

**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 13, 2023

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, September 13, 2023** 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 13, 2023 - 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. **2023-24 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/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)
 - ☐ Amy Lerner, Avon/North Hanover Township School District
 - 2023-24 Alternate Trustees**
 - ☐ Laura Archer, Shamong Township School District/Woodland Twp BOE
 - ☐ James Heiser, Moorestown Township Public School District
 - 2023-24 Delegates**
 - ☐ Deborah Roncace, Audubon PS
 - ☐ Chifonda Henry, Bordentown RSD
 - ☐ Ingrid Walsh, Burlington City BOE
 - ☐ Andrew Polo, Chesterfield BOE
 - ☐ Bruno Berenato, Clementon BOE
 - ☐ Dan Rath, Delanco Township BOE
 - ☐ Paul Todd, East Windsor RSD
 - ☐ Ashlee Caldwell, Eastampton Township BOE
 - ☐ Kenneth Verrill, Eastern Camden County RSD
 - ☐ Sarah Bell, Gloucester City BOE
 - ☐ Michael Sloan, Haddon Heights BOE
 - ☐ Michael Catalano Haddonfield BOE
 - ☐ Michelle Richardson, Jackson Township BOE

- ☐ Kara L. Huber, Lenape Regional HSD
- ☐ Robert Kraft, Lumberton Township BOE
- ☐ Nikolas Vrettos, Medford Lakes School District
- ☐ Jonathan Yates, Medford Township Public Schools
- ☐ Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
- ☐ Bernard Biesiada, Millstone BOE/New Hanover
- ☐ Christopher Eberly, Mount Ephraim BOE
- ☐ Robert O'Brien, Riverside Township BOE
- ☐ Casey DeJoseph, 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 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
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ James D. Weber, Assistant Safety Coordinator – Risk Assessment Services LLC
- ☐ Jodi Lennon, Treasurer
- ☐ Michael Colling, Recording Secretary

C. Risk Management Consultants

- ☐ Alliant Insurance Services – New Hanover
- ☐ Arthur J. Gallagher – East Windsor/Millstone
- ☐ Barclay Group – Bordentown/Chesterfield/North Hanover
- ☐ Conner Strong & Buckelew – Gloucester City
- ☐ Hardenbergh Insurance Group – Audubon/Collingswood/Eastern Camden County/Haddon Township/Haddon Heights/Lindenwold/Magnolia/Merchantville/Oaklyn/Sterling
- ☐ T.C. Irons Agency – Medford Township
- ☐ World Insurance Associates LLC - Avon

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 2023-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VI.	Approval of Minutes – <u>ADOPTION</u>	
A.	May 10, 2023 Minutes	Pages 6-14
VII.	Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2023-2024	Page 15
VIII.	Professional Reports	
A.	Solicitor	Pages 16-18/Handout
B.	Claims Administrator	
	1. Adjuster Pending Reports – August 2023.....	Pages 19-20
	2. Emergency PAR Stewardship Report.....	Page 21
	3. Subrogation Reports – August 2023.....	Pages 22-23
	4. Lessons Learned from Losses-Safe Listing.....	Page 24
C.	Managed Care Provider	
	1. Managed Care Reports 2022-23 Year End	Pages 25-28
	2. Managed Care Summary – August 2023	Page 29
	3. Average Days to Report - August 2023	Pages 30-31
	4. Transitional Duty Days – August 2023.....	Page 32
D.	Student Accident Program	
	1. Status Report.....	No Report
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 33-36
	1. EXECUTIVE DIRECTOR	
	a. Welcome New Members/Delegates- MOTION REQUESTED	Summary
	b. 2024-25 Membership Renewals	Summary
	c. New Jersey Self-Insurer’s WC Conference.....	Pages 37-45
	d. 2023 Annual Spring Dinner Meeting.....	Pages 46-54
	e. Environmental Management Seminar - July 12, 2023.....	Pages 55-59
	f. Managing Virtual Safety Symposium - July 19, 2023.....	Pages 60-65
	g. Boiler Operator Webinar - August 8, 2023	Summary
	h. SPELL JIF Joint Retreat – September 27-29, 2023.....	Summary
	i. Sample Drone Policy	Page 66
	j. Critical Claim Reporting Advices	Pages 67-69
	k. NJSBA/NJASBO/NJASA 2023 Fall Conference	Summary
	l. State of the JIF Dinner – November 29, 2023	Summary
	m. Items Updated on SPELLJIF.COM	Summary
	n. Maintaining Safe Schools-DISCONTINUED.....	Summary
	o. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report	Page 70
	b. 2023-2024 Plan of Risk Management	Summary
	c. 2024-2025 Exposure Renewal and Budget Process.....	Summary
	d. Gallagher Bassett Appraisal Services Questionnaire	Page 71
	e. NJ DOL Compliance Cross-Match.....	Summary
	f. 2022-2023 & 2023-2024 Administrative Matter Defense Reimbursement ...	Summary
	g. Certificates of Insurance Report-05/01/23–08/31/23	Pages 72-101

- F. Safety Coordinator/Right to Know Coordinator
 - 1. June thru August Activities and September/October Agenda Pages 102-105
 - 2. Safety Notice – Back to School Pages 106-107
- G. Virtual Safety Director
 - 1. July/August Activities Pages 108-109
 - 2. Lessons from Losses-Direct Deposit Fraud Pages 110-111
- H. Treasurer - **MOTION REQUESTED**
 - 1. June to August Approval Memos and Bill Lists..... Pages 112-117
 - 2. September Bill List Page 118
 - 3. Treasurer’s Reports (April-July 2023) Pages 119-142
- I. Committee Meetings
 - 1. Committee Appointments 2023-24..... Page 143
 - 2. Strategic Planning Committee – September 7, 2023Verbal
- IX. **MOTION REQUESTED - Resolution 2023-17** to meet in Closed Session on November 8, 2023 at 1:15 pm at the Voorhees Administration Offices.
- X. Miscellaneous Business and Public Comment
- XI. **MOTION REQUESTED – To Adjourn**