

**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 11, 2022

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, May 11, 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](mailto:Annette_Reap@riskprogramadministrators.com).



Burlington County Insurance Pool
Joint Insurance Fund
Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, May 11, 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**
 - Vacancy
 - 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
 - Jodi Lennon, Interim, 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
 - Arlene Biesiada, Interim, Medford Township Public Schools

- 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
- 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 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

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 2021-27 to approve Payment Authorization Request(s) as presented in Closed Session.**

VI. Approval of Minutes – ADOPTION

- A. March 9, 2022 Minutes..... Pages 8-13

VII. Budget Hearing – **MOTION REQUESTED**

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2022-2023 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 15.

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 2022Pages 16-17
 - 2. Open Subrogation Report – April 2022 Page 18
 - 3. Emergency PAR Stewardship Report..... Page 19
 - 4. Lessons Learned from Losses-The War on Mold..... Page 20
- C. Managed Care Provider
 - 1. Managed Care Summary – April 2022..... Page 21
 - 2. Average Days to Report - April 2022 Pages 22-24
 - 3. Transitional Duty Days – April 2022 Page 25
 - 4. Provider Panel Recommendations 2022-2023..... Page 26-27
 - 5. Where to Go for Treatment?..... Page 28
- D. Student Accident Program
 - 1. Status Report..... No report
- E. Executive Director/Underwriting & Finance Director Report..... Pages 29-32
 - 1. EXECUTIVE DIRECTOR
 - a. 2022-23 Membership Renewals-MOTION REQUESTEDSummary
 - b. Marketing Update.....Summary
 - c. NJSIA Workers’ Compensation Conference.....Summary
 - d. 2022 Annual Dinner Meeting..... Page 33
 - e. Mold Environmental and IAQ Best Practices..... Page 34
 - f. Cyber Security SymposiumSummary
 - g. Boiler Operator Refresher Training-August 9, 2022Summary
 - h. 2022 SPELL Annual Joint RetreatSummary
 - i. State of the JIF Dinner-November 30, 2022Summary
 - j. AGRIP Spring Conference Reports Pages 35-41
 - k. Public School Works..... Page 42
 - l. STOPit Activity Report..... Pages 43-53

	m. Email Addresses from Executive Director’s Office.....	Summary
	n. SPELLJIF.COM.....	Summary
	o. Maintaining Safe Schools.....	Summary
	p. Key Dates	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report	Page 54
	b. 2022-2023 Exposure Renewal and Budget Process.....	Summary
	c. RMC Resolutions & Agreements.....	Summary
	d. Safety Incentive Program Winners-Reimbursement Procedure	Summary
	e. 2022-2023 Contribution Notices	Summary
	f. Surplus Return Resolutions.....	Summary
	g. 2021-2022 Administrative Matter Defense Reimbursement	Summary
	h. Certificates of Insurance	Summary
	i. Auto ID Cards	Summary
	j. Certificates of Insurance Report-03/01/22–04/30/22	Pages 55-60
F.	Safety Coordinator/Right to Know Coordinator	
	1. March/April Activities and May Agenda	Pages 61-62
	2. Safety Incentive Program Status 2021-22	Pages 63-66
	3. Safety Notice-End of School-Fun Day Safety.....	Pages 67-69
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 2022).....	Pages 73-84
H.	Committee Meetings	
	1. Finance – 5/5/22	Pages 85-86

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

XI. 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
- Michael Colling, Medford Lakes School District (SPELL Alternate)
- Kathleen Huder, Lindenwold BOE (SPELL Alternate)
- Beth Ann Coleman, Collingswood PS/Oaklyn PSD

2022-23 Alternate Trustees

- Amy Lerner, North Hanover Township School District
- Laura Archer, Shamong Township School District/Woodland Twp BOE

2022-23 Delegates

- Deborah Roncace, Audubon PS
- Chifonda Henry, Bordentown RSD
- Ingrid Walsh, Burlington City BOE
- Andrew Polo, Chesterfield BOE
- Jodi Lennon, Interim, Clementon BOE
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- Kenneth Verrill, Eastern Camden County RSD
- Teri Weeks, Gloucester City BOE
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- Bernard Biesiada, Millstone BOE/New Hanover
- James Heiser, Moorestown Township Public School District
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- Robert O’Brien, Riverside Township 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

XII. 2022-23 Oaths of Office

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

XIII. 2022-23 Reorganization Resolutions – **ADOPTION**

- A. Reorganization Resolutions
 - 1. 2022-01 Appointing Professional Staff.....Pages 87-89
 - 2. 2022-02 Adopting Procedures in Compliance with the Open Public Meetings Act.Pages 90-91
 - 3. 2022-03 Adopting Fiscal Policies and Procedures.....Pages 92-94
 - 4. 2022-04 Designation of Signatories-Operating Account..... Page 95
 - 5. 2022-05 Designation of Signatories-Claim Imprest Account Page 96
 - 6. 2022-06 Designating the Public Agency Compliance Officer Page 97
 - 7. 2022-07 Appointing Defense Attorneys.....Pages 98-99
 - 8. 2022-08 Appointing Panel PhysiciansPages 100-102
 - 9. 2022-09 Appointing Certifying and Approving Officer.....Pages 103-104
 - 10. 2022-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months... Page 105
 - 11. 2022-11 Designation of Signatories-Disbursement Vouchers Page 106

12. 2022-12 Approving the Risk Management Program..... Page 107
13. 2022-13 Affirming Fund PoliciesPages 108-110
14. 2022-14 Designating Public Records Custodian..... Page 111

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

XIV. Motion to Adjourn the Reorganization Meeting

XV. **MOTION REQUESTED - Resolution 2022-15** to meet in Closed Session on September 14, 2022 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**