

**BURLINGTON COUNTY MUNICIPAL
JOINT INSURANCE FUND**

AGENDA PACKET



Tuesday, May 18, 2010 at 4:00 PM

**Hainesport Municipal Building
Hainesport, New Jersey**

www.BURLCOJIF.org

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
Hainesport Township Municipal Building
1 Hainesport Centre, Rt. 537, Hainesport NJ
Tuesday, May 18, 2010 – 4:00 PM

AGENDA

- I. Meeting called to order by Chairman
- 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 *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 BURLCOJIF.
- IV. Roll Call
 - A. Fund Commissioners
 - B. Fund Professionals
 - C. Risk Management Consultants
- V. Motion to allow that this monthly meeting 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**
- VI. Minutes of the **April 20, 2010** Meeting – **Motion** Pages 1-13
- VII. Motion to adopt the **April 20, 2010**, Closed Session Minutes – **Motion**
The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.
- VIII. Executive Director’s ReportPages 14-58
 - A. Lost Time Accident Frequency Reports.....Pages 17-18
 - B. Certificates of Insurance.....Pages 19-20
 - C. 2009 Safety Incentive Program Awards.....Page 21
 - D. 2010 Optional Safety Budget.....Page 22
 - E. Employment Practices Liability Coverage UpdatePage 23
 - F. EPL Hotline – UpdatePage 24
 - G. EPL Hotline – Authorized Contact List.Page 25
 - H. Financial Fast Track Report.....Page 26
 - I. Regulatory Filing Checklists.....Pages 27-28
 - J. Capehart & Scatchard UpdatesPages 29-40
 - K. Statutory Bond Status.....Page 41
 - L. EPL Plan of Risk Management UpdatesPages 42-49
 - M. Police Risk Management TrainingPages 50-51
 - N. Payroll Audits
 - O. Property AppraisalsPage 52
 - P. 2010 Planning RetreatPages 53-54
 - Q. Revenue & AppropriationsPage 55
 - R. Member Visitation Program

- S. Exposure Data Management System Training.....Pages 56-58
 - T. New Member Activity

 - IX. Solicitor’s Report
 - A. Resolution Authorizing the Fund Chair and Secretary of the Burlington County Municipal Joint Insurance Fund to Execute and Agreement to participate in a Shared Services Agreement for Managed Care Services – **Roll Call**Pages 59-60
 - B. Resolution Authorizing the Release of 2009 Executive Committee Closed Session Minutes – **Roll Call**.....Page 61

 - X. Safety Director’s Report
 - A. Monthly Activity Report - April 2010 Activity ReportPages 62-72
 - B. Correspondence – Conner Strong Risk Control Name ChangePage 73

 - XI. Claims Administrator’s Report
 - A. Lesson Learned From Losses.....Handout

 - XII. Managed Health Care Report
 - A. CHN Snapshot – April 2010 Activity Report.....Pages 74-75
 - B. Lost Opportunity Days Report.....Page 76
 - C. Lost Time vs. Medical Only Claims Report.....Page 77
 - D. Managed Care Updates.....Handout

 - XIII. Treasurer’s Report as of April 30, 2010.....Pages 78-107
 - A. Investment Report
 - B. Loss Run Payment Registers – **Roll Call**
 - C. Fund Status
 - D. Disbursements
 - E. Bill List – **Roll Call**.....Page 108

 - XIV. Committee Reports
 - None

 - XV. MEL/RCF/E-JIF Reports
 - None

 - XVI. Miscellaneous Business
- The next meeting will be held on Tuesday, June 15, 2010,
at 4:00 PM, Hainesport Township Municipal Building, Hainesport, NJ.**
- XVII. Meeting Open to Public Comment

 - XVIII. Closed Session - 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.
 - A. Professionals’ Reports
 - 1. Claims Administrator’s Report
 - a. Review of PARs over \$5,000
 - 2. Executive Director’s Report
 - 3. Safety Director’s Report
 - 4. Solicitor’s Report

- B. Reopen Public Portion of Meeting
- XIX. Approval of Claims Payments – **Roll Call**
- XX. Authorization to Abandon Subrogation (if necessary) – **Roll Call**
- XXI. Motion to Adjourn Meeting

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
Hainesport Township Municipal Building
1 Hainesport Centre – Rt. 537
Hainesport, New Jersey
April 20, 2010 - 4:00 PM

OPEN SESSION MINUTES

The regular meeting of the Burlington County Municipal Joint Insurance Fund (BURLCOJIF) was held at the Hainesport Township Municipal Building, 1 Hainesport Centre – Rt. 537, Hainesport, New Jersey, on Tuesday, April 20, 2010 at 4:00 PM, prevailing time. Chair Donna Ryan, **Westampton Township**, presiding. The meeting was called to order at 4PM.

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to the ***Burlington County Times***, Mt. Holly, NJ, and to the ***Courier Post***, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Burlington County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Burlington County Municipal Joint Insurance Fund.

ROLL CALL

Those in attendance were:

T. Richard Bethea, **Bass River**
Heather Cheesman, **Bordentown City** (*arrived 4:05pm*)
Leonard Klepner, **Bordentown Township**
Michael Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Linda Dougherty, **Edgewater Park** (*arrived 4:05pm*)
Richard Brook, **Florence**
Edward Ruggiano, *Alternate*, **Hainesport**
Michael Mansdoerfer, **Lumberton**
Kathy Burger, **Medford**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**
James Ingling, *Representative*, **Wrightstown**

Absent were:

Dawn Human, **Beverly**
Glenn McMahon, **Chesterfield**
Arthur Puglia, **Mansfield**
Jennifer Blumenthal, **Mt. Laurel**
Monica Zur, **North Hanover**
Meghan Jack, **Riverside**
Michael McFadden, **Southampton**
J. Paul Keller, **Springfield**

Those also in attendance were:

Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services*

William Kearns, Jr. Esquire, Fund Solicitor, *Kearns, Reale & Kearns*
Tom Tontarski, *Fund Treasurer*
John Seville, Loss Control Consultant, *Conner Strong Risk Services*
Alice Lihou, Vice President of Account Management, *Scibal Associates*
Jen Pard, Senior Account Representative, *CSG*

Also present were the following Risk Management Consultant agencies:

EJA & Associates
Insurance Agency Management
Conner Strong
James Tunney Insurance
The Barclay Group

MONTHLY MEETING CONDUCT

Chair Ryan entertained a motion to allow that this monthly meeting 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 by Mr. Mansdoerfer, seconded by Mr. Hatcher to allow the meeting to be conducted directly by the Fund Commissioners present. All in favor. Motion carried by unanimous vote.

APPROVAL OF THE MINUTES

Chair Ryan presented the meeting minutes of the March 16, 2010 Executive Committee Meeting, as found in the agenda packet, for approval.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

Chair Ryan entertained a motion to approve the meeting minutes of the March 16th Executive Committee Meeting as presented.

Motion by Mr. Hatcher, seconded by Mr. Cramer to approve the meeting minutes of the March 16th Executive Committee Meeting as presented. All in favor. Motion carried by unanimous vote.

APPROVAL OF CLOSED SESSION MINUTES

There was a distribution of the *Closed Session Meeting* minutes to the Executive Committee at this time.

Chair Ryan presented the *Closed Session Meeting* minutes of the March 16, 2010 Executive Committee Meeting for approval.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

Chair Ryan entertained a motion to approve the *Closed Session Meeting* minutes of the March 16, 2010 Executive Committee Meeting.

Motion by Mr. Hatcher, seconded by Mr. Mansdoerfer to approve the *Closed Session Meeting* minutes of the March 16th Executive Committee All in favor. Motion carried by unanimous vote.

The *Closed Session Meeting* minutes of the March 16th meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Closed Session Meeting minutes from the March 16, 2010 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza stated the Executive Director's Report is found in the April 2010 agenda packet and is self-explanatory. He highlighted the following items from the report.

- **2009 Safety Incentive Program Awards** – A letter describing how to collect the 2009 SIP award moneys was mailed out February 12th. Members should follow the instructions for claiming awards. The deadline for claiming or encumbering these funds is November 30, 2010.
- **2010 Optional Safety Budget** – A reporting detailing the available balances for each member for the 2010 OSB is included in the packet. The deadline for claiming or encumbering these funds is November 30, 2010.
- **Statutory Bond Status** – Included in the agenda packet for members' review if the latest listing of Statutory Bonds issued by the MEL for JIF members. The list should be reviewed for accuracy. Any questions should be directed to Cate Kiernan at PERMA.
- **EPL Plan of Risk Management** – A copy of the October 1, 2009 correspondence outlining the program is made a part of the agenda packet. Members submitting the required checklist by May 1, 2010 will qualify for both the deductible and rate incentives retroactively to January 1, 2010.
- **New Fund Commissioner Orientation** – This session was held on April 19, 2010 by webinar. There were 7 – 8 participants on-line. Another session can be held if there is additional need.
- **Financial Disclosure Forms** – The deadline to submit these forms to the Fund Office has past. These forms will be filed with the State on April 22. All Fund Commissioners, the Executive Director, Fund Solicitor, and Treasurer were asked to complete these forms and provide two copies with original signatures to the Fund Office.
- **2010 BURLCO Planning Retreat** – This year's retreat will take place on May 21, 2010 at the Bradford Estates in Hainesport. A formal invitation was e-mailed to all members today, April 20th, with a draft copy of the retreat agenda.
- **Meeting Attendance** – A report detailing attendance through the 1st Quarter of 2010 is provided to members in the agenda packet.
- **Loss Ratio Snapshots** – The JIF Loss Ratio Snapshot valued as of March 31, 2010 is provided to members as a handout. The snapshot incorporates the member's three-year history and shows all open claims.

The MEL Loss Ratio Snapshot valued as of March 31, 2010 is also provided to members as a handout. This snapshot incorporates the member's five-year history and shows all open and closed claims.

Members can contact the Executive Director Claims Administrator with questions.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

SOLICITOR'S REPORT

The Fund Solicitor had nothing to report in *Open Session*.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

SAFETY DIRECTOR'S REPORT

The Safety Director's Report is made part of the agenda packet and is self-explanatory. Mr. Saville highlighted the following items from the report.

- **MSI Training Programs** – Upcoming MSI training programs for May, June, and July are listed in the report. Pre-registration is required. A full listing can be found on the MEL website.
- **Advanced Safety Leadership Class** – An announcement dated March 23rd is made a part of the report. It contained the dates, times, and locations of upcoming classes. Pre-registration is required. Persons with safety leadership responsibilities, including Managers, Supervisors, Safety Coordinators, Fund Commissioners, DPW or Utility Management Department Superintendents are invited.
- **CEU/ TCH Programs** – A listing of programs that qualify for CEU/ TCH's is made a part of the report.
- **Safety Director's Bulletin** – Bulletin S2010-1 – Motor Vehicle Records Checks: Annual Reminder is provided in the report.
- **RTK Survey Notice** – A notice dated April 12, 2010 regarding 2009 Right-To-Know Survey Form(s) is provided to members as a separate handout. All 2009 Survey Cover Pages must be submitted to Connor Strong Risk Control no later than June 1, 2010.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

The Claims Administrator's reported on the following item.

- **Lessons Learned from Losses – April 2010** (*handout*)

Emergency Volunteers

Volunteer Fireman or other emergency personnel, while responding to emergency calls, are occasionally involved in motor vehicle accidents in their personal vehicles. Automobile liability and collision insurance follows a private or commercial vehicle. The JIF coverage document does not provide collision or comprehensive insurance coverage to the volunteer's personal vehicle. In responding to a call, the volunteer's personal automobile liability policy is primary and the JIF liability coverage is excess over the primary policy limits.

CAT Storm No. 96

The Nor'easter storms of March 13 & 15, 2010 have been classified as a catastrophe or CAT storm. Scibal is recommending that all potentially covered first party property claims be reported as quickly as possible. A copy of the ACORD Form, the preferred reporting form, is made a part of the report. If a member is not sure if damaged is covered under the JIF coverage document, Scibal should be contacted. Each claim will be evaluated to coverage potential.

Client Services

Bridget Gielis is the AVP of Client Services, formerly the Risk Service Department. This is the department that provides loss runs, claims experience summaries, and all other data/ system reports. An e-mail contact has been created that will be directly to Client Services so that clients can request forms from a central location. Report requests should be sent to: SCIBALClientServices@Scibal.com

The remainder of the Claims Administrator's report is for *Closed Session*.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

MANAGED HEALTH CARE REPORT

Ms. Pard presented the self-explanatory *Managed Care Report for March 2010* from CSG Solutions, which is contained in the agenda packet.

<i>Month</i>	<i>March</i>
<i>First Report of Injury</i>	16
<i>Report Only Claims</i>	9
<i>Cases Assigned to Case Manager</i>	7
<i>Average # of Days to Report a Claim</i>	2.50
<i>Year to Date Average # of Days to Report a Claim</i>	1.78
<i>Members Averaging 3 Days or More to Report a Claim</i>	1
<i>PPO Penetration</i>	86.47%
<i>PPO Charge Penetration</i>	87.08%
<i>Original Bill Amount</i>	\$135,764.49
<i>YTD Original Bill Amount</i>	\$426,935.70
<i>Re-priced Amount</i>	\$56,802.09
<i>Bill Review Savings</i>	\$78,962.40
<i>YTD Bill Review Savings</i>	\$210,756.19
<i>% of Savings</i>	58.16%
<i>YTD % of Savings</i>	49.36%
<i>Telephonic Case Management Hours</i>	68.60

Lost Opportunity Days Summary Report – March 2010

The *Lost Opportunity Days Summary Report* of Open Cases as of March 25, 2010 reflected 83.63% utilization of Transitional Duty days utilized for the BURLCOJIF.

Lost Time v. Medical Only Cases

The BURLCOJIF Lost Time v. Medical Only Cases for the 13-month period of March 2009 thru March 2010 reflects the following averages.

<i>13-Month Average</i>	
<i>Lost Time</i>	1
<i>Medical Only</i>	16

<i>Total</i>	<i>17</i>
<i>Lost Time Ratio</i>	<i>7.86%</i>
<i>Medical Only Ratio</i>	<i>92.14</i>

Managed Care Update

Ms. Pard presented the Managed Care Update as a handout to the membership. This month's report highlights the following.

- Monitoring Reports
 - Orthopedic EPO Provider Study
 - Occupational Medicine Compliance Study

Chair Ryan asked if there were any questions at this time. No questions were entertained.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for the one month period of March 2010, a copy of which was included in the agenda packet for members' consideration.

Investment Interest

Interest received or accrued for the reporting period totaled \$8,792.17. This generated an average annual yield of .99%. However, after including an unrealized loss of \$9,825 in the asset portfolio, the yield is adjusted to -.12% for this period. The total overview of the asset portfolio for the Fund shows an overall gain of \$33,457.50 as it relates to market value vs. the amount invested.

Receipt Activity for the Month(s)

None.

Claim Activity for the Month(s)

Claim activity during the period for claims paid by the Fund and claims payable by the Fund at period end in the amount of \$196,203.36. The claims detail is as follows:

Direct Loss Payments	\$176,550.35
Claim Expenses	\$4,018.30
Legal Defense Costs	\$15,634.17

Chair Ryan asked if there were any questions at this time. No questions were entertained.

Chair Ryan asked for approval for payment of the above-mentioned Claims Activity for the Month of **March 2010** in the amount of \$196,203.36.

Motion by Mr. Hatcher seconded by Mr. Cramer to approve the Claims Activity as submitted by Mr. Tontarski.

- ROLL CALL** *Yeas*
- Donna Ryan, **Westampton**
 - Kathy Burger, **Medford**
 - Michael Mansdoerfer, **Lumberton**
 - Doug Cramer, **Tabernacle**
 - Jeffrey Hatcher, **Delran**
 - Leonard Klepner, **Bordentown**
 - Richard Brook, **Florence**

David Matchett, **Shamong**
Linda Dougherty, **Edgewater Park**
Edward Ruggiano, *Alternate*, **Hainesport**
Richard Bethea, **Bass River**
Heather Cheesman, **Bordentown City**
Michael Templeton, **Delanco**

Nays None.
Abstain None.

All in favor. Motion carried by unanimous vote.

Cash Activity for the Month(s)

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$10,759,490.05 to a closing balance of \$10,512,501.96 showing a decrease in the Fund of \$246,988.09.

April 2010 Bill List - Approval

For the Executive Committee's consideration, Mr. Tontarski presented the *April 2010 Bill List* in the amount of \$462,335.14 as provided to the membership in the agenda packet. The *April 2010 Bill List* consists of the 2nd MEL Installment Premium and administrative costs for operating the Fund.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

Chair Ryan entertained a motion to accept the *March 2010 Treasurer's Report*, and approve the *April 2010 Bill List* in the amount of \$462,335.14 as presented.

Motion by Mr. Hatcher, seconded by Mr. Cramer to accept the *March 2010 Treasurer's Report*, and approve the *April 2010 Bill List* in the amount of \$462,335.14 as presented.

ROLL CALL *Yeas* Donna Ryan, **Westampton**
Kathy Burger, **Medford**
Michael Mansdoerfer, **Lumberton**
Doug Cramer, **Tabernacle**
Jeffrey Hatcher, **Delran**
Leonard Klepner, **Bordentown**
Richard Brook, **Florence**
David Matchett, **Shamong**
Linda Dougherty, **Edgewater Park**
Edward Ruggiano, *Alternate*, **Hainesport**
Richard Bethea, **Bass River**
Heather Cheesman, **Bordentown City**
Michael Templeton, **Delanco**

Nays None.
Abstain None.

All in favor. Motion carried by unanimous vote.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

COMMITTEE REPORTS

Executive Safety Committee Report – March 16, 2010

Ms. Jack gave a verbal account of the March 16th Executive Safety Committee Meeting last month. The official meeting minutes are made a part of the April agenda packet.

Finance Committee Report – April 1, 2010 (*handout*)

Mr. Mansdoerfer stated the April 1st Finance Committee Meeting minutes serve the membership as a handout. They are self-explanatory.

Mr. Mansdoerfer presented the following action items.

Authorization to Prepare, Solicit, and Receive Requests for Qualifications for Liability and Workers Compensation Defense Panel Members

The members of the Fund’s Defense Panel are appointed until June 30, 2010. The Fund must undertake a “Fair and Open” process with the intent of appointing attorneys to the Defense Panel at the June Executive Committee Meeting with appointments effective July 1, 2010.

Chair Ryan entertained a motion for *Authorization to Prepare, Solicit, and Receive Requests for Qualifications for Liability and Workers Compensation Defense Panel Members*.

Motion by Mr. Hatcher, seconded by Mr. Cramer for *Authorization to Prepare, Solicit, and Receive Requests for Qualifications for Liability and Workers Compensation Defense Panel Members*.

ROLL CALL	<i>Yeas</i>	Donna Ryan, Westampton Kathy Burger, Medford Michael Mansdoerfer, Lumberton Doug Cramer, Tabernacle Jeffrey Hatcher, Delran Leonard Klepner, Bordentown Richard Brook, Florence David Matchett, Shamong Linda Dougherty, Edgewater Park Edward Ruggiano, <i>Alternate</i> , Hainesport Richard Bethea, Bass River Heather Cheesman, Bordentown City Michael Templeton, Delanco
	<i>Nays</i>	None.
	<i>Abstain</i>	None.

All in favor. Motion carried by unanimous vote.

Budget Amendment

Mr. Mansdoerfer stated that a public hearing has been duly advertised to take place today. The 2010 Proposed Budget Amendment is for the addition of Wrightstown Borough into the BURLCOJIF. The addition of Wrightstown is \$42,497 bringing the 2010 Proposed Amended Budget Total to \$6,295,805.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

2010 Budget Amendment Public Hearing

Chair Ryan entertained a motion to *Open* the 2010 Budget Amendment Public Hearing.

Motion by Mr. Hatcher, seconded by Ms. Burger to *Open* the 2010 Budget Amendment Public Hearing. All in favor. Motion carried by unanimous vote.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

Chair Ryan entertained a motion to *Close* the 2010 Budget Amendment Public Hearing.

Motion by Mr. Hatcher, seconded by Mr. Cramer to *Close* the 2010 Budget Amendment Public Hearing. All in favor. Motion carried by unanimous vote.

2010 Budget Adoption

Chair Ryan entertained a motion to *Adopt* the 2010 Amended Budget in the amount of \$6,295,805 as presented.

Motion by Mr. Hatcher, seconded by Mr. Cramer to *Adopt* the 2010 Amended Budget as presented.

ROLL CALL	<i>Yeas</i>	Donna Ryan, Westampton Kathy Burger, Medford Michael Mansdoerfer, Lumberton Doug Cramer, Tabernacle Jeffrey Hatcher, Delran Leonard Klepner, Bordentown Richard Brook, Florence David Matchett, Shamong Linda Dougherty, Edgewater Park Edward Ruggiano, <i>Alternate</i> , Hainesport Richard Bethea, Bass River Heather Cheesman, Bordentown City Michael Templeton, Delanco
	<i>Nays</i>	None.
	<i>Abstain</i>	None.

All in favor. Motion carried by unanimous vote.

2010 Amended Assessment Certification Adoption

Chair Ryan entertained a motion to *Adopt* the 2010 Assessment Certification for 22 BURLCOJIF members as presented.

Motion by Mr. Hatcher, seconded by Mr. Cramer to *Adopt* the 2010 Assessment Certification for 22 BURLCJIF members as presented.

ROLL CALL	<i>Yeas</i>	Donna Ryan, Westampton Kathy Burger, Medford Michael Mansdoerfer, Lumberton Doug Cramer, Tabernacle Jeffrey Hatcher, Delran Leonard Klepner, Bordentown Richard Brook, Florence David Matchett, Shamong Linda Dougherty, Edgewater Park Edward Ruggiano, <i>Alternate</i> , Hainesport Richard Bethea, Bass River Heather Cheesman, Bordentown City Michael Templeton, Delanco
	<i>Nays</i>	None.
	<i>Abstain</i>	None.

All in favor. Motion carried by unanimous vote.

Joint Finance Committee Report – April 1, 2010

Mr. Mansdoerfer stated the April 1st Joint Finance Committee Meeting minutes are provided to the membership in the agenda packet. One of the topics discussed is the CSG Managed Care Fee Proposal.

Mr. Forlenza went onto explain that currently the Fund contracts with Scibal to provide a Managed Care Program for the Fund through CSG.

In 2009, Scibal was purchased by a managed care company. To protect their business interests, CSG approached the Fund seeking a direct contractual relationship with the Fund. The Executive Director's office was authorized by the Fund to negotiate a form of contract. During the Fall and Winter of 2009, the form of contract was finalized.

In February 2010, Mr. Morrone, President and CEO of CSG, submitted a proposal to increase the managed care fees for Fund Year 2010.

All three Funds – BURLCO/ ACM/ TRICO JIFs - are pleased with the quality of services that they are currently receiving from CSG.

Mr. Kearns indicated that in accordance with the Local Public Contract's Law, the Funds should undertake a Competitive Contracting Process prior to entering into an agreement with any Managed Care Provider.

This topic will be further discussed in Closed Session.

Strategic Planning Committee Report – April 13, 2010 (handout)

Chair Ryan stated the April 13th Strategic Planning Committee Meeting minutes are presented to the membership has a handout and are self-explanatory. Two main topics of discussion were the Annual Planning Retreat taking place on May 21st at the Bradford Estates in Hainesport and the 20th Anniversary of the Fund in 2011.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

MEL/RCF/ E-JIF REPORT

There were no MEL/ RCF/ E-JIF Reports.

MISCELLANEOUS BUSINESS

Next Meeting

The *Regular Meeting* of the BURLCOJIF will be held on ***Tuesday, May 20, 2010 at 4:00 PM*** at the ***Hainesport Township Municipal Building, Hainesport, New Jersey.***

PUBLIC COMMENT

Chair Ryan opened the meeting to the public for comment.

Hearing no comments, Chair Ryan closed the public portion of the meeting.

All in favor. Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION - APPROVAL

There were no matters presented for *Abandonment of Subrogation*.

Chair Ryan asked if there were any questions at this time. No questions were entertained.

CSG MANAGED CARE FEE PROPOSAL

As discussed in Closed Session, the Executive Committee recommends the Executive Director and Fund Solicitor move forward with the Request for Qualifications Process and enter into a Shared Service Agreement for the Request for Qualifications Process with five other Joint Insurance Funds – ACM, TRICO, ACCASBO, BCIP, and GSCCD for Managed Care Services.

Chair Ryan entertained a motion to authorize the Executive Director and Fund Solicitor move forward with the Request for Qualifications Process and enter into a Shared Service Agreement for the Request for Qualifications Process with five other Joint Insurance Funds – ACM, TRICO, ACCASBO, BCIP, and GSCCD for Managed Care Services.

Motion by Mr. Hatcher, seconded by Mr. Mansdoerfer to authorize the Executive Director and Fund Solicitor to move forward with the Request for Qualifications Process and enter into a Shared Service Agreement for the Request for Qualifications Process with five other Joint Insurance Funds – ACM, TRICO, ACCASBO, BCIP, and GSCCD for Managed Care Services

ROLL CALL	<i>Yeas</i>	Donna Ryan, Westampton Kathy Burger, Medford Michael Mansdoerfer, Lumberton Doug Cramer, Tabernacle Jeffrey Hatcher, Delran Leonard Klepner, Bordentown Richard Brook, Florence David Matchett, Shamong Linda Dougherty, Edgewater Park Edward Ruggiano, <i>Alternate</i> , Hainesport Richard Bethea, Bass River Heather Cheesman, Bordentown City Michael Templeton, Delanco
	<i>Nays</i>	None.
	<i>Abstain</i>	None.

All in favor. Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Ryan entertained a motion to adjourn the April 20, 2010 Executive Committee Meeting of the BURLCOJIF.

Motion by Mr. Mansdoerfer, seconded by Mr. Cramer to adjourn the April 20, 2010 Executive Committee Meeting of the BURLCOJIF. All in favor. Motion carried by unanimous vote.

The meeting was adjourned at 5:00 PM.

Colleen Ross, Recording Secretary for

KATHY BURGER, *FUND SECRETARY*



To: Fund Commissioners
From: Paul J. Miola, CPCU, ARM, Executive Director
Date: May 18, 2010
Re: **Executive Director's Report**

A. Lost Time Accident Frequency Report (pgs. 17-18)

The April 2010 Lost Time Accident Frequency Summary and the Statewide Recap for April 2010 are attached for your review.

B. Certificates of Insurance (pgs. 19-20)

A summary of the Certificates of Insurance issued during April 2010 is attached for your review.

C. 2009 Safety Incentive Program Awards (pg. 21)

A letter from our office describing how to collect your 2009 Safety Incentive Awards money was mailed on or about February 12, 2010. Please follow the instructions in your letter for claiming your Award. **Please note that the deadline for claiming or encumbering these funds is November 30, 2010.**

D. 2010 Optional Safety Budget (pg. 22)

A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2010 Optional Safety Budget allowance, please contact our office. **Please note that the deadline for claiming or encumbering these funds is November 30, 2010.**

E. Employment Practices Liability Coverage – Update (pg. 23)

A compliance status report regarding the Employment Practices Liability Coverage is attached for your review. **Please note that this report was updated effective January 1st to include EPL loss history for Fund Years 2004 through 2008 to determine member's individual deductibles.** If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

F. EPL Attorney Hotline Update (pg. 24)

The JIF has provided each member with (2) **two** hours of employment practices attorney consulting services. This service can be a valuable tool in avoiding litigation for members facing difficult employment issues. If you need additional information regarding this program, please contact our office. **The Hotline phone number is 856-234-6800.**

G. EPL Hotline – Authorized Contact List (pg. 25)

Enclosed, please find the most recent list of authorized contacts for the EPL Attorney Hotline. These are the only representatives authorized to access this service. Note that several members have not designated authorized contacts. Please review this list to be sure that the authorized contacts are accurate for your municipality. Please contact the Executive Director's Office with any changes to this list.

H. Financial Fast Track Report – (pg. 26)

The Financial Fast Track Report for March 2010 is attached for your review. This report is generated by PERMA and provides a "snapshot" of the JIF's financial status. The JIF's surplus position as of March 31, 2010 was \$4,097,931.

I. Regulatory Filing Checklists (pgs. 27-28)

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items outlined.

J. Capehart & Scatchard Updates (pgs. 29-40)

John Geaney, Esq. of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of his latest update are included for your information.

K. Statutory Bond Status (pgs. 41)

Attached for your review is the latest listing of Statutory Bonds issued by the MEL for JIF members. This list should be reviewed for accuracy. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA. Cate can be reached at 201-587-0555.

L. EPL Plan of Risk Management Updates (pgs. 42-49)

Recently, the MEL uploaded to their website (www.NJMEL.org) instructions, a checklist, and required policy language changes and training requirements that each member will need to complete to remain, or come into compliance with, the MEL's 2010-2011 Employment Practices Liability Program. This information was also sent to each Fund Commissioner by the MEL on October 1, 2009. Members submitting the required checklist by May 1, 2010 will qualify for both the deductible and rate incentives retroactively to January 1, 2010. Members submitting this checklist after May 1, 2010 will become eligible for the deductible incentive upon approval of the application, but not retroactively. Members submitting this checklist after May 1, 2010 will not be eligible for the 2010 rate incentive. A copy of the October 1, 2009 correspondence outlining the program is attached for your review.

M. Police Training Announcement (pgs. 50-51)

Beginning this year, an additional requirement of the MEL's 2010 Employment Practices Liability Program is attendance by all Police Chiefs and at least one additional member of Command Staff at the *Risk Management for Police Executives* training seminar. This all day seminar focuses on the causes of losses and lawsuits including workers compensation, auto liability, general liability and employment practices liability, as well as pre-employment and fitness for duty evaluations. In particular, the latest court trends and decisions impacting police agencies will be reviewed along particular approaches to improve operations. All command staff are encouraged to attend this free training opportunity. **Three final makeup sessions have been**

schedule. A copy of the invitation including dates, locations, and registration form is included for your review.

N. Payroll Audits

On February 24, 2010, a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that once again Overland Solutions Inc. will be performing workers' compensation exposure verification audits of members' year 2009 payrolls. These payrolls will serve as the basis for your 2011 workers compensation renewal data. Payroll Auditor Angelina Paul from Overland Solutions has been contacting each member to set up a mutually convenient date and time for the audit.

O. Property Appraisals (pgs. 52)

On or about March 4, 2010, a copy the 2009 property schedules as updated by our property appraisers ASSETWORKS were mailed to all Risk Management Consultants asking that they advise ASSETWORKS of any additions or deletions of insurable properties that have occurred since these schedules were last updated. Risk Management Consultants were asked to respond by **March 31, 2010**. A member status report as of April 30, 2010 is included for your review.

P. 2010 Planning Retreat (pgs. 53-54)

The Annual Planning Retreat will be held on May 21, 2010 beginning at 8:30 AM at the Bradford Estates in Hainesport. Attached is a copy of the formal invitation that was e-mailed to all Fund Commissioners on April 20, 2010.

Q. Revenue & Appropriations (pg. 55)

On April 26, 2010 a request was made to all Municipal Clerks seeking copies of your 2010 Published Revenue and Appropriations Summary. Members are requested to forward the published budget summary to the Executive Director's Office once available.

R. Member Visitation Program

Beginning later this month, Jackie Parsons from our office, will be contacting those members up for renewal this year to schedule an appointment with the Fund Commissioner. Ms. Parsons will take this opportunity to discuss the member's participation in the JIF and the many programs available to them. We hope these members will take advantage of this value added service available through the Executive Director's office.

S. Exposure Data Management System Training (pgs. 56-58)

Last Fall the Fund authorized Exigis to develop an exposure data management system that will allow members and their RMC's to review and manage their exposure information via the internet. The system is now complete and ready to be implemented for the 2011 Renewal. Training sessions have been scheduled for May 25th and 27th. This training is recommended for Fund Commissioners and RMC's. Attendance at each session is limited to the first 40 respondents. A copy of the invite and response form is included for your review.

T. New Member Activity

There is no new member activity at this time.

**Burlington County Municipal Joint Insurance Fund
2009 Safety Incentive Awards Distribution**

Member Municipality	Opening Balance	Jan 2010	Feb 2010	March 2010	April 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	Paid in 2011	Total YTD Expenses	Ending Balance	Encumb. Funds
Bass River	1,300.00			1,300.00											1,300.00	0.00	
Beverly																	
Bordentown City	1,500.00														0.00	1,500.00	
Bordentown Twp	1,375.00														0.00	1,375.00	
Chesterfield	1,300.00				1,300.00										1,300.00	0.00	
Delanco	1,625.00			1,625.00											1,625.00	0.00	
Delran	1,950.00														0.00	1,950.00	
Edgewater	1,250.00														0.00	1,250.00	
Florence	1,950.00														0.00	1,950.00	
Hainesport	1,300.00			1,300.00											1,300.00	0.00	
Lumberton	1,950.00														0.00	1,950.00	
Mansfield	1,625.00			1,625.00											1,625.00	0.00	
Medford	2,275.00					2,275.00									2,275.00	0.00	
Mount Laurel	1,925.00														0.00	1,925.00	
North Hanover	1,100.00														0.00	1,100.00	
Riverside	1,950.00			1,950.00											1,950.00	0.00	
Shamong	1,300.00														0.00	1,300.00	
Southampton	1,625.00														0.00	1,625.00	
Springfield	1,300.00														0.00	1,300.00	
Tabernacle	1,300.00					1,300.00									1,300.00	0.00	
Westampton	1,625.00														0.00	1,625.00	
Wrightstown	NEW																
Total By Line	\$31,525.00	\$0.00	\$0.00	\$7,800.00	\$1,300.00	\$3,575.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$12,675.00	\$18,850.00	

Must be Claimed or Encumbered by November 30, 2010. All Encumbered Claims Must be Claimed by February 1, 2011

**Burlington County Municipal Joint Insurance Fund
2010 Optional Safety Budget**

Member Municipality	Opening Balance	January 2010	February 2010	March 2010	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	Paid 2011	Date of Encumbrance	Unpaid Balance
Bass River	750.00															750.00
Beverly	1,200.00															1,200.00
Bordentown City	1,200.00															1,200.00
Bordentown Twp.	2,000.00															2,000.00
Chesterfield	750.00															750.00
Delanco	1,200.00															1,200.00
Delran	2,000.00															2,000.00
Edgewater Park	1,200.00															1,200.00
Florence	2,000.00															2,000.00
Hainesport	750.00														1/04/2010	750.00
Lumberton	2,000.00															2,000.00
Mansfield	1,200.00															1,200.00
Medford	3,500.00															3,500.00
Mount Laurel	3,500.00															3,500.00
North Hanover	1,200.00															1,200.00
Riverside	2,000.00															2,000.00
Shamong	750.00															750.00
Southampton	1,200.00															1,200.00
Springfield	750.00															750.00
Tabernacle	750.00															750.00
Westampton	1,200.00															1,200.00
Wrightstown	750.00															750.00
Total By Line	\$31,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$31,850.00

Must be Claimed or Encumbered by November 30, 2010. All Encumbered Claims Must be Claimed by February 1, 2011

**Burlington County Municipal Joint Insurance Fund
2010 JIF EPL Attorney Hotline - Hours Used/Available**

Member Municipality	Opening Balance	January 2010	Feb 2010	March 2010	April 2010	May 2010	June 2010	July 2010	August 2010	September 2010	October 2010	November 2010	December 2010	Hours Available
Bass River	2.22													2.22
Beverly	2.22			2.22										-
Bordentown City	2.22													2.22
Bordentown Twp	2.22													2.22
Chesterfield	2.22													2.22
Delanco	2.22													2.22
Delran	2.22													2.22
Edgewater Park	2.22													2.22
Florence	2.22													2.22
Hainesport	2.22													2.22
Lumberton	2.22			0.40										1.82
Mansfield	2.22													2.22
Medford	2.22	2.22												-
Mt. Laurel	2.22													2.22
North Hanover	2.22		2.22											-
Riverside	2.22													2.22
Shamong	2.22													2.22
Southampton	2.22													2.22
Springfield	2.22													2.22
Tabernacle	2.22													2.22
Westampton	2.22													2.22
Wrightstown	2.22													2.22
Total By Line	48.84	2.22	2.22	2.62	-	-	-	-	-	-	-	-	-	41.78

Must be used by December 31, 2010

**BURLINGTON COUNTY MUNICIPAL
JOINT INSURANCE FUND
RESOLUTION #2010-_____**

**A RESOLUTION AUTHORIZING THE CHAIRPERSON AND
SECRETARY OF THE BURLINGTON COUNTY MUNICIPAL
JOINT INSURANCE FUND TO EXECUTE AN AGREEMENT TO
PARTICIPATE IN A SHARED SERVICES AGREEMENT FOR
MANAGED CARE SERVICES**

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 Commissioners of the Burlington County Municipal Joint Insurance Fund have determined that the Burlington County Municipal Joint Insurance Fund is distinguished from commercial insurance providers by virtue of the fact that it is formed by municipalities, it is funded by public monies appropriated by the member municipalities, it serves a public purpose and is responsible for the discharge of its function in a manner consistent with policies applicable to municipal government; and

WHEREAS, *N.J.S.A. 40A:65-1 et. seq.* provides the authority for a “local unit” to enter into a Shared Services Agreement with other “local units”, and it has been determined that the Burlington County Municipal Joint Insurance Fund qualifies as a “local unit” under the definitions contained in the Statute; and

WHEREAS, it has been deemed to be in the best interest of the Burlington County Municipal Joint Insurance Fund to enter into a Shared Services Agreement with the following “local units” for the purpose of advertising a Request for Proposals under the “Competitive Contracting” section of the Local Public Contracts Law (*N.J.S.A. 40A:11-4.1*) to provide Managed Care Services to each of the “local units”:

- a.) Atlantic County Municipal Joint Insurance Fund
- b.) Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund
- c.) Burlington & Cape May Counties Association of School Business Officials Joint Insurance Fund
- d.) Burlington County Insurance Pool Joint Insurance Fund
- e.) Gloucester, Cumberland, Salem School Districts Joint Insurance Fund; and

WHEREAS, the Commissioners of the Burlington County Municipal Joint Insurance Fund have determined that it is appropriate to authorize the execution of this Shared Services Agreement, a copy of which Agreement is attached hereto, which authorizes the advertisement of the Request for Proposals for Managed Care Services, a copy of which Request is also attached hereto.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund assembled in a public session May 18, 2010, that:

1. The Chairperson and Secretary of the Burlington County Municipal Joint Insurance Fund are authorized to execute the Shared Services Agreement which is attached hereto.

2. The Agreement provides that the Request for Proposals for Managed Care Services under the “Competitive Contracting” section of the Local Public Contracts Law (*N.J.S.A. 40A:11-4.1*) shall be advertised and submitted to Managed Care Services vendors requesting that they submit proposals to provide the requested services to the “local units” participating in the Shared Services Agreement. A copy of the Request for Proposals is also attached hereto.

BE IT FURTHER RESOLVED, that copies of this Resolution shall be filed with the New Jersey Division of Local Government Services in the Department of Community Affairs.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on May 18, 2010.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
Kathy Burger, Secretary

By: _____
Donna Ryan, Chairperson

Date:_____

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2010-___**

**RESOLUTION AUTHORIZING THE RELEASE OF FUND YEAR 2009 CLOSED SESSION
EXECUTIVE COMMITTEE MEETING MINUTES AS RECOMMENDED BY THE FUND
SOLICITOR.**

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 Burlington County Municipal Joint Insurance Fund is subject to the provisions of N.J.S.A. 10:4-6 the "Open Public Meetings Act"; and

WHEREAS, in 2009, the Executive Committee, during regularly scheduled meetings of the Fund, deemed it necessary to enter into a closed session to discuss matters affecting the safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations as authorized by N.J.S.A. 10:4-12; and

WHEREAS, in accordance with N.J.S.A. 10:4-14 minutes of these closed sessions were transcribed by the Fund Recording Secretary and approved by the Executive Committee; and

WHEREAS, in correspondence date February 17, 2010, the Fund Recording Secretary requested that the Fund Solicitor review the closed session meeting minutes from Fund Year 2009 to make a determination as to whether any of these minutes could be released to the public; and

WHEREAS, the Fund Solicitor has advised the Executive Director's Office that the Closed Session Minutes from the Executive Committee Meetings held during Fund Year 2009 could be released to the public in their entirety, as all matters discussed have now been resolved.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that that the 2009 Executive Committee Closed Session Minutes are hereby authorized to be released to the public in their entirety as all matters discussed have now been resolved: and

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on May 18, 2010.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
Donna Kathy Burger, Secretary

By: _____
Donna Ryan, Chairperson

Date: _____



BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND SAFETY DIRECTOR'S REPORT

TO: Municipal Fund Commissioners
FROM: Joanne Hall, Safety Director
DATE: May 6, 2010

Service Team:

Joanne Hall, Safety Director jhall@connerstrong.com Office: 732-736-5286 Cell: 908-278-2792	Karen La Sala, Executive Assistant klasala@connerstrong.com Office: 732-660-5006
John Saville, Consultant jsaville@connerstrong.com Office: 732-736-5009 Cell: 609-330-4092	
Mailing Address: 231 Main Street, P. O. Box 2017, Toms River, New Jersey 08754 New Fax: 732-736-7061 Toll Free: 877-861-3220	

APRIL ACTIVITIES

LOSS CONTROL SERVICES

- Township of Delanco - Skate Park revisited on April 6
- Township of Delran – Attended a Safety Committee Meeting on April 1
- Township of Lumberton – Conducted a Renewal Survey on April 6 and attended a Safety Committee Meeting on April 21
- Township of Florence – Conducted a Loss Control Survey on April 29

JIF MEETINGS ATTENDED

- Executive Committee Meeting – April 20
- Police Chief Ad Hoc Committee – April 16

MEL VIDEO LIBRARY

The following members used the MEL Video Library during the month of April. **Please note the new e-mail address: melvideolibrary@connerstrong.com and telephone number: 856-552-4900. To either view the full video catalog or rent videos, use the above website or NJMEL.org.**

<u>Municipality</u>	<u># of Videos</u>
Township of Bass River	3
Township of Florence	1
Township of Medford	2
Township of Tabernacle	2
Township of Westampton	3

NEW SAFETY DIRECTOR'S BULLETINS

- None for April

UPCOMING EVENTS

- Executive Committee Meeting – May 18
- Executive Safety Committee Meeting – June 15
- Traffic Safety Workshop – June 15

MSI LEARNING MANAGEMENT SYSTEM

- On-site training available to help members with the MSI Learning Management System. Contact Joanne Hall if you would like to have an intern assist you with the program.
- Easy to use on-line tutorials accessible through the NJMEL.org website.

To access the LMS website:

1. NJMEL.org
2. Click the MSI Link
3. Click on-line Administrator Training or Supervisor Training buttons.

Need assistance?

1. Conner Strong consultants can help during their visits.
2. Conner Strong LMS Help Desk (1-866-661-5120):

Andrea Felip, 856-552-4740 (Marlton office)

Natalie Dougherty, 856-552-4738 (Marlton office)

3. E-mail MSI@PERMAINC.com

MSI TRAINING PROGRAMS

Advanced Safety Leadership classes have been scheduled for the remainder of 2010. A copy of the announcement and registration are included.

Listed below are upcoming MSI training programs scheduled for May, June and July. **Pre-registration is required for all MSI classes.** A listing of all 2010 MSI Classes can be found on the MEL website, NJMEL.org.

MSI classes are subject to cancellation or rescheduling at any time. Members are reminded to check the website to verify that the classes have not changed. Registering your staff will ensure that you will be notified of any changes made to the schedule.

Date	Territory	Location	Topic	Time
5/4/10	4	Township of Manchester	DDC-6	8:00 - 2:30 pm w/lunch brk
5/5/10	4	Borough of Rumson #1	Sanitation & Recycling Safety	8:00 - 10:00 am
5/5/10	4	Borough of Rumson #1	BBP-Re	10:15 - 11:15 am
5/5/10	4	Borough of Rumson #1	Chain Saw / Chipper Safety	11:15 - 12:15 pm
5/5/10	4	Two River Water Reclamation	BBP-Re	2:00 - 3:00 pm
5/12/10	4	Borough of Lakehurst	Confined Space Awareness	8:30 - 10:00 am
5/12/10	4	Borough of Lakehurst	Fire Extinguisher	10:15 - 11:15 am
5/13/10	4	Township of Ocean #2 (Mid-Jersey)	LOTO	10:15 - 12:15 pm
5/14/10	4	Township of Little Egg Harbor	Flagger / Workzone Safety	8:00 - 12:00 pm
5/14/10	4	Township of Little Egg Harbor	Hearing Conservation	12:30 - 2:00 pm
5/18/10	4	Township of Toms River	Summer Seasonal Employee Training	8:00 - 12:00 pm
5/19/10	4	Western Monmouth UA (Host Town Only)	PIT/Forklift - Certification	8:00 - 2:30 pm w/lunch brk
5/21/10	4	Borough of Red Bank (Host Town Only)	PIT/Forklift - Certification	8:00 - 2:30 pm w/lunch brk
5/24/10	4	Township of Marlboro #4	CSE-Permit Required w/Practical Exercise	8:00 - 1:30 pm w/lunch brk
5/25/10	4	Township of Toms River	LOTO	12:30 - 2:30 pm
5/26/10	4	Borough of Rumson #1	HazMat-Awareness	8:00 - 11:00 am
5/3/10	5	Borough of Glassboro #1	HazCom-Re	7:30 - 9:00 am
5/4/10	5	Township of Tabernacle	Fire Safety	8:00 - 9:00 am
5/4/10	5	Township of Tabernacle	Fire Extinguisher	9:15 - 10:15 am
5/4/10	5	Township of Tabernacle	Chain Saw / Chipper Safety	10:30 - 11:30 am
5/7/10	5	Township of Willingboro	DDC-6	8:00 - 2:30 pm w/lunch brk
5/10/10	5	Borough of Westville #1	BBP-Initial	8:00 - 10:00 am
5/10/10	5	Borough of Westville #1	HazCom-Re	10:15 - 11:45 am
5/11/10	5	Township of Westampton #1	CEVO-Fire-Evening	7:00 - 11:00 pm
5/12/10	5	City of Burlington #2	HazMat-Awareness	8:00 - 11:00 am
5/13/10	5	Merchantville-Pennsauken W.C. #1	Ladder Safety & Walking Surfaces	8:00 - 10:00 am
5/13/10	5	Merchantville-Pennsauken W.C. #1	Ladder Safety & Walking Surfaces	10:15 - 12:15 pm
5/13/10	5	Borough of Haddonfield #1	DDC-6	8:30 - 3:00 pm w/lunch brk
5/14/10	5	Township of Woolwich #1	Fire Safety	9:00 - 10:00 am
5/14/10	5	Township of Woolwich #1	Fire Extinguisher	10:15 - 11:15 am
5/17/10	5	Borough of Glassboro #1	Flagger/Workzone Safety	7:30 - 11:30 am
5/18/10	5	Borough of Clementon	Confined Space Awareness	8:00 - 9:30 am

Date	Territory	Location	Topic	Time
5/18/10	5	Borough of Clementon	Chain Saw Safety	9:45 - 10:45 am
5/18/10	5	Borough of Clementon	Respiratory Protection	11:00 - 12:00 pm
5/20/10	5	City of Gloucester	Playground Safety	9:00 - 11:00 am
5/20/10	5	City of Gloucester	Chain Saw / Chipper Safety	11:15 - 12:15 pm
5/21/10	5	Borough of Barrington	CDL-Controlled Substances & Safety Regulations	8:00 - 11:00 am
5/21/10	5	Borough of Barrington	HazCom-Re	11:30 - 1:00 pm
5/24/10	5	Township of Tabernacle	HazCom-Initial	8:00 - 10:00 am
5/24/10	5	Township of Tabernacle	BBP-Re	10:15 - 11:15 am
5/24/10	5	Township of Franklin #3 (Gloucester)	Playground Safety	8:00 - 10:00 am
5/24/10	5	Township of Mantua	BBP-Re	12:00 - 1:00 pm
5/24/10	5	Township of Mantua	Sanitation & Recycling Safety	1:00 - 3:00 pm
5/25/10	5	Township of Voorhees	Office Safety	8:30 - 10:30 am
5/25/10	5	Township of Voorhees	Violence in the Workplace	10:45 - 11:45 am
5/25/10	5	Township of Voorhees	Back Safety / Material Handling	12:00 - 1:00 pm
5/25/10	5	Township of Greenwich	CEVO-Fire-Evening	6:00 - 10:00 pm
5/5/10	6	Township of Galloway	DDC-6	8:00 - 2:30 pm w/lunch brk
5/7/10	6	Township of Upper Deerfield	HazCom-Initial	8:00 - 10:00 am
5/7/10	6	Township of Upper Deerfield	Fire Safety	10:15 - 11:15 am
5/7/10	6	Township of Upper Deerfield	Fire Extinguisher	11:30 - 12:30 pm
5/10/10	6	City of Newfield	CEVO-Fire-Evening	6:30 - 10:30 pm
5/13/10	6	City of Millville #3	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/14/10	6	Township of Pennsville #1	LOTO	8:00 - 10:00 am
5/14/10	6	Township of Pennsville #1	PPE	10:15 - 12:15 pm
5/17/10	6	Lower Township MUA	Hearing Conservation	10:15 - 11:45 am
5/17/10	6	Township of Upper	Sanitation & Recycling Safety	8:00 - 10:00 am
5/17/10	6	Township of Upper	Playground Safety	10:15 - 12:15 pm
5/17/10	6	Township of Upper	Back Safety / Material Handling	1:00 - 2:00 pm
5/20/10	6	City of Millville #3	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/21/10	6	Township of Carneys Point #2	Sanitation & Recycling Safety	8:00 - 10:00 am
5/21/10	6	Township of Carneys Point #2	Office Safety	10:15 - 12:15 pm
5/21/10	6	Township of Carneys Point #2	HazCom-Re	12:00 - 1:30 pm
5/28/10	6	Township of Upper Deerfield	Hazard ID & JSO	8:30 - 11:30 am
6/1/10	4	Township of Holmdel #3	HazMat-Awareness	8:00 - 11:00 am
6/1/10	4	Township of Holmdel #3	Shop & Tool Safety	11:15 - 12:15 pm
6/2/10	4	Township of Lakewood #1	Heavy Equipment (General Safety & Modules 1, 2, 3, 4 & 5)	8:30 - 3:00 pm w/lunch brk
6/3/10	4	Borough of Sea Girt #1	Summer Seasonal Employee Training	8:30 - 12:30 pm
6/4/10	4	Township of Little Egg Harbor	CDL-Controlled Substances & Safety Regulations	8:30 - 11:30 am
6/4/10	4	Township of Little Egg Harbor	HazCom-Initial	12:00 - 2:00 pm
6/8/10	4	Borough of Red Bank	CSE-Permit Required w/Practical Exercise	8:00 - 1:30 pm w/lunch brk

Date	Territory	Location	Topic	Time
6/9/10	4	Borough of Seaside Heights	Summer Seasonal Employee Training	7:00 - 11:00 am
6/10/10	4	Township of Lacey #1	Excavation/Trenching/Shoring	7:30 - 11:30 am
6/11/10	4	Township of Ocean #2 (Mid-Jersey) (Host Town Only)	PIT/Forklift - Certification	8:00 - 2:30 pm w/lunch brk
6/14/10	4	Township of Toms River	Summer Seasonal Employee Training	8:00 - 12:00 pm
6/15/10	4	Township of Barnegat #1	Back Safety / Material Handling	8:00 - 9:00 am
6/15/10	4	Township of Barnegat #1	Jetter Safety Awareness	9:15 - 11:15 am
6/15/10	4	Township of Barnegat #1	Respiratory Protection	12:00 - 1:00 pm
6/15/10	4	Township of Barnegat #1	BBP-Re	1:15 - 2:15 pm
6/15/10	4	Township of Barnegat #1	Fire Safety	2:30 - 3:30 pm
6/16/10	4	Borough of Lakehurst	Jetter Safety Awareness	8:30 - 10:30 am
6/16/10	4	Borough of Lakehurst	BBP-Re	10:45 - 11:45 am
6/17/10	4	Township of Manchester	CEVO-Fire-Evening	6:00 - 10:00 pm
6/21/10	4	Township of Marlboro	CDL-Controlled Substances & Safety Regulations	8:00 - 11:00 am
6/21/10	4	Township of Marlboro	CDL-Supervisors Reasonable Suspicion	11:30 - 1:30 pm
6/22/10	4	Township of Manchester	CEVO-EMS-Evening	6:00 - 10:00 pm
6/23/10	4	Township of Toms River	CDL - Supervisors Reasonable Suspicion	8:00 - 10:00 am
6/23/10	4	Township of Toms River	Back Safety / Material Handling	10:15 - 11:15 am
6/23/10	4	Western Monmouth UA	PIT/Forklift - Certification	8:00 - 2:30 pm w/lunch brk
6/24/10	4	Borough of Beach Haven #1	Summer Seasonal Employee Training	9:00 - 1:00 pm
6/29/10	4	Borough of Red Bank	Flagger / Workzone Safety	8:00 - 12:00 pm
6/1/10	5	Borough of Medford Lakes #1	Heavy Equipment (General Safety & Modules 1)	8:00 - 11:30 am
6/4/10	5	Township of Mantua	Heavy Equipment (General Safety & Module 1, 2, 4 & 6)	8:30 - 3:00 pm w/lunch brk
6/7/10	5	Township of Winslow	DDC-6	8:30 - 3:00 pm w/lunch brk
6/10/10	5	Township of Pemberton (Host Town Only)	PIT/Forklift - Certification	8:00 - 2:30 pm w/lunch break
6/14/10	5	Borough of Westville #1	LOTO	8:00 - 10:00 am
6/14/10	5	Borough of Westville #1	Sanitation & Recycling Safety	10:15 - 12:15 pm
6/15/10	5	Township of Westampton #1	CEVO-EMS-Evening	7:00 - 11:00 pm
6/18/10	5	Township of Winslow	CMVO	8:30 - 12:30 pm
6/21/10	5	Township of Franklin #3 (Gloucester)	PPE	8:00 - 10:00 am
6/22/10	5	Township of Mt. Laurel	HazMat-Awareness	8:00 - 11:00 am
6/24/10	5	City of Gloucester	HazMat-Awareness	9:00 - 12:00 pm
6/28/10	5	Borough of Glassboro #1	Summer Seasonal Employee Training	7:30 - 11:30 am
6/29/10	5	Township of Winslow	Leaf Vac Safety	8:00 - 9:30 am
6/29/10	5	Township of Winslow	Chain Saw Safety	9:45 - 10:45 am
6/29/10	5	Township of Winslow	Asbestos Awareness	11:00 - 12:00 pm
6/2/10	6	Lower Township MUA	LOTO	8:00 - 10:00 am
6/2/10	6	Lower Township MUA	Confined Space Awareness	10:15 - 11:45 am
6/4/10	6	City of Northfield #1	DDC-6	8:00 - 2:30 pm w/lunch brk

Date	Territory	Location	Topic	Time
6/10/10	6	City of Millville #3	Chain Saw / Chipper Safety	9:00 - 10:00 am
6/11/10	6	Township of Galloway	PPE	8:00 - 10:00 am
6/11/10	6	Township of Galloway	Accident Investigation	10:15 - 12:15 pm
6/14/10	6	Borough of Longport #1	CEVO-EMS - Evening	7:00 - 11:00 pm
6/14/10	6	City of Millville #3	Respiratory Protection	9:00 - 10:00 am
6/17/10	6	Township of Pennsville #1	Respiratory Protection	8:00 - 9:00 am
6/17/10	6	Township of Pennsville #1	Violence in the Workplace	9:15 - 10:15 am
6/17/10	6	Township of Pennsville #1	Violence in the Workplace	10:30 - 11:30 am
6/18/10	6	Township of Galloway	Summer Seasonal Employee Training	8:00 - 12:00 pm
7/7/10	4	Township of Lakewood #1	BBP-Initial	8:00 - 10:00 am
7/7/10	4	Township of Lakewood #1	HazCom-Re	10:15 - 11:45 am
7/7/10	4	Township of Lakewood #1	Shop & Tool Safety	12:30 - 1:30 pm
7/8/10	4	Township of Manchester	Back Safety/Patient Handling for Responders-Evening	6:00 - 7:30 pm
7/13/10	4	Township of Marlboro	LOTO	8:00 - 10:00 am
7/14/10	4	Two River Water Reclamation	CSE-Permit Required w/Practical Exercise	8:00 - 1:30 pm w/lunch brk
7/14/10	4	Western Monmouth UA	Ladder Safety & Walking Surfaces	8:00 - 10:00 am
7/14/10	4	Western Monmouth UA	Fall Protection Awareness	10:15 - 12:15 pm
7/15/10	4	South Monmouth Regional SA	HazCom-Re	8:30 - 10:00 am
7/21/10	4	Township of Lakewood #1	Sanitation & Recycling Safety	8:00 - 10:00 am
7/21/10	4	Township of Lakewood #1	Ladder Safety& Walking Surfaces	10:15 - 12:15 pm
7/21/10	4	Township of Lakewood #1	Respiratory Protection	1:00 - 2:00 pm
7/23/10	4	Borough of Red Bank	Jetter Safety Awareness	8:00 - 10:00 am
7/23/10	4	Borough of Red Bank	LOTO	10:15 - 12:15 pm
7/28/10	4	Borough of Lakehurst	Fire Safety	8:30 - 9:30 am
7/29/10	4	Borough of Manasquan #1	Fall Protection Awareness	8:00 - 10:00 am
7/29/10	4	Borough of Manasquan #1	Asbestos Awareness	10:15 - 11:15 am
7/1/10	5	Township of Pemberton	Fire Safety	8:00 - 9:00 am
7/1/10	5	Township of Pemberton	Shop & Tool Safety	9:15 - 10:15 am
7/1/10	5	Township of Pemberton	Asbestos Awareness	10:30 - 11:30 am
7/7/10	5	Township of Burlington	Summer Seasonal Employee Training	8:00 - 12:00 pm
7/12/10	5	Township of Hainesport	Back Safety/Patient Handling for Responders-Evening	7:00 - 8:30 pm
7/13/10	5	Township of Mount Laurel	Advanced Safety Leadership (Part 1)	8:30 - 3:30 pm
7/19/10	5	Township of Franklin #3 (Gloucester)	Respiratory Protection	8:00 - 9:00 am
7/19/10	5	Township of Franklin #3 (Gloucester)	Violence in the Workplace	9:15 - 10:15 am
7/20/10	5	Township of Mount Laurel	Advanced Safety Leadership (Part 2)	8:30 - 3:30 pm
7/26/10	5	Borough of Westville #1	Excavation/Trenching/Shoring	8:00 - 12:00 pm
7/26/10	5	Borough of Westville #1	Chain Saw / Chipper Safety	12:30 - 1:30 pm
7/27/10	5	Township of Westampton #1	Back Safety/Patient Handling for Responders-Evening	7:00 - 8:30 pm
7/27/10	5	Deptford Township MUA	DDC-6	8:00 - 2:30 pm w/lunch brk

Date	Territory	Location	Topic	Time
7/9/10	6	City of Ocean City #4	Summer Seasonal Employee Training	8:00 - 12:00 pm
7/12/10	6	Township of Egg Harbor #5	Hearing Conservation	8:00 - 9:30 am
7/12/10	6	Township of Egg Harbor #5	Violence in the Workplace	9:45 - 10:45 am
7/12/10	6	Township of Egg Harbor #5	Violence in the Workplace	11:00 - 12:00 pm
7/15/10	6	City of Millville #3	Hazard ID & JSO	9:00 - 11:00 am
7/16/10	6	Township of Carneys Point #2	CEVO-Fire	8:00 - 12:00 pm
7/30/10	6	Township of Dennis	Playground Safety	8:00 - 10:00 am



To: Safety Coordinators, Fund Commissioners, Risk Management Consultants and Executive Director

From: Joanne Hall and John Lapatchka, Safety Directors

Date: March 23, 2010

Subject: **Advanced Safety Leadership Class**

Target Audience: Persons with safety leadership responsibility, including Managers, Supervisors, Safety Coordinators, Fund Commissioners, DPW or Utility Department Superintendents are invited.

Both sessions (Day 1 and Day 2) are required to qualify for Certificate of Completion. Participants completing all course requirements will also qualify to receive 10-hour OSHA Outreach (General Industry) Card. Class size limited to 35 participants.

The following CEU's/TCH's will be issued:

CEU's - 10 Management for Certified Public Works Mgt.

TCH's - 10 Safety for Water/Wastewater

Pre-registration is required. Please register for each session with the enclosed 2010 MSI Registration form or go to the MSI Learning Management System (<http://njmel.org>) to register on line.

Becoming an effective "Safety Leader" involves developing a combination of knowledge and skills. The course will emphasize hazard identification, avoidance, control and prevention with practical examples from municipal operations and exposures. Topics from General Industry standards will focus on technical training requirements including:

- Communication for Safety
- Introduction to OSHA / PEOSHA
- Job Hazard Assessments
- Safety and Health Programs
- Basics of Industrial Hygiene basics (noise and respiratory exposures)
- Ergonomics, body mechanics and soft tissue injuries
- Walking & Working Surfaces
- Exit Routes & Emergency Action Plans
- Fire Prevention Plans & Fire Protection
- Control of hazardous energy (LOTO) & Machine Guarding
- Electrical Safety, NFPA 70E and PPE.

Mark your calendars! Registration at 8:15 a.m. and programs begin at 8:30 a.m.

April 13 and April 20, 2010

Borough of Longport Municipal Building

2305 Atlantic Avenue
Longport, New Jersey 08403

May 4 and May 11, 2010

Township of Mount Olive Municipal Building

204 Flanders-Drakestown Road
Budd Lake, New Jersey 07828

July 13 and July 20, 2010

Township of Mount Laurel

Mount Laurel Senior/Meeting Center
100 Mount Laurel Road
Mount Laurel, New Jersey 08054

September 22 and September 29, 2010

Village of Ridgewood Municipal Building

Mayor and Council Chambers
131 North Maple Avenue, 4th Floor
Ridgewood, New Jersey 07450

October 13 and October 20, 2010

Township of Manchester Municipal Building

Civic Center, Basement
1 Colonial Drive
Manchester, New Jersey 08759

2010 MSI REGISTRATION FORM

PLEASE PRINT CLEARLY AND USE A SEPARATE SHEET FOR EACH CLASS

For additions please send on separate form.

LAST NAME									

FIRST NAME									

Employer: _____

(Please list municipality, school district or authority)

Supervisor: _____ Phone Number: _____

Class Name: _____

Date: _____

Time: _____

Class Location: _____

Forward the completed form to the MSI Coordinator via one of the following methods:

New Fax: 856-685-2210

New Address: MSI c/o Conner Strong Risk Control
40 Lake Center Executive Park
401 Rt. 73 North, P.O. Box 177, Marlton, NJ 08053

For questions:

MSI Website Help Line: (866) 661-5120

Reproduce or photocopy this form as needed for future registrations.

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	Hazard ID and Job Site Observations	1 / T,M
Advanced Safety Leadership	10 / M	Heavy Equipment Safety	1 / G
Asbestos Awareness	1 / T,G	Heavy Equipment Safety	2 / T
Back Safety / Material Handling	1 / T	Housing Authority Safety Awareness	3 / T
Bloodborne Pathogens Training (Initial)	2 / G	Jetter Safety	2 / T
Bloodborne Pathogens Training (Refresher)	1 / G	Leaf Vac Safety Awareness	2 / T
Bloodborne Pathogens Train- the- Trainer	2.5 / G	Lockout Tagout	2 / T
BOE Safety Awareness	3 / T	Shop and Tool Safety (Machine Guarding)	1 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Management of Special Events	2 / M
CDL - Controlled Substances and Safety Regulations	1 / G	Personal Protective Equipment (PPE)	2 / T
Chainsaw and Chipper Safety	1 / T	Playground Safety	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Powered Industrial Truck/Forklift	2 / T
Confined Space Entry – Permit Required	3.5 / T	Hearing Conservation	1 / T,G
Confined Space Entry - Awareness	1 / T,G	Reinforcing Safety through Toolbox Talks	1 / M
Effective Safety Committees	2 / M	Respiratory Protection	1 / T
Excavation Trenching & Shoring	2 / T,M	Respiratory Protection for Law Enforcement	1 / T
Flagger / Workzone Safety	2 / T,M	Seasonal Public Works Operations	3 / T
HazCom / RTK (Initial)	2 / T	Sanitation and Recycling Safety	2 / T
HazCom / RTK (Refresher)	1 / T	Snow Plow Safety	2 / T
Hazardous Materials Awareness	3 / T		
CEU's for Registered Municipal Clerks			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos Awareness	1 / P	Hazard Identification and Job Site Observations	2 / P
Bloodborne Pathogens Training (Refresher)	1 / P	Management of Special Events	2 / P
Effective Safety Committees	2 / P		
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	HazCom / RTK (Refresher)	1 / S
Advanced Safety Leadership	10 / S	Hazardous Materials Awareness	2.5 / S
Asbestos Awareness	1 / S	Heavy Equipment Safety	3 / S
Back Safety / Material Handling	1 / S	Housing Authority Safety Awareness	3 / S
Bloodborne Pathogens Training (Initial)	2 / S	Hazard Identification and Job Site Observations	1.5 / S
Bloodborne Pathogens Training (Refresher)	1 / S	Jetter Safety	2 / S
Bloodborne Pathogens Train- the- Trainer	2.5 / S	Ladder Safety/Walking Working Surfaces	2 / S
BOE Safety Awareness	3 / S	Leaf Vac Safety	2 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Lockout Tagout	2 / S
CDL - Controlled Substances and Safety Regulations	1 / S	Shop and Tool Safety (Machine Guarding)	1 / S
Chainsaw/Chipper Safety	1 / S	Management of Special Events	2 / S
Confined Space Entry - Awareness	2 / S	Office Safety	2 / S
Confined Space Entry - Permit Required	3.5 / S	Powered Industrial Truck/Forklift	2 / S
Defensive Driving-6-Hour	5.5 / S	Personal Protective Equipment (PPE)	2 / S
Effective Safety Committees	1.5 / S	Hearing Conservation	1 / S
Excavation Trenching & Shoring	4 / S	Reinforcing Safety through Toolbox Talks	1 / S
Fire Extinguisher	1 / S	Respiratory Protection	1 / S
Fire Safety	1 / S	Seasonal Public Works Operations	3 / S
Flagger / Workzone Safety	2 / S	Snow Plow Safety	2 / S
HazCom / RTK (Initial)	2 / S		
***Category			
T- Technical			
G- Governmental			
S- Safety			
P- Professional Development			
M- Management			



May 4, 2010

Commissioner Donna Ryan
Burlington County Municipal Joint Insurance Fund
c/o Township of Westampton
710 Rancocas Road
Westampton, New Jersey 08060

Dear Commissioner Ryan:

We are giving our risk control unit its own trade name to highlight the importance of risk control in the Conner Strong organization. The new name, J. A. Montgomery Risk Control does not involve any change in ownership, control or management or personnel of the risk control unit. The goal is to position our risk control unit to serve clients that are not otherwise clients of Conner Strong or PERMA.

Joanne Hall and John Lapatchka will continue to lead the JIF risk control practice and will continue to directly report to me. They will have no involvement in non-JIF clients. The staff dedicated to the JIF practice will also not be changed.

The J.A. Montgomery name comes from a Wilmington, Delaware insurance firm we acquired in the 1990s that was originally formed in the 1920s to service the DuPont companies, which are widely recognized as the gold standard for safety programs in American industry. J.A. Montgomery helped DuPont establish its risk management function and became one of the most respected insurance firms in Delaware. J. A. Montgomery Risk Control will continue that tradition.

Because there is no change in ownership, control, management or personnel, we are not requesting that the contract be transferred. Unless there is any objection, we ask permission to begin using our new trade name, but of course we are willing to continue to use the old name until the end of our current appointment.

Please advise if I can be of further assistance.

Sincerely,

A handwritten signature in black ink that reads "D. N. GRUBB".

David N. Grubb

c: Meghan Jack, Committee Chair
Paul Miola, A. J. Gallagher
Paul Forlenza, A. J. Gallagher

**BURLCO JIF
Managed Care Report
May 2010**

Data for April 2010

Telephonic Case Management Hours Report

<u>Member</u>	<u>Total Activity Time</u>
Bass River	0.00
Bordentown Township	0.00
City of Beverly	3.70
City of Bordentown	0.00
Chesterfield Township	0.00
Twp of Delanco	9.60
Twp of Delran	12.60
Edgewater Park	5.40
Twp of Florence	0.00
Hainesport Twp.	2.30
Lumberton	2.60
Mansfield Twp.	2.70
Medford Township	12.68
Mt. Laurel	13.70
North Hanover Township	0.00
Riverside Twp.	2.40
Shamong Twp.	0.80
Southampton Township	0.00
Twp of Springfield	0.00
Tabernacle Twp	0.00
Westampton Twp	1.30
Wrightstown, Borough Of	0.00
Total Hours	<u>69.78</u>



BURLCO JIF

Lost Opportunity Days - Summary Report

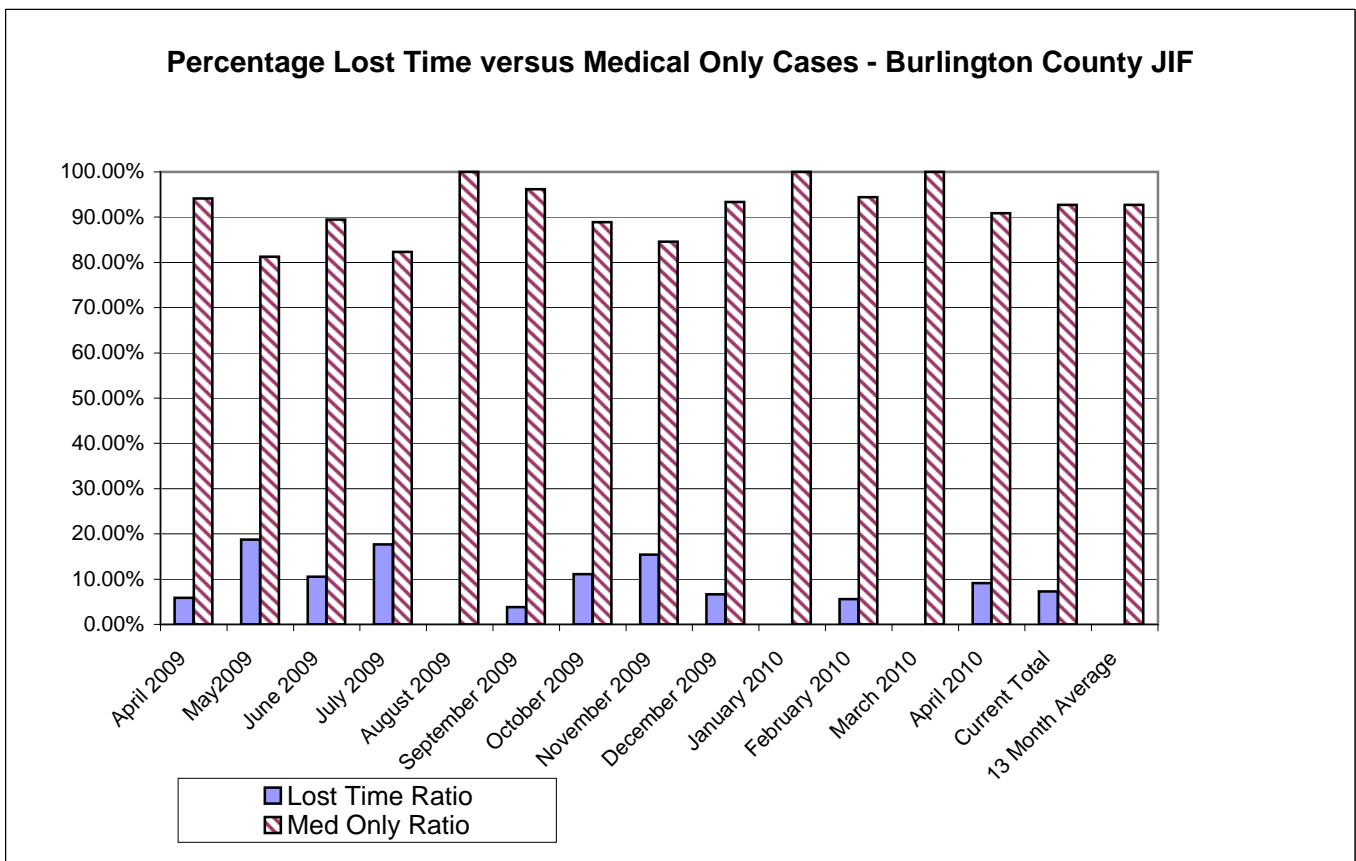
[Open as of 04/25/2010]

EMPLOYER	Total Available		Transitional Duty		Lost Opportunity	
	(days)	(files)	(days)	pct.)	(days)	(files)
BEVERLY, CITY OF	86	1	86	100.0	0	0
DELANCO TWP	23	1	0	0.0	23	1
DELRAN TWP	163	2	163	100.0	0	0
EDGEWATER PARK TWP	76	1	66	86.8	10	1
HAINESPORT TWP	9	1	0	0.0	9	1
LUMBERTON TWP	207	1	173	83.6	34	1
MEDFORD TWP	269	4	124	46.1	145	2
MOUNT LAUREL TWP	327	4	323	98.8	4	1
Total:	1,160	15	935	80.60	225	7



Burlington County JIF Lost Time versus Medical Only Cases 2009-2010

Month	Lost Time	Medical Only	Total	Lost Time Ratio	Med Only Ratio
April 2009	1	16	17	5.88%	94.12%
May 2009	3	13	16	18.75%	81.25%
June 2009	2	17	19	10.53%	89.47%
July 2009	3	14	17	17.65%	82.35%
August 2009	0	26	26	0.00%	100.00%
September 2009	1	25	26	3.85%	96.15%
October 2009	2	16	18	11.11%	88.89%
November 2009	2	11	13	15.38%	84.62%
December 2009	1	14	15	6.67%	93.33%
January 2010	0	18	18	0.00%	100.00%
February 2010	1	17	18	5.56%	94.44%
March 2010	0	19	19	0.00%	100.00%
April 2010	1	10	11	9.09%	90.91%
Current Total	17	216	233	7.30%	92.70%
13 Month Average	1	17	18	7.30%	92.70%



May 09, 2010

To the Members of the
Executive Board of the
Burlington County Municipal
Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a "cash basis" and relate to financial activity through the one month period ending April 30, 2010 for Closed Fund Years 1991 to 2005, and Fund Years 2006, 2007, 2008, 2009 and 2010. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST:

Interest received or accrued for the reporting period totaled \$ 8,167.84. This generated an average annual yield of .97%. However, after including an unrealized gain of \$ 2,520.00 in the asset portfolio, the yield is adjusted to 1.27% for this period. The total overview of the asset portfolio for the fund shows an overall gain of \$ 35,977.50 as it relates to market value vs. the amount invested.

RECEIPT ACTIVITY FOR THE PERIOD

None

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows claim activity during the reporting period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 306,757.90. The claims detail is as follows:

Direct Loss Payments	\$ 271,870.46
Claim Expenses	5,834.88
Legal Defense Costs	29,052.56

CASH ACTIVITY FOR THE PERIOD

:

The enclosed report shows that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 10,512,501.96 to a closing balance of \$ 9,747,528.57 showing a decrease in the fund of \$ 764,973.39.

BILL LIST FOR THE PERIOD:

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list.

The information contained in this summary of the document provided in this report. Other detailed information is contained in the attached documents or a more specific explanation on any question can be obtained by contacting me at 877-602-8622.

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

BILL LIST - MAY 2010

	Vendor	Amount	Fund Year	JIF Appropriation	Description
1	Scibal Associates	12,154.00	2010 O. Exp.	Prof. Services/Claims Admin.	May 2010 Fees
2	Tom Tontarski	794.00	2010 O. Exp.	Prof. Services/Treasurer	May 2010 Fees
3	Colleen Ross	326.00	2010 O. Exp.	Misc./Recording Secretary	May 2010 Fees
4	Arthur J. Gallagher Risk Management Services, Inc	19,376.00	2010 O. Exp.	Prof. Services/Administrator	May 2010 Fees
5	Arthur J. Gallagher Risk Management Services, Inc	121.10	2010 O. Exp.	Misc./Postage/Copies/Faxes	April 2010 Fees
6	Kearns, Vassallo & Kearns	3,584.00	2010 O. Exp.	Prof. Services/Attorney	May 2010 Fees
7	Conner Strong Risk Control Services	7,048.00	2010 O. Exp.	Prof. Services/Safety Director	May 2010 Fees
8	Joyce Media	115.00	2010 O. Exp.	Misc./Website	May 2010 Fees
9	The Actuarial Advantage	7,829.00	2010 O. Exp.	Prof. Services/Actuary	March 2010 Fees
10	Conner Strong	465.00	2010 O. Exp.	Prof. Services/Fund Underwriter	May 2010 Fees
11	Capehart & Scatchard, P.A.	434.00	2010 O. Exp.	Police Training/EPL	North Hanover, Lumberton, Beverly
12	ARC Reprographics	286.93	2010 O. Exp.	Misc./Printing	BURLCO JIF April Agendas
13	Office Max Contract, Inc.	401.90	2010 O. Exp.	Misc./Supplies	File Folders - Re-doing all files
14	Conner Strong Insurance	1,113.00	2010 O. Exp.	Misc./Fidelity Bond	Fidelity Bond: 5/1/10-5/1/11 - Exec. Dir., Treasurer, TPA
15	Marriott Orlando World Center	805.52	2010 O. Exp.	Misc./PRIMA/AGRIP	PRIMA Conference Room deposits: Ryan/Westampton; Jack/Riverside, Matchett/Shamong, Brook/Florence
16	Burlington County Times	155.51	2010 O. Exp.	Misc./Legal Notice	2010 Budget Amendment & Defense Panel RFQ
17	Courier Post	126.06	2010 O. Exp.	Misc./Legal Notice	2010 Budget Amendment & Defense Panel RFQ
18	Garden SportService	247.69	2010 O. Exp.	Misc./Meeting Expense	Mgr. & Supervisory Training Make-up 3/25/10 F&B
19	Exigis, LLC	2,100.79	2009 O. Exp.	Contingency	Exp. Database Mgr.: 25% of total contract fee
20	The Barclay Group	8,423.00	2010 O. Exp.	Risk Management Consultants	Riverside
21	Tabernacle Twp.	1,300.00	2009 O. Exp.	Safety Incentive Program	Reimbursement for Safety Related Purchase
22	Medford Twp.	2,275.00	2009 O. Exp.	Safety Incentive Program	Reimbursement for Safety Related Purchase
	TOTAL	\$ 69,481.50			