of the JIF Dinner..... Page 29
    - d. NJSBA/NJASBO/NJASA Fall Conference Update ..... Summary
    - e. Environmental Management Seminar 2018..... Summary
    - f. SPELL JIF Joint Retreat – 2017..... Summary
    - g. NJSJA Workers’ Compensation Conference ..... Summary
    - h. SPELL Information Technology Advisory Committee..... Summary
    - i. SPELL HR Helpline .....Page 30-31
    - j. Items Updated on SPELLJIF.COM ..... Summary
    - k. Maintaining Safe Schools..... Summary
    - l. Key Dates ..... Summary
  - 2. UNDERWRITING AND FINANCE DIRECTOR
    - a. Incurred Losses Report .....Handout
    - b. SPELL JIF Meeting Minutes ..... Pages 32-35
    - c. 2018-2019 Exposure Renewal and Budget Process..... Summary
    - d. Safety Incentive Program Winners-Reimbursement Procedure ..... Summary
    - e. Financial Award Winners ..... Summary
    - f. Certificates of Insurance Report-9/1/17-10/31/17 ..... Pages 36-39
- F. Safety Coordinator/Right to Know Coordinator
  - 1. September/October Activities and November Agenda ..... Pages 40-42
  - 2. Safety Incentive Program Status Report..... Pages 43-46
- G. Treasurer - **MOTION REQUESTED**
  - 1. October Approval Memo and Bill List.....Pages 47-48
  - 2. November Bill List .....Page 49
  - 3. Treasurer’s Reports (August-September 2017) .....Pages 50-61
- H. Committee Meetings
  - 1. Strategic Planning – 9/13/17 .....Pages 62-63
  - 2. Claims Management – 11/1/17..... Verbal
- IX. **MOTION REQUESTED - Resolution 2017-21** to meet in Closed Session on January 10, 2018 at the Voorhees Township Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.
- X. Miscellaneous Business and Public Comment
- XI. **MOTION REQUESTED – To Adjourn**