

**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 9, 2016

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, November 9, 2016** with Executive Session beginning at **1:15 p.m.** and Open Session beginning at **1:30 p.m.** at the Lenape Regional High School District Administration Building, 93 Willow Grove Road, Shamong, NJ 08088.

If you have any questions, please do not hesitate to contact our office at (856) 446-9100.



Burlington County Insurance Pool Joint Insurance Fund
Lenape Regional High School Administration Building
Conference Training Room
93 Willow Grove Road
Shamong Twp., NJ 08088

Wednesday, November 9, 2016 - 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
 - Joanne D'Angelo, 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
 - Paul Whitman, 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 2016-19 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. September 14, 2016 minutes Pages 6-12

VII. Professional Reports

- A. Attorney..... Pages 13-14
- B. Claims Administrator
- 1. Adjuster Pendings..... Pages 15-18
 - 2. Lessons Learned from Losses..... Page 19

- C. Managed Care Provider
 - 1. Managed Care Reports..... Pages 20-22

- D. Student Accident Program
 - 1. Status Report No Report this Month

- E. Executive Director/Underwriting & Finance Director Report..... Pages 23-25
 - 1. EXECUTIVE DIRECTOR
 - a. 2017-18 Membership RenewalsSummary
 - b. Cyber Claims Examples..... Page 26
 - c. Cyber Assessment Competition Handout
 - d. SPELL JIF Unmanned Aircraft System Model District Policy Pages 27-32
 - e. Coverage AttorneySummary
 - f. Boiler Operator Training.....Summary
 - g. State of the JIF Dinner Page 33
 - h. NJSBA/NJASBO/NJASA Fall Conference Update.....Summary
 - i. 2017 Annual Spring Dinner Meeting – **MOTION REQUESTED**Summary
 - j. Mold/Environmental Management WorkshopSummary
 - k. SPELL JIF Joint Retreat Attendee EvaluationsSummary
 - l. NJSIA Workers’ Compensation ConferenceSummary
 - m. SPELL HR Helpline Pages 34-35
 - n. Fair Labor Standards ActSummary
 - o. Items Updated on SPELLJIF.COMSummary
 - p. Maintaining Safe Schools (10/16)
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).
 - q. Key Dates.....Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Status..... Page 36
 - b. SPELL JIF Meeting Minutes..... Pages 37-40
 - c. 2017-18 Renewal.....Summary
 - d. Safety Incentive Program Winners-Reimbursement Procedures.....Summary
 - e. Financial Award Winners.....Summary
 - f. Certificates of Insurance Report (9/1/16-10/31/16) Pages 41-43

- F. Safety Coordinator/Right to Know Coordinator
 - 1. September/October Activities and November Agenda..... Pages 44-45
 - 2. Safety Incentive Program Criteria 2016-17 Pages 46-49
 - 3. Safety Incentive Status Report Pages 50-53
 - 4. Safety Bulletin – Steamer Safety Pages 54-55

- G. Treasurer - **MOTION REQUESTED**
 - 1. October Approval Memos and Bill List Pages 56-57
 - 2. November Bill List..... Page 58
 - 3. Treasurer’s Reports (August – September 2016) Pages 59-70

H. Committee Meetings

1. Strategic Planning – 9/14/16..... Pages 71-72

2. Claims Management – 10/17/16..... Pages 73-76

MOTION REQUESTED – The Claims Management Committee recommends that the Trustees authorize the Claims Administrator and the JIF Attorney to make “voluntary offers” when, in their opinion, it is in the best interest of the JIF and to report the outcomes at each successive Executive Meeting, similar to an Emergency PAR.

VIII. **MOTION REQUESTED - Resolution 2016-20** to meet in Closed Session on January 11, 2017 at the Voorhees BOE Administration Offices, 329 Route 73, Voorhees, New Jersey, 08088.

IX. Miscellaneous Business and Public Comment

X. **MOTION REQUESTED** – To Adjourn