

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

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 9, 2020

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held via Zoom on **Wednesday, September 9, 2020** 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 9, 2020 - 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. **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
- Bruce Benedetti, Interim, 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 2020-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. May 20, 2020 Minutes Pages 6-14

VII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2020-2021 Page 15

VIII. Professional Reports

A. Solicitor – Class Action Lawsuit Pages 16-17

B.	Claims Administrator	
	1. Adjuster Pending Reports – August 2020.....	Pages 18-19
	2. Emergency PAR Stewardship Report.....	Page 20
	3. Open Subrogation Report – August 2020	Page 21
	4. Lessons Learned from Losses-Contact Tracing.....	Page 22
C.	Managed Care Provider	
	1. Managed Care Reports 2019-20 Year End	Pages 23-26
	2. Managed Care Summary – August 2020.....	Page 27
	3. Average Days to Report - August 2020	Pages 28-29
	4. Transitional Duty Days – August 2020.....	Page 30
D.	Student Accident Program	
	1. Status Report.....	No Report
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 31-33
	1. EXECUTIVE DIRECTOR	
	a. Welcome New Delegates.....	Summary
	b. 2021-22 Membership Renewals	Summary
	c. Environmental Management Seminar – July 15, 2020	Pages 34-45
	d. Cyber Security Symposium – July 29, 2020.....	Pages 46-52
	e. STOPiT Activity Report	Pages 53-61
	f. NJSBA Virtual Fall Conference	Summary
	g. State of the JIF Dinner – December 2, 2020	Summary
	h. NJSIA Workers’ Compensation Conference – Rescheduled	Summary
	i. Items Updated on SPELLJIF.COM.....	Summary
	j. Maintaining Safe Schools.....	Summary
	k. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report	Page 62
	b. 2020-2021 Plan of Risk Management	Summary
	c. 2021-2022 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-05/01/20–08/31/20	Pages 63-82
F.	Safety Coordinator/Right to Know Coordinator	
	1. Spring/Summer Activities and September/October Agenda	Pages 83-84
	2. Safety Incentive Program Status Report 2019-20	Pages 85-88
G.	Treasurer - MOTION REQUESTED	
	1. June-August Approval Memos and Bill Lists.....	Pages 89-94
	2. September Bill List	Page 95
	3. Treasurer’s Reports (April-July 2020)	Pages 96-119
H.	Committee Meetings	
	1. Committee Appointments 2020-21.....	Page 120

- IX. **MOTION REQUESTED - Resolution 2020-17** to meet remotely in Closed Session on November 11, 2020 at 1:15 pm via Zoom.
- X. Miscellaneous Business and Public Comment
- XI. **MOTION REQUESTED – To Adjourn**