

**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 10, 2017

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, May 10, 2017** with Executive Session beginning at **1:15 p.m.** and Open Session beginning at **1:30 p.m.** at the Voorhees Township BOE Administration Offices, 329 Route 73, Voorhees, New Jersey 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
Voorhees Township BOE Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, May 10, 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. **2016-17 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)
 - 2016-17 Alternate Trustees**
 - Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District
 - Dennis Nettleton, Ewing Township Public Schools
 - 2016-17 Delegates**
 - 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 Public School/Merchantville 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
 - Joanne D'Angelo, Moorestown Township Public School District
 - William Gerson, 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
- Bruce Benedetti, 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

- John McCrudden & Bonnie Ridolfino, Hardenbergh Insurance Group, Inc. – Collingswood Public Schools/Eastern Camden County RSD/ Haddon Township BOE/Oaklyn Public School District
- Bonnie Ridolfino, Hardenbergh Insurance Group, Inc. – Haddon Heights BOE /Merchantville BOE/ Magnolia Public School
- Timothy Irons, Insurance Agency Management, Inc. – Mt. Holly Township Public Schools
- Chris Powell, Hardenbergh Insurance Group, Inc. – Lindenwold BOE
- Steve Walsh, EJA/Capacity – North Hanover Township BOE/Westampton Township Public Schools

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 2016-27 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. March 8, 2017 Minutes..... Pages 7-12

VII. Budget Hearing – MOTION REQUESTED

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2017-2018 Budget – **ADOPTION** Page 13

VIII. 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.

- IX. Election of Officers - **MOTION REQUESTED** – to Elect:
 - President** – Robert J. Wachter, Jr., Mt. Laurel Township BOE
 - Vice President** – Cynthia McClain, Voorhees Township BOE
 - Secretary** – Mark Stratton, Haddon Heights BOE

- IX. Professional Reports
 - A. Attorney.....Pages 15-16
 - B. Claims Administrator
 - 1. Adjuster Pending Reports.....Pages 17-20
 - 2. Open Subrogation Report Pages 21-22
 - 3. Notice of Subrogation Abandonment Report Pages 23-24
 - 4. Lessons Learned from Losses-Surveillance Page 25
 - C. Managed Care Provider
 - 1. Managed Care Reports..... Pages 26-28
 - D. Student Accident Program
 - 1. Status Report..... Page 29
 - E. Executive Director/Underwriting & Finance Director Report..... Pages 30-33
 - 1. EXECUTIVE DIRECTOR
 - a. 2017-18 Membership Renewals-**MOTION REQUESTED**Summary
 - b. NJSIA Workers’ Compensation ConferenceSummary
 - c. 2017 PRIMA ConferenceSummary
 - d. 2017 Annual NJASBO Spring Dinner MeetingSummary
 - e. Mold/Environmental/IAQ Best Practices Seminar Page 34
 - f. Boiler Operator Refresher TrainingSummary
 - g. SPELL JIF Joint RetreatSummary
 - h. State of the JIF Dinner UpdateSummary
 - i. SPELL JIF HR Hotline Pages 35-37
 - j. STOPiT Update.....Summary
 - k. Service Animals on Campus (Dogs) Addendum A
 - l. Lead MattersSummary
 - m. Items Updated on SPELLJIF.COMSummary
 - n. Maintaining Safe Schools (4/17)..... E-mailed to Business Administrators
 (*The SPELL JIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete a form and contact LRP Publications for their approval.*)
 - o. Key DatesSummary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Status..... Page 38
 - b. 2017-18 Renewal.....Summary
 - c. SPELL Meeting Minutes (2/17) Pages 39-42
 - d. RMC Resolutions and AgreementsSummary
 - e. 2017-2018 Contribution NoticesSummary
 - f. Surplus Return ResolutionsSummary
 - g. 2016-2017 Administrative Matter Defense Reimbursement.....Summary
 - h. Certificates of Insurance.....Summary
 - i. Auto ID Cards.....Summary
 - j. Safety Incentive Program Winners-Reimbursement ProceduresSummary

- k. Certificates of Insurance Report (3/01/17-4/3017) Pages 43-45

- F. Safety Coordinator/Right to Know Coordinator
 - 1. March/April Activities and May/June Agenda Pages 46-47
 - 2. Safety Incentive Status Report..... Pages 48-51
 - 3. Safety Recall Alert- EpiPen Pages 52-54

- G. Treasurer - **MOTION REQUESTED**
 - 1. April Approval Memo and Bill ListPages 55-56
 - 2. May Bill ListPage 57
 - 3. Treasurer’s Reports (February 2017/March 2017)Pages 58-69

- H. Committee Meetings
 - 1. Finance Committee – 4/25/17.....Pages 70-71

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

X. 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)
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- 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
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2017-18 Delegates

- Raymond Coxe, Burlington City BOE
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- 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 Public School/Merchantville BOE/Woodlyne BOE
- Michael Colling, Medford Lakes School District
- Marie Goodwin, Medford Township Public Schools
- Tanya Dawson, Mercer County SSSD/Mercer County Area Vocational Technical Schools
- Joanne D’Angelo, Moorestown Township Public School District
- William Gerson, 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

XI. 2017-18 Oaths of Office

- A. President Handout
- Vice President Handout
- Secretary Handout
- Trustees (3) Handout
- Alternate Trustees (2) Handout

XII. 2017-18 Reorganization Resolutions – **ADOPTION**

- A. Reorganization Resolutions
 - 1. 2017-01 Appointing Professional Staff..... Pages 72-74
 - 2. 2017-02 Adopting Procedures in Compliance with the Open Public Meetings Act.....
..... Pages 75-76
 - 3. 2017-03 Adopting Fiscal Policies and Procedures..... Pages 77-79
 - 4. 2017-04 Designation of Signatories-Operating Account..... Page 80
 - 5. 2017-05 Designation of Signatories-Claim Imprest Account..... Page 81
 - 6. 2017-06 Designating the Public Agency Compliance Officer Page 82
 - 7. 2017-07 Appointing Defense Attorneys..... Pages 83-84
 - 8. 2017-08 Appointing Panel Physicians..... Pages 85-87
 - 9. 2017-09 Appointing Certifying and Approving Officer..... Pages 88-89
 - 10. 2017-10 Authorization to Pay Professional Contract Fees in Non-Meeting
Months Page 90
 - 11. 2017-11 Designation of Signatories-Disbursement Vouchers Page 91
 - 12. 2017-12 Approving the Risk Management Program..... Page 92
 - 13. 2017-13 Affirming Fund Policies..... Pages 93-95
 - 14. 2017-14 Designating Public Records Custodian..... Page 96
- B. Committee Appointments (Discretion of the Fund President)..... Discussion

XIII. Motion to Adjourn the Reorganization Meeting

XIV. **MOTION REQUESTED - Resolution 2017-15** to meet in Closed Session on September 13, 2017 at the Lenape Regional High School Administration Building, Conference Training Room, 93 Willow Grove Road in Shamong Township, New Jersey, 08088.

XV. Miscellaneous Business and Public Comment

XVI. **MOTION REQUESTED – To Adjourn**