

**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:** May 8, 2024

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, May 8, 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, May 8, 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 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
- ☐ 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 2023-24 to approve Payment Authorization Request(s) as presented in Closed Session.**

VI.	Approval of Minutes – <b><u>ADOPTION</u></b>	
A.	March 13, 2024 Minutes.....	Pages 8-14
VII.	Budget Hearing – <b>MOTION REQUESTED</b>	
A.	Motion to open to the public	
B.	Motion to close to the public	
C.	2024-2025 Budget – <b>ADOPTION</b> .....	Page 15
VIII.	Election of Trustees, Alternates, SPELL Delegates	
A.	Nominating Committee Recommendations .....	Page 16
	<b>MOTION REQUESTED</b> – to Accept Other Nominations	
	<b>MOTION REQUESTED</b> – to Close Nominations	
	<b>MOTION REQUESTED</b> – to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on Page 16.	
IX.	Election of Officers - <b>MOTION REQUESTED</b> – to Elect:	
	<b>President</b> – Jennifer Gauld, Haddon Township BOE	
	<b>Vice President</b> – Amy Lerner, Avon/North Hanover Township School District	
	<b>Secretary</b> – Laura Archer, Shamong Township School District/Woodland Twp BOE	
X.	Professional Reports	
A.	Solicitor Report.....	No Report
B.	Claims Administrator	
	1. Adjuster Pendlings Report – April 2024 .....	Pages 17-18
	2. Emergency PAR Stewardship Report.....	Page 19
	3. Subrogation Reports – April 2024 .....	Pages 20-22
	4. Lessons Learned from Losses-Preventing Mold .....	Page 23
C.	Managed Care Provider	
	1. Managed Care Summary – April 2024.....	Page 24
	2. Average Days to Report - April 2024 .....	Pages 25-26
	3. Transitional Duty Days – April 2024 .....	Page 27
	4. ScriptAdvisor - Pharmacy Benefit Management (PBM) Memo.....	Pages 28-29
D.	Student Accident Program.....	Page 30
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 31-33
	1. EXECUTIVE DIRECTOR	
	a. 2024-25 Membership Renewals-MOTION REQUESTED .....	Summary
	b. Marketing Update.....	Summary
	c. NJSIA Workers’ Compensation Conference Survey .....	Pages 34-44
	d. 2024 Annual Spring Dinner Meeting.....	Page 45
	e. Safety 360 Seminar – SAVE THE DATE! .....	Summary
	f. Boiler Operator Refresher Training .....	Summary
	g. SPELL JIF Joint Retreat-MARK YOUR CALENDARS!.....	Summary
	h. State of the JIF Dinner.....	Summary
	i. AGRIP Spring Conference Reports .....	Pages 46-52
	j. Items Updated on SPELLJIF.COM .....	Summary
	k. Key Dates .....	Summary

2. UNDERWRITING AND FINANCE DIRECTOR
  - a. District/Fund Incurred Losses Report ..... Page 53
  - b. RMC Resolutions and Agreements ..... Summary
  - c. Safety Incentive Program Winners – Reimbursement Procedure..... Summary
  - d. 2024-2025 Contribution Notices ..... Summary
  - e. 2023-2024 Administrative Matter Defense Reimbursement ..... Summary
  - f. Certificates of Insurance-2024-2025 Renewals ..... Summary
  - g. Auto ID Cards 2024-2025 ..... Summary
  - h. Certificates of Insurance Report-03/01/24–04/30/24 ..... Pages 54-61
  
- F. Safety Coordinator/Right to Know Coordinator
  1. March-April Activities and May/June Agenda..... Pages 62-63
  2. SIP Status Report-May 2024..... Pages 64-67
  
- G. Virtual Safety Director
  1. April 30, 2024 Report ..... Pages 68-70
  
- H. Treasurer - **MOTION REQUESTED**
  1. April Approval Memo and Bill List ..... Pages 71-72
  2. May Bill List ..... Page 73
  3. Treasurer’s Reports (February-March 2024)..... Pages 74-84
  
- I. Committee Meetings
  1. Claims – April 29, 2024 ..... Pages 85-90
  2. Finance – May 2, 2024 ..... Pages 91-92

**MOTION REQUESTED** – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.

XI. Roll Call

A. **2024-25 Trustees**

- ☐ Jennifer Gauld, Haddon Township BOE, **President**
- ☐ Amy Lerner, Avon/North Hanover Township School District, **Vice President**
- ☐ Laura Archer, Shamong Township School District/Woodland Twp BOE, **Secretary**
- ☐ Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee/Vice Chair)
- ☐ Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
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- ☐ Kathleen Huder, Lindenwold BOE (SPELL Alternate)
- ☐ Beth Ann Coleman, Collingswood PS/Oaklyn PSD (SPELL Alternate)
- ☐ Dennis Nettleton, Ewing Township Public Schools

**2024-25 Alternate Trustees**

- ☐ James Heiser, Moorestown Township Public School District
- ☐ Bernard Biesiada, Millstone BOE/New Hanover

### 2024-25 Delegates

- ☐ Deborah Roncace, Audubon PS
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- ☐ Patricia Palmieri, Tabernacle Township School District
- ☐ Helen Haley, Voorhees Township BOE
- ☐ Karen Greer, Westampton Township Public Schools

### XII. 2024-2025 Oaths of Office

- A. President..... Handout
- Vice President..... Handout
- Secretary..... Handout
- Trustees (6)..... Handout
- Alternate Trustees (2)..... Handout

### XIII. 2024-2025 Reorganization Resolutions – **ADOPTION**

- A. Reorganization Resolutions
  - 1. 2024-01 Appointing Professional Staff .....Pages 93-95
  - 2. 2024-02 Adopting Procedures in Compliance with the Open Public Meetings Act .....Pages 96-97
  - 3. 2024-03 Adopting Fiscal Policies and Procedures .....Pages 98-100
  - 4. 2024-04 Designation of Signatories-Operating Account ..... Page 101
  - 5. 2024-05 Designation of Signatories-Claim Imprest Account ..... Page 102
  - 6. 2024-06 Designating the Public Agency Compliance Officer..... Page 103
  - 7. 2024-07 Appointing Defense Attorneys .....Pages 104-105
  - 8. 2024-08 Appointing Panel Physicians .....Pages 106-108
  - 9. 2024-09 Appointing Certifying and Approving Officer .....Pages 109-110
  - 10. 2024-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months ..... Page 111

11. 2024-11 Designation of Signatories-Disbursement Vouchers ..... Page 112  
12. 2024-12 Approving the Risk Management Program ..... Page 113  
13. 2024-13 Affirming Fund Policies .....Pages 114-116  
14. 2024-14 Designating Public Records Custodian ..... Page 117

B. Committee Appointments (Discretion of the Fund President) ..... Discussion

XIV. Motion to Adjourn the Reorganization Meeting

XV. **MOTION REQUESTED - Resolution 2024-15** to meet in Closed Session on September 11, 2024 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.

XVI. Miscellaneous Business and Public Comment

XVII. **MOTION REQUESTED – To Adjourn**