

**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

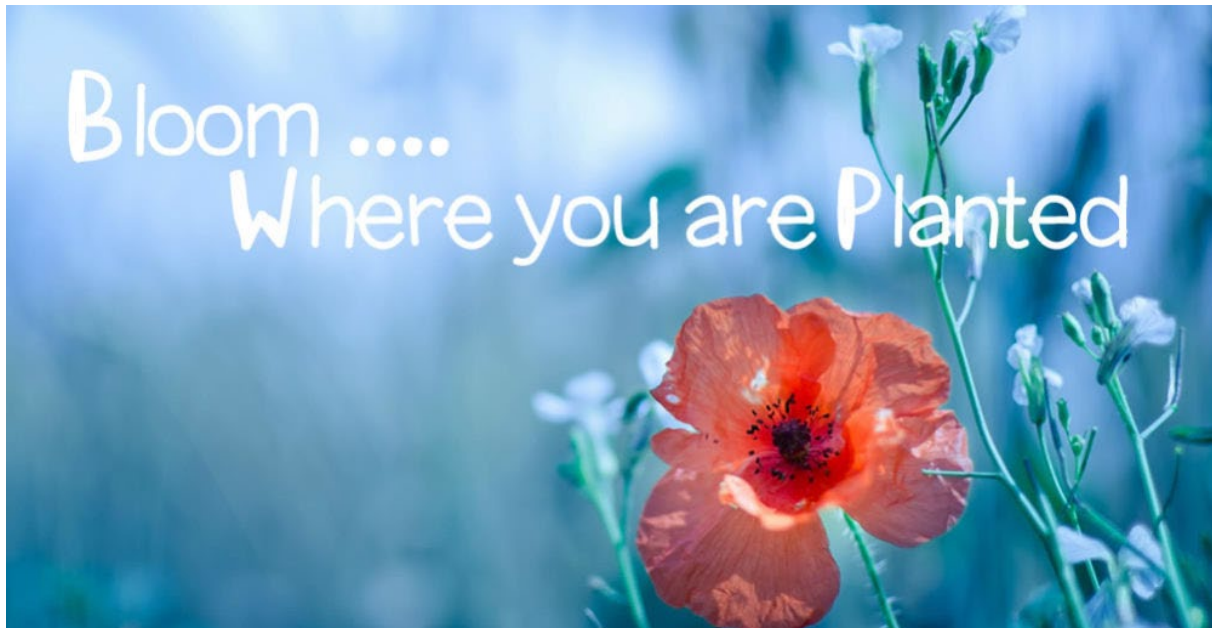
FROM: Craig H. Wilkie, Deputy Executive Director
Scott C. Tennant, Deputy Executive Director
Brad Hoffman, Executive Director

MEETING DATE: March 9, 2022

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, March 9, 2022** 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 at Annette_Reap@riskprogramadministrators.com.



Burlington County Insurance Pool

Joint Insurance Fund

Voorhees Administration Building

329 Route 73

Voorhees, New Jersey 08043

Wednesday, March 9, 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
- Patrick J. Madden, Esquire – Fund Solicitor
- Danielle Colaiani/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 2021-23 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. January 12, 2022 Minutes..... Pages 6-11

- VII. Appointment of a Nominating Committee by Fund President
 - A. BCIP and SPELL Term Expirations..... Page 12

- VIII. Professional Reports
 - A. Solicitor
 - 1. Two Recent Court Decisions..... Pages 13-15
 - 2. Updated Tort Claims Forms-**MOTION REQUESTED**..... Pages 16-40
 - B. Claims Administrator
 - 1. Adjuster Pending Report – February 2022Pages 41-42
 - 2. Open Subrogation Report – February 2022 Page 43
 - 3. Lessons Learned from Losses-Office Safety Page 44
 - C. Managed Care Provider
 - 1. Managed Care Summary – February 2022..... Page 45
 - 2. Average Days to Report - February 2022 Pages 46-48
 - 3. Transitional Duty Days – February 2022 Page 49
 - D. Student Accident Program
 - 1. Status Report..... Page 50
 - E. Executive Director/Underwriting & Finance Director Report..... Pages 51-53
 - 1. EXECUTIVE DIRECTOR
 - a. 2022-23 Membership Renewals Summary
 - b. Results of Professional Survey Pages 54-58
 - c. Public School Works..... Summary
 - d. NJSIA Workers’ Compensation Conference..... Pages 59-62
 - e. 2022 PRIMA Conference Summary
 - f. 2022 Annual Dinner Meeting..... Summary
 - g. Proposed Meeting Dates for 2022-23 Page 63
 - h. 2022 SPELL Annual Joint Retreat Summary
 - i. Items Updated on SPELLJIF.COM Summary
 - j. Maintaining Safe Schools Summary
 - k. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Page 64
 - b. Financial Audit-June 30, 2021-**MOTION REQUESTED**Addendum
 - c. Resolution 2021-25 Surplus Release-**MOTION REQUESTED** Pages 65-66
 - d. 2022-2023 Exposure Renewal and Budget Process..... Summary
 - e. 2022-2023 Cyber Renewal..... Summary
 - f. RMC Resolutions & Agreements..... Summary
 - g. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - h. Certificates of Insurance Report-01/01/22–02/28/22 Pages 67-70
 - F. Safety Coordinator/Right to Know Coordinator
 - 1. January/February Activities and March Agenda Pages 71-72
 - 2. Safety Incentive Program Status 2021-22 Pages 73-76
 - 3. Safety Notice-Catalytic Converter Thefts..... Page 77

- G. Treasurer - **MOTION REQUESTED**
 - 1. February Approval Memo and Bill List Pages 78-79
 - 2. March Bill List Page 80
 - 3. Treasurer’s Reports (December 2021-January 2022) Pages 81-92

- H. Committee Meetings
 - 1. Finance – 2/18/22 Pages 93-94
 - 2. Safety – 3/2/22 Pages 95-97

- IX. Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary Budget 2022-2023..... Page 98

- X. **MOTION REQUESTED - Resolution 2021-26** to meet remotely in Closed Session on May 11, 2022 at 1:15 pm at the Voorhees Administration Offices.

- XI. Miscellaneous Business and Public Comment

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