

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND**

**December 17, 2024 – 3:00 PM**  
**Medford Village Country Club, Medford, NJ**

**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 **November 26, 2024 Meeting Minutes – Motion – All in Favor** .Pages 1-14
- VII. Claims Review Committee Meeting Minutes – December 10, 2024 ..... Emailed
- VIII. Executive Director’s Report ..... Pages 15-38
  - A. Lost Time Accident Frequency ..... Pages 19-20
  - B. Certificates of Insurance ..... Page 21
  - C. Financial Fast Track Report..... Page 22
  - D. Regulatory Filing Checklists..... Pages 23-24
  - E. 2023 Safety Incentive Program..... Page 25
  - F. 2024 Optional Safety Budget..... Page 26
  - G. 2024 Wellness Incentive ..... Page 27
  - H. 2024 EPL/Cyber Risk Management Budget..... Page 28
  - I. EPL Compliance Status ..... Page 29
  - J. Statutory Bond Status..... Pages 30-32
  - K. Skateboard Park Approval Status..... Page 33
  - L. Capehart Scatchard Updates
  - M. Land Use Training Certification ..... Page 34
  - N. Elected Officials Training
  - O. 2025 RMC Resolutions & Agreements
  - P. 2025 Committee Volunteer Forms.....Pages 35-38
  - Q. Safety & Wellness Calendars
  - R. Annual Reports
  - S. Dividend Notices

	T. Website	
	U. New Member Activity	
IX.	Solicitor’s Report	
	A. MEL Helpline and Contact List.....	Pages 39-40
X.	Safety Director’s Report	
	A. Activity Report.....	Pages 41-43
XI.	Claims Administrator’s Report	
	A. Lessons Learned from Losses .....	Page 44
XII.	Law Enforcement Risk Management	
	A. Report.....	Pages 45-50
XIII.	Wellness Director Report	
	A. Monthly Activity Report.....	Pages 51-52
	B. Targeting Wellness Newsletter .....	Pages 53-58
	C. Wellness Advisory Committee Meeting Minutes – December 4, 2024.....	Pages 59-63
	D. Wellness Holiday Swaps for Health.....	Page 64
XIV.	Managed Health Care Report	
	A. BURLCO JIF Summary.....	Page 65
	B. Average Days to Report .....	Page 66
	C. Claims Reported by Type.....	Page 67
	D. Nurse Case Management Reports.....	Page 68
	E. Transitional Duty Summary.....	Page 69
	F. PPO Saving Report .....	Pages 70-71
	G. Top 10 Providers & Paid Provider by Specialty.....	Page 72
	H. Quick Notes.....	Page 73
XV.	Technology Risk Services	
	A. Report.....	Pages 74-75
XVI.	Treasurer’s Report as of November 30, 2024 .....	Pages 76-105
	A. Investment Report	
	B. Investment JCMI	
	C. Loss Run Payment Registers	
	D. Fund Status	
	E. Disbursements	
	F. AELCF	
	G. <b>December</b> Bill List .....	Page 106
	1. Motion to approve the Payment Register & Bill List– <b>Motion – Roll Call</b>	
XVII.	Committee Reports	
	A. Finance Committee Report	
	1. 2025 Budget Public Hearing – <b>Motion to Open Public Hearing- All in Favor</b>	
	2. 2025 Budget Public Hearing – <b>Motion to Close Public Hearing – All in Favor</b>	
	3. 2025 Budget Adoption - <b>Motion to Adopt – Roll Call</b> .....	Page 107
	4. 2025 Assessment Allocation Strategy - <b>Motion to Adopt – Roll Call</b> .....	Pages 108-123
	5. 2025 Assessment Certification - <b>Motion to Adopt – Roll Call</b> .....	Page 124
	6. Resolution 2024- ____ Authorizing the Fund Treasurer to Transfer \$100,000 from the Fund Year 2024 MEL Liability & Workers Compensation Line Item and \$4,154 from the MEL Excess Property Line Item, and \$17,334 from the EPL/POL/LU Line Item to the MEL Unencumbered Surplus Account – <b>Motion - Roll Call</b> .....	Page 125

- 7. Resolution 2024-\_\_\_\_ Amending Resolution 2024-30 “A Resolution 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 Fund in Accordance with N.J.A.C. 11:15-2.23” – **Motion – Roll Call**.....Page 126
  - B. Safety Committee Meeting Minutes – November 14, 2024..... Pages 127-149
  - C. Joint Coverage Committee Meeting Minutes – December 4, 2024..... Pages 150-155
  - D. 2025 Executive Committee Nomination Slate..... Page 156
- XVIII. MEL/RCF/E-JIF/Cyber Reports
- A. EJIF Report -November 13, 2024..... Page 157
  - B. MEL Report-November 20, 2024 ..... Pages 158-159
  - C. Cyber JIF Report-November 26, 2024.....Pages 160-161
- XIX. Miscellaneous Business
- A. Motion to Authorize the Executive Director’s Office to bind EPL/POL/VDO Insurance Coverage on behalf of the membership for the 2025 Fund Year – **Motion – All in Favor**
- The 2025 Reorganizational meeting of the BURLCO JIF will be held on Tuesday, January 21, 2025 at 3:00 PM at Hainesport Municipal Building, Hainesport, NJ**
- 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**