

**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

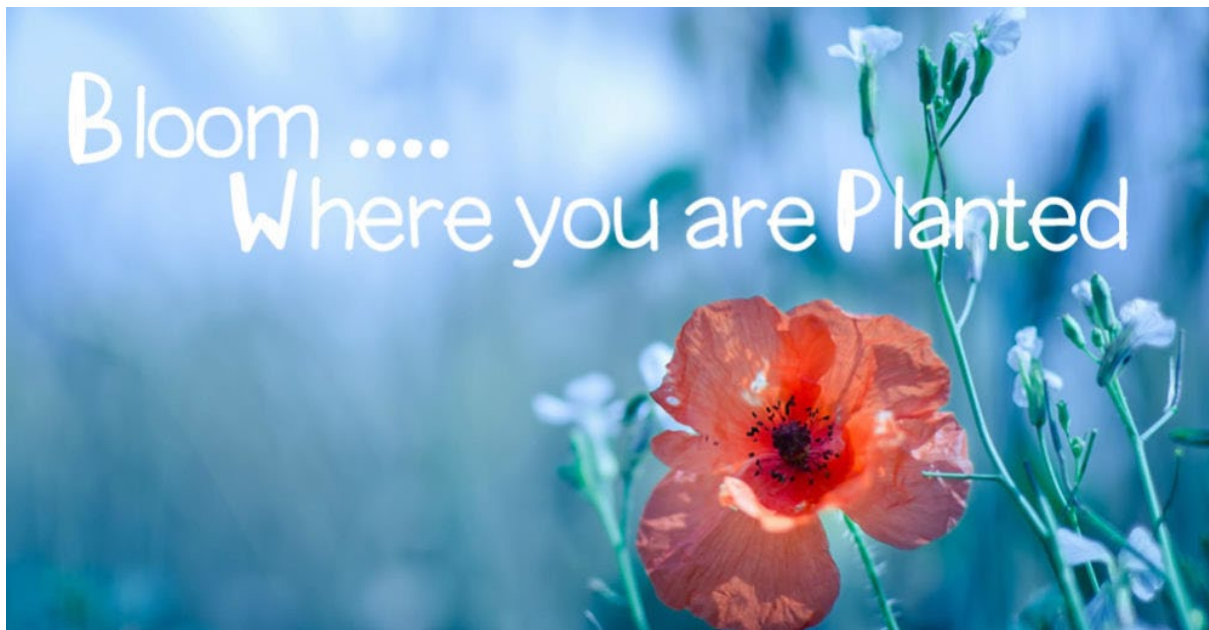
FROM: Craig H. Wilkie, Deputy Executive Director
Scott C. Tennant, Deputy Executive Director
Brad Hoffman, Executive Director

MEETING DATE: March 8, 2023

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, March 8, 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, March 8, 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 (SPELL Alternate)
- Amy Lerner, North Hanover Township School District

2022-23 Alternate Trustees

- Laura Archer, Shamong Township School District/Woodland Twp BOE
- James Heiser, Moorestown Township Public School District

2022-23 Delegates – New District Representatives are identified in bold

- Deborah Roncace, Audubon PS
- Chifonda Henry, Bordentown RSD
- Ingrid Walsh, Burlington City BOE
- Andrew Polo, Chesterfield BOE
- Bruno Berenato, Clementon BOE**
- Dan Rath, Delanco Township BOE
- Paul Todd, East Windsor RSD
- Ashlee Caldwell, 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
- Pat Austin, 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
- Christopher Eberly, Mount Ephraim BOE
- Robert O'Brien, Riverside Township BOE
- Casey DeJoseph, Southampton Township BOE
- Lisa Vrettos, 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 Colaianni, 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/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 2022-22** to approve Payment Authorization Request(s) as presented in Closed Session.
- VI. Approval of Minutes – **ADOPTION**
 - A. January 11, 2023 Minutes..... Pages 6-11
- VII. Appointments to Fill Current Trustee Vacancies
 - A. Mr. Nettleton has made the following appointments:
 - 1. Amy Lerner to fill Trustee vacancy position expiring June 30, 2023
 - 2. Laura Archer moved up to Alternate Trustee #1
 - 3. James Heiser moved to Alternate Trustee #2
 - 4. Beth Ann Coleman to fill vacant SPELL Alternate for BCIP
- VIII. Appointment of a Nominating Committee by Fund President
 - A. BCIP and SPELL Term Expirations..... Page 12
- IX. Professional Reports
 - A. Solicitor
 - 1. New Jersey Cannabis Law-General Guidance Pages 13-32
 - B. Claims Administrator
 - 1. Adjuster Pendlings Report – February 2023Pages 33-34
 - 2. Open Subrogation Report – February 2023 Page 35
 - 3. Lessons Learned from Losses-Equipment Maintenance/Repairs Page 36
 - C. Managed Care Provider
 - 1. Managed Care Summary – February 2023..... Page 37
 - 2. Average Days to Report - February 2023 Pages 38-39
 - 3. Transitional Duty Days – February 2023 Page 40
 - D. Student Accident Program
 - 1. Status Report..... Page 41
 - E. Executive Director/Underwriting & Finance Director Report..... Pages 42-44
 - 1. EXECUTIVE DIRECTOR
 - a. 2022-23 Membership Renewals Summary
 - b. Results of Professional Survey Pages 45-49
 - c. NJSIA Workers’ Compensation Conference..... Summary
 - d. 2022 PRIMA Conference Summary
 - e. 2023 Annual Dinner Meeting..... Summary
 - f. Proposed Meeting Dates for 2023-24 Page 50
 - g. Items Updated on SPELLJIF.COM Summary
 - h. Maintaining Safe Schools Summary
 - i. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Page 51
 - b. Financial Audit-June 30, 2022-**MOTION REQUESTED**Addendum
 - c. 2023-2024 Exposure Renewal and Budget Process..... Summary
 - d. 2023-2024 Cyber Renewal..... Summary
 - e. RMC Resolutions & Agreements..... Summary
 - f. Safety Incentive Program Winners-Reimbursement Procedure Summary

- g. Certificates of Insurance Report-01/01/23–02/28/23 Pages 52-56

- F. Safety Coordinator/Right to Know Coordinator
 - 1. January/February Activities and March Agenda Pages 57-59
 - 2. Safety Incentive Program Status 2022-23 Pages 60-63

- G. Treasurer - **MOTION REQUESTED**
 - 1. February Approval Memo and Bill List Pages 64-65
 - 2. March Bill List Page 66
 - 3. Treasurer’s Reports (December 2022-January 2023) Pages 67-78

- H. Committee Meetings
 - 1. Safety – 02/24/2023 Pages 79-81
 - 2. Finance – 02/28/2023 Pages 82-83

- X. Adoption of Preliminary Budget 2023-2024 – **MOTION REQUESTED** Page 84

- XI. **MOTION REQUESTED - Resolution 2022-23** to meet in Closed Session on May 10, 2023 at 1:15 pm at the Voorhees Administration Offices.

- XII. Miscellaneous Business and Public Comment

- XIII. **MOTION REQUESTED** – To Adjourn