

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Via Microsoft Teams

March 19, 2024 @ 3:00 pm

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via Microsoft Teams on Tuesday, March 19, 2024. Acting Fund Chair, Richard Wolbert, **Beverly City**, presiding. The meeting was called to order at 3:00 PM.

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

Rich Wolbert, *Acting Fund Chair*, **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**
Nancy Elrston, *Alternate*, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Carrie Gregory, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp.**
Kathy Smick, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Michael Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Brandy Boyington, **Springfield Twp.**
Lisa Cummins, **Tabernacle Twp.**
Maryalice Brown, **Woodland Twp.**
James Ingling, *Acting Fund Secretary*, **Wrightstown Borough**

Absent Fund Commissioners/Professionals were:

Mari Ann Capriglione, **Bass River Twp.**
Patrice Hansell, **Fieldsboro Borough**
Dawn Bielec, **Medford Twp**
John Gural, *Fund Chair*, **Palmyra Borough**
Kathy Hoffman, **Southampton Twp.**
Craig Farnsworth, **Westampton 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 Consulting*
Jackie Cardenosa, *Risk Control Consultant, J.A. Montgomery Consulting*
Chris Winter, *Law Enforcement Risk Management Consultant*
Chris Roselli, *Account Manager, Qual-Lynx*
Karen Beatty, *Client Services Manager, Qual-Care*
Tom Tontarski, *Treasurer*
Debby Schiffer, *Wellness Director, Targeting Wellness*
Jerry Caruso, *Technology Risk Services Director, Wintsec Consulting*

Also present were the following Risk Management Consultant agencies:

Barclay Insurance
Hardenberg Insurance Group
Conner Strong & Buckelew

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

Recording Secretary Kristie asked for a motion to move up Richard Wolbert, Beverly City to Acting Chair in the absence of John Gural, Palmyra Borough, James Ingling to Acting Secretary, and Mike Mansdoerfer, Riverside Township to the Executive Committee for voting purposes.

Motion by Mr. Ingling, seconded by Mr. Mascia to move up the noted members as presented. All in Favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES

Acting Chair Wolbert presented the Open session meeting minutes of the February 20, 2024 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Ms. Provenzano, seconded by Mr. Mansdoerfer to approve the Open session meeting minutes of the February 20, 2024 meeting. All in Favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – March 12, 2024

Mr. Bellina noted the minutes of the March 12, 2024 Claims Review Committee meeting were shared on the screen for today's meeting and are self-explanatory. He then noted the Committee eight (8) PARs including five (5) Workers' Compensation (3 Police, 1 Fire, and 1 Other); zero (0) General Liability, zero (0) Automobile Liability, and three (3) Property claim were 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 also noted the Committee had reviewed the recommended changes to the Claims Committee Charter, which in summary, allows the Wellness and Safety Directors to serve on the Committee and revised the procedure for approving the meeting minutes.

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

EXECUTIVE DIRECTOR'S REPORT

Ms. Patel reviewed the Executive Director's Report found in the agenda packet with the membership. She then highlighted the following items from the report:

Ms. Patel referenced the Certificates of Insurance report included in the agenda and asked the members to please review to be sure the certificates were ordered by you, and are correct.

Ms. Patel noted details regarding the allocation of funds for the Optional Safety budget, EPL/Cyber budget, and Wellness Incentive funds for 2024 can be found on pages 27, 28, and 29 of the agenda, respectively. It is important to note that a combined notification letter was sent out on or about February 13, providing information on the allotted funds for each program. She emphasized the importance of timely reimbursement for any purchases made under these programs. If you have already made purchases and are seeking reimbursement, she urged the members not to wait until the November 30, 2024 deadline to claim and request reimbursement from his office. You can simply submit the necessary information to her office, and we will process it for payment on the next bill list.

Ms. Patel noted the latest update on the statutory bonds, which can be found on pages 31-32 of the agenda. She noted the importance of verifying the inclusion of any newly bonded individuals, particularly in cases where retirements occurred at the end of December. Please ensure that the individuals who have been bonded through this program are accurately listed on the aforementioned pages. If you come across any discrepancies or if an individual's name is missing despite their application for underwriting and bonding, She strongly recommends reaching out to Jonathan Tavares in the Fund Underwriters Office. Alternatively, her office is readily available to assist you with any inquiries or concerns you may have.

In regards to the Elected Officials Training, Ms. Patel noted attendance has been very low, so please remind your Governing Body to take the training if they have not done so. She reminded the members that a \$250 credit, up to 5% of your towns assessment, will be issued for each Municipal Elected Official that competes the training. In addition, she noted her office receives a download of individuals who have completed the training approximately every two weeks. A follow-up email is sent to those who have successfully completed the training, and also published is an attendee/participants list on the JIF websites. To access this list, visit the JIF website and navigate to the "Sign-In Sheets" section, located approximately halfway down on the right-hand side.

Ms. Patel noted that the 2025 renewal process has been initiated. As part of this process, it is crucial to conduct payroll audits. You should have received a letter from her office last month regarding the completion of the payroll audit process for this year. Kindly remember it was important that all Members update and upload their payroll data for the 2023 fund year into Bowman's portal, by March 12, 2024. Detailed instructions on how to upload the data into Bowman's portal were provided in the email sent on February 15. Should you have any inquiries or concerns regarding this process, please do not hesitate to contact her office for assistance.

In addition, Ms. Patel stated the Property Appraisal process for this year has been initiated. A formal notification was sent out from her office last month, requesting the active participation of all Risk Management Consultants and Members in reviewing the property listings in Origami. It is important to ensure the accuracy and completeness of the property listing, and she asked that members who will be receiving a physical appraisal this year promptly notify AssetWorks once the review process has been completed.

Ms. Patel noted the JIF will hold the 2024 Safety Kickoff Breakfast on March 27, 2024 at Indian Springs Country Club, Marlton. The invitation was emailed to all Fund Commissioners and Alternates, as well as the Clerks, RMC's, Safety, Claims and Wellness Coordinators. We ask that you please respond no later than March 19, 2024.

Ms. Patel stated the JIF is looking to hold the 2024 Safety Kickoff Breakfast & Safety, Claims, & Wellness Coordinator will be held online on April 30, 2024. Additional information will be forthcoming.

In regards to the Annual Planning Retreat, Ms. Patel noted the Annual Retreat will be held on April 16, 2024 at Medford Village Country Club, Medford. Information pertaining to the Retreat, as well as the invitation/RSVP will be emailed to all members on or about March 20, 2024. A representative from each member town is required to attend at least “one half day session” to meet criteria of the 2024 SIP Program.

Ms. Patel noted the Executive Director’s office will be holding two (2) New Fund Commissioner Orientation sessions this year; one in May and the other later this Fall via Microsoft Teams. Anyone who would like an overview of the JIF is welcome to sign up and participate. An email notification with further details on how to participate in this training will be emailed to all members in April.

Lastly, Ms. Patel reminded the members that the Division of Local Government Services utilizes an “on line” process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file for their position of Fund Commissioner with the JIF. Newly appointed Fund Commissioners receive their Filing PIN # from our office once we are notified of their appointment. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director’s office, or has any questions, should contact Kris Kristie at Kristi_Kristie@rpadmin.com. Additional information will be sent to all Fund Commissioners once it is released by the Department of Community Affairs.

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

SOLICITOR'S REPORT

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese emphasized to the members to please review the attached list of authorized contacts for the *MEL Employment Practices Helpline* and be sure that who you want to have access to the Helpline are listed on this report, as calls can only be fielded from those on the list. He reminded the members that they could appoint up to **two (2)** municipal representatives who will be permitted to contact the *Helpline* attorneys with their inquiries. The appointment of the municipal representatives must be made by Resolution of the Governing Body, and a sample of the Resolution can be found on the BURLCO JIF website. Mr. DeWeese added he has fielded many calls, and he hopes this is helping to avoid claims.

Mr. DeWeese stated as per Mr. Wolbert previous inquiry regarding the Indemnification language on JIF website, he has reviewed and updated the language to ensure its relevance and effectiveness. In the coming days, a draft of the revised provisions will be shared with Mr. Forlenza, Ms. Patel and Mr. Wolbert for their thorough review. Following their input and approval, it is anticipated that the finalized version will be disseminated to all members during next months meeting.

Mr. DeWeese reported there were three (3) new cases assigned since last month.

Nucera v Township of Bordentown
Matera v Township of Delran
Snyder v Township of Pemberton

Mr. DeWeese reported there were three (3) cases closed since last month.

Gungor (a minor) v. Township of Delran
Moore v Township of Westampton
Rhodes v Township of Mansfield

Lastly, Mr. DeWeese stated he had recently presented the Claims Review Committee with a draft of the revised Litigation Management Guidelines. These guidelines had previously undergone amendments in 2017, and his project for 2023 and subsequent efforts in 2024 were focused on thoroughly revamping them. He was delighted to report that this process has now been successfully completed and the proposed revised guidelines have been shared with the Claims Review Committee for their careful consideration. It is his expectation that during the upcoming April Executive Committee meeting, a resolution will be put forth to adopt these newly revised guidelines, with the revised guidelines attached for reference.

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

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report is included in the agenda and is self-explanatory, noting his report covers activities for January. He then highlighted the following:

Mr. Garish noted his report encompasses a comprehensive overview of the activities conducted during the month of February. These activities include, but are not limited to, member visits, attendance at various meetings, completion of safety director bulletins and messages, as well as utilization of the MSI Live and MSI Now training platforms.

As a reminder, anyone who has new employees, volunteers, or part time employees please be sure to have them register in the new learning management system.

Mr. Garish noted his office has recently introduced a specialized work zone training program exclusively tailored for police officers. This program mirrors the TEAMS class, which is a mandatory traffic incident management course mandated by the state for police officers upon their initial assignment.

Recognizing the importance of this training, his office has crafted a comprehensive training program that will be conducted live via the MSI Platform through Zoom and is scheduled for May 16th. A formal notice will be disseminated to all members, and this training opportunity will be made available to all law enforcement agencies.

Mr. Garish also noted, as we approach the forthcoming spring and summer months, it is incumbent upon us to underscore the heightened utilization of our parks and playgrounds. We strongly encourage diligent inspections utilizing the provided forms that are specifically tailored for municipal operations. Furthermore, his office offers comprehensive general safety overviews and online classes pertaining to playground knowledge.

Lastly Mr. Garish noted his office has had quite a few inquiries regarding fireworks and drone shows. To address these concerns, they have curated a dedicated section on the MEL website exclusively catering to drones. Additionally, the Safety Director's office has compiled a comprehensive handbook and bulletins that serve as resources for events. Should you require a thorough survey of the designated area or any form of assistance, please do not hesitate to reach out to the Safety Director's office.

Mr. Garish asked if there were any questions at this time. No questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

During the recent Lessons Learned from Losses review, Mr. Roselli emphasized the importance of office and building safety. He discussed the significance of maintaining floors, mats, wiring and spills, making sure to clean up spills immediately and inspect for tripping hazards daily. Mr. Roselli also mentioned that when a slip & fall occurs that the scene of the accident should be photographed immediately.

Lastly, Mr. Roselli referenced several Claim Roadmaps, which were included in the agenda packet, noting the Roadmaps should be shared with those in your municipalities who report claims or are involved in the claims process. He stated the Roadmaps are designed to assist you in initiating and managing claims, whether they pertain to workers' compensation, liability claims, or damage to township property. He noted the information has been updated to reflect any changes in personnel, particularly within the workers' compensation team. He stated there are no new processes involved, and the resources are readily available for your convenience.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter reviewed his report, which was included in the agenda, noting it is mostly self-explanatory, and highlighted the following.

Mr. Winter reported that Policy and Procedure requests have been received and he will be responding to requesting agencies with the most current L/E best practices, NJ AG Guidelines and L/E Accreditation requirements.

Mr. Winter noted he completed one (1) Police agency visit to date with other agency visits currently scheduled. These visits were provided to discuss agency concerns, trends, Accreditation assistance and other requests. L/E RM services were outlined and provided to Chiefs and Command Staff present. Police agency's with Command changes will be a priority and visited as well. Agency visits are ongoing and being scheduled at this time to continue to build relationships with the Law Enforcement agencies within the BURLCO JIF and stated Activity Reports would be forwarded to the Fund Commissioners upon completion.

Mr. Winter reported no training is scheduled at this time; however, the Report Writing Class and the Management of Aggressive Behavior will be repeated on a selected date based on Police Chiefs input. Additionally, a course is being discussed to assist agency Resiliency Officers, to be conducted by Dr. Kelly. He noted a survey has been distributed to Police Chiefs in an effort to plan and strategize for the upcoming year. Results continue to be received and will be summarized for a future distribution.

Mr. Winter noted in regards to the BURLCO JIF Law Enforcement Ad-Hoc Committee, the Ad-Hoc Committee is being formulated with three (3) Police Chiefs to represent (JIF) police agencies in Burlington County. Mr. Winter will meet with them on a quarterly basis virtually to discuss loss trends, concerns, training, policy and procedure assistance, L/E Accreditation guidance etc. This is being developed to maintain an ongoing forum throughout the year as an extension of the County Chiefs Association, to identify areas as previously mentioned and to reduce potential risks. The concept has been well received when discussed with Chiefs. Chiefs selected for this committee are from Bordentown City PD, Mt. Laurel PD, and Chesterfield PD, with the initial meeting conducted on February 27, 2024. Topics discussed included police licensing, JIF training courses offered, and pre-employment processes.

Lastly, Mr. Winter reviewed Bulletin 24-01 which discussed Fatigue in Law Enforcement and he explained fatigue is a prevalent issue among law enforcement officers, with more than 90 percent reporting routine

fatigue and 85 percent driving while drowsy. Fatigue can manifest as tiredness, depression, mood disorders, memory impairment, irritability, stress, and hypertension. It poses dangers to officers and communities, with a significant number of officer deaths resulting from auto collisions. Factors contributing to fatigue include long workweeks, inconsistent shift schedules, commuting, home life, irregular shift schedules, and staffing shortages. Compassion fatigue, resulting from repeated exposure to traumatic situations, is also a concern. Departments are implementing strategies such as compressed shifts, limiting overtime, and involving officers in shift scheduling to combat fatigue. Individual actions, such as maintaining physical fitness and utilizing support programs, can also help mitigate fatigue.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer stated her report, which is included in the agenda packet, provides a detailed overview of the activities and planned events for February. 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 noted she has been actively engaging with Wellness coordinators, both through meetings and individual discussions, to exchange ideas and offer assistance in accessing necessary resources. Some towns have already initiated their Wellness initiatives, including challenges focused on relaxation and stress management. Presentations on various wellness topics are also being scheduled in different towns.

Ms. Schiffer noted she has been reaching out to new resources, including speaker bureaus, to provide additional support and will be sharing this information with all coordinators as appropriate. Some towns are exploring new ideas and sharing them at the Town Safety Committee meetings to gain input and opinions from other department heads and some towns have established dedicated Wellness committees to facilitate brainstorming and shared responsibilities in promoting wellness activities.

Ms. Schiffer advised the first Wellness Advisory Committee meeting for 2024 has taken place, and the minutes have been shared with the Executive Safety Committee members. The Executive Safety Committee has approved the minutes and are included in today's agenda for the membership's review and the next meeting is scheduled for May 16th, with participation from Fieldsboro, Palmyra, and Pemberton Township.

Ms. Schiffer reported she has conducted the first of three brainstorming sessions for Wellness coordinators, providing a platform for peer support and idea exchange. The last meeting in February had representation from four Burlington County towns, and the next session is planned for May.

In terms of resource development, she has been contacting companies and lenders to explore new offerings that can benefit the BURLCOJIF. For instance, Deborah Heart and Lung now provides in-person health screenings, which can be challenging to arrange on-site. Additionally, they offer a first responder program called Hero Care Connect. She is also working on the distribution of the quarterly newsletter, with the first quarter already distributed and the April issue for Q2 scheduled for the end of this month, focusing on growth and learning.

Lastly, Ms. Schiffer reminded everyone about the new multimedia section under the Wellness portion of the BURLCO JIF website. It features mindful minutes, including stretching exercises, workplace movement tips, and mindfulness for meditation. Employees can access these resources at their convenience.

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 February reports in the agenda and highlighted the following, first noting she will be retiring as of April 1, 2024. Ms. Beatty noted there has not been a replacement for her

position as of yet, but there are a few potential candidates, and she will be around for the next 2 months or so to assist in training.

Lost Time v. Medical Only Cases

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

	February	YTD
<i>Lost Time</i>	1	3
<i>Medical Only</i>	13	21
<i>Report Only</i>	5	8
<i># of New Claims Reported</i>	19	32
<i>% Report Only</i>	26%	25%
<i>Medical Only/Lost Time Ratio</i>	93:07	100:00
<i>Average Days to Report to Qual-Lynx</i>	1.2	1.5
<i>Average Days Reported to employer</i>	0.2	0.3

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 2024.

All Claims – 1.5 days to report
 Non-COVID Claims – 1.5 days to report
 COVID Claims – no claims

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	242
<i>Transitional Duty Days Worked</i>	155
<i>% of Transitional Duty Days Worked</i>	63%
<i>Transitional Duty Days Not Accommodated</i>	90
<i>% of Transitional Duty Days Not Accommodated</i>	37%
<i>\$ Saved by Accommodating</i>	\$518,272
<i>\$ Lost by not Accommodating</i>	\$6,580

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	February
<i>Bill Count</i>	92
<i>Original Provider Charges</i>	\$102,995
<i>Re-priced Bill Amount</i>	\$42,304
<i>Savings</i>	\$60,691

<i>% of Savings</i>	59%
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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 claims by member where a nurse case manager has been appointed and whether the nurse has been assigned longer than 90 days.

Managed Care Quick Notes

Ms. Beatty reported that on starting May 1, 2024, Qual-Lynx would partner with ScriptAdvisor for Pharmacy Benefit Management (PBM) services in New Jersey. ScriptAdvisor is a leading PBM solution provider in the workers' compensation industry. They have a wide network of pharmacies, including popular ones like Walgreens and CVS. The PBM program includes customized drug formularies, opioid and compound drug controls, pharmacist oversight, 24/7 support, and savings reporting. The transition will not interrupt patient care, and Qual-Lynx will provide First Fill letters to ensure no out-of-pocket expenses for medications.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Caruso referenced his reports included in the agenda highlighting the activities during the month of February. He noted substantial portions of his efforts were dedicated to the successful completion of our cyber hygiene training.

In regards to the new training session, which commenced on February 5, he reported early positive outcomes. Approximately 90% of the recipients of the training emails have already completed the training, signifying a good level of engagement with only 45 days into the new program, which is excellent. However, he noted about 30 people, or 3% of the membership still have not logged in. He strongly urge all members to actively encourage participation and ensure that individuals are promptly signing up and receiving the necessary training emails. Additionally, Mr. Caruso reiterated the significance of the phishing exercise, which serves as a pre-training assessment of individuals' knowledge and preparedness.

Mr. Caruso stated he is currently engaged in proactive outreach to Fund Commissioners to address the ongoing results of the external network vulnerability scanning. He highlighted the critical vulnerabilities identified in some towns and the subsequent notifications sent to address them within the designated 30-day timeframe. He also mentions the positive outcome of the penetration testing, which has not yielded any concerning results.

Mr. Caruso noted his primary focus at present is the distribution of cyber risk management framework forms to all Fund Commissioners, emphasizing the significance of completing the basic form to qualify for a deductible reduction. However, only 43% of the basic forms have been received thus far, prompting Mr. Caruso to urge rapid submission to enable progress towards intermediate and advanced levels.

Additionally, Mr. Caruso highlighted his efforts in addressing O365 policies, providing 15 online recommendations to enhance the security of the O365 environment. Notably, he emphasizes the importance of disabling external access to email via the web and implementing geo-restriction measures to prevent unauthorized access. He advises printing and sharing these recommendations with IT personnel for implementation.

Lastly, Mr. Caruso informed the members that Microsoft Teams will be transitioning to a new version by July 1, prompting all users to adapt to the updated platform.

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 February 2024, 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 February 29, 2024 for Closed Fund Years 1991 through 2019, and Fund Years 2020, 2021, 2022, 2023 and 2024.

Investment Interest

Interest received or accrued for the reporting period totaled \$34,492.07. This generated an average annual yield of 2.45%. However, after including an unrealized net loss of \$40,975.30 in the asset portfolio, the yield is adjusted to -2.91% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,499,549.14.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$8,340.77	\$54,956.68
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	
Premium Assessment Payments		\$1,604,679.00

Loss Run Payment Register – February 2024

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 \$284,674.32. The claim detail shows 250 claim payments issued.

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

Interest Allocated for the Period, after adding the E-JIF Dividend of \$28,846.00, is \$674.78 for a total Member Balance of \$331,177.63.

At this point, Mr. Tontarski had computer issues, and Ms. Patel completed reporting on his behalf

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$16,608,828.75 to a closing balance of \$17,171,827.09 showing an increase in the fund of \$526,998.34.

Bill List –March 2024

For the Executive Committee's consideration, Ms. Patel presented the March 2024 Bill List in the amount of \$93,417.89, which was included in the agenda packet.

Acting Chair Wolbert entertained a motion to approve the February 2024 Loss Run Payment Registers and the March Bill List in the amount of \$93,417.89, as presented.

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

Motion by Mr. Ingling seconded by Mr. Mascia to approve the *February 2024 Loss Run Payment Registers and the March Bill List in the amount of \$93,417.89, as presented.*

ROLL CALL

Yeas:

James Ingling, *Acting Fund Secretary,*
Wrightstown Borough

Jerry Mascia, **Mt. Laurel Twp.**
Paula Kosko, **Hainesport Twp.**
Dan Hornickel, **Pemberton Twp.**
Erin Provenzano, **Delanco Twp.**
Rich Wolbert, *Acting Fund Chair*, **Beverly City**
Michael Mansdoerfer, **Riverside Twp.**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Strategic Planning Meeting Minutes – March 12, 2024

Mr. Hornickel noted the Strategic Planning Committee met virtually on March 12, 2024 and the detailed minutes were emailed out earlier to all members, which also included the revised Strategic Planning Charter for consideration of approval. He noted the minutes and report are self-explanatory, and highlighted the following.

Mr. Hornickel provided an update on recent activities, noting the upcoming renewal of nine (9) members and highlighted the efforts of Mr. Forlenza and Ms. Patel to conduct visitations, ensuring maximum membership retention. He noted the absence of growth prospects this year, a trend they have been monitoring closely.

In terms of conferences, Mr. Hornickel noted his own attendance as the sole attendee thus far and encourages others to participate, emphasizing the valuable insights and opportunities for improvement that can be gained. He assures that the budget allows for three (3) individuals per conference, covering travel and accommodation expenses.

Expressing gratitude, Mr. Hornickel acknowledged the continued membership in PRIMA and AGRIP, appreciating the responses received from those involved. He also mentioned the adoption of a hybrid meeting format, combining virtual and in-person sessions based on the agenda's requirements.

Two final points were highlighted: the Fund Commissioner orientation, which will now be held twice a year to accommodate those who missed the initial session, and the upcoming Annual Planning Retreat, scheduled to take place in person at the esteemed Medford Village Country Club on April 16, 2024.

Acting Chair Wolbert asked for a *Motion to Adopt the Revised Strategic Planning Committee Charter* as presented.

Motion by Ms. Provenzano, seconded by Ms. Kosko to *Adopt the Revised Strategic Planning Committee Charter* as presented. All in Favor. Motion carried.

MEL/RCF/EJIF/CYBER REPORTS

There were no meeting to report on this month.

MISCELLANEOUS BUSINESS

Next Meeting

Acting Chair Wolbert noted the next meeting of the BURLCO JIF would take place on **Tuesday, April 16, 2024 at 3:00 pm at Medford Village Country Club, following that days Annual Retreat.**

PUBLIC COMMENT

Motion by Mr. Indging, seconded by Mr. Mascia to open the meeting to the public. All in favor. Motion carried.

Acting Chair Wolbert opened the meeting to the public for comment.

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

Motion by Ms. Provenzano, seconded by Ms. Kosko, to close the meeting to the public. All in favor. Motion carried.

APPROVAL OF CLAIMS PAYMENTS

Acting Chair Wolbert asked members for their questions at this time. No questions were entertained.

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

<i>Workers Compensation</i>	<i>Property</i>
2021211406	2024323413
2020207647	2024314799
2024315692	2021227910
2024322920	
2023302883	

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

ROLL CALL

Yeas: James Ingling, *Acting Fund Secretary, Wrightstown Borough*
Jerry Mascia, **Mt. Laurel Twp.**
Paula Kosko, **Hainesport Twp.**
Dan Hornickel, **Pemberton Twp.**
Erin Provenzano, **Delanco Twp.**
Rich Wolbert, *Acting Fund Chair, Beverly City*
Michael Mansdoerfer, **Riverside Twp.**

Nays: None

Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

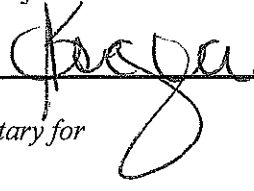
There were zero (0) claims this month presented for Abandonment of Subrogation.

MOTION TO ADJOURN

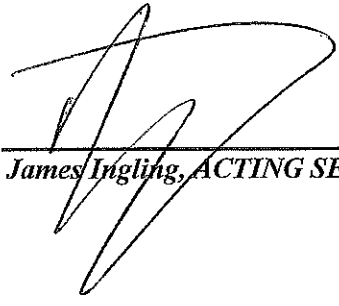
Acting Chair Wolbert entertained a motion to adjourn the March 19, 2024 meeting of the BURLCO JIF.

Motion by Mr. Mascia, seconded by Mr. Mansdoerfer to adjourn the March 19, 2024 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 3:53 PM.



Kris Kristie,
Recording Secretary for



James Ingling, ACTING SECRETARY