

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

**July 16, 2024 – 3:00 PM
Hainesport Municipal Building
One Hainesport Centre, Hainesport, NJ**

AGENDA

- I. Meeting called to order by Chair
- 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 the *Courier Post*, Cherry Hill NJ;
 - 2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
 - 3. Posting notice on the public bulletin boards of all member municipalities of the BURLCO JIF.
- IV. Roll Call
 - A. Fund Commissioners
 - B. Fund Professionals
 - C. Risk Management Consultants
 - D. Move up Alternates (*if necessary*) Motion to move up _____, _____ and _____ in the absence of _____, _____ and _____ to the Executive Committee for voting purposes – **Motion – All in Favor**
- V. 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 – All in Favor**
- VI. Approval of Minutes
 - Motion to Adopt the **June 18, 2024** Meeting Minutes – **Motion – All in Favor**.....Pages 1-14
- VII. Claims Review Committee Meeting Minutes – July 9, 2024Handout
- VIII. Executive Director’s Report.....Pages 15- 47
 - A. Lost Time Accident Frequency.....Pages 19-20
 - B. Certificates of Insurance.....Pages 21-30
 - C. Financial Fast Track Report.....Page 31
 - D. Regulatory Filing Checklists.....Pages 32-34
 - E. 2023 Safety Incentive Program.....Page 35
 - F. 2024 Optional Safety Budget.....Page 36
 - G. 2024 Wellness IncentivePage 37
 - H. 2024 EPL/Cyber Risk Management Budget.....Page 38
 - I. EPL Compliance StatusPage 39
 - J. Statutory Bond Status.....Pages 40-41
 - K. Skateboard Park Approval StatusPage 42
 - L. Capehart Scatchard Updates.....Pages 43-45
 - M. Land Use Training Certification.....Page 46
 - N. Renewing Members
 - O. Membership Renewal Visits
 - P. 2025 Exposure Renewal Process
 - Q. 2024 Property Appraisal Reports
 - R. 2024 Coverage Documents
 - S. Quarterly Attendance.....Page 47

T.	Website	
U.	New Member Activity	
IX.	Solicitor’s Report	
	A. MEL Helpline and Contact List.....	Pages 48-50
	B. Legal Bulletin: OPRA Amendments.....	Pages 51-55
	C. Motion to Authorize the Fund Solicitor to Prepare, Distribute, and Receive the Results Of a Membership Survey Regarding JIF Operations, Programs, and Policies – Motion – All in Favor	
X.	Safety Director’s Report	
	A. Activity Report	Pages 56-58
XI.	Claims Administrator’s Report	
	A. Lessons Learned from Losses	Page 59
XII.	Law Enforcement Risk Management	
	A. Report.....	Pages 60-61
XIII.	Wellness Director Report	
	A. Monthly Activity Report.....	Pages 62-63
	B. Targeting Wellness Newsletter	Pages 64-67
XIV.	Managed Health Care Report	
	A. BURLCOJIF Summary.....	Page 68
	B. Average Days to Report.....	Page 69
	C. Claims Reported by Type.....	Page 70
	D. Nurse Case Management Reports.....	Page 71
	E. Transitional Duty Report.....	Page 72
	F. Quick Notes.....	Page 73
XV.	Technology Risk Services	
	A. Reports.....	Pages 74-75
XVI.	Treasurer’s Report as of June 30, 2024	Pages 76-98
	A. Investment Report	
	B. Investment JCMI	
	C. Loss Run Payment Registers	
	D. Fund Status	
	E. Disbursements	
	F. AELCF	
	G. July Bill List.....	Page 99
	H. RMC Bill List.....	Page 100
	Motion to approve the Payment Register & Bill List– Motion – Roll Call	
XVII.	Committee Reports	
	Finance Committee Report	
	1. 2024 Budget Amendment	
	a. Public Hearing	
	1. Budget Amendment Public Hearing – Motion to Open – All in Favor	
	2. Budget Amendment Public Hearing – Motion to Close – All in Favor	
	b. 2024 Amended Budget Adoption – Motion to Adopt – Roll Call	Page 101

- c. 2024 Amended Assessment Certification Adoption – **Motion to Adopt – Roll Call**.....Page 102
 - B. Strategic Planning Committee Meeting Minutes – June 18, 2024.....Pages 103-108
- XVIII. MEL/RCF/E-JIF/Cyber Reports
- A. Cyber JIF Report – June 20, 2024.....Page 109
 - B. Authorization to Pay Fund Vendors/Professionals in August 2024 – **Motion- Roll Call**
 - C. Motion to Authorize the Executive Director’s office to Re-Advertise the location of the December Executive Committee Meeting - **Motion – All in Favor**
 - D. Motion to Authorize the Executive Directors Office to Prepare, Advertise, and Receive Proposals for Internal and External Network Penetration Testing in Conjunction with the Atlantic and Gloucester, Salem & Cumberland Counties Municipal Joint Insurance Funds – **Motion – All in Favor**

XIX. Miscellaneous Business

The next meeting of the BURLCOJIF will be held on Tuesday, September 17, 2024 at 3:00 PM via Microsoft Teams. THERE IS NO AUGUST MEETING, ENJOY!

- XX. Meeting Open to Public Comment
- A. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
 - B. Motion to Close Meeting to Public Comment – **Motion - All in Favor**
- XXI. **Closed Session** (*if necessary*) – Resolution 2024- _____ A request shall be made to go into Closed Session to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations -**Motion – Roll Call**
- A. Professionals’ Reports
 - 1. Claims Administrator’s Report
 - 2. Executive Director’s Report
 - 3. Safety Director’s Report
 - 4. Solicitor’s Report
 - B. Reopen Public Portion of Meeting – **Motion – All in Favor**
- XXII. Approval of Claims Payments – **Motion – Roll Call**
- XXIII. Authorization to Abandon Subrogation (if necessary) – **Motion – Roll Call**
- XXIV. Motion to Adjourn Meeting – **Motion – All in Favor**