

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

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

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, Executive Director

MEETING DATE: January 11, 2023

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, January 11, 2023** 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 11, 2023 - 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. **2022-23 Trustees**
 - ☐ Dennis Nettleton, Ewing Township Public Schools, **President**
 - ☐ Jennifer Gauld, Haddon Township BOE, **Vice President**
 - ☐ John Recchinti, Evesham Township School District, **Secretary**
 - ☐ Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee)
 - ☐ 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
 - ☐ Vacancy, Trustee/SPELL Alternate
 - 2022-23 Alternate Trustees**
 - ☐ Amy Lerner, North Hanover Township School District
 - ☐ Laura Archer, Shamong Township School District/Woodland Twp BOE
 - 2022-23 Delegates**
 - ☐ Deborah Roncace, Audubon PS
 - ☐ Chifonda Henry, Bordentown RSD
 - ☐ Ingrid Walsh, Burlington City BOE
 - ☐ Andrew Polo, Chesterfield BOE
 - ☐ Donna Phillips, Clementon BOE
 - ☐ Dan Rath, Delanco Township BOE
 - ☐ Paul Todd, East Windsor RSD
 - ☐ Pat Austin, Interim, Eastampton Township BOE
 - ☐ Kenneth Verrill, Eastern Camden County RSD
 - ☐ Sarah Bell, Gloucester City BOE
 - ☐ Michael Sloan, Haddon Heights BOE
 - ☐ Michael Catalano Haddonfield BOE
 - ☐ Kara L. Huber, Lenape Regional HSD

- ☐ Robert Delengowski, Interim, Lumberton Township BOE
- ☐ Tom Egan, Interim, 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
- ☐ James Heiser, Moorestown Township Public School District
- ☐ Christopher Eberly, Mount Ephraim BOE
- ☐ Robert O'Brien, Riverside Township BOE
- ☐ Casey DeJoseph, Southampton Township BOE
- ☐ Meghann Risell, Springfield Township BOE
- ☐ 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
- ☐ Megan Matro, Marketing Specialist – 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
- ☐ 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/Oaklyn
- ☐ T.C. Irons Agency – Medford Township

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 2022-20 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – **ADOPTION**

- A. November 9, 2022 Minutes Pages 6-11

VII. Professional Reports

- A. Solicitor-School Therapy Dog Issues Pages 12-17

B. Claims Administrator

1. Adjuster Pending Reports – December 2022 Pages 18-19
2. Emergency PAR Stewardship Report..... Page 20
3. Open Subrogation Report – December 2022 Page 21
4. Lessons Learned from Losses-Winter Weather Hazards..... Page 22

C. Managed Care Provider

1. Managed Care Summary – December 2022 Page 23
2. Average Days to Report - December 2022 Pages 24-25
3. Transitional Duty Days – December 2022 Page 26

D. Student Accident Program

1. Status Report..... No Report

E. Executive Director/Underwriting & Finance Director Report..... Pages 27-29

1. EXECUTIVE DIRECTOR

- a. 2023-24 Membership Renewals Summary
- b. Jackson Township BOE Membership Transfer -MOTION REQUESTED Summary
- c. 2023 PRIMA Conference Summary
- d. 2023 Annual Spring Dinner Meeting-MOTION REQUESTED..... Pages 30-38
- e. 2023 SPELL Joint Retreat-MOTION REQUESTED..... Summary
- f. 2023 State of the JIF Dinner-MOTION REQUESTED..... Pages 39-44
- g. SPELL JIF HR Helpline-Transition to Zywave Summary
- h. Items Updated on SPELLJIF.COM Summary
- i. Maintaining Safe Schools..... Summary
- j. Key Dates Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report Page 45
- b. 2023-2024 Exposure Renewal and Budget Process..... Summary
- c. 2023-2024 Cyber Application Process Summary
- d. Safety Incentive Program Winners-Reimbursement Procedure Summary
- e. Financial and Timely Reporting Award Winners..... Summary
- f. Certificates of Insurance Report-11/01/22–12/31/22 Pages 46-51

F. Safety Coordinator/Right to Know Coordinator

1. November/December Activities and January/February Agenda Pages 52-53
2. Safety Incentive Status Report Pages 54-57

G. Treasurer - **MOTION REQUESTED**

1. December Approval Memo and Bill List..... Pages 58-59
2. January Bill List..... Page 60
3. Treasurer's Reports (October/November 2022)..... Pages 61-72

- H. Committee Meetings
 - 1. None

VIII. **MOTION REQUESTED - Resolution 2022-21** to meet in Closed Session on March 8, 2023 at 1:15 pm at the Voorhees Administration Offices.

IX. Miscellaneous Business and Public Comment

X. **MOTION REQUESTED – To Adjourn**

XI. **Voluntary Learning Session – Enterprise Risk Management (ERM) Review**

There will be a short presentation following the meeting. Member attendance is voluntary.