

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Medford Village County Club, Medford, NJ

April 16, 2024 @ 3:00 pm

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Medford Village County Club, Medford, NJ on April 16, 2024. Fund Chair, John Gural, **Palmyra Borough**, 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, *Fund Secretary*, **Beverly City**
Maria Carrington, **Bordentown Twp.**
Caryn Hoyer, **Chesterfield Twp.**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **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.**
Susan Jackson, **New Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Dan Hornickel, **Pemberton 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.**
Margaret Peak, **Bordentown City**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
Kathy Smick, **Pemberton Borough**
Michael Mansdoerfer, **Riverside Twp.**
Kathy Hoffman, **Southampton Twp.**
Brandy Boyington, **Springfield Twp.**
Maryalice Brown, **Woodland Twp.**
Kamini Patel, MBA, CIC, CPCU, AIDA®, *Deputy Executive Director, RPA – A Division of Gallagher*

Those also in attendance were:

Paul A. Forlenza, MGA, *Executive Director, RPA – A Division of Gallagher*
Tracy Forlenza, *Account Manager, RPA – A Division of Gallagher*
Jillian Donnelly, *Account Manager, 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*
Chris Winter, *Law Enforcement Risk Management Consultant*
Chris Roselli, *Account Manager, Qual-Lynx*
Karen Beatty, *Client Services Manager, Qual-Care*
Christine Gallagher, *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
Insurance Agency Management
Fairview Insurance Agency

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

Chair Gural asked for a Motion to allow 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. Hornickel, seconded by Mr. Wolbert. All in Favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES

Chair Gural presented the Open session meeting minutes of the March 19, 2024 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 Ms. Provenzano, seconded by Mr. Mansdoerfer to approve the Open session meeting minutes of the March 19, 2024 meeting. All in Favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – April 9, 2024

Mr. Bellina noted the minutes of the April 9, 2024 Claims Review Committee meeting were a handout for today's meeting and are self-explanatory. He then noted the Committee eight (8) PARs including seven (7) Workers' Compensation (*1 Police, 2 Fire, and 5 Other*); one (1) General Liability, zero (0) Automobile Liability, and zero (0) 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 asked if there were any questions. No questions were entertained.

EXECUTIVE DIRECTOR'S REPORT

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

Mr. Forlenza 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.

Mr. Forlenza noted details regarding the allocation of funds for the Safety Incentive Program, Optional Safety budget, EPL/Cyber budget, and Wellness Incentive funds for 2024 are listed in the agenda. The deadline to encumber the funds is November 29, 2024 and he noted that the Safety Incentive Program award money letter was sent following the Safety Breakfast on March 27, 2024. He urged the members not to wait until the November 29, 2024 deadline to claim and request reimbursement from his office. You can simply submit the necessary information to his office, and we will process it for payment on the next bill list.

Mr. Forlenza noted the latest listing of Statutory Bonds issued by the MEL for JIF members is included in the agenda for your review. This list should be reviewed for accuracy. Please note that these bonds are written for the individual NOT the position to be bond. All applicants for a bond must complete an underwriting application and submit it to the Fund Underwriter for approval. Any questions on the status of an application or a bond listed on the report should be directed to Jonathon Tavares at 856-614-4493 or jtavares@connerstrong.com.

In regards to the Elected Officials Training, Mr. Forlenza noted attendance has been very low, so please remind your Governing Body members to take the training if they have not done so. He reminded the members that a \$250 credit, up to 5% of your towns assessment, will be issued for each Municipal Elected Official that completes the training. In addition, he noted his 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 of the home page.

Mr. Forlenza noted an invitation for the Safety, Claims, and Wellness Coordinator Roundtable was emailed out to all members on April 4, 2024 and will be held online on April 30, 2024 at 10:00 am via Microsoft Teams.

Mr. Forlenza 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 the end of April.

Mr. Forlenza 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. He noted a notification was sent out from his office on April 3, 2024 and the last day to file without penalty is April 30, 2024.

Mr. Forlenza stated that the Annual SLEO Training will be provided again this year in two (2) identical sessions in May. His office will send an invite at the end of April.

Mr. Forlenza noted that the quarterly attendance can be found on page 50 of the agenda. Please be sure to review your attendance, and contact Ms. Kristie at Kristi_Kristie@RPAdmin.com if you feel there are any discrepancies in the report.

Mr. Forlenza noted that we are still working on the Members Only Section of the JIF website, and Ms. Matro provided a nice overview earlier today during the Retreat. Again, he anticipates it launching in early May.

Notification will go to all members at that time. He reminded members that this is necessary to protect the policies and other documentation on our JIF website.

Lastly, Mr. Forlenza noted that a reminder was sent to the members who have not yet completed their review of their property schedules in Origami. He commented that even those members not receiving physical appraisals this year must complete the review of exposures in Origami and contact AssetWorks. He reminded members that the values in Origami are what are trended to compile the 2025 renewal premiums. Mr. Forlenza also noted that a reminder was sent to the members who have not yet uploaded their 2023 payroll information to Bowman to please reach out to them as soon as possible, as this data is used to compile the 2025 Workers Compensation excess premiums and it is crucial that it is completed on schedule.

Mr. Forlenza 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 noted that Jodi Howlett, Esquire is no longer serving on the MEL Helpline. He noted that he and Fred Semrau, Esquire will be handling the calls. Mr. DeWeese noted the MEL is actively looking for a replacement for her on the Helpline, and once she is replaced, he will update the members.

Mr. DeWeese reported there was one (1) new case assigned since last month.

Lopez v Township of Bordentown

Mr. DeWeese reported there have been no (0) cases closed since last month.

Resolution 2024- 18 Revised Litigation Management Guidelines

Mr. DeWeese announced that he has revised the Litigation Management Guidelines (LMG) for the BURLCOJIF. He noted that last month, he provided the committee members with a draft of the revised Litigation Management Guidelines, and he requested that Committee Members provide their comments or suggestions for additions, deletions, or corrections; however, he did not receive any responses.

Chair Gural entertained a motion to adopt the Revised Litigation Management Guidelines as presented by Mr. DeWeese.

Motion by Mr. Hornickel, seconded by Ms. Kosko to adopt the Revised Litigation Management Guidelines as presented.

ROLL CALL

Yeas:

Rich Wolbert, Fund Secretary, Beverly City
Maria Carrington, Bordentown Twp.
Caryn Hoyer, Chesterfield Twp.
Erin Provenzano, Delanco Twp.
Joe Bellina, Delran Twp.
Patricia Clayton, Alternate, 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
Susan Jackson, New Hanover Twp.
John Gural, Fund Chair, Palmyra Borough
Dan Hornickel, Pemberton Twp.
Susan Onorato, Shamong Twp.
Lisa Cummins, Tabernacle Twp.
Craig Farnsworth, Westampton Twp.
James Ingling, Wrightstown Borough

Nays: None

Abstain: None

In regards to the Conflict of Interest Policy, Mr. DeWeese noted that the Appendix holds the Conflict of Interest Policy, which is very old and outdated. He has prepared revisions to the Policy and will circulate among the members. Please direct any questions or concerns to him. If there are no objections, he will present a resolution at the May meeting adopting the revised Conflict of Interest Policy.

Lastly, Mr. DeWeese noted that he has revised and prepared revisions to the Indemnification and Insurance Provisions and will circulate among the members for any feedback or suggestions. Please direct any questions or concerns to him. If there are no objections, he will present a resolution at the May meeting to adopt the revised Indemnification and Insurance Provisions.

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 March. He then highlighted the following:

Mr. Garish noted his report encompasses a comprehensive overview of the activities conducted during the month of March. 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, Mr. Garish 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.

Mr. Garish noted his office has had quite a few inquiries regarding fireworks and drone shows. To address these concerns, they have created 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 noted his office has introduced a specialized work zone training program exclusively tailored for police officers. This program mirrors the TIMS 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 noted a bulletin has just been released on AI and on Law Enforcement specifically using this tool, so he asked that all members please review this bulletin.

Lastly, Mr. Garish noted the Safety, Claims and Wellness Coordinators Roundtable will be held via Microsoft Teams on April 30th at 10:00 am and everyone should have received the RSVP email that was sent out on or about April 4th. If anyone has any questions regarding the Roundtable, please reach out to his 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 explained that when the Joint Insurance Fund (JIF) pays a Property or Workers' Compensation claim, the JIF has the right to subrogate if it believes that someone else is responsible for the damage or injury. He further explained that the JIF seeks damages in Property claims and the amount paid for medical treatment, lost wages, and awards in Workers' Compensation claims. Recovering funds through subrogation reduces overall claim payments.

He noted that Qual Lynx and JIF Solicitor, David DeWeese, handle subrogation efforts on behalf of the JIF. However, a lack of timely reporting and documentation of injuries can make subrogation challenging, as shown in an example case where the employee didn't report the injury or seek medical treatment promptly.

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 there were no (0) Police agency visits this month, however, other agency visits are currently scheduled. These visits are 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 notes there is no training scheduled at this time however training topics are being considered for future training dates. Additionally, a course is being discussed and reviewed to assist agency Resiliency Officers, to be conducted by Dr. Kelly, Ph.D., ABPP. and Captain William Walsh, Voorhees PD.

Lastly, in regards to the JIF Law Enforcement Committee; this has been formulated with three (3) Police Chiefs from the county to represent (JIF) police agencies in Burlington County. He will continue to meet with them on a quarterly basis virtually to discuss trends, concerns, training, policy and procedure assistance, potential risk and liability issues and L/E Accreditation guidance etc. This is being developed to maintain an ongoing forum throughout the year as an extension of the County Chiefs Associations, to identify areas as

previously mentioned and to reduce potential risks. Chiefs selected to date are from Bordentown City, Chesterfield, and Mount Laurel Police Departments. An initial meeting was conducted on February 27, 2024. The next meeting will be posted when scheduled in June.

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 March. 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, and she reviewed some of those activities with the members.

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 next meeting is scheduled for May 16th, with the following towns participating so far: Fieldsboro, Palmyra, and Pemberton Township.

Ms. Schiffer reported she has conducted her first three (3) brainstorming sessions for Wellness coordinators, providing a platform for peer support and idea exchange with the next session 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 complimentary testing for blood pressure, pulse oximetry, sleep apnea, body mass analysis, and even blood sugar counts. She also distributed the April Q2 Newsletter at the end of March to all members.

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 introduced Christine Gallagher from Qual-Lynx who will be taking over for her as she will be retiring at the end of May.

Ms. Beatty noted she had included the March 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)*:

	March	YTD
<i>Lost Time</i>	0	5
<i>Medical Only</i>	12	31

<i>Report Only</i>	9	17
<i># of New Claims Reported</i>	21	53
<i>% Report Only</i>	43%	32%
<i>Medical Only/Lost Time Ratio</i>	100:00	86:14
<i>Average Days to Report to Qual-Lynx</i>	1.0	1.3
<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 – 1.3 days to report
 Non-COVID Claims – 1.53days to report
 COVID Claims – no claims

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>	510
<i>Transitional Duty Days Worked</i>	305
<i>% of Transitional Duty Days Worked</i>	60%
<i>Transitional Duty Days Not Accommodated</i>	205
<i>% of Transitional Duty Days Not Accommodated</i>	40%
<i>\$ Saved by Accommodating</i>	\$31,445
<i>\$ Lost by not Accommodating</i>	\$17,116

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>March</i>
<i>Bill Count</i>	100
<i>Original Provider Charges</i>	\$146,794
<i>Re-priced Bill Amount</i>	\$49,863
<i>Savings</i>	\$96,930
<i>% of Savings</i>	66%

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

In regards Functional Capacity Evaluations (FCE) Ms. Beatty reported that overall this is a comprehensive assessment that evaluates an individual's physical ability to perform essential duties in the workplace or activities of daily living and leisure. It is used to determine functional levels for a safe return-to-work following an injury or illness. The evaluation includes components such as assessing the patient's self-described level of pain and disability, detailed medical history, examination of the musculoskeletal system, material handling tests, movement tests, positional tolerance tests, evaluation of aerobic capacity, and customized tests based on the patient's industry. The FCE also analyzes the patient's level of effort and provides a report that draws conclusions about their abilities. It can be used in various situations, including assessing the physical capability of potential employees, employees returning to work after an illness or injury, or employees experiencing difficulties in performing their duties. Consulting a Labor Attorney is recommended in these situations.

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 March. 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 93% of the recipients of the training emails have already completed the training, signifying a good level of engagement which is excellent. However, he noted about 30 people, or 3% of the membership still have not logged in. He strongly urged 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. In regards to the D2 testing, there are no (0) vulnerabilities found for the BURLCOJIF member towns, which again, is excellent.

Mr. Caruso stated he attended 32 hours of training in Salem, and explained all that was involved.

Mr. Caruso noted his primary focus last month 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, noting the BURLCOJIF is at 79% which is top amongst the 3 JIFs, so good job, but he urged the rapid submission of those few left to enable progress towards intermediate and advanced levels.

Additionally, Mr. Caruso congratulated the BURLCOJIF on their hard work, as the Cyber claims in the BURLCOJIF are zero, which is a showing of what you have learned and the practices the members are showing.

Lastly, Mr. Caruso stated this month's bulletin covers choosing an IT vendor, so please look over the bulletin and reach out to him with any questions or assistance. He noted selecting an IT vendor based on the Cyber JIF Cybersecurity Framework involves a comprehensive evaluation of the vendor's ability to meet specific security controls, manage third-party risks, support defensive strategies, and adhere to stringent policies and procedures. By following this structured approach, a municipality can ensure that its IT vendor not only complies with the Cyber JIF framework but also strengthens its Cybersecurity posture against evolving threats.

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 March 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 March 31, 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 \$40,595.01. This generated an average annual yield of 2.84%. However, after including an unrealized net gain of \$26,318.38 in the asset portfolio, the yield is adjusted to 4.68% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,551,601.54.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$6,890.34	\$61,847.02
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	
Premium Assessment Payments		\$350,048.00

Loss Run Payment Register – March 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 \$375,770.14. The claim detail shows 246 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 \$783.79 for a total Member Balance of \$331,961.41

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$17,171,827.09 to a closing balance of \$17,127,940.77 showing a decrease in the fund of \$43,886.32.

Bill List –April 2024(Revised)

For the Executive Committee's consideration, Mr. Tontarski presented the revised April 2024 Bill List in the amount of \$715,462.81 which was a handout at today's meeting.

Chair Gural entertained a motion to approve the March 2024 Loss Run Payment Registers and the revised April Bill List in the amount of \$715,462.81 as presented.

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

Motion by Mr. Wolbert, seconded by Ms. Provensazo to approve the *March 2024 Loss Run Payment Registers and the revised April Bill List in the amount of \$715,462.81, as presented.*

ROLL CALL

Yeas:

- Rich Wolbert, Fund Secretary, Beverly City
- Maria Carrington, Bordentown Twp.
- Caryn Hoyer, Chesterfield Twp.
- Erin Provenzano, Delanco Twp.
- Joe Bellina, Delran Twp.
- Patricia Clayton, Alternate, 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
Susan Jackson, New Hanover Twp.
John Gural, Fund Chair, Palmyra Borough
Dan Hornickel, Pemberton 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

Nothing to report this month.

MEL/RCF/EJIF/CYBER REPORTS

In the absence of Ms. Jack, Mr. Forlenza reported the MEL, RCF, and EJIF met on March 22, 2024, with the Cyber JIF meeting the day prior, March 21, 2024. He stated the reports were included in the agenda packet and were self-explanatory. He then highlighted the following:

Mr. Forlenza noted the JCFI had gone through an RFP for banking services, and they will be moving to TD Bank, along with the MEL, RCF and the state wide Funds, effective July 1, 2024. He stated they had received a very good proposal from TD Bank, and after July 1, the BURLCOJIF will have an opportunity to transition over as well, and this will be a topic of discussion with the Finance Committee later this summer.

He also noted the MEL completed an RFP process for Emergency Response Services, specifically Restoration Services. He stated years ago it was decided to have the results of those RFP's and the contractors listed on the MEL website, however it was dated, so now, having just completed that process, all of the new vendors, along with their pricing is updated on the MEL website.

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

MISCELLANEOUS BUSINESS

Chair Gural asked for a Motion to Authorize the Fund Solicitor and Executive Director to Prepare, Advertise, and Receive Requests for Qualifications for the Position of Workers Compensation Defense Attorneys and Liability Defense Attorneys

Motion by Mr. Ingling, seconded by Mr. Hornickel to approve the Motion *as presented*.

ROLL CALL

Yeas: Rich Wolbert, Fund Secretary, Beverly City
Maria Carrington, Bordentown Twp.
Caryn Hoyer, Chesterfield Twp.
Erin Provenzano, Delanco Twp.
Joe Bellina, Delran Twp.
Patricia Clayton, Alternate, Edgewater Park
Patrice Hansell, Fieldsboro Borough
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Paula Kosko, Hainesport Twp.
Carrie Gregory, Lumberton Twp.
Mike Fitzpatrick, Mansfield Twp.

Dawn Bielec, Medford Twp
 Susan Jackson, New Hanover Twp.
 John Gural, Fund Chair, Palmyra Borough
 Dan Hornickel, Pemberton 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.

Next Meeting

Chair Gural noted the next meeting of the BURLCO JIF would take place on **Tuesday, May 21 2024 at 3:00 pm via Microsoft Teams.**

PUBLIC COMMENT

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

APPROVAL OF CLAIMS PAYMENTS

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

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

<i>Workers Compensation</i>	<i>General Liability</i>
2021222201	2022261438
2023299080	
2024327108	
2024325382	
2024323558	
2024319668	
2024319692	
2024316613	

Motion by Mr. Ingling, seconded by Mr. Wolbert 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
 Maria Carrington, Bordentown Twp.
 Caryn Hoyer, Chesterfield Twp.
 Erin Provenzano, Delanco Twp.
 Joe Bellina, Delran Twp.

Patricia Clayton, Alternate, 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
Susan Jackson, New Hanover Twp.
John Gural, Fund Chair, Palmyra Borough
Dan Hornickel, Pemberton 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 was one (1) claims this month presented for Abandonment of Subrogation.
2023293324

Fund Secretary Wolbert entertained a motion to Abandon Subrogation on claim number 2023293324 as presented.

Motion by Chair Gural, seconded by Mr. Ingling to approve Abandonment of Subrogation on claim number 2023293324, as presented.

ROLL CALL

Yeas: Rich Wolbert, Fund Secretary, Beverly City
Maria Carrington, Bordentown Twp.
Caryn Hoyer, Chesterfield Twp.
Erin Provenzano, Delanco Twp.
Joe Bellina, Delran Twp.
Patricia Clayton, Alternate, 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
Susan Jackson, New Hanover Twp.
John Gural, Fund Chair, Palmyra Borough
Dan Hornickel, Pemberton Twp.
Susan Onorato, Shamong Twp.
Lisa Cummins, Tabernacle Twp.
Craig Farnsworth, Westampton Twp.
James Ingling, Wrightstown Borough

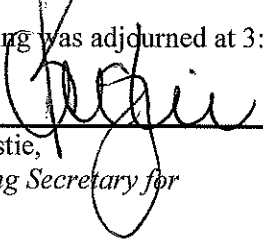
Nays: None
Abstain: None

MOTION TO ADJOURN

Chair Gural entertained a motion to adjourn the April 16, 2024 meeting of the BURLCO JIF.

Motion by Ms. Kosko, seconded by Mr. Ingling to adjourn the April 16, 2024 meeting of the BURLCO JIF.
All in favor. Motion carried.

The meeting was adjourned at 3:40 PM.



Kris Kristie,
Recording Secretary for



Richard Wolbert, SECRETARY