

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

**September 17, 2024 – 3:00 PM
Via Microsoft Teams**

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 **July 16, 2024 Meeting Minutes – Motion – All in Favor**.....Pages 1-13
- VI. Claims Review Committee Meeting Minutes – September 10, 2024Emailed
- VII. Executive Director’s Report.....Pages 14- 49
 - A. Lost Time Accident Frequency.....Pages 17-20
 - B. Certificates of Insurance..... Pages 21-26
 - C. Financial Fast Track Report.....Pages 27-28
 - D. Regulatory Filing Checklists.....Pages 29-31
 - E. 2023 Safety Incentive Program.....Page 32
 - F. 2024 Optional Safety Budget.....Page 33
 - G. 2024 Wellness Incentive.....Page 34
 - H. 2024 EPL/Cyber Risk Management Budget.....Page 35
 - I. EPL Compliance StatusPages 36-37
 - J. Statutory Bond Status.....Pages 38-42
 - K. Skateboard Park Approval Status.....Page 43
 - L. Capehart Scatchard Updates.....Pages 44-48
 - M. Land Use Training Certification.....Page 49
 - N. Renewing Members
 - O. 2024 Coverage Documents
 - P. New Fund Commissioner Orientation
 - Q. JIF Online Directories
 - R. Website
 - S. New Member Activity
- VIII. Solicitor’s Report
 - A. MEL Helpline and Contact List.....Pages 50-52

IX.	Safety Director’s Report	
	A. Activity Report	Pages 53-56
X.	Claims Administrator’s Report	
	A. Lessons Learned from Losses	Page 57
XI.	Law Enforcement Risk Management	
	A. Report.....	Pages 58-59
XII.	Wellness Director Report	
	A. Monthly Activity Report.....	Pages 60-61
	B. Targeting Wellness Newsletter	Pages 62-66
XIII.	Managed Health Care Report	
	A. BURLCOJIF Summary July & August.....	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 Summary.....	Page 71
	F. PPO Saving Report.....	Page 72-73
	G. Top 10 Providers & Paid Provider by Specialty.....	Page 74
	H. Prescription Benefit Program.....	Page 75
	I. Quick Notes.....	Page 76
XIV.	Technology Risk Services	
	A. Reports.....	Pages 77-82
XV.	Treasurer’s Report as of July 31, 2024 and August 31, 2024	Pages 83-137
	A. Investment Report	
	B. Investment JCMI	
	C. Loss Run Payment Registers	
	D. Fund Status	
	E. Disbursements	
	F. AELCF	
	G. Ratification of August Bill List.....	Page 138
	H. September Bill List.....	Page 139
	Motion to approve the Payment Register & Bill Lists– Motion – Roll Call	
XVI.	Committee Reports	
	A. Finance Committee Meeting Minutes – September 10, 2024.....	Emailed
	1. Interim Financials 6/30/24.....	Pages 140-149
	2. MEL Fiduciary Disclosure.....	Page 150
	3. Resolution 2024-_____ Authorizing Refund of Closed Year Accounts (2011-2019) Release of Surplus – Motion – Roll Call	Pages 151-152
	4. Resolution 2024-_____ Authorizing Intrafund Transfer of \$280,000 from the 2021 Deductible line to the 2021 Workers Compensation line – Motion to Adopt- Roll Call	Page 153
	B. Safety Committee Meeting Minutes – August 27, 2024.....	Pages 154-175
XVII.	MEL/RCF/E-JIF/Cyber Reports	
	A. Cyber JIF Meeting Report – July 18, 2024.....	Page 176
	B. MEL Meeting Report – September 9, 2024	Emailed
	1. 2025 MEL Renewal Memo.....	Pages 177-179
	2. Bulletin: Field Turf Class Action Suit.....	Pages 180-181

- C. RCF Meeting Report – September 9, 2024Pages 182-185
- D. EJIF Meeting Report – September 9, 2024Pages 186-187
- E. Resolution 2024 - _____ Authorizing Membership Renewal in the Municipal Excess Liability Joint Insurance Fund for a Period of 3 Years, commencing on January 1, 2025 through December 31, 2027- **Motion – Roll Call**.....Pages 188-191
- F. Resolution 2024-_____ Authorizing Membership Renewal in the Municipal Excess Liability Residual Claims Joint Insurance Fund for a Period of 3 Years, commencing on January 1, 2025 through December 31, 2027-**Motion – Roll Call**.....Pages 192-195

XVIII. Miscellaneous Business

- A. Motion to Adopt the Revised Certificate of Insurance Guidelines – **Motion – All in Favor**
- B. Motion to Approve the Updated OPRA Request Form – **Motion – All in Favor**...Pages 196-200

The next meeting of the BURLCO JIF will be held on Tuesday, October 15, 2024 at 3:00 PM at Hainesport Municipal Building.

XIX. 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**

XX. **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**

XXI. Approval of Claims Payments – **Motion – Roll Call**

XXII. Authorization to Abandon Subrogation (if necessary) – **Motion – Roll Call**

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