

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

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

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 14, 2022

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, September 14, 2022** 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 at [Annette Reap@rpadmin.com](mailto:Annette_Reap@rpadmin.com).



Burlington County Insurance Pool Joint Insurance Fund

Voorhees Administration Building
329 Route 73
Voorhees, New Jersey 08043

Wednesday, September 14, 2022 - 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. **2022-23 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)
 - Robert J. Wachter, Jr., Mt. Laurel Township BOE (SPELL Trustee)
 - Greg Gontowski, Magnolia PS/Merchantville BOE/Woodlynne BOE
 - Michael Colling, Medford Lakes School District (SPELL Alternate)
 - Kathleen Huder, Lindenwold BOE (SPELL Alternate)
 - Beth Ann Coleman, Collingswood PS/Oaklyn PSD
 - 2022-23 Alternate Trustees**
 - Amy Lerner, North Hanover Township School District
 - Laura Archer, Shamong Township School District/Woodland Twp BOE
 - 2022-23 Delegates**
 - Deborah Roncace, Audubon PS
 - Chifonda Henry, Bordentown RSD
 - Ingrid Walsh, Burlington City BOE
 - Andrew Polo, Chesterfield BOE
 - Diana Cawood, Interim, Clementon BOE
 - Stephen Burns, Delanco Township BOE
 - Paul Todd, East Windsor RSD
 - Pat Austin, Interim, Eastampton Township BOE
 - Kenneth Verrill, Eastern Camden County RSD
 - Sarah Bell, Gloucester City BOE
 - Michael Sloan, Haddon Heights BOE
 - Michael Catalano Haddonfield BOE
 - Constance L. Stewart, Lenape Regional HSD

- Mark Leung, Lumberton Township BOE
- Jonathan Yates, Medford Township Public Schools
- 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
- 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
- Megan Matro, Marketing Specialist – RPA, a division of Gallagher
- Annette Reap, 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
- 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 – 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
- 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 2022-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. May 11, 2022 Minutes Pages 6-14

VII. Professional Reports

| | | |
|----|--------------------------------------------------------------------------|-------------|
| A. | Solicitor | No Report |
| B. | Claims Administrator | |
| | 1. Adjuster Pendlings Report – August 2022..... | Pages 15-16 |
| | 2. Emergency PAR Stewardship Report..... | Page 17 |
| | 3. Open Subrogation Report – August 2022 | Page 18 |
| | 4. Memo-Email/Phone Number Changes | Page 19 |
| | 5. Qual-Lynx Account Service Team Contact List | Page 20 |
| | 6. Lessons Learned from Losses-Safe Listing..... | Page 21 |
| C. | Managed Care Provider | |
| | 1. Managed Care Summary – Year End & August 2022 | Page 22 |
| | 2. Managed Care Reports 2021-22 Year End | Pages 23-26 |
| | 3. Average Days to Report - August 2022 | Pages 27-29 |
| | 4. Transitional Duty Days – August 2022..... | 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. 2022-23 Membership Renewals | Summary |
| | c. New Jersey Self-Insurer’s WC Conference..... | Pages 34-42 |
| | d. Environmental Management Seminar – July 13, 2022 | Summary |
| | e. Boiler Operator Webinar – August 9, 2022 | Summary |
| | f. STOPIT Relearn and Relaunch Webinars | Page 43-44 |
| | g. SPELL JIF HR Helpline | Summary |
| | h. IoT Program through Travelers..... | Pages 45-47 |
| | i. NJSBA Fall Conference | Summary |
| | j. State of the JIF Dinner – November 30, 2022..... | Summary |
| | k. Items Updated on SPELLJIF.COM..... | Summary |
| | l. Maintaining Safe Schools..... | Summary |
| | m. Key Dates | Summary |
| | 2. UNDERWRITING AND FINANCE DIRECTOR | |
| | a. District/Fund Incurred Losses Report | Page 48 |
| | b. 2022-2023 Plan of Risk Management | Summary |
| | c. 2023-2024 Exposure Renewal and Budget Process..... | Summary |
| | d. Gallagher Bassett Appraisal Services Questionnaire | Page 49 |
| | e. NJ DOL Compliance Cross-Match..... | Summary |
| | f. 2021-2022 & 2022-2023 Administrative Matter Defense Reimbursement ... | Summary |
| | g. Certificates of Insurance Report-05/01/22–08/31/22 | Pages 50-66 |
| F. | Safety Coordinator/Right to Know Coordinator | |
| | 1. June thru August Activities and September Agenda | Pages 67-69 |
| | 2. Safety Notice – Back to School..... | Pages 70-71 |

- G. Treasurer - **MOTION REQUESTED**
 - 1. June-August Approval Memos and Bill Lists..... Pages 72-77
 - 2. September Bill List Page 78
 - 3. Treasurer’s Reports (April-July 2022) Pages 79-101
- H. Committee Meetings
 - 1. Committee Appointments 2022-23..... Page 102
 - 2. Strategic Planning Committee – September 12, 2022Verbal
- VIII. **MOTION REQUESTED - Resolution 2022-17** to meet remotely in Closed Session on November 9, 2022 at 1:15 pm at the Voorhees Administration Offices.
- IX. Miscellaneous Business and Public Comment
- X. **MOTION REQUESTED – To Adjourn**