

AGENDA PACKET

Important -

Due to construction, the only access to Medford Village Country Club is via Stokes Rd (Rt. 541). There is no access from Hartford or Taunton Rd. *Himmelein Rd is closed.*



Tuesday, April 15, 2025 at 3:00 PM

**Medford Village Country Club
28 Golfview Drive, Medford**

WWW.BURLCOJIF.ORG

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND (BURLCO JIF)

April 15, 2025 – 3:00 PM
Medford Village Country Club, Medford, NJ

AGENDA

- I. Meeting called to order by Chairman
- II. Flag Salute
- 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
- V. **When meetings are virtual:** 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**
- VI. Approval of Meeting Minutes
 - A. Motion to adopt the **March 18, 2025** - Executive Committee Meeting Minutes – **Motion – All in Favor**
- VII. **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**
- VIII. Claims Committee Meeting Report – **April 8, 2025**
- IX. **Closed Session** (*if necessary*) – Resolution 2025- _____ 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 (*if necessary*) – **Motion – All in Favor**
- X. Approval of PAR Authorizations – **Motion – Roll Call**
- XI. Authorization to Abandon Subrogation (if necessary) – **Motion - Roll Call**
- XII. Committee Reports
 - A. Strategic Planning Committee Meeting Minutes – March 13, 2025
 - 1. Motion to adopt the revised Strategic Planning Committee Charter - **Motion – All in Favor**
- XIII. Professional Reports
 - A. Executive Director’s Report
 - 1. Lost Time Accident Frequency

2. Certificates of Insurance
3. Financial Fast Track Report
4. Regulatory Filing Checklists
5. 2024 Safety Incentive Program Awards
6. 2025 Optional Safety Budget
7. 2025 Wellness Incentive
8. 2025 EPL/Cyber Risk Management Budget
9. EPL Compliance Status Report
10. Statutory Bond Status
11. Skateboard Park Approval Status
12. Land Use Training Certification
13. Monthly Calendar
14. Elected Officials Training
15. Police Command Staff Training
16. 2025 Safety, Claims, and Wellness Coordinator Roundtable
17. RMC Roundtable
18. Fund Commissioner Orientation
19. Financial Disclosure Statement Filing
20. Special Law Enforcement Officer Training
21. Quarterly Attendance

B. Solicitor's Report

1. MEL Helpline and Contact List
2. Subrogation Collection Report 2013-2024

C. Technology Risk Services Director Report

D. Safety Director's Report

E. Law Enforcement Risk Management Report

F. Wellness Director Report

G. Claims Administrator's Report – Lessons Learned from Losses

H. Managed Care Report

1. BURLCOJIF Summary
2. Average Days to Report
3. Claims Reported by Type
4. Nurse Case Management Reports
5. Transitional Duty Report
6. PPO Savings and Penetration Reports
7. Top 10 Providers & Paid Provider by Specialty
8. Quick Notes
9. Updated Urgent Care Facilities List

XIV. Treasurer's Report as of March 31, 2025

- A. Investment Report
- B. Investment JCMI
- C. Loss Run Payment Registers
- D. Fund Status
- E. Disbursements
- F. April Bill List

Motion to approve the Payment Register & Bill List – **Motion – Roll Call**

XV. MEL/RCF/EJIF/Cyber JIF Reports

- A. MEL Report – March 21, 2025
 - 1. Public Hearing – Bylaw Amendment Notice
 - 2. Resolution 20-25 Amend the Bylaws and Schedule a Public Meeting
- B. RCF Report – March 21, 2025
- C. EJIF Report – March 21, 2025
- D. Cyber JIF Report – March 20, 2025

XVI. Miscellaneous Business

<p style="text-align: center;">The next meeting of the BURLCO JIF will be held on Tuesday, May 20, 2025 at 3:00 PM via Microsoft Teams</p>
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XVII. 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**

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