

**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: November 9, 2022

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, November 9, 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, November 9, 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
- 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
- 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/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 2022-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. September 14, 2022 Minutes Pages 6-12

VII. Professional Reports

A.	Solicitor	Pages 13-20
B.	Claims Administrator	
	1. Adjuster Pendlings Report – October 2022.....	Pages 21-22
	2. Emergency PAR Stewardship Report.....	Page 23
	3. Open Subrogation Report – October 2022	Page 24
	4. Lessons Learned from Losses-Floor Drains	Page 25
C.	Managed Care Provider	
	1. Managed Care Summary – October 2022	Page 26
	2. Average Days to Report - October 2022	Pages 27-28
	3. Transitional Duty Days – October 2022.....	Page 29
D.	Student Accident Program	
	1. Status Report.....	No Report
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 30-32
	1. EXECUTIVE DIRECTOR	
	a. 2023-24 Membership Renewals	Summary
	b. NJSBA Fall Conference	Summary
	c. AGRIP Fall Conference Reports.....	Pages 33-37
	d. State of the JIF Dinner – November 30, 2022.....	Page 38
	e. Environmental Management Seminar – July 12, 2023	Summary
	f. SPELL JIF Joint Retreat Survey.....	Pages 39-59
	g. STOPit Solutions Activity Report.....	Pages 60-69
	h. SPELL JIF HR Helpline	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 70
	b. 2023-2024 Exposure Renewal and Budget Process.....	Summary
	c. Safety Incentive Program Winners-Reimbursement Procedure	Summary
	d. Financial Performance Award Winners	Summary
	e. SPELL JIF Meeting Minutes – May 2022	Pages 71-75
	f. Certificates of Insurance Report-09/01/22–10/31/22	Pages 76-84
F.	Safety Coordinator/Right to Know Coordinator	
	1. September/October Activities and November/December Agenda	Pages 85-86
	2. Safety Incentive Status Report	Pages 87-90
	3. Safety Notices – Catalytic Converter Thefts.....	Pages 91-94
G.	Treasurer - MOTION REQUESTED	
	1. October Approval Memo and Bill List.....	Handout & Page 95
	2. November Bill List	Handout
	3. Treasurer’s Reports (Revised July 2022, August-September 2022).....	Pages 96-113
H.	Committee Meetings	
	1. Claims Management – 10/6/2022.....	Pages 114-116

- VIII. **MOTION REQUESTED - Resolution 2022-19** to meet in Closed Session on January 11, 2023 at 1:15 pm at the Voorhees Administration Offices.
- IX. Miscellaneous Business and Public Comment
- X. **MOTION REQUESTED – To Adjourn**