

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

**Voorhees Administration Building  
329 Route 73  
Voorhees, New Jersey 08043**

**TO:** JIF Trustees  
JIF 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 13, 2024

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, March 13, 2024** 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](mailto:Annette_Reap@rpadmin.com).



# Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Building  
329 Route 73  
Voorhees, New Jersey 08043

Wednesday, March 13, 2024 – 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. **2023-24 Trustees**
    - ☐ Dennis Nettleton, Ewing Township Public Schools, **President**
    - ☐ Jennifer Gauld, Haddon Township BOE, **Vice President**
    - ☐ Amy Lerner, Avon/North Hanover Township School District, **Secretary**
    - ☐ Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee/Vice Chair)
    - ☐ 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)
    - ☐ Laura Archer, Shamong Township School District/Woodland Twp BOE
  - 2023-24 Alternate Trustees**
    - ☐ James Heiser, Moorestown Township Public School District
    - ☐ Bernard Biesiada, Millstone BOE/New Hanover
  - 2023-24 Delegates (New Delegates Identified in Bold)**
    - ☐ Deborah Roncace, Audubon PS
    - ☐ Chifonda Henry, Bordentown RSD
    - ☐ Ray Bonnette, Burlington City BOE
    - ☐ **Pat Austin, Interim, Chesterfield BOE**
    - ☐ Bruno Berenato, Clementon BOE
    - ☐ Arlene Biesiada, Interim, Delanco Township BOE
    - ☐ Paul Todd, East Windsor RSD
    - ☐ Dr. Ashlee Caldwell, Eastampton Township BOE
    - ☐ Kenneth Verrill, Eastern Camden County RSD
    - ☐ **Jonathan Yates, Evesham Township School District**
    - ☐ Sarah Bell, Gloucester City BOE
    - ☐ Cande Kristoff, Haddon Heights BOE
    - ☐ Michael Catalano Haddonfield BOE

- ☐ Dan Baginski, Jackson Township BOE
- ☐ Kara L. Huber, Lenape Regional HSD
- ☐ Robert Kraft, Lumberton Township BOE
- ☐ Nikolas Vrettos, Medford Lakes School District
- ☐ **Evon DiGangi, Medford Township Public Schools**
- ☐ Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
- ☐ Christopher Eberly, Mount Ephraim BOE
- ☐ Robert O'Brien, Riverside Township BOE
- ☐ Casey DeJoseph, Southampton Township BOE
- ☐ Lisa Vrettos, Springfield Township BOE
- ☐ James McCullough, Sterling High School District
- ☐ 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
- ☐ 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 Colaiani, 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
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting 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/Sterling
- ☐ T.C. Irons Agency – Medford Township
- ☐ World Insurance Associates LLC - Avon

**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 2023-22 to approve Payment Authorization Request(s) as presented in Closed Session.**

VI. Approval of Minutes – **ADOPTION**

- A. January 10, 2024 Minutes..... Pages 6-12

VII. Appointment of a Nominating Committee by Fund President

- A. BCIP and SPELL Term Expirations..... Page 13

VIII. Professional Reports

- A. Solicitor Report/SCI Pass the Trash Law..... Pages 14-15/Handout

B. Claims Administrator

1. Adjuster Pending Report – February 2024 .....Pages 16-17
2. Subrogation Reports – February 2024 ..... Pages 18-20
3. Lessons Learned from Losses-Workplace Safety..... Page 21

C. Managed Care Provider

1. Managed Care Summary – February 2024..... Page 22
2. Average Days to Report - February 2024 ..... Pages 23-24
3. Transitional Duty Days – February 2024 ..... Page 25
4. ScriptAdvisor - Pharmacy Benefit Management (PBM) Memo.....Addendum A

- D. Student Accident Program..... Page 26

- E. Executive Director/Underwriting & Finance Director Report..... Pages 27-29

1. EXECUTIVE DIRECTOR

- a. 2024-25 Membership Renewals ..... Summary
- b. Results of Fund Professional Survey ..... Pages 30-35
- c. NJSIA Workers’ Compensation Conference..... Pages 36-39
- d. 2024 Annual Spring Dinner Meeting..... Summary
- e. Safety 360 Seminar – SAVE THE DATE!..... Summary
- f. Public School Works Reports ..... Pages 40-42
- g. Proposed Meeting Dates for 2024-25 ..... Page 43
- h. Items Updated on SPELLJIF.COM..... Summary
- i. Key Dates ..... Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report ..... Page 44
- b. Financial Audit-June 30, 2023-**MOTION REQUESTED** .....Addendum B
- c. 2024-2025 Exposure Renewal and Budget Process..... Summary
- d. 2024-2025 Starr Cyber Renewal Insurance Application ..... Summary
- e. RMC Resolutions and Agreements ..... Summary
- f. Safety Incentive Program Winners – Reimbursement Procedure..... Summary
- g. SPELL JIF Approved Meeting Minutes..... Pages 45-48
- h. Certificates of Insurance Report-01/01/24–02/29/24 ..... Pages 49-59

F. Safety Coordinator/Right to Know Coordinator

1. January-February Activities and March Agenda ..... Pages 60-61
2. SIP Status Report-March 2024 ..... Pages 62-65

G. Virtual Safety Director

1. February 29, 2024 Report..... Pages 66-67

- H.     Treasurer - **MOTION REQUESTED**
  - 1.   February Approval Memo and Bill List ..... Pages 68-69
  - 2.   March Bill List ..... Page 70
  - 3.   Treasurer’s Reports (December 2023-January 2024) ..... Pages 71-82
  
- I.     Committee Meetings
  - 1.   Safety - February 26, 2024 ..... Pages 83-86
  - 2.   Finance - February 27, 2024 ..... Pages 87-88
  
- IX.   Adoption of Preliminary Budget 2024-2025 – **MOTION REQUESTED** ..... Page 89
  
- X.    **MOTION REQUESTED - Resolution 2023-23** to meet in Closed Session on May 8, 2024 at 1:15 pm at the Voorhees Administration Offices.
  
- XI.   Miscellaneous Business and Public Comment
  
- XII.  **MOTION REQUESTED – To Adjourn**