

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**June 18, 2024 – 3:00 PM  
Hainesport Municipal Building**

**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. Allow that this monthly meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners –**Motion – All in Favor**
- VI. Approval of Minutes
  - Motion to Adopt the **May 21, 2024 Meeting Minutes – Motion – All in Favor**.....Pages 1-11
- VII. Claims Review Committee Meeting Minutes – June 11, 2024 .....Handout
- VIII. Executive Director’s Report.....Pages 12- 47
  - A. Lost Time Accident Frequency..... Pages 16-17
  - B. Certificates of Insurance..... Pages 18-26
  - C. Financial Fast Track Report..... Page 27
  - D. Regulatory Filing Checklists..... Pages 28-29
  - E. 2023 Safety Incentive Program.....Page 30
  - F. 2024 Optional Safety Budget.....Page 31
  - G. 2024 Wellness Incentive ..... Page 32
  - H. 2024 EPL/Cyber Risk Management Budget..... Page 33
  - I. EPL Compliance Status ..... Page 34
  - J. Statutory Bond Status..... Pages 35-36
  - K. Skateboard Park Approval Status ..... Page 37
  - L. Capehart Scatchard Updates..... Pages 38-41
  - M. Land Use Training Certification.....Page 42
  - N. New Fund Commissioner Orientation
  - O. Renewing Members
  - P. Membership Renewal Visits
  - Q. 2025 Exposure Renewal Process
  - R. Property Appraisals
  - S. Fireworks Coverage Reminder.....Pages 43-47
  - T. Website
  - U. New Member Activity

IX.	Solicitor’s Report	
	A. MEL Helpline and Contact List.....	Pages 48-50
	B. Resolution 2024-_____ Adopting the Revised Litigation Management Conflict of Interest Policy - <b>Motion – Roll Call</b> .....	Pages 51-54
	C. Resolution 2024-_____ Designating an Additional Approved Associate – <b>Motion- Roll Call</b> .....	Page 55-56
X.	Safety Director’s Report	
	A. Activity Report .....	Pages 57-59
XI.	Claims Administrator’s Report	
	A. Lessons Learned from Losses .....	Page 60
XII.	Law Enforcement Risk Management	
	A. Report.....	Pages 61-62
XIII.	Wellness Director Report	
	A. Monthly Activity Report.....	Pages 63-64
	B. Targeting Wellness Newsletter .....	Page 65
	C. Wellness Advisory Committee Meeting Minutes – May 16, 2024.....	Pages 66-68
XIV.	Managed Health Care Report	
	A. BURLCOJIF Summary.....	Page 69
	B. Average Days to Report.....	Page 70
	C. Claims Reported by Type.....	Page 71
	D. Nurse Case Management Reports.....	Page 72
	E. Transitional Duty Report.....	Page 73
	F. PPO Savings and Penetration Reports.....	Pages 74-75
	G. Top 10 Providers & Paid Provider by Specialty.....	Page 76
	H. Quick Notes.....	Page 77
XV.	Technology Risk Services	
	A. Reports.....	Pages 78-79
XVI.	Treasurer’s Report as of May 31, 2024 .....	Pages 80-108
	A. Investment Report	
	B. Investment JCFI	
	C. Loss Run Payment Registers	
	D. Fund Status	
	E. Disbursements	
	F. AELCF	
	G. June Bill List.....	Page 109
	Motion to approve the Payment Register & Bill List– <b>Motion – Roll Call</b>	
XVII.	Committee Reports	
	A. Finance Committee Meeting Minutes – June 4, 2024.....	Pages 110-121
	1. Resolution 2024 -_____ Accepting the Annual Audit Report for the Period Ending December 31, 2023 – <b>Motion – Roll Call</b> .....	Pages 122-123
	2. Interim Financial Statement Summary Report – March 31, 2024.....	Pages 124-133
	3. Resolution 2024-_____ Authorizing an Intrafund Transfer of \$500,000 from the 2023 Deductible line to the 2023 Property Line; <b>Motion – Roll Call</b> .....	Page 134
XVIII.	MEL/RCF/E-JIF/Cyber Reports	

- A. Cyber JIF Report – May 16, 2024.....Page 135
- B. MEL Report – June 10, 2024.....Pages 136-137
- C. RCF Report – June 10, 2024.....Pages 138-139
- D. EJIF Report – June 10, 2024.....Page 140

XIX. Miscellaneous Business

- A. PRIMA Conference Report : June 6-9– Daniel Hornickel, Pemberton Township.....Pages 141-144

**The next meeting of the BURLCOJIF will be held on Tuesday, July 16, 2024  
at 3:00 PM at Hainesport Municipal Building**

XX. Meeting Open to Public Comment

- A. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
- B. 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**

XXIV. Motion to Adjourn Meeting – **Motion – All in Favor**