

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

Join Zoom Meeting  
<https://zoom.us/j/97570948186>  
Dial +1 929 205 6099 US (New York)  
Meeting ID: 975 7094 8186

**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 13, 2021

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held via Zoom on **Wednesday, January 13, 2021** 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](mailto:Annette_Reap@riskprogramadministrators.com).



# Burlington County Insurance Pool

## Joint Insurance Fund

Teleconferencing meeting via Zoom

Wednesday, January 13, 2021 - 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. **2020-21 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)
  
  - 2020-21 Alternate Trustees**
    - Marie Goodwin, Medford Township Public Schools
    - Amy Lerner, North Hanover Township School District
  
  - 2020-21 Delegates**
    - Deborah Roncace, Audubon PS
    - Chifonda Henry, Bordentown RSD
    - Raymond Coxe, Burlington City BOE
    - Andrew Polo, Chesterfield BOE
    - Donna Phillips, Clementon BOE
    - Victoria LaSalle, Delanco Township BOE
    - Pat Austin, Interim, Eastampton Township BOE
    - Kenneth Verrill, Eastern Camden County RSD
    - Steve Burns, 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
    - James Heiser, Moorestown Township Public School District
    - Christopher Eberly, Mount Ephraim BOE

- Jodi Lennon, Riverside Township BOE
- Laura Archer, Shamong Township School District
- Casey DeJoseph, Southampton Township BOE
- Bruce Benedetti, Interim, 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
- 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

**C. Risk Management Consultants**

- Arthur J. Gallagher - Millstone
- Barclay Group - Chesterfield
- 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 2020-20** to approve Payment Authorization Request(s) as presented in Closed Session.

**VI. Approval of Minutes – ADOPTION**

A. November 11, 2020 Minutes ..... Pages 5-10

**VII. Professional Reports**

A. Solicitor –Special Ed Settlements ..... Pages 11-12

**B. Claims Administrator (Waiting for Reports)**

1. Adjuster Pending Report – December 2020 .....Pages 13-14
2. Open Subrogation Report – December 2020 ..... Page 15
3. Lessons Learned from Losses-Winter Weather Hazards..... Page 16

- C. Managed Care Provider
    - 1. Managed Care Summary – December 2020 ..... Page 17
    - 2. Average Days to Report - December 2020..... Pages 18-19
    - 3. Transitional Duty Days – December 2020 ..... Page 20
  - D. Student Accident Program
    - 1. Status Report..... No Report
  - E. Executive Director/Underwriting & Finance Director Report..... Pages 21-22
    - 1. EXECUTIVE DIRECTOR
      - a. 2021-22 Membership Renewals ..... Summary
      - b. State of the JIF Dinner-MOTION REQUESTED..... Summary
      - c. 2021 PRIMA Conference ..... Summary
      - d. Items Updated on SPELLJIF.COM ..... Summary
      - e. Maintaining Safe Schools ..... Summary
      - f. Key Dates ..... Summary
    - 2. UNDERWRITING AND FINANCE DIRECTOR
      - a. District/Fund Incurred Losses Report ..... Pages 23-24
      - b. 2021-2022 Exposure Renewal and Budget Process..... Summary
      - c. Safety Incentive Program Winners-Reimbursement Procedure ..... Summary
      - d. Financial and Timely Reporting Award Winners..... Summary
      - e. Certificates of Insurance Report-11/01/20–12/31/20 ..... Page 25
  - F. Safety Coordinator/Right to Know Coordinator
    - 1. November/December Activities and January Agenda ..... Pages 26-27
    - 2. Safety Incentive Program Status Report 2020-21 ..... Pages 28-31
  - G. Treasurer - **MOTION REQUESTED**
    - 1. December Approval Memo and Bill List ..... Pages 32-33
    - 2. January Bill List..... Page 34
    - 3. Treasurer’s Reports (October-November 2020) ..... Pages 35-46
  - H. Committee Meetings - None
- VIII. **MOTION REQUESTED - Resolution 2020-21** to meet remotely in Closed Session on March 10, 2021 at 1:15 pm via Zoom.
- IX. Miscellaneous Business and Public Comment
- X. **MOTION REQUESTED – To Adjourn**