

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

Join Zoom Meeting
<https://zoom.us/j/99341126070>
Meeting ID: 993 4112 6070
Dial +1 929 205 6099 US

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 11, 2020

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held via Zoom on **Wednesday, November 11, 2020** 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@riskprogramadministrators.com.



Burlington County Insurance Pool

Joint Insurance Fund

Teleconferencing meeting via Zoom

Wednesday, November 11, 2020 - 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. **2020-21 Trustees**
 - Beth Ann Coleman, Collingswood PS/Oaklyn PSD, **President**
 - Dennis Nettleton, Ewing Township Public Schools, **Vice President**
 - Jennifer Gauld, Haddon Township BOE, **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
 - John Recchinti, Evesham Township School District
 - Michael Colling, Medford Lakes School District (SPELL Alternate)
 - Kathleen Huder, Lindenwold BOE (SPELL Alternate)

 - 2020-21 Alternate Trustees**
 - Marie Goodwin, Medford Township Public Schools
 - Amy Lerner, North Hanover Township School District

 - 2020-21 Delegates**
 - Deborah Roncace, Audubon PS
 - Chifonda Henry, Bordentown RSD
 - Raymond Coxe, Burlington City BOE
 - Andrew Polo, Chesterfield BOE
 - Donna Phillips, Clementon BOE
 - Victoria LaSalle, Delanco Township BOE
 - Pat Austin, Interim, Eastampton Township BOE
 - Kenneth Verrill, Eastern Camden County RSD
 - Steve Burns, Haddon Heights BOE
 - Michael Catalano Haddonfield BOE
 - Constance L. Stewart, Lenape Regional HSD
 - Mark Leung, Lumberton Township BOE
 - Debbie Donnelly, Mercer County SSSD/Area Vocational Technical Schools
 - Bernard Biesiada, Millstone BOE
 - James Heiser, Moorestown Township Public School District
 - Christopher Eberly, Mount Ephraim BOE

- Jodi Lennon, Riverside Township BOE
- Laura Archer, Shamong Township School District
- Casey DeJoseph, Southampton Township BOE
- Bruce Benedetti, Interim, 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
- Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
- Annette Reap, Account Manager - RPA, a division of Gallagher
- Louis J. Greco, Esquire – Fund Solicitor
- Bonnie Ridolfino/John McCrudden, 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

C. Risk Management Consultants

- Arthur J. Gallagher - Millstone
- Barclay Group - Chesterfield
- EJA Capacity – Bordentown/North Hanover
- 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 2020-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. September 9, 2020 Minutes Pages 5-11

VII. Professional Reports

A. Solicitor – HIB Hearings Limited Pages 12-13

B. Claims Administrator

1. Adjuster Pending Report – November 2020.....Pages 14-15
2. Emergency PAR Stewardship Report..... Page 16
3. Open Subrogation Report – October 2020 Page 17
4. Lessons Learned from Losses-Timely Reporting of Claims..... Page 18

- C. Managed Care Provider
 - 1. Managed Care Summary – October 2020 Page 19
 - 2. Average Days to Report - October 2020 Pages 20-21
 - 3. Transitional Duty Days – October 2020..... Page 22
- D. Student Accident Program
 - 1. Status Report..... No Report
- E. Executive Director/Underwriting & Finance Director Report..... Pages 23-24
 - 1. EXECUTIVE DIRECTOR
 - a. 2021-22 Membership Renewals Summary
 - b. NJSBA/NJASBO/NJASA Virtual Fall Conference Follow-up Summary
 - c. 2020 State of the JIF Dinner..... Summary
 - d. STOPiT Webinars..... Pages 25-26
 - e. Property Insurance Page 27
 - f. Administrative Matter Defense Reimbursement Page 28
 - g. SPELL Advice – Claim Reporting..... Pages 29-30
 - h. Items Updated on SPELLJIF.COM Summary
 - i. Maintaining Safe Schools Summary
 - j. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. SPELL JIF Meeting Minutes Pages 31-36
 - b. 2021-2022 Exposure Renewal and Budget Process..... Summary
 - c. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - d. Financial Award Winners Summary
 - e. Certificates of Insurance Report-09/01/20–10/31/20 Pages 37-38
- F. Safety Coordinator/Right to Know Coordinator
 - 1. September/October Activities and November Agenda Pages 39-40
 - 2. Safety Incentive Program Status Report 2020-21 Pages 41-44
 - 3. Safety Notice-Revised Use of Respirators During the Pandemic Pages 45-47
 - 4. Safety Notice-Appendix D - OSHA Respiratory Standard Page 48
- G. Treasurer - **MOTION REQUESTED**
 - 1. October Approval Memo and Bill List..... Pages 49-50
 - 2. November Bill List Page 51
 - 3. Treasurer’s Reports (August-September 2020) Pages 52-63
- H. Committee Meetings
 - 1. Strategic Planning – October 27, 2020 Handout
- VIII. **MOTION REQUESTED - Resolution 2020-19** to meet remotely in Closed Session on January 13, 2021 at 1:15 pm via Zoom.
- IX. Miscellaneous Business and Public Comment
- X. **MOTION REQUESTED – To Adjourn**