

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Hainesport Municipal Building, Hainesport, NJ

January 23, 2024 @ 3:00 pm

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The *Reorganizational* meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Municipal Building, Hainesport, NJ on Tuesday, January 23, 2023. Fund Chair, John Gural, **Palmyra Borough**, presiding. The meeting was called to order at 3:00 PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY FUND CHAIR

FLAG SALUTE

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 of the 2023 FUND COMMISSIONERS

Rich Wolbert, *Fund Secretary*, **Beverly City**
Margaret Peak, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield Twp.**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Tom Pullion, **Edgewater Park**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Dawn Bielec, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Michael Mansdoerfer, **Riverside Twp.**
Lisa Cummins, **Tabernacle Twp.**
Craig Farnsworth, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners/Professionals were:

Mari Ann Capriglione, **Bass River Twp.**
Mike Muchowski, **Florence Twp.**
Susan Jackson, **New Hanover Twp.**
Susan Onorato, **Shamong Twp.**
Kathy Hoffman, **Southampton Twp.**
Brandy Boyington, **Springfield Twp.**
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul A. Forlenza, MGA, *Executive Director, RPA – A Division of Gallagher*
Kamini Patel, MBA, CIC, CPCU, AIDA®, *Deputy Executive Director, RPA – A Division of Gallagher*
David DeWeese, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, *Asst. Director of Public Sector, J.A. Montgomery*
Keith Hummel, *Safety Director, J.A. Montgomery*
Chris Winter, *Law Enforcement Risk Management Consultant*
Chris Roselli, *Account Manager, General Liability Unit, Qual-Lynx*
Karen Beatty, *Account Manager, Qual-Care*
Tom Tontarski, *Treasurer*
Debby Schiffer, *Wellness Director, Targeting Wellness*
Jerry Caruso, *Technology Risk Services Director.....missed Roll Call*

Also present were the following Risk Management Consultant agencies:

Barclay Insurance
Hardenberg Insurance Group
Conner Strong & Buckelew
Insurance Agency Management
Fairview Insurance Agency

These minutes do not necessarily reflect the order in which some items were discussed.

APPROVAL OF MINUTES

Chair Gural presented the Open session meeting minutes of the December 19, 2023 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Ingling, seconded by Mr. Wolbert, abstained by Mr. Hornickel to approve the Open session meeting minutes of the December 18, 2023 meeting. All in Favor. Motion carried by majority vote.

ADJOURN THE SINE DIE MEETING

Fund Chair Gural entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Hornickel, seconded by Mr. Mascia, to adjourn the Sine Die Meeting. All in favor. Motion carried.

Mr. Forlenza welcomed all in attendance to the 2024 Reorganization Meeting of the BURLCO JIF. He then requested a roll call of the 2024 Fund Commissioners

ROLL CALL of the 2024 FUND COMMISSIONERS

Rich Wolbert, *Fund Secretary, Beverly City*
Margaret Peak, *Bordentown City*
Maria Carrington, *Bordentown Twp.*
Caryn Hoyer, *Chesterfield Twp.*
Erin Provenzano, *Delanco Twp.*
Joe Bellina, *Delran Twp.*
Tom Pullion, *Edgewater Park*
Patrice Hansell, *Fieldsboro Borough*
Tom Sahol, *Florence Twp.*
Paula Kosko, *Hainesport Twp.*
Carrie Gregory, *Lumberton Twp.*
Mike Fitzpatrick, *Mansfield Twp.*
Dawn Bielec, *Medford Twp*
Jerry Mascia, *Mt. Laurel Twp.*
Mary Picariello, *North Hanover Twp.*
John Gural, *Palmyra Borough*
Kathy Smick, *Pemberton Borough*

Dan Hornickel, **Pemberton Twp.**
Michael Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Lisa Cummins, **Tabernacle Twp.**
Craig Farnsworth, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners/Professionals were:

Mari Ann Capriglione, **Bass River Twp.**
Susan Jackson, **New Hanover Twp.**
Kathy Hoffman, **Southampton Twp.**
Brandy Boyington, **Springfield Twp.**
Maryalice Brown, **Woodland Twp.**

2024 Nomination Slate

Mr. Forlenza presented for the membership's consideration the 2024 Nomination Slate. The Nominating Committee met in November 2023 and presented the 2024 Nomination Slate at the November and December 2023 Executive Committee Meetings as follows:

Chair: John Gural, **Palmyra Borough**

Secretary: Richard Wolbert, **Beverly City**

Executive Committee: James Ingling, **Wrightstown Borough**
Jerry Masica, **Mt. Laurel Township**
Paul Kosko, **Hainesport Township**
Daniel Hornickel, **Pemberton Borough**
Erin Provenzano, **Delanco Township**

Alternates: Mike Mansdoerfer, **Riverside Township**
Mary Picariello, **North Hanover Township**
Maria Carrington, **Bordentown Township**
Tom Sahol, **Florence Township**
Joe Bellina, **Delran Township**
Patrice Hansell, **Fieldsboro Borough**
Sue Onorato, **Shamong Township**

Election of a Chairman and Secretary

Mr. Forlenza asked if there were any nominations from the floor for the position of Fund Chair or Fund Secretary for the 2024 Fund Year. Hearing none, Mr. Forlenza asked for a Roll Call Vote of the full membership for an *Election of a Chairman and Secretary* as presented.

ROLL CALL *Yeas:* Rich Wolbert, **Beverly City**
Margaret Peak, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Caryn Hoyer, **Chesterfield Twp.**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Tom Pullion, **Edgewater Park Twp.**
Patrice Hansell, **Fieldsboro Borough**
Tom Sahol, **Florence Twp.**

Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Dawn Bielec, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Michael Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Lisa Cummins, **Tabernacle Twp.**
Craig Farnsworth, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

Election of an Executive Committee and Alternates

Mr. Forlenza again asked if there were any nominations from the floor for a position on the 2024 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza then asked for a Roll Call Vote of the full membership for an *Election of Executive Committee & Alternates* as presented.

ROLL CALL *Yeas:* Rich Wolbert, **Beverly City**
Margaret Peak, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Caryn Hoyer, **Chesterfield Twp.**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Tom Pullion, **Edgewater Park Twp.**
Patrice Hansell, **Fieldsboro Borough**
Tom Sahol, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Dawn Bielec, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Michael Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Lisa Cummins, **Tabernacle Twp.**
Craig Farnsworth, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Fund Chair, Secretary, Executive Committee, and Alternates for the 2024 Fund Year. Mr. DeWeese congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election. He asked that each member of the Executive Committee sign his or her oath of office and return to him.

At this time, Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election and returned the gavel to the Fund Chair.

Chair Gural asked for a Motion to allow that this monthly meeting be conducted directly by Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissions. Motion by Mr. Hornickel, seconded by Mr. Wolbert. All in Favor. Motion carried by unanimous vote.

ORGANIZATIONAL RESOLUTIONS

The following 2024 Organizational Resolutions were presented for adoption by Chair Gural

- R 2024-01 – Confirming the Election of a Fund Chair and Fund Secretary*
- R 2024-02 – Confirming the Election of an Executive Committee and Alternates*
- R 2024-03 – Appointing Professional Staff*
- R 2024-04 – Awarding Contracts to Assigned Defense Counsel and Approved Associates*
- R 2024-05 – Recommending the EPL/POL Defense Panel*
- R 2024-06 – Appointing Joseph Nardi, III Esq. as Conflict Attorney*
- R 2024-07 – Adopting Procedures in Compliance with Open Public Meetings Act*
- R 2024-08 – Adopting Administrative Policies and Procedures*
- R 2024-09 – Adopting Fiscal Policies and Procedures*
- R 2024-10 – Designating Executive Director as Public Agency Compliance Officer*
- R 2024-11 – Cash Management and Investment Policies*
- R 2024-12 – Establishing a Conflict of Interest Policy*
- R 2024-13 – Establishing a Fund Records Program*
- R 2024-14 – Designation of Certifying and Approving Officer for Payment of Claims*
- R 2024-15 – Establishing the 2024 Plan of Risk Management*

Chair Gural entertained a motion to adopt the *Organizational Resolutions 2024-01 through 2024-15* as presented.

Motion by Mr. Hornickel, seconded by Mr. Mascia to adopt *Organizational Resolutions 2024-01 through 2024-15*.

ROLL CALL	Yeas:	Rich Wolbert, Fund Secretary, Beverly City Margaret Peak, Bordentown City Maria Carrington, Bordentown Twp. Caryn Hoyer, Chesterfield Twp. Erin Provenzano, Delanco Twp. Joe Bellina, Delran Twp. Tom Pullion, Edgewater Park Twp. Patrice Hansell, Fieldsboro Borough
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Tom Sahol, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Dawn Bielec, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Fund Chair, Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Susan Onorato, **Shamong Twp.**
Michael Mansdoerfer, **Riverside Twp.**
Lisa Cummins, **Tabernacle Twp.**
Craig Farnsworth, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

EXPENSE RESOLUTION

The following 2024 Expense Resolution was presented for adoption by Chair Sweeney:

R 2024-16 - Authorizing Reimbursement of Travel Expenses for Authorized Official Travel

Chair Gural entertained a motion to adopt *R 2024-16* as presented.

Motion by Mr. Hornickel, seconded by Ms. Provenzano to adopt *R 2024-16*

ROLL CALL *Yeas:* Rich Wolbert, **Fund Secretary, Beverly City**
Margaret Peak, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Caryn Hoyer, **Chesterfield Twp.**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Tom Pullion, **Edgewater Park Twp.**
Patrice Hansell, **Fieldsboro Borough**
Tom Sahol, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Dawn Bielec, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Fund Chair, Palmyra Borough**
Kathy Smick, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Michael Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Lisa Cummins, **Tabernacle Twp.**
Craig Farnsworth, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – December 12, 2023

Mr. Bellina noted the minutes of the January 9, 2024 Claims Review Committee meeting were a handout for today's meeting and are self-explanatory. He then noted the Committee reviewed four (4) Workers' Compensation (*1 Police, 1 Fire, and 2 Other*); zero (0) General Liability, zero (0) Automobile Liability, and one (1) Property claim was reviewed for settlement, continuing defense, or to advise of trial date.

Mr. Bellina noted for more detail on any of these topics, please reference the minutes.

Mr. Bellina asked if there were any questions. No questions were entertained.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza thanked the members on behalf of him and his staff for the reappointment of Risk Program Administrators LLC.

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He then highlighted the following items from the report:

Mr. Forlenza noted the annual RPA Disclosure Statement is included in the agenda packet and asked that it be made part of the minutes of today's meeting.

Mr. Forlenza noted that a list of the certificates of insurance issued are included in the agenda. He asked members to review and please make sure that these were requested by your municipality and issued properly. He noted that many are being reissued effective January 1, 2024 so please review your certificates and ensure there reissuance was appropriate and reach out to Ed Cooney at the Underwriter's office if there are any questions.

Mr. Forlenza stated that SIP, OSB, Wellness and EPL/Cyber balances for 2023 are listed in the agenda. He noted the monies needed to be used or encumbered by November 30, 2023. If you had funds leftover, and had encumbered the money, please be sure to use it by February 1, 2024. There will be no more reminders being sent out.

Mr. Forlenza reminded members that the MEL's 2024-2025 EPL Risk Management Program was released on May 17, 2023 with compliance checklists due November 1, 2023. He stated the current program status was a handout at today's meeting. Please submit checklist ASAP if you have not already done so.

Mr. Forlenza noted in regards to Statutory Bond status, there are statutory positions that require individual bonds so please review the checklist on pages 115-116, as it is the individual, not the position, which is bonded. Please contact the MEL underwriter, Ed Cooney with any questions

Mr. Forlenza stated that the Elected Officials training is available to all members through the MSI. His office emailed instructions on how to access this training last month as noted on pages 124-125. He stated that the credit is \$250 per Elected Official, capped at 5% of the 2024 MEL assessment.

Mr. Forlenza stated that all fully executed 2024 RMC resolutions and agreements should be submitted to his office once finalized. The Risk Manager cannot be paid until these are submitted and the first anticipated payment is set for February 2024.

Mr. Forlenza noted that first installment JIF billing was issued in late December and all payments are due by February 15, 2024. The treasurer will provide an update of received payments during his report.

Mr. Forlenza noted that a report of the full year's 2023 attendance is included in the agenda. He asked members to review this and contact our office if you have questions or concerns.

Mr. Forlenza stated the Safety Breakfast Kickoff is planned for late March at Indian Springs County Club and more information will be forthcoming.

Mr. Forlenza asked if there were any questions. No questions were entertained

SOLICITOR'S REPORT

Mr. DeWeese thanked the members for the reappointment of his firm.

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese stated that there is a reminder in the agenda packet regarding the MEL EPL Helpline on page 128. He also urged members to review the MEL EPL Helpline Authorized Contact list on page 129 and update them. He noted that if you have a “N/A”, please try to get someone appointed so they have access to this service. The resolution to make these changes is on the BURLCO JIF website.

Mr. DeWeese noted there had been zero (0) new case received since the last meeting:

Mr. DeWeese noted there have been two (2) closed cases since the last meeting:

Baker v. Township of Pemberton
Gunter v. Township of Tabernacle

Mr. DeWeese asked if there were any questions. No questions were entertained.

SAFETY DIRECTOR'S REPORT

Mr. Garish thanked the members for J. A. Montgomery’s reappointment. Mr. Garish stated that the Safety Director's Report begins on page 130. He stated that the report is self-explanatory.

Mr. Garish reminded all members to enroll all new employees, part time and volunteers, for training. If you need assistance on submitting these employees, tutorial videos can be found on the new management-learning platform. Registering is the only way that they can access the MSI.

Mr. Garish noted that the 2024 Safety Incentive Program was released to all members earlier this month. Please reach out if you did not receive.

Mr. Garish stated that OSHA A300 Summary Logs **MUST** be posted in all the facilities that contain employees. This contains a log of all accidents occurring in 2023.

Mr. Garish also requested that any member with new Safety Coordinators, please contact his office and update their lists. He will then schedule a meeting with them individually.

Mr. Garish asked if there were any questions. No questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli thanked the membership for the reappointment of Qual-Lynx.

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on the importance of utilizing transitional duty when possible. He noted the cost of Workers’ Compensation claims continue to rise, noting

the maximum wage replacement rate is increasing from \$1,099 in 2023 to \$1,131 in 2024, or a 2.9% increase; noting there was a 16% increase over the last 3 years. He then highlighted several different advantages to utilizing Transitional Duty noting a morale boost to the other employees who were covering the employee's responsibilities while they are out on leave. He noted that judges assess the amount of time the employee is out to help them determine the amount of an award. He asked members to read the bulletin and share with their members.

Ms. Roselli asked if there were any questions at this time. No questions were entertained

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter thanked the members for his reappointment. Mr. Winter provided his report, which can be found on pages 133-134 of the agenda.

Mr. Winter noted policy and procedure requests have been received and will be forwarded to requesting agencies that will contain current L/E best practices. He noted upcoming training would include Report Writing and Management of Aggressive Behavior (use of force) and will be scheduled once all the Chiefs input is received. He is sending a survey to the Chiefs to understand their opinions on the different trainings, policy and procedure assistance, potential risk and liability and Accreditation guidance.

Mr. Winter asked if there were any questions. No questions were entertained.

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer thanked the membership for her 2024 re-appointment as your Wellness Director.

Ms. Schiffer's stated her report, which is included in the agenda packet, provides a detailed overview of the activities and planned events for January. She then highlighted a range of well-being initiatives and activities that towns have either already implemented or have planned for the near future.

Ms. Schiffer referenced those towns that still held 2023 encumbered Wellness Funds and noted they had until February 1, 2024 to claim them. She asked if anyone needed assistance, to reach out to her. She reminded the members that waiting until the last month to claim your reimbursement is taking away from the true purpose of the Wellness Program.

Ms. Schiffer reported some of her plans for 2024 include:

Setting up a Meeting/Connection with Wellness Coordinators – She will be working on setting up initial meetings with all the Wellness Coordinators within the first quarter to plan for the year.

Wellness Coordinator Brainstorming Sessions: She will begin reaching out to all of the Wellness Coordinators before the end of January to set up the first wellness-planning meeting for 2024. Planning on Feb, May, and Oct.

Wellness Advisory Committee (WAC): The following towns have confirmed continuing their participation as members of this committee – BURLCO: Palmyra, Fieldsboro, Pemberton Twp and TRICO: Monroe, Clayton, Pennsville. Ms. Schiffer plans to host the first meeting sometime in Feb or March.

Ms. Schiffer reminded the members to let her know if any changes have taken place in terms of the role of Wellness Coordinator within your municipality.

Ms. Schiffer noted this quarter's theme is all about reducing Stress. The last newsletter was distributed in December and highlighted four (4) common types of stress, and how to control it. She noted her 2024 Newsletter ideas would focus on the four Pillars of Lifestyle including nutrition, physical activity, sleep and stress management.

Lastly, Ms. Schiffer reviewed her 2024 Quarterly themes, noting the first month of each quarter will have details around the selected essential mindset theme. It will be divided into the following sections:

- Concept behind the importance of that featured mindset
- Sharing of real-life examples or personal stories highlighting the mindset
- Simple monthly practice(s) suggested to help build this essential mindset shift

In the two months that follow, a new monthly practice will be suggested that will relate to that quarters theme.

Here are the planned quarterly Essential Mindset themes for 2024:

Quarter 1 – Gratitude

Quarter 2 – Growth & Learning

Quarter 3 – Compassion

Quarter 4 – Mindfulness

Ms. Schiffer asked if there were any questions at this time. No questions were entertained.

MANAGED HEALTH CARE REPORT

Ms. Beatty noted she had included the December reports in the agenda and highlighted the following:

Lost Time v. Medical Only Cases

Ms. Beatty presented the BURLCO JIF *Lost Time v. Medical Only Cases (Intake Report)*:

	<i>December</i>	<i>YTD</i>
<i>Lost Time</i>	<i>1</i>	<i>24</i>
<i>Medical Only</i>	<i>7</i>	<i>112</i>
<i>Report Only</i>	<i>4</i>	<i>132</i>
<i># of New Claims Reported</i>	<i>12</i>	<i>268</i>
<i>% Report Only</i>	<i>33%</i>	<i>49%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>88:12</i>	<i>82:18</i>
<i>Average Days to Report to Qual-Lynx</i>	<i>3.4</i>	<i>2.8</i>
<i>Average Days Reported to employer</i>	<i>0.6</i>	<i>1.1</i>

Claims Report by Type

This report depicts the number of claims and average number of days to report a claim by individual member to Qual-Lynx, YTD 2023.

All Claims – 2.8 days to report

Non-COVID Claims – 2.9 days to report

COVID Claims – 2.0 days to report

Transitional Duty Report

Ms. Beatty presented the Year-to-Date Transitional Duty Report results:

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	2,149
<i>Transitional Duty Days Worked</i>	1,227
<i>% of Transitional Duty Days Worked</i>	57%
<i>Transitional Duty Days Not Accommodated</i>	922
<i>% of Transitional Duty Days Not Accommodated</i>	43%
<i>\$ Saved by Accommodating</i>	\$121,064
<i>\$ Lost by not Accommodating</i>	\$112,631

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>December</i>
<i>Bill Count</i>	125
<i>Original Provider Charges</i>	\$115,886
<i>Re-priced Bill Amount</i>	\$57,069
<i>Savings</i>	\$58,817
<i>% of Savings</i>	51%

Top 10 Providers by Specialty: This report breaks down our top 10 providers by specialty e.g. Anesthesia/Pain Management, Facility, and MRI/Radiology, as these are the heaviest expenses the Fund incurs.

Nurse Case Management Report: This report depicts the number of open cases each Nurse Case Manager carried for each month to date, along with how many cases were closed for the current month, and how many cases were opened for the current month.

Managed Care Quick Notes

Ms. Beatty reported that QualCare maintains the strongest workers compensation networks in the state. QualCare’s ability to direct patient care, through its partnership with Qual-Lynx’s case management and third-party claims administration programs, has enabled recruitment and retention of providers specializing in workers’ compensation treatment, creating a very stable network of providers which is reflected in a 99% annual retention rate.

Ms. Beatty then discussed current trends as healthcare continues to evolve, including network provider partnerships, provider contracts, and all aspects of client services. She further discussed the ongoing consolidation trend of small and independent providers being purchased by larger providers and equity firms. Ms. Beatty noted that this trend is increasing the costs of healthcare.

Ms. Beatty asked if there were any questions. No questions were entertained.

TECHNOLOGY RISK SERVICES REPORT

Mr. Caruso thanked the membership for his 2024 re-appointment as your Technology Director.

Mr. Caruso referenced his reports included in the agenda; however, he reminded the members that the Phishing, Vulnerability and Penetration status and Cyber JIF Framework Compliance reports have been removed. He reiterated this was done to prevent information being available to bad actors. With that said,

Mr. Caruso noted he has that information, and should anyone want those reports, please contact him and he will provide them to you.

Mr. Caruso reminded the members that the Cyber JIF has revised the Cybersecurity Framework requirements and corresponding deductibles. He then reviewed the deductibles for the various standards with the membership. He noted that smaller towns are more vulnerable to attacks from a bad actor and could potentially face large deductibles if they do not come into compliance with the Cyber Security Framework. He reviewed the most recent changes again; two tiers to three tiers in cyber compliance. He stated that all members should be able to reach the basic tier because two items are provided by the JIF for you (Employee Hygiene training and Network Vulnerability Testing) so please submit your checklists as soon as possible since some items have budgetary considerations.

In regards to the Cyber Hygiene Training, a notification was sent to all Members, informing them that the new training would be launched on February 5th by WIZER. This ensures that all employees receive the necessary training to enhance their cyber awareness and comply with this element of the Cyber RMP.

Mr. Caruso noted that D2 would continue to perform monthly external network vulnerability scanning and annual penetration testing for all Members. However, before commencing these exercises, Members are required to verify their IP addresses and update them if necessary within the D2 portal. This crucial step ensures accurate testing and scanning, preventing any potential issues that may arise from testing the wrong IP addresses.

In regards to Phishing Testing, Mr. Caruso stated the JIF recognizes the need to improve the feedback and reporting process for phishing incidents. Currently, there is a delay in receiving feedback, and it can be challenging to identify the specific templates that successfully tricked users. To address this, the JIF is exploring options to appeal directly to users, providing immediate information on phishing attempts. This proactive approach aims to enhance education and awareness among Members, ensuring they remain vigilant against phishing threats.

Lastly, Mr. Caruso reported this month's bulletin addresses best practices for digital safety and awareness. He noted the bulletin is very informative, is a very important part of what we are doing, and encouraged everyone to read it.

Mr. Caruso asked if there were any questions. No questions were entertained.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for a one month period ending December 2023, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are prepared on a "modified cash basis" and relate to financial activity through the one-month period ending December 31, 2023 for Closed Fund Years 1991 through 2018, and Fund Years 2019, 2020, 2021, 2022 and 2023.

Investment Interest

Interest received or accrued for the reporting period totaled \$29,440.49. This generated an average annual yield of 2.22%. However, after including an unrealized net gain of \$174,981.16 in the asset portfolio, the yield is adjusted to 15.42% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,510,150.60.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$40,092.00	\$133,106.99
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$211.29	

Loss Run Payment Register – December 2023

Mr. Tontarski stated that the report included in the agenda packet shows net claim activity during the reporting period for claims paid by the Fund and claims payable by the Fund at period end is \$244,376.74. The claim detail shows 299 claim payments issued.

A.E.L.C.F. Participant Balances at Period End

Interest Allocated for the Period \$544.04 for a total Member Balance of \$300,036.77.

Cash Activity for the Period

During the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$16,637,278.54 to a closing balance of \$15,183,657.72 showing a decrease in the fund of \$1,453,620.82.

Bill List – January 2024

For the Executive Committee’s consideration, Mr. Forlenza presented the January 2024 Bill List in the amount of \$1,220,791.29 which was included in the agenda packet.

Chair Gural entertained a motion to approve the December 2023 Loss Run Payment Registers and the January Bill List in the amount of \$1,220,791.29 as presented.

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

Motion by Ms. Provenzano, seconded by Mr. Ingling to approve the *December 2023 Loss Run Payment Register and January 2024 Bill List* as presented.

ROLL CALL

- Yeas:** Rich Wolbert, *Fund Secretary*, Beverly City
 Margaret Peak, **Bordentown City**
 Maria Carrington, **Bordentown Twp.**
 Caryn Hoyer, **Chesterfield Twp.**
 Erin Provenzano, **Delanco Twp.**
 Joe Bellina, **Delran Twp.**
 Tom Pullion, **Edgewater Park**
 Patrice Hansell, **Fieldsboro Borough**
 Tom Sahol, **Florence Twp.**
 Paula Kosko, **Hainesport Twp.**
 Carrie Gregory, **Lumberton Twp.**
 Mike Fitzpatrick, **Mansfield Twp.**
 Dawn Bielec, **Medford Twp.**
 Jerry Mascia, **Mt. Laurel Twp.**
 Mary Picariello, **North Hanover Twp.**
 John Gural, *Fund Chair*, **Palmyra Borough**
 Kathy Smick, **Pemberton Borough**
 Dan Hornickel, **Pemberton Twp.**
 Michael Mansdoerfer, **Riverside Twp.**
 Susan Onorato, **Shamong Twp.**
 Lisa Cummins, **Tabernacle Twp.**
 Craig Farnsworth, **Westampton Twp.**
 James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Committee Chairs Meeting Minutes – January 5, 2024

Mr. Forlenza stated the Committee Chairs held a meeting on January 5, 2024, which was conducted via Zoom Conferencing. The purpose of the meeting was to discuss the composition of the sub-committees for the year 2024. The minutes of the meeting can be found in the agenda packet and are self-explanatory.

Mr. Forlenza requested everyone to review the 2024 Committee Assignments, which are included in the agenda. These assignments indicate the sub-committee that each individual has been assigned. The assignment was based either on the individual's preference, as indicated on the Volunteer Form, which you had submitted, or they were appointed by the respective Committee Chair who believed they would be a suitable fit.

Mr. Forlenza mentioned that an additional email will be sent out soon, providing details about the meeting dates, times, and format of the specific sub-committee that each person has been assigned. If anyone has any questions or concerns, they are encouraged to contact her office.

Mr. Forlenza asked if there were any questions. No questions were entertained.

MEL/RCF/EJIF/CYBER REPORTS

In Ms. Jack's absence, Mr. Forlenza reported the MEL/RCF/EJIF reports from the January 8, 2024 Reorganizational meetings are included in the agenda and self-explanatory. He noted that Mr. Grubb, who has been the Executive Director of the MEL since 1988, has stepped aside. Mr. Hrubash has been appointed the new Executive Director. Mr. Grubb will remain involved with the MEL in a consulting role.

Mr. Forlenza noted some other information worth mentioning is in regards to the Reinsurance placement for 2024; the market seems to be lighting up a bit, and we have been able to bring our existing coverage in under budget, also using the savings from that to augment the coverage to fill in some potential exposures we had, and he explained.

Lastly, Mr. Forlenza stated the Cyber JIF report from the December 28, 2023 meeting is also included in the agenda, and stated they were able to place a nice program of reinsurance as well for the Cyber JIF.

Mr. Forlenza asked if there were any questions. No questions were entertained.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Gural noted that next meeting of the BURLCO JIF would take place on **Tuesday, February 20, 2024 at 3:00 pm via Microsoft Teams**. Ms. Patel informed the members that the monthly agenda email for February would contain the necessary details for accessing the Microsoft Teams conferencing platform. To join the conference, simply click on the provided link. It is important to note that there is no requirement to download any additional software, and participation in the conference is completely free of charge.

PUBLIC COMMENT

Motion by Mr. Hornickel, seconded by Mr. Wolbert to open the meeting to the public. All in favor. Motion carried.

Chair Gural opened the meeting to the public for comment.

Hearing no comment from the public, Chair Gural entertained a motion to close the public portion of the meeting.

Motion by Mr. Hornickel, seconded by Mr. Wolbert, to close the meeting to the public. All in favor. Motion carried.

APPROVAL OF CLAIMS PAYMENTS

Chair Gural entertained a motion to approve the following PARs as reviewed and recommended by the Claims Review Committee.

<i>Workers Compensation</i>	<i>Property</i>
2023300852	2023299962
2024313610	
2024321411	
2023286970	

Motion by Mr. Wolbert, seconded by Ms. Provenzano to approve Payment Authority on the Claims reviewed and as recommended by the Claims Review Committee:

ROLL CALL

Yeas: Rich Wolbert, ***Fund Secretary, Beverly City***
Margaret Peak, ***Bordentown City***
Maria Carrington, ***Bordentown Twp.***
Caryn Hoyer, ***Chesterfield Twp.***
Erin Provenzano, ***Delanco Twp.***
Joe Bellina, ***Delran Twp.***
Tom Pullion, ***Edgewater Park***
Patrice Hansell, ***Fieldsboro Borough***
Tom Sahol, ***Florence Twp.***
Paula Kosko, ***Hainesport Twp.***
Carrie Gregory, ***Lumberton Twp.***
Mike Fitzpatrick, ***Mansfield Twp.***
Dawn Bielec, ***Medford Twp.***
Jerry Mascia, ***Mt. Laurel Twp.***
Mary Picariello, ***North Hanover Twp.***
John Gural, ***Fund Chair, Palmyra Borough***
Kathy Smick, ***Pemberton Borough***
Dan Hornickel, ***Pemberton Twp.***
Michael Mansdoerfer, ***Riverside Twp.***
Susan Onorato, ***Shamong Twp.***
Lisa Cummins, ***Tabernacle Twp.***
Craig Farnsworth, ***Westampton Twp.***
James Ingling, ***Wrightstown Borough***

Nays: None

Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

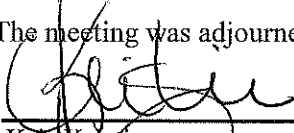
There were no (0) claims this month presented for Abandonment of Subrogation.

MOTION TO ADJOURN

Chair Gural entertained a motion to adjourn the January 23, 2024 meeting of the BURLCO JIF.

Motion by Mr. Hornickel seconded by Ms. Provenzano to adjourn the January 23, 2024 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 3:52 PM.



Kris Kristie,
Recording Secretary for



Richard Wolbert, SECRETARY