

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**October 15, 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 this monthly meeting to 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 **September 17, 2024** Meeting Minutes – **Motion – All in Favor**..Pages 1-13
- VI. Claims Review Committee Meeting Minutes – October 8, 2024 .....Emailed
- VII. Executive Director’s Report.....Pages 14-33
  - A. Lost Time Accident Frequency.....Pages 17-18
  - B. Certificates of Insurance..... Pages 19-20
  - C. Financial Fast Track Report.....Page 21
  - D. Regulatory Filing Checklists.....Pages 22-23
  - E. 2023 Safety Incentive Program.....Page 24
  - F. 2024 Optional Safety Budget.....Page 25
  - G. 2024 Wellness Incentive.....Page 26
  - H. 2024 EPL/Cyber Risk Management Budget.....Page 27
  - I. EPL Compliance Status .....Page 28
  - J. Statutory Bond Status.....Pages 29-30
  - K. Skateboard Park Approval Status.....Page 31
  - L. Capehart Scatchard Updates
  - M. Land Use Training Certification.....Page 32
  - N. Elected Officials Training
  - O. 2025 Risk Management RFQ
  - P. RMC Resolutions & Agreements
  - Q. 3<sup>rd</sup> Qtr. Attendance.....Page 33
  - R. Surplus Release
  - S. Website

T.	New Member Activity	
VIII.	Solicitor’s Report	
A.	MEL Helpline and Contact List.....	Pages 34-35
IX.	Safety Director’s Report	
A.	Activity Report .....	Pages 36-38
X.	Claims Administrator’s Report	
A.	Lessons Learned from Losses .....	Page 39
XI.	Law Enforcement Risk Management	
A.	Report.....	Pages 40-41
XII.	Wellness Director Report	
A.	Monthly Activity Report.....	Pages 42-43
B.	Targeting Wellness Newsletter .....	Pages 44-50
C.	Wellness Advisory Committee Meeting Minutes -9/19/24.....	Pages 51-55
XIII.	Managed Health Care Report	
A.	BURLCOJIF Summary July & August.....	Page 56
B.	Average Days to Report.....	Page 57
C.	Claims Reported by Type.....	Page 58
D.	Nurse Case Management Reports.....	Page 59
E.	Transitional Duty Summary.....	Page 60
F.	PPO Saving Report.....	Pages 61-62
G.	Top 10 Providers & Paid Provider by Specialty.....	Page 63
H.	Quick Notes.....	Page 64
XIV.	Technology Risk Services	
A.	Reports.....	Pages 65-69
XV.	Treasurer’s Report as of September 30, 2024 .....	Pages 70-107
A.	Investment Report	
B.	Investment JCMI	
C.	Loss Run Payment Registers	
D.	Fund Status	
E.	Disbursements	
F.	AELCF	
G.	October Bill List.....	Page 108
	Motion to approve the Payment Register & Bill List– <b>Motion – Roll Call</b>	
XVI.	Committee Reports	
A.	Finance Committee Report	
1.	Resolution 2024-_____ Authorizing Intrafund Transfer of \$275,000 from the 2021 Deductible line to the 2021 Workers Compensation line – <b>Motion to Adopt - Roll Call</b> .....	Page 109
XVII.	MEL/RCF/E-JIF/Cyber Reports	
A.	MEL Cyber Report – September 19, 2024.....	Pages 110-111

XVIII. Miscellaneous Business

**The next meeting of the BURLCO JIF will be held on Tuesday, November 26, 2024  
at 3:00 PM via Microsoft Teams**

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**