

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

Topic: BCIP September Meeting
Time: Sep 8, 2021 01:15 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us06web.zoom.us/j/86472742624?pwd=RGtBZkNYZ1Bnak5WS1ZGaHhGWekrUT09>

Meeting ID: 864 7274 2624

Passcode: 958215

Dial +1 929 205 6099

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: September 8, 2021

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held via Zoom on **Wednesday, September 8, 2021** 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.



Burlington County Insurance Pool

Joint Insurance Fund

Teleconferencing meeting via Zoom

Wednesday, September 8, 2021 - 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**
 - Marie Goodwin, Medford Township Public Schools
 - 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
 - Donna Phillips, 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
 - Robert Delengowski, Interim, 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/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
- 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
- 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 2021-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. May 12, 2021 Minutes Pages 6-14

VII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2021-2022 Page 15

VIII. Professional Reports

A.	Solicitor – Charter School IEP Requiring Private School Placement	Pages 16-17
B.	Claims Administrator	
	1. Adjuster Pendlings Report – August 2021.....	Pages 18-19
	2. Emergency PAR Stewardship Report.....	Page 20
	3. Open Subrogation Report – August 2020	Page 21
	4. Lessons Learned from Losses-Safe Listing.....	Page 22
	5. QANI Announcement	Page 23
C.	Managed Care Provider	
	1. Managed Care Reports 2020-21 Year End	Pages 24-28
	2. Managed Care Summary – August 2021	Page 29
	3. Average Days to Report - August 2021	Pages 30-32
	4. Transitional Duty Days – August 2021.....	Page 33
D.	Student Accident Program	
	1. Status Report.....	No Report
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 34-37
	1. EXECUTIVE DIRECTOR	
	a. Welcome New Delegates.....	Summary
	b. 2022-23 Membership Renewals	Summary
	c. Environmental Management Seminar – July 14, 2021	Pages 38-43
	d. Boiler Operator Webinar – August 10, 2021	Pages 44-51
	e. Cyber Security Committee	Summary
	f. STOPiT Relearn and Relaunch Webinars	Summary
	g. Public School Works.....	Summary
	h. SPELL JIF HR Helpline	Pages 52-54
	i. NJSBA Virtual Fall Conference	Summary
	j. State of the JIF Dinner – December 1, 2021	Summary
	k. NJSIA Workers’ Compensation Conference – Rescheduled	Summary
	l. Executive Director’s Office Outlook Email Issues	Summary
	m. Items Updated on SPELLJIF.COM.....	Summary
	n. Maintaining Safe Schools.....	Summary
	o. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report	Page 55
	b. 2021-2022 Plan of Risk Management	Summary
	c. 2022-2023 Exposure Renewal and Budget Process.....	Summary
	d. Gallagher Bassett Appraisal Services Questionnaire	Summary
	e. NJ DOL Compliance Cross-Match.....	Summary
	f. 2019-2020 & 2020-2021 Administrative Matter Defense Reimbursement ...	Summary
	g. Certificates of Insurance Report-05/01/21–08/31/21	Pages 56-79
F.	Safety Coordinator/Right to Know Coordinator	
	1. May thru August Activities and September/October Agenda	Pages 80-83
	2. Safety Incentive Program Criteria 2021-22	Pages 84-87
	3. Safety Notice – Back to School	Pages 88-89
	4. Safety Notice – COVID-19 Emergency Temporary Standard.....	Pages 90-91

- G. Treasurer - **MOTION REQUESTED**
 - 1. June-August Approval Memos and Bill Lists..... Pages 92-97
 - 2. September Bill List Page 98
 - 3. Treasurer’s Reports (May-June 2021) Pages 99-110
- H. Committee Meetings
 - 1. Committee Appointments 2021-22..... Page 111
- IX. **MOTION REQUESTED - Resolution 2021-17** to meet remotely in Closed Session on November 10, 2021 at 1:15 pm at the Voorhees Administration Offices.
- X. Miscellaneous Business and Public Comment
- XI. **MOTION REQUESTED – To Adjourn**