

**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 10, 2024

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, January 10, 2024** 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](mailto:Annette_Reap@rpadmin.com).



# Burlington County Insurance Pool

## Joint Insurance Fund

Voorhees Administration Building  
329 Route 73  
Voorhees, New Jersey 08043

Wednesday, January 10, 2024 – 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. **2023-24 Trustees**
    - ☐ Dennis Nettleton, Ewing Township Public Schools, **President**
    - ☐ Jennifer Gauld, Haddon Township BOE, **Vice President**
    - ☐ VACANCY, **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)
    - ☐ Amy Lerner, Avon/North Hanover Township School District
  - 2023-24 Alternate Trustees**
    - ☐ Laura Archer, Shamong Township School District/Woodland Twp BOE
    - ☐ James Heiser, Moorestown Township Public School District
  - 2023-24 Delegates (New Delegates Identified in Bold)**
    - ☐ Deborah Roncace, Audubon PS
    - ☐ Chifonda Henry, Bordentown RSD
    - ☐ **Ray Bonnette, Burlington City BOE**
    - ☐ Andrew Polo, Chesterfield BOE
    - ☐ Bruno Berenato, Clementon BOE
    - ☐ **Arlene Biesiada, Interim, Delanco Township BOE**
    - ☐ Paul Todd, East Windsor RSD
    - ☐ Ashlee Caldwell, Eastampton Township BOE
    - ☐ Kenneth Verrill, Eastern Camden County RSD
    - ☐ **VACANCY, Evesham Township School District**
    - ☐ Sarah Bell, Gloucester City BOE
    - ☐ **Cande Kristoff, Haddon Heights BOE**

- ☐ Michael Catalano Haddonfield BOE
- ☐ **Dan Baginski, Jackson Township BOE**
- ☐ Kara L. Huber, Lenape Regional HSD
- ☐ Robert Kraft, Lumberton Township BOE
- ☐ Nikolas Vrettos, Medford Lakes School District
- ☐ Jonathan Yates, Medford Township Public Schools
- ☐ Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
- ☐ Bernard Biesiada, Millstone BOE/New Hanover
- ☐ Christopher Eberly, Mount Ephraim BOE
- ☐ Robert O'Brien, Riverside Township BOE
- ☐ Casey DeJoseph, 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
- ☐ Karen Beatty, Client Service Manager – Qual-Lynx
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services LLC
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ James D. Weber, Assistant Safety Coordinator – Risk Assessment Services LLC
- ☐ Jodi Lennon, Treasurer
- ☐ Michael Colling, Recording Secretary

**C. Risk Management Consultants**

- ☐ Alliant Insurance Services – New Hanover
- ☐ Arthur J. Gallagher – East Windsor/Millstone
- ☐ Barclay Group – Bordentown/Chesterfield/North Hanover
- ☐ Conner Strong & Buckelew – Gloucester City
- ☐ Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Merchantville/Oaklyn/Sterling
- ☐ T.C. Irons Agency – Medford Township
- ☐ World Insurance Associates LLC - Avon

**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 2023-20 to approve Payment Authorization Request(s) as presented in Closed Session.
- VI. Approval of Minutes – **ADOPTION**
  - A. November 8, 2023 Minutes ..... Pages 6-12
- VII. **MOTION REQUESTED** - Nomination to Fill Vacancies
  - A. **Secretary** – Amy Lerner, Avon/North Hanover Township SD
  - B. **Trustee** – Laura Archer, Shamong Township SD/Woodland Township BOE
  - C. **Alternate Trustee #1** – James Heiser, Moorestown Township PSD
  - D. **Alternate Trustee #2** – Bernard Biesiada, Millstone BOE/New Hanover Township BOE
- VIII. Professional Reports
  - A. Solicitor ..... Pages 13-15
  - B. Claims Administrator
    - 1. Adjuster Pendlings Report – December 2023 ..... Pages 16-17
    - 2. Subrogation Reports – December 2023 ..... Pages 18-20
    - 3. Lessons Learned from Losses-Winter Weather Hazards..... Page 21
  - C. Managed Care Provider
    - 1. Managed Care Summary – December 2023 ..... Page 22
    - 2. Average Days to Report - December 2023 ..... Pages 23-24
    - 3. Transitional Duty Days – December 2023 ..... Page 25
  - D. Student Accident Program-Coverage Expansion to Private School Students..... Verbal
  - E. Executive Director/Underwriting & Finance Director Report..... Pages 26-27
    - 1. EXECUTIVE DIRECTOR
      - a. 2024-25 Membership Renewals ..... Summary
      - b. 2024 PRIMA Conference ..... Summary
      - c. 2024 Annual Spring Dinner Meeting-MOTION REQUESTED..... Pages 28-37
      - d. 2024 SPELL Joint Retreat-MOTION REQUESTED ..... Summary
      - e. State of the JIF Dinner – MOTION REQUESTED ..... Pages 38-43
      - f. SPELL JIF Virtual Safety Committee Formation..... Summary
      - g. Items Updated on SPELLJIF.COM ..... Summary
      - h. Key Dates ..... Summary
    - 2. UNDERWRITING AND FINANCE DIRECTOR
      - a. District/Fund Incurred Losses Report ..... Page 44
      - b. 2024-2025 Exposure Renewal and Budget Process..... Summary
      - c. Safety Incentive Program Winners – Reimbursement Procedure..... Summary
      - d. Financial Award Winners ..... Summary
      - e. Certificates of Insurance Report-11/01/23–12/31/23 ..... Pages 45-51
  - F. Safety Coordinator/Right to Know Coordinator
    - 1. November-December Activities and January-February Agenda ..... Pages 52-53
    - 2. SIP Status Report-Jan 2024..... Pages 54-57
    - 3. Safety Notice-Cold Weather Safety..... Pages 58-60

- G. Virtual Safety Director
  - 1. December 31, 2023 Report..... Pages 61-63
  
- H. Treasurer - **MOTION REQUESTED**
  - 1. December Approval Memo and Bill List ..... Pages 64-65
  - 2. January Bill List ..... Page 66
  - 3. Treasurer’s Reports (October-November 2023) ..... Pages 67-78
  
- I. Committee Meetings
  - 1. Claims Management Committee-November 1, 2023 ..... Handout
  
- IX. **MOTION REQUESTED - Resolution 2023-21** to meet in Closed Session on March 13, 2024 at 1:15 pm at the Voorhees Administration Offices.
  
- X. Miscellaneous Business and Public Comment
  
- XI. **MOTION REQUESTED – To Adjourn**