

**BURLINGTON COUNTY INSURANCE POOL
JOINT INSURANCE FUND
BCIP JIF**

**Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043**

TO: JIF Trustees
JIF 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: January 8, 2025

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, January 8, 2025** at the Voorhees Administration Building with Open Session beginning at **1:30 p.m.**

If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email to Annette_Reap@rpadmin.com.



Burlington County Insurance Pool

Joint Insurance Fund

Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, January 8, 2025 - 1:30 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 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. **2024-25 Trustees**
 - ☐ Jennifer Gauld, Haddon Township BOE, **President**
 - ☐ Amy Lerner, Avon/North Hanover Township School District, **Vice President**
 - ☐ Laura Archer, Shamong Township School District/Woodland Twp BOE, **Secretary**
 - ☐ Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee/Vice Chair)
 - ☐ Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
 - ☐ Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
 - ☐ Kathleen Huder, Lindenwold BOE (SPELL Alternate)
 - ☐ Beth Ann Coleman, Collingswood PS/Oaklyn PSD (SPELL Alternate)
 - ☐ Dennis Nettleton, Ewing Township Public Schools,
 - 2024-25 Alternate Trustees**
 - ☐ James Heiser, Moorestown Township Public School District
 - ☐ Bernard Biesiada, Millstone BOE/New Hanover
 - 2024-25 Delegates (New Delegates in Bold)**
 - ☐ Deborah Roncace, Audubon PS
 - ☐ Chifonda Henry, Bordentown RSD
 - ☐ Ray Bonnette, Burlington City BOE
 - ☐ Scott Hogan, Chesterfield BOE
 - ☐ Bruno Berenato, Clementon BOE
 - ☐ Arlene Biesiada, Interim, Delanco Township BOE
 - ☐ Paul Todd, East Windsor RSD
 - ☐ Dr. Ashlee Caldwell, Eastampton Township BOE
 - ☐ Kenneth Verrill, Eastern Camden County RSD
 - ☐ Jonathan Yates, Evesham Township School District
 - ☐ Sarah Bell, Gloucester City BOE
 - ☐ **Mark Stratton, Interim, Haddon Heights BOE**

- ☐ Michael Catalano Haddonfield BOE
- ☐ Dan Baginski, Jackson Township BOE
- ☐ Bill Thompson, Laurel Springs BOE
- ☐ Kara L. Huber, Lenape Regional HSD
- ☐ Robert Kraft, Lumberton Township BOE
- ☐ Nikolas Vrettos, Medford Lakes School District
- ☐ **Tom Venanzi, Mercer County SSSD/Area Vocational Technical Schools**
- ☐ Christopher Eberly, Mount Ephraim BOE
- ☐ Robert O'Brien, Riverside Township BOE
- ☐ Mary Conroy, Southampton Township BOE
- ☐ Lisa Vrettos, Springfield Township BOE
- ☐ James McCullough, Sterling High School District
- ☐ Patricia Palmieri, 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
- ☐ Annette Reap, Sr. Account Manager - RPA, a division of Gallagher
- ☐ Kim Hill, Account Manager – RPA, a division of Gallagher
- ☐ Patrick J. Madden, Esquire – Fund Solicitor
- ☐ Danielle Colaiani, Student Accident Program - Hardenbergh
- ☐ Chris Roselli, Claims Administrator – Qual-Lynx
- ☐ Christine Gallagher, Client Service Manager – Qual-Lynx
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services LLC
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ Joe Biluck, Assistant Safety Coordinator – Risk Assessment Services LLC
- ☐ Jodi Lennon, Treasurer
- ☐ Michael Colling, Recording Secretary

C. Risk Management Consultants

- ☐ Arthur J. Gallagher – East Windsor/Millstone
- ☐ Barclay Group – Bordentown/Chesterfield/ Gloucester City/Laurel Springs/North Hanover
- ☐ Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Oaklyn/Sterling

IV. MOTION REQUESTED – To open the voting to all Delegates present.

A request is 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 2024-20 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. November 13, 2024 Minutes Pages 6-11

VII. Professional Reports

- A. Solicitor No Report
- B. Claims Administrator
 - 1. Adjuster Pendlings Report – December 2024Pages 12-13
 - 2. Subrogation Report – December 2024..... Page 14
 - 3. Lessons Learned from Losses-Timely Reporting Page 15
- C. Managed Care Provider
 - 1. Managed Care Summary Reports – December 2024 Pages 16-17
 - 2. Average Days to Report - December 2024 Pages 18-19
 - 3. Transitional Duty Days – December 2024 Page 20
 - 4. Managed Care Quick Notes..... Page 21
- D. Student Accident Program
 - 1. Status Report..... No Report
- E. Executive Director/Underwriting & Finance Director Report..... Pages 22-23
 - 1. EXECUTIVE DIRECTOR
 - a. 2025-26 Membership Renewals Summary
 - b. 2025 PRIMA Conference Summary
 - c. 2025 Annual Spring Dinner Meeting-MOTION REQUESTED..... Pages 24-31
 - d. 2025 SPELL Joint Retreat-MOTION REQUESTED..... Summary
 - e. 2025 State of the JIF Dinner – MOTION REQUESTED Summary
 - f. Items Updated on SPELLJIF.COM Summary
 - g. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Page 32
 - b. 2025-2026 Exposure Renewal and Budget Process..... Summary
 - c. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - d. Financial Award Winners Summary
 - e. Certificates of Insurance Report-11/01/24–12/31/24 Pages 33-36
 - f. Resolution 2024-21 SPELL Membership Renewal-MOTION REQUESTED..... Page 37
- F. Safety Coordinator/Right to Know Coordinator
 - 1. November/December Activities and January/February Agenda Pages 38-39
 - 2. SIP Program Status-January 2025..... Pages 40-43
 - 3. Safety Notice-Cold Weather Safety..... Pages 44-46
- G. Virtual Safety Director
 - 1. January Report Pages 47-48
- H. Treasurer - **MOTION REQUESTED**
 - 1. December Approval Memo and Bill List Pages 49-50
 - 2. January Bill List Page 51
 - 3. Treasurer’s Reports (November 2024) Pages 52-58
- I. Committee Meetings
 - 1. None

- VIII. **MOTION REQUESTED - Resolution 2024-22** to meet in Closed Session on March 12, 2025 at 1:15 pm at the Voorhees Administration Offices.
- IX. Miscellaneous Business and Public Comment
- X. **MOTION REQUESTED – To Adjourn**