

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

Being Held Remotely via Zoom

Join Zoom Meeting:

<https://us06web.zoom.us/j/87822630368?pwd=SZRcSsrQjRSdDQxdEpmUmQ1czlkdz09>

Dial +1 929 205 6099

Meeting ID: 878 2263 0368

Passcode: 137552

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 12, 2022

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held remotely via Zoom on **Wednesday, January 12, 2022** 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 at Annette_Reap@riskprogramadministrators.com.



Burlington County Insurance Pool

Joint Insurance Fund

Being Held Remotely via Zoom

Wednesday, January 12, 2022 - 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. **2021-22 Trustees**
 - Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **President**
 - Dennis Nettleton, Ewing Township Public Schools, **Vice President**
 - Jennifer Gauld, Haddon Township BOE, **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
 - John Recchinti, Evesham Township School District
 - Michael Colling, Medford Lakes School District (SPELL Alternate)
 - Kathleen Huder, Lindenwold BOE (SPELL Alternate)

 - 2021-22 Alternate Trustees**
 - Marie Goodwin, Medford Township Public Schools
 - Amy Lerner, North Hanover Township School District

 - 2021-22 Delegates**
 - Deborah Roncace, Audubon PS
 - Chifonda Henry, Bordentown RSD
 - Ingrid Walsh, Burlington City BOE
 - Andrew Polo, Chesterfield BOE
 - Donna Phillips, Clementon BOE
 - Stephen Burns, Delanco Township BOE
 - Paul Todd, East Windsor RSD
 - Pat Austin, Interim, Eastampton Township BOE
 - Kenneth Verrill, Eastern Camden County RSD
 - Teri Weeks, Gloucester City BOE
 - Michael Sloan, Haddon Heights BOE
 - Michael Catalano Haddonfield BOE
 - Constance L. Stewart, Lenape Regional HSD
 - Mark Leung, Lumberton Township BOE
 - 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
- Laura Archer, Shamong Township School District/Woodland Twp 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
- Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
- Megan Matro, Marketing Specialist – RPA, a division of Gallagher
- Annette Reap, Account Manager - RPA, a division of Gallagher
- Louis J. Greco, Esquire – Fund Solicitor
- Bonnie Ridolfino/John McCrudden, 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

C. Risk Management Consultants

- Alliant Insurance Services – New Hanover
- Arthur J. Gallagher – East Windsor/Millstone
- Barclay Group - Chesterfield
- Conner Strong & Buckelew – Gloucester City
- EJA Capacity – Bordentown/North Hanover
- Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Merchantville/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 2021-21 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. November 10, 2021 Minutes Pages 6-11

VII. Professional Reports

- A. Solicitor – Public School Employer Liability Expansion Pages 12-13

- B. Claims Administrator
 - 1. Adjuster Pending Report – December 2021Pages 14-15
 - 2. Open Subrogation Report – December 31, 2021 Page 16
 - 3. Lessons Learned from Losses-Safe Listing..... Page 17
- C. Managed Care Provider
 - 1. Managed Care Summary – December 2021 Page 18
 - 2. Average Days to Report - December 2021 Pages 19-21
 - 3. Transitional Duty Days – December 2021 Page 22
- D. Student Accident Program
 - 1. Status Report..... No Report
- E. Executive Director/Underwriting & Finance Director Report..... Pages 23-24
 - 1. EXECUTIVE DIRECTOR
 - a. Passing of Fred Wright Summary
 - b. 2022-23 Membership Renewals Summary
 - c. 2022 PRIMA Conference Summary
 - d. 2022 Annual Dinner Meeting – MOTION REQUESTED Summary
 - e. 2022 Annual Joint Retreat – MOTION REQUESTED Summary
 - f. 2022 State of the JIF Dinner – MOTION REQUESTED Pages 25-33
 - g. Implications of SAM Law Pages 34-35
 - 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 36
 - b. 2022-2023 Exposure Renewal and Budget Process..... Summary
 - c. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - d. Financial Award Winners Summary
 - e. Certificates of Insurance Report-11/01/21–12/31/21 Pages 37-41
- F. Safety Coordinator/Right to Know Coordinator
 - 1. November/December Activities and January Agenda Pages 42-43
 - 2. Safety Incentive Program Status 2021-22 Pages 44-47
- G. Treasurer - **MOTION REQUESTED**
 - 1. December Approval Memo and Bill List Pages 48-49
 - 2. January Bill List Page 50-51
 - 3. Treasurer’s Reports (October-November 2021) Pages 52-63
- H. Committee Meetings
 - 1. None

VIII. **MOTION REQUESTED - Resolution 2021-22** to meet remotely in Closed Session on March 9, 2022 at 1:15 pm at the Voorhees Administration Offices.

IX. Miscellaneous Business and Public Comment

X. **MOTION REQUESTED – To Adjourn**

XI. **Zywave/Enquiron – Services offered through the HR/Cyber Hotline**

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