

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**May 21, 2024 – 3:00 PM**

**Microsoft Teams**

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 266 462 649 687

Meeting Passcode: q8LXBP

**AGENDA**

- I. Meeting called to order by Chair
- II. Salute the Flag
- III. Statement of Compliance with Open Public Meetings Act
  - A. Notice of this meeting was given by:
    - 1. Sending sufficient notice herewith to the *Burlington County Times*, Mount Holly, and the *Courier Post*, Cherry Hill NJ;
    - 2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
    - 3. Posting notice on the public bulletin boards of all member municipalities of the BURLCO JIF.
- IV. Roll Call
  - A. Fund Commissioners
  - B. Fund Professionals
  - C. Risk Management Consultants
  - D. Move up Alternates (*if necessary*) Motion to move up \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ in the absence of \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Executive Committee for voting purposes – **Motion – All in Favor**
- V. Approval of Minutes
  - Motion to Adopt the **April 16, 2024** Meeting Minutes – **Motion – All in Favor**.....Pages 1-14
- VII. Claims Review Committee Meeting Minutes – May 14, 2024 .....Handout
- VIII. Executive Director’s Report.....Pages 15- 40
  - A. Lost Time Accident Frequency ..... Pages 18-19
  - B. Certificates of Insurance ..... Pages 20-22
  - C. Financial Fast Track Report ..... Page 23
  - D. Regulatory Filing Checklists ..... Pages 24-25
  - E. 2023 Safety Incentive Program..... Page 26
  - F. 2024 Optional Safety Budget ..... Page 27
  - G. 2024 Wellness Incentive..... Page 28
  - H. 2024 EPL/Cyber Risk Management Budget..... Page 29
  - I. EPL Compliance Status ..... Page 30
  - J. Statutory Bond Status ..... Pages 31-32
  - K. Skateboard Park Approval Status..... Page 33
  - L. Capehart Scatchard Updates.....Pages 34-35
  - M. Land Use Training Certification.....Page 36
  - N. New Fund Commissioner Orientation
  - O. Special Law Enforcement Officer Training
  - P. Fireworks Coverage Reminder.....Pages 37-41
  - Q. Website
  - R. New Member Activity

IX.	Solicitor’s Report	
	A. MEL Helpline and Contact List.....	Pages 42-43
	B. Resolution 2024-_____ Adopting the Model Indemnification and Insurance Provisions- <b>Motion – Roll Call</b> .....	Pages 44-49
	C. Draft Revised Litigation Management Conflict of Interest Policy.....	Pages 50-52
X.	Safety Director’s Report	
	A. Activity Report .....	Pages 53-55
XI.	Claims Administrator’s Report	
	A. Lessons Learned from Losses .....	Page 56
XII.	Law Enforcement Risk Management	
	A. Report.....	Pages 57-58
XIII.	Wellness Director Report	
	A. Monthly Activity Report.....	Pages 59-60
	B. Targeting Wellness Newsletter .....	Pages 61-65
	C. Wellness Champs.....	Page 66
XIV.	Managed Health Care Report	
	A. BURLCOJIF Summary.....	Page 67
	B. Average Days to Report.....	Page 68
	C. Claims Reported by Type.....	Page 69
	D. Nurse Case Management Reports.....	Page 70
	E. Transitional Duty Report.....	Page 71
	F. PPO Savings and Penetration Reports.....	Pages 72-73
	G. Top 10 Providers & Paid Provider by Specialty.....	Page 74
	H. Prescription Benefit Report.....	Page 75
	I. Quick Notes.....	Page 76
XV.	Technology Risk Services	
	A. Reports.....	Pages 77-78
XVI.	Treasurer’s Report as of April 30, 2024 .....	Pages 79-111
	A. Investment Report	
	B. Investment JCMI	
	C. Loss Run Payment Registers	
	D. Fund Status	
	E. Disbursements	
	F. AELCF	
	G. May Bill List.....	Pages 112-113
	Motion to approve the Payment Register & Bill List– <b>Motion – Roll Call</b>	
XVII.	Committee Reports	
	A. Safety Committee Meeting Minutes – May 2, 2024.....	Pages 114-134
XVIII.	MEL/RCF/E-JIF/Cyber Reports	
	Noting to Report	

- XIX. Miscellaneous Business
  - A. Updated OPRA Roadmap.....Page 135

**The next meeting of the BURLCOJIF will be held on Tuesday, June 18, 2024  
at 3:00 PM at Hainesport Municipal Building**

- XX. Meeting Open to Public Comment
  - B. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
  - C. Motion to Close Meeting to Public Comment – **Motion - All in Favor**
- XXI. **Closed Session** (*if necessary*) – Resolution 2024- \_\_\_\_\_ A request shall be made to go into Closed Session to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations -**Motion – Roll Call**
  - A. Professionals’ Reports
    - 1. Claims Administrator’s Report
    - 2. Executive Director’s Report
    - 3. Safety Director’s Report
    - 4. Solicitor’s Report
  - B. Reopen Public Portion of Meeting – **Motion – All in Favor**
- XXII. Approval of Claims Payments – **Motion – Roll Call**
- XXIII. Authorization to Abandon Subrogation (if necessary) – **Motion – Roll Call**
- XXIX. Motion to Adjourn Meeting – **Motion – All in Favor**