

**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:** May 10, 2023

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, May 10, 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 at [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 10, 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 Kraft, Lumberton Township BOE**
    - ☐ **Nikolas Vrettos, 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/Lindenwood/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 2022-24 to approve Payment Authorization Request(s) as presented in Closed Session.**

**VI. Approval of Minutes – ADOPTION**

A. March 8, 2023 Minutes..... Pages 8-13

VII. Budget Hearing – **MOTION REQUESTED**

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2023-2024 Budget – **ADOPTION** ..... Page 14

VIII. Election of Trustees, Alternates, SPELL Delegates

- A. Nominating Committee Recommendations ..... Page 15

**MOTION REQUESTED** – to Accept Other Nominations

**MOTION REQUESTED** – to Close Nominations

**MOTION REQUESTED** – to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on Page

IX. Election of Officers - **MOTION REQUESTED** – to Elect:

**President** – Dennis Nettleton, Ewing Township PS

**Vice President** – Jennifer Gauld, Haddon Township BOE

**Secretary** – John Recchinti, Evesham Township SD

X. Professional Reports

- A. Solicitor
  - 1. .... No Report
- B. Claims Administrator
  - 1. Adjuster Pendlings Report – April 2023 .....Pages 16-17
  - 2. Open Subrogation Report – April 2023 ..... Page 18
  - 3. Lessons Learned from Losses-The War on Mold..... Page 19
- C. Managed Care Provider
  - 1. Managed Care Summary – April 2023..... Page 20
  - 2. Average Days to Report - April 2023 ..... Pages 21-22
  - 3. Transitional Duty Days – April 2023 ..... Page 23
  - 4. Provider Panel Recommendations 2023-2024..... Pages 24-25
  - 5. Updated Participating Urgent Care Providers..... Pages 26-27
- D. Student Accident Program
  - 1. Status Report..... Page 28
- E. Executive Director/Underwriting & Finance Director Report..... Pages 29-32
  - 1. EXECUTIVE DIRECTOR
    - a. 2023-24 Membership Renewals-**MOTION REQUESTED**.....Summary
    - b. Marketing Update.....Summary
    - c. NJSIA Workers’ Compensation Conference.....Summary
    - d. 2023 Annual Dinner Meeting..... Page 33
    - e. Mold Environmental and IAQ Best Practices-7/12/2023 ..... Page 34
    - f. Managing Virtual Safety Symposium-7/19/2023 ..... Page 35
    - g. Boiler Operator Refresher Training-8/9/2023 .....Summary
    - h. 2023 SPELL Annual Joint Retreat-9/27-29/2023.....Summary
    - i. State of the JIF Dinner-11/29/2023 .....Summary
    - j. Doggy’s in District ..... Pages 36-38
    - k. AGRIP Spring Conference Reports ..... Pages 39-43
    - l. STOPit Activity Report..... Pages 44-53
    - m. SPELLJIF.COM.....Summary

- n. Maintaining Safe Schools .....Summary
- o. Key Dates .....Summary
- 2. UNDERWRITING AND FINANCE DIRECTOR
  - a. District/Fund Incurred Losses Report ..... Page 54
  - b. 2023-2024 Exposure Renewal and Budget Process.....Summary
  - c. RMC Resolutions & Agreements.....Summary
  - d. Safety Incentive Program Winners-Reimbursement Procedure .....Summary
  - e. 2023-2024 Contribution Notices .....Summary
  - f. Surplus Return Resolutions.....Summary
  - g. 2022-2023 Administrative Matter Defense Reimbursement .....Summary
  - h. Certificates of Insurance – 2023-24 Renewals.....Summary
  - i. Auto ID Cards .....Summary
  - j. Certificates of Insurance Report-03/01/23–04/30/23 ..... Pages 55-59
- F. Safety Coordinator/Right to Know Coordinator
  - 1. March/April Activities and May/June Agenda ..... Pages 60-61
  - 2. Safety Incentive Program Status 2022-23 ..... Pages 62-65
  - 3. Safety Notices
    - a. Proper Disposal of Chemical Waste ..... Pages 66-67
    - b. Bounce House Safety ..... Pages 68-69
- G. Treasurer - **MOTION REQUESTED**
  - 1. April Approval Memo and Bill List .....Pages 70-71
  - 2. May Bill List .....Page 72
  - 3. Treasurer’s Reports (February-March 2023).....Pages 73-84
- H. Committee Meetings
  - 1. Finance – 5/9/2023 ..... Verbal

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

XI. Roll Call

A. **2023-24 Trustees**

- ☐ Dennis Nettleton, Ewing Township Public Schools
- ☐ Jennifer Gauld, Haddon Township BOE
- ☐ John Recchinti, Evesham Township School District
- ☐ Richard J. Kaz, Jr., Northern Burlington County RSD
- ☐ Robert J. Wachter, Jr., Mt. Laurel Township BOE
- ☐ Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
- ☐ Kathleen Huder, Lindenwold BOE
- ☐ Beth Ann Coleman, Collingswood PS/Oaklyn PSD
- ☐ Amy Lerner, North Hanover Township School District

**2023-24 Alternate Trustees**

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

### 2023-24 Delegates

- ☐ 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 Kraft, Lumberton Township BOE
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- ☐ Lisa Vrettos, Springfield Township BOE
- ☐ Patricia Palmieri, Tabernacle Township School District
- ☐ Helen Haley, Voorhees Township BOE
- ☐ Karen Greer, Westampton Township Public Schools

### XII. 2023-24 Oaths of Office

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

### XIII. 2023-24 Reorganization Resolutions – **ADOPTION**

- |  |             |
|--|-------------|
| A. Reorganization Resolutions  |             |
| 1. 2023-01 Appointing Professional Staff.....  | Handout     |
| 2. 2023-02 Adopting Procedures in Compliance with the Open Public Meetings Act.....  | Pages 85-86 |
| 3. 2023-03 Adopting Fiscal Policies and Procedures.....                              | Pages 87-89 |
| 4. 2023-04 Designation of Signatories-Operating Account.....                         | Page 90     |
| 5. 2023-05 Designation of Signatories-Claim Imprest Account .....                    | Page 91     |
| 6. 2023-06 Designating the Public Agency Compliance Officer .....                    | Page 92     |
| 7. 2023-07 Appointing Defense Attorneys.....   | Pages 93-94 |
| 8. 2023-08 Appointing Panel Physicians .....   | Pages 95-97 |
| 9. 2023-09 Appointing Certifying and Approving Officer.....                          | Pages 98-99 |
| 10. 2023-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months... | Page 100    |
| 11. 2023-11 Designation of Signatories-Disbursement Vouchers .....                   | Page 101    |
| 12. 2023-12 Approving the Risk Management Program.....                               | Page 102    |

13. 2023-13 Affirming Fund Policies .....	Pages 103-105
14. 2023-14 Designating Public Records Custodian .....	Page 106

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

XIV. Motion to Adjourn the Reorganization Meeting

XV. **MOTION REQUESTED - Resolution 2023-15** to meet in Closed Session on September 13, 2023 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**