

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

Join Zoom Meeting

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Meeting ID: 949 2031 9432

Passcode: 600537

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 10, 2021

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held via Zoom on **Wednesday, March 10, 2021** with Executive Session beginning at **1:15 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.



The Lily Pad Cottage

PO Box 449, Marlton, NJ 08053

Telephone: (856) 446-9100

Fax: (856) 446-9149

Burlington County Insurance Pool

Joint Insurance Fund

Teleconferencing meeting via Zoom

Wednesday, March 10, 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
- 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
- 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 2020-22 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. January 13, 2021 Minutes..... Pages 6-10

VII. Appointment of a Nominating Committee by Fund President

A. BCIP and SPELL Term Expirations..... Page 11

VIII. Professional Reports

A. Solicitor – Calculating Back Pay..... Pages 12-13

B.	Claims Administrator	
	1. Adjuster Pending Report – February 2021	Pages 14-15
	2. Open Subrogation Report – February 2021	Page 16
	3. Lessons Learned from Losses-COVID19 Safety Protocols	Page 17
C.	Managed Care Provider	
	1. Managed Care Summary – February 2021.....	Page 18
	2. Average Days to Report - February 2021	Pages 19-21
	3. Transitional Duty Days – February 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. 2021-22 Membership Renewals	Summary
	b. Results of Fund Professional Survey	Pages 25-29
	c. BCIP Emergency PAR Request.....	Summary
	d. Loss Information Reports.....	Page 30
	e. STOPiT Activity Report	Handout
	f. 2021 Annual Spring Dinner Meeting.....	Summary
	g. 2021 PRIMA Conference	Summary
	h. NJSIA Workers’ Compensation Conference.....	Summary
	i. Proposed Meeting Dates for 2021-22	Page 31
	j. Items Updated on SPELLJIF.COM	Summary
	k. Maintaining Safe Schools.....	Summary
	l. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report	Page 32
	b. Financial Audit-June 30, 2020- MOTION REQUESTED	Handout
	c. Resolution 2020-23 Surplus Release- MOTION REQUESTED	Pages 33-34
	d. 2021-2022 Exposure Renewal and Budget Process.....	Summary
	e. RMC Resolutions and Agreements	Summary
	f. Safety Incentive Program Winners-Reimbursement Procedure	Summary
	g. Certificates of Insurance Report-01/01/21–02/28/21	Page 35
F.	Safety Coordinator/Right to Know Coordinator	
	1. January/February Activities and March Agenda	Pages 36-37
	2. Safety Incentive Program Status Report 2020-21	Pages 38-41
G.	Treasurer - MOTION REQUESTED	
	1. February Approval Memo and Bill List	Pages 42-43
	2. March Bill List.....	Page 44
	3. Treasurer’s Reports (December 2020-January 2021)	Pages 45-56
H.	Committee Meetings	
	1. Claims Management Committee – 1/22/2021	Pages 57-59
	2. Safety Committee – 2/3/2021	Pages 60-62
	3. Finance Committee – 3/5/2021.....	Summary

- IX. Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary Budget 2021-2022..... Page 63
- X. **MOTION REQUESTED - Resolution 2020-24** to meet remotely in Closed Session on May 12, 2021 at 1:15 pm via Zoom.
- XI. Miscellaneous Business and Public Comment
- XII. **MOTION REQUESTED** – To Adjourn