

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

Join Zoom Meeting

<https://zoom.us/j/91054634965?pwd=N2FoL3NYeHcraUZSb0pOTFBsbHBEQT09>

Dial +1 929 205 6099 US

Meeting ID: 910 5463 4965

Passcode: 205928

**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 12, 2021

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held via Zoom on **Wednesday, May 12, 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](mailto:Annette.Reap@riskprogramadministrators.com).



# Burlington County Insurance Pool

## Joint Insurance Fund

Teleconferencing meeting via Zoom

**Wednesday, May 12, 2021 - 1:15 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 2020-25 to approve Payment Authorization Request(s) as presented in Closed Session.**

**VI. Approval of Minutes – ADOPTION**

A. March 10, 2021 Minutes.....Pages 7-12

**VII. Budget Hearing – MOTION REQUESTED**

A. Motion to open to the public

B. Motion to close to the public

C. 2021-2022 Budget – **ADOPTION** ..... Page 13

VIII.	Election of Trustees, Alternates, SPELL Delegates	
A.	Nominating Committee Recommendations .....	Page 14
	<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 14.	
IX.	Election of Officers - <b>MOTION REQUESTED</b> – to Elect:	
	<b>President</b> – Beth Ann Coleman, Collingswood PS/Oaklyn PSD	
	<b>Vice President</b> – Dennis Nettleton, Ewing Township PS	
	<b>Secretary</b> – Jennifer Gauld, Haddon Township BOE	
X.	Professional Reports	
A.	Solicitor –Special Education Advocates .....	Pages 15-16
B.	Claims Administrator	
	1. Adjuster Pending Report – April 2021 .....	Pages 17-18
	2. Open Subrogation Report – April 2021 .....	Page 19
	3. Emergency PAR Stewardship Report.....	Page 20
	4. Lessons Learned from Losses-September’s Return to School.....	Page 21
C.	Managed Care Provider	
	1. Managed Care Summary - April 2021 .....	Page 22
	2. Average Days to Report - April 2021 .....	Pages 23-25
	3. Transitional Duty Days – April 2021 .....	Page 26
D.	Student Accident Program	
	1. Status Report.....	No Report
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 27-29
	1. EXECUTIVE DIRECTOR	
	a. 2020-21 Membership Renewals- <b>MOTION REQUESTED</b> .....	Summary
	b. Mold, Environmental and IAQ Best Practices – July 14, 2021 .....	Page 30
	c. Boiler Operator Refresher Training – August 10, 2021 .....	Summary
	d. SPELL JIF Joint Retreat – September 22-24, 2021.....	Summary
	e. State of the JIF Dinner – December 1, 2021 .....	Summary
	f. Cyber Security Symposium – TBD .....	Summary
	g. Third Party Certificate Tracking-BETA Testing .....	Summary
	h. Enquiron-SPELL HR Helpline .....	Pages 31-35
	i. STOPit Activity Report.....	Pages 36-46
	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 47
	b. 2021-2022 Exposure Renewal .....	Summary
	c. RMC Resolutions and Agreements .....	Summary
	d. 2021-2022 Contribution Notices .....	Summary
	e. Surplus Return Resolutions.....	Summary
	f. 2020-2021 Administrative Matter Defense Reimbursement .....	Summary

- g. Certificates of Insurance ..... Summary
- h. Auto ID Cards ..... Summary
- i. Safety Incentive Program Winners-Reimbursement Procedure ..... Summary
- j. Certificates of Insurance Report-03/01/21–04/30/21 ..... Pages 48-51
  
- F. Safety Coordinator/Right to Know Coordinator
  - 1. March/April Activities and May Agenda ..... Pages 52-53
  - 2. Safety Incentive Program Status Reports..... Pages 54-57
  
- G. Treasurer - **MOTION REQUESTED**
  - 1. April Approval Memo and Bill List ..... Pages 58-59
  - 2. May Bill List ..... Page 60
  - 3. Treasurer's Reports (February/March 2020) ..... Pages 61-72
  
- H. Committee Meetings
  - 1. Finance – 3/5/21 ..... Pages 73-75

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

XI. 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)
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- ☐ Michael Colling, Medford Lakes School District (SPELL Alternate)
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- ☐ Amy Lerner, North Hanover Township School District

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- ☐ Raymond Coxe, Burlington City BOE
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- ☐ Constance L. Stewart, Lenape Regional HSD
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- ☐ 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. 2021-22 Oaths of Office

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

XIII. 2021-22 Reorganization Resolutions – **ADOPTION**

A. Reorganization Resolutions

1. 2021-01 Appointing Professional Staff.....Pages 76-78
2. 2021-02 Adopting Procedures in Compliance with the Open Public Meetings Act.Pages 79-80
3. 2021-03 Adopting Fiscal Policies and Procedures.....Pages 81-83
4. 2021-04 Designation of Signatories-Operating Account..... Page 84
5. 2021-05 Designation of Signatories-Claim Imprest Account ..... Page 85
6. 2021-06 Designating the Public Agency Compliance Officer ..... Page 86
7. 2021-07 Appointing Defense Attorneys.....Pages 87-88
8. 2021-08 Appointing Panel Physicians .....Pages 89-91
9. 2021-09 Appointing Certifying and Approving Officer.....Pages 92-93
10. 2021-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 94
11. 2021-11 Designation of Signatories-Disbursement Vouchers ..... Page 95
12. 2021-12 Approving the Risk Management Program..... Page 96
13. 2021-13 Affirming Fund Policies .....Pages 97-99
14. 2021-14 Designating Public Records Custodian..... Page 100

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

XIV. Motion to Adjourn the Reorganization Meeting

XV. **MOTION REQUESTED - Resolution 2021-15** to meet in Closed Session on September 8, 2021 at 1:15 pm at the Voorhees Administration Offices, 329 Route 73, Voorhees, New Jersey, 08043.

XVI. Miscellaneous Business and Public Comment

XVII. Motion to Call to Order 2<sup>nd</sup> Closed Session

XVIII. Motion to Adjourn 2<sup>nd</sup> Closed Session

XIX. **MOTION REQUESTED – To Adjourn**