

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

November 26, 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. *When meetings are in-person:* 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
 - A. Motion to Adopt the **October 15, 2024 Meeting Minutes – Motion – All in Favor**Pages 1-11
- VII. Claims Review Committee Meeting Minutes – November 12, 2024 Emailed
- VIII. Executive Director’s Report Pages 12-33
 - A. Lost Time Accident Frequency Handout
 - B. Certificates of Insurance Pages 15-16
 - C. Financial Fast Track Report..... Page 17
 - D. Regulatory Filing Checklists..... Pages 18-19
 - E. 2023 Safety Incentive Program..... Page 20
 - F. 2024 Optional Safety Budget..... Page 21
 - G. 2024 Wellness Incentive Page 22
 - H. 2024 EPL/Cyber Risk Management Budget..... Page 23
 - I. EPL Compliance Status Page 24
 - J. Statutory Bond Status..... Pages 25-26
 - K. Skateboard Park Approval Status..... Page 27
 - L. Capehart Scatchard Updates Pages 28-32
 - M. Land Use Training Certification Page 33
 - N. Elected Officials Training
 - O. Risk Management Consultant Model RFQ
 - P. 2025 RMC Resolutions & Agreements
 - Q. Dividend Notices
 - R. Website
 - S. New Member Activity

IX.	Solicitor’s Report	
	A. MEL Helpline and Contact List.....	Pages 34-35
X.	Safety Director’s Report	
	A. Activity Report	Pages 36-38
XI.	Claims Administrator’s Report	
	A. Lessons Learned from Losses	Page 39
XII.	Law Enforcement Risk Management	
	A. Report.....	Pages 40-42
XIII.	Wellness Director Report	
	A. Monthly Activity Report	Pages 43-44
	B. Targeting Wellness Newsletter	Pages 45-51
XIV.	Managed Health Care Report	
	A. BURLCO JIF Summary.....	Page 52
	B. Average Days to Report	Page 53
	C. Claims Reported by Type.....	Page 54
	D. Nurse Case Management Reports.....	Page 55
	E. Transitional Duty Summary.....	Page 56
	F. PPO Saving Report	Pages 57-58
	G. Top 10 Providers & Paid Provider by Specialty.....	Page 59
	H. Quick Notes.....	Page 60
XV.	Technology Risk Services	
	A. Report.....	Pages 61-62
XVI.	Treasurer’s Report as of October 31, 2024	Pages 63-92
	A. Investment Report	
	B. Investment JCMI	
	C. Loss Run Payment Registers	
	D. Fund Status	
	E. Disbursements	
	F. AELCF	
	G. November Bill List	Page 93
	1. Motion to approve the Payment Register & Bill List– Motion – Roll Call	
XVII.	Committee Reports	
	A. Finance Committee Meeting Minutes – October 29, 2024	Pages 94-102
	1. 2025 Budget Message	Pages 103-112
	2. 2025 Budget Introduction – Motion to Introduce – Roll Call	Page 108
	3. 2025 Assessment Allocation Strategy Policy- Motion to Introduce-Roll Call	Pages 113-128
	4. 2025 Assessment Certification - Motion to Introduce – Roll Call	Page 129
	5. Resolution 2024- _____ Authorizing a Transfer of the 2020 Fund Year to the MEL Residual Claims Fund – Motion – Roll Call	Page 130
	6. Resolution 2024-_____ Authorizing the Executive Director to Transfer the 2024 Dividends Received from the Environmental Risk Management Joint Insurance Fund Into the Member Aggregate Excess Loss Contingency Accounts Motion – Roll Call	Page 131
	B. Strategic Planning Committee Meeting Minutes – November 7, 2024	Pages 132-137
	C. Nominating Committee Meeting Minutes – October 18, 2024	Pages 138-140
	1. 2025 Draft Nomination Slate	Page 141

- XVIII. MEL/RCF/E-JIF/Cyber Reports
 - A. RCF Report – October 16, 2024 Pages 142-144
 - B. EJIF Report – October 16, 2024 Pages 145-146
 - C. MEL Report – October 17, 2024 Pages 147-150
 - D. Cyber JIF Report - October 17, 2024 Pages 151-152
 - E. Resolution 2024-_____ Appointing Megan Jack, Riverside Township, as the Fund’s Representative to the MEL/RCF/EJIF/Cyber JIF for 2025 –**Motion – Roll Call** ... Page 153

 - XIX. Miscellaneous Business
 - A. Motion to accept the recommendations of the Strategic Planning Committee regarding the proposed changes to the 2025 Executive Committee meeting format as discussed during their November 7, 2024 meeting and outlined to the membership on November 12, 2024. – **Motion-All in Favor**
- The next meeting of the BURLCO JIF will be held on Tuesday, December 17, 2024 at 3:00 PM at Medford Village County Club, Medford**
- 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**