

**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: November 8, 2023

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, November 8, 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, November 8, 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 2023-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – **ADOPTION**

- A. September 20, 2023 Minutes Pages 6-13

VII. Professional Reports

- A. Solicitor Pages 14-17

B. Claims Administrator

1. Adjuster Pending Report – October 2023.....Pages 18-19
2. Subrogation Reports – October 2023..... Pages 20-22
3. Lessons Learned from Losses-Ladder Safety Page 23

C. Managed Care Provider

1. Managed Care Summary – October 2023 Page 24
2. Average Days to Report - October 2023 Pages 25-26
3. Transitional Duty Days – October 2023..... Page 27

- D. Student Accident Program.....No report

- E. Executive Director/Underwriting & Finance Director Report..... Pages 28-30

1. EXECUTIVE DIRECTOR

- a. 2024-25 Membership Renewals Summary
- b. Development of a SPELL Model Acceptable Use of Weapons Policy Summary
- c. Sexual Abuse and Molestation (SAM) Endorsement Discussion Page 31
- d. JIF Travel Policy-Proposed Revision-MOTION REQUESTED Pages 32-33
- e. NJSBA/NJASBO/NJASA 2023 Fall Conference Summary
- f. State of the JIF Dinner – November 29, 2023 Page 34
- g. Mold/Environmental Management Workshop 2024 Summary
- h. Managing Virtual Safety & Security Symposium 2024 Summary
- i. SPELL JIF Joint Retreat 2023 Survey Results Pages 35-57
- j. Items Updated on SPELLJIF.COM Summary
- k. Key Dates Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report Page 58
- b. 2024-2025 Exposure Renewal and Budget Process..... Summary
- c. Safety Incentive Program Winners – Reimbursement Procedure Summary
- d. Financial Award Winners Summary
- e. SPELL JIF Approved Meeting Minutes..... Pages 59-62
- f. Certificates of Insurance Report-09/01/23–10/31/23 Pages 63-71

F. Safety Coordinator/Right to Know Coordinator

1. September-October Activities and November Agenda..... Pages 72-74
2. Safety Incentive Program Criteria 2023-2024 Pages 75-78
3. SIP Status Report-Nov 2023 Pages 79-82

G. Virtual Safety Director

1. October 31, 2023 Report Pages 83-85

- H. Treasurer - **MOTION REQUESTED**
 - 1. October Approval Memo and Bill List..... Pages 86-87
 - 2. November Bill List Handout
 - 3. Treasurer’s Reports (August-September 2023) Pages 88-99
- I. Committee Meetings
 - 1. Claims Management Committee – November 1, 2023Verbal
- VIII. **MOTION REQUESTED - Resolution 2023-19** to meet in Closed Session on January 10, 2024 at 1:15 pm at the Voorhees Administration Offices.
- IX. Miscellaneous Business and Public Comment
- X. **MOTION REQUESTED – To Adjourn**