



February 28, 2024

Ms. Carolina Chong, Insurance Examiner (*via e-mail only*)
State of New Jersey - Department of Banking and Insurance
PO Box 325
Trenton, NJ 08625-0325

Mr. Nick Bennett (*via email only*)
State of New Jersey-Department of Community Affairs
Division of Local Government Services
PO Box 803
Trenton, NJ 08625-0803

RE: BURLCO JIF – Amendment - 2024 Risk Management Plan

Dear Ms. Chong and Mr. Bennett:

Pursuant to N.J.S.A. 40A:10-36 et. seq. attached, please find Resolution 2024-17 *Amending the 2024 Plan of Risk Management*, which was adopted by the Fund on February 20, 2024.

Should you have any questions or require any additional information, please contact me.

Sincerely,
Burlington County Municipal Joint Insurance Fund

Paul Forlenza

Paul Forlenza, MGA, RMC
Executive Director
Attachments

cc: John Gural, Palmyra Borough, Fund Chair
Richard Wolbert, Beverly City, Fund Secretary
David DeWeese, The DeWeese Law Firm, Fund Solicitor
Risk Management Distribution (KP, JP, TF, KK, MM)

File: BURLCOJIF\2024\State Filing Tab: RMP Amendment

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2024-17**

A Resolution Amending the 2024 Risk Management Plan

WHEREAS, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the Plan of Risk Management is being amended based on the recommendations of the Claims review Committee in consultation with the Fund Solicitor and Executive Director's office; and

WHEREAS, it is recommended that Section 2, subsection 8 c, of the 2024 Plan of Risk Management is amended to read as follows:

The maximum amount a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22.

- a.) Property Claims - \$10,000 of Authority
- b.) Workers Compensation Claims - \$10,000 of Authority
- c.) Liability Claims – \$10,000 of legal and file expense Authority and \$10,000 of Settlement Authority with the advice, consent and approval of the Fund Solicitor.
- d.) The Executive Committee has established a Claims Review Committee comprised of Fund Commissioners to review all Payment Authorization Requests, (PARs) with a total cost of \$10,000 or more, and review litigation strategies with the Fund's Attorney. ~~The Claims Review Committee shall advise the Executive Committee regarding claims administration and payments. The Executive Committee reviews all Payment Authorization Requests, (PARs) where the total cost of a claim will exceed the Authority noted above, and review litigation strategies with the Fund's Attorney.~~
- e.) In urgent situations where the Claims Review Committee has not had an opportunity to meet, and where time is of the essence such that an expeditious response to a settlement offer would be in the Fund's best economic interest, the Fund Attorney, in consultation with the Executive Director and the Claims Review Committee Chair, shall have the authority to authorize the settlement of claims within the JIF's SIR. All such authorizations shall be reported to the Claims Review Committee as soon as possible and no later than the Committee's next meeting. All such authorizations shall be reported to the Executive Committee for approval at their next meeting. ~~Prior to each Executive Committee Meeting, the certifying and approving officer shall prepare a report that lists the payments on claims where the total expense to date is less than the Authority levels noted above that were approved by the certifying and approving officer since their last report. At a minimum, the report shall include the name of the payee, claim number, affected member, amount paid, reason for payment, and other pertinent information required to substantiate payment. The report shall be provided to the Executive Committee at their regular meeting for their review and approval.~~

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- f.) In urgent situations where the Claims Review Committee has not had an opportunity to meet, and temporary total disability benefits are due to a claimant and delaying payment of these benefits would have a detrimental impact on the claimant, the Executive Director, in consultation with the Fund Attorney, and the Claims Review Committee Chair, shall have the authority to authorize the payment of temporary total disability benefits to the claimant at an amount not to exceed \$5,000 over what had been previously authorized. All such authorizations shall be reported to the Claims Review Committee as soon as possible and no later than the Committee's next meeting. All such authorizations shall be reported to the Executive Committee for approval at their next meeting. ~~In situations where the payment of an allocated file expense on a workers compensation file that has been approved for closure will cause the total cost of the claim to exceed the Authority previously granted, the certifying and approving officer may pay that cost without seeking further approval from the Executive Committee.~~
- g.) Upon submission of satisfactory documentation, and with the advance approval of the Executive Director, the Certifying and Approving Officer may also pay hospital bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the Certifying and Approving Officer utilizes this authority, a report shall be made to the Claims Review Committee at their next meeting. All such approvals shall be reported to the Executive Committee at their next meeting. ~~In urgent situations where the Executive Committee has not had an opportunity to meet, and where time is of the essence such that an expeditious response to a settlement offer would be in the Fund's best economic interest, the Fund Attorney, in consultation with the Executive Director and the Executive Committee Chair, shall have the authority to authorize the settlement of claims within the JIF's SIR. All such authorizations shall be reported to the Executive Committee as soon as possible and shall be approved at their next meeting.~~
- i.) ~~Upon submission of satisfactory documentation, and with the advance approval of the Executive Director, the Certifying and Approving Officer may also pay hospital bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the Certifying and Approving Officer utilizes this authority, a report shall be made to the Executive Committee at their next meeting for their approval.~~

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the above amendments to the Risk Management Plan are hereby approved.

This Resolution was duly adopted by the Burlington County
Municipal Joint Insurance Fund at a public meeting held on February 20, 2024.

**BURLINGTON COUNTY
MUNICIPAL JOINT INSURANCE FUND**

Attest: _____

Fund Secretary

By: _____

Fund Chair

Date: February 20, 2024