

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

**Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043**

TO: JIF Trustees
JIF 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 11, 2024

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, September 11, 2024** 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 to Annette_Reap@rpadmin.com.



Burlington County Insurance Pool

Joint Insurance Fund

Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, September 11, 2024 - 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. **2024-25 Trustees**
 - ☐ Jennifer Gauld, Haddon Township BOE, **President**
 - ☐ Amy Lerner, Avon/North Hanover Township School District, **Vice President**
 - ☐ Laura Archer, Shamong Township School District/Woodland Twp BOE, **Secretary**
 - ☐ Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee/Vice Chair)
 - ☐ 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)
 - ☐ Dennis Nettleton, Ewing Township Public Schools,
 - 2024-25 Alternate Trustees**
 - ☐ James Heiser, Moorestown Township Public School District
 - ☐ Bernard Biesiada, Millstone BOE/New Hanover
 - 2024-25 Delegates**
 - ☐ Deborah Roncace, Audubon PS
 - ☐ Chifonda Henry, Bordentown RSD
 - ☐ Ray Bonnette, Burlington City BOE
 - ☐ Scott Hogan, Chesterfield BOE
 - ☐ Bruno Berenato, Clementon BOE
 - ☐ Arlene Biesiada, Interim, Delanco Township BOE
 - ☐ Paul Todd, East Windsor RSD
 - ☐ Dr. Ashlee Caldwell, Eastampton Township BOE
 - ☐ Kenneth Verrill, Eastern Camden County RSD
 - ☐ Jonathan Yates, Evesham Township School District
 - ☐ Sarah Bell, Gloucester City BOE
 - ☐ Cande Kristoff, Haddon Heights BOE
 - ☐ Michael Catalano Haddonfield BOE

- ☐ Dan Baginski, Jackson Township BOE
- ☐ Bill Thompson, Laurel Springs BOE
- ☐ Kara L. Huber, Lenape Regional HSD
- ☐ Robert Kraft, Lumberton Township BOE
- ☐ Nikolas Vrettos, Medford Lakes School District
- ☐ Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
- ☐ Christopher Eberly, Mount Ephraim BOE
- ☐ Robert O'Brien, Riverside Township BOE
- ☐ Mary Conroy, Southampton Township BOE
- ☐ Lisa Vrettos, Springfield Township BOE
- ☐ James McCullough, Sterling High School District
- ☐ 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
- ☐ 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 Colaiani, Student Accident Program - Hardenbergh
- ☐ Chris Roselli, Claims Administrator – Qual-Lynx
- ☐ Christine Gallagher, Client Service Manager – Qual-Lynx
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services LLC
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ Joe Biluck, Assistant Safety Coordinator – Risk Assessment Services LLC
- ☐ Jodi Lennon, Treasurer
- ☐ Michael Colling, Recording Secretary

C. Risk Management Consultants

- ☐ Arthur J. Gallagher – East Windsor/Millstone
- ☐ Barclay Group – Bordentown/Chesterfield/ Gloucester City/Laurel Springs/North Hanover
- ☐ Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Oaklyn/Sterling

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 2024-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. May 8, 2024 Minutes Pages 6-14

VII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2024-2025 Page 15

VIII. Professional Reports

A.	Solicitor	Pages 16-21
B.	Claims Administrator	
	1. Adjuster Pendlings Report – August 2024.....	Pages 22-23
	2. Emergency PAR Stewardship Report.....	Page 24
	3. Subrogation Recovery Report – August 2024	Page 25
	4. Lessons Learned from Losses-Safe Listing.....	Page 26
C.	Managed Care Provider	
	1. Managed Care Reports 2023-24 Year End	Pages 27-30
	2. Managed Care Summary – August 2024.....	Page 31
	3. Average Days to Report - August 2024	Pages 32-33
	4. Transitional Duty Days – August 2024.....	Page 34
D.	Student Accident Program	
	1. Status Report.....	No Report
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 35-37
	1. EXECUTIVE DIRECTOR	
	a. Welcome New Members/Delegates- MOTION REQUESTED	Summary
	b. 2025-26 Membership Renewals	Summary
	c. 2024 Annual Spring Dinner Meeting.....	Pages 38-45
	d. Safety 360 Seminar – July 10, 2024	Pages 46-51
	e. Boiler Operator Webinar - August 6, 2024	Summary
	f. SPELL JIF Joint Retreat – September 25-27, 2024.....	Summary
	g. NJSBA/NJASBO/NJASA 2023 Fall Conference	Summary
	h. State of the JIF Dinner – December 4, 2024	Summary
	i. Passage of Bill Increasing Petitioner’s Attorney’s Fees	Pages 52-53
	j. Items Updated on SPELLJIF.COM	Summary
	k. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report	Page 54
	b. 2024-2025 Plan of Risk Management	Summary
	c. Gallagher Bassett Appraisal Services Questionnaire	Page 55
	d. NJ DOL Compliance Cross-Match.....	Summary
	e. 2023-2024 & 2024-2025 Administrative Matter Defense Reimbursement ...	Summary
	f. Certificates of Insurance Report-05/01/24–08/31/24	Pages 56-79
F.	Safety Coordinator/Right to Know Coordinator	
	1. June thru August Activities and September/October Agenda	Pages 80-83
	2. Safety Notice – Back to School	Pages 84-85
G.	Virtual Safety Director	
	1. September Report.....	Pages 86-87

- H. Treasurer - **MOTION REQUESTED**
 - 1. June to August Approval Memos and Bill Lists..... Pages 88-93
 - 2. September Bill List Page 94
 - 3. Treasurer’s Reports (April-July 2024) Pages 95-118

- I. Committee Meetings
 - 1. Committee Appointments 2024-25..... Page 119
 - 2. Strategic Planning Committee – September 10, 2024Verbal

- IX. **MOTION REQUESTED - Resolution 2024-17** to meet in Closed Session on November 13, 2024 at 1:15 pm
at the Voorhees Administration Offices.

- X. Miscellaneous Business and Public Comment

- XI. **MOTION REQUESTED – To Adjourn**