

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
HAINESPORT TOWNSHIP MUNICIPAL BUILDING
1 HAINESPORT CENTRE, RTE 537
HAINESPORT, NEW JERSEY**

MARCH 17, 2015

OPEN SESSION MINUTES

The regular Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, 1 Hainesport Centre, Rte. 537, Hainesport, New Jersey, on Tuesday, March 17, 2015 at 4:00 PM, prevailing time. Chair Mansdoerfer, **Lumberton**, presiding. The meeting was called to order at 4:00 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

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Linda Dougherty, **Edgewater Park**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover Twp** (*arrived 4:31pm*)
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp** (*arrived 4:08pm*)
J. Paul Keller, *Secretary*, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
Nancy Seeland, *Alternate*, **Woodland Twp**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioner were:

Donna Mull, **Pemberton Boro**

Those also in attendance were:

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

David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*

Tom Tontarski, Treasurer

Tim Sheehan, Safety Director, *J.A. Montgomery Risk Control*

John Saville, Safety Director, *J.A. Montgomery Risk Control*

Kathie Tyler-Schohl, Claims Administrator, *Qual-Lynx*

Patty Davidson, Claims Administrator, *Qual-Lynx*

Karen Beatty, *QualCare*

Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

The Barclay Group

Conner Strong & Buckelew

Hardenberg Insurance Group

Insurance Agency Management

Also absent were the following Risk Management Consultant agencies:

EJA/Capacity Insurance

Model Consulting Inc.

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

MONTHLY MEETING CONDUCT

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

APPROVAL OF THE MINUTES

Chair Mansdoerfer presented the meeting minutes of the February 20, 2015 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Keller, seconded by Mr. Cramer, to approve the meeting minutes of the February 20, 2015 meeting of the Fund as presented. Commissioners Jack and Dougherty abstained. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

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

Chair Mansdoerfer presented the Closed Session Meeting Minutes of the February 20, 2015 meeting of the Fund for approval.

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

Motion by Mr. Keller, seconded by Mr. Cramer, to approve the Closed Session minutes of the February 20, 2015 meeting of the Fund as presented. Motion carried.

The Closed Session minutes of the February 20, 2015 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Closed Session Meeting Minutes from the February 20, 2015 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

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

2014 Safety Incentive Program Awards – Mr. Forlenza asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds is November 30, 2015. All encumbered funds must be claimed by February 1, 2016.

2015 Optional Safety Budget - Mr. Forlenza asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds is December 1, 2015. All encumbered funds must be claimed by February 1, 2016.

EPL Helpline – Mr. Forlenza asked members to review the authorized contacts listed in the agenda packet on page 25.

Financial Fast Track Report – Mr. Forlenza noted that the FFT depicts a surplus of over \$9 million.

Statutory Bond Status – Mr. Forlenza asked members to review the lists on page 33. He reminded the members that the bond is on the person not the position.

Elected Officials Training – Mr. Forlenza stated that there the final class was held on March 11, 2015 at Charley's Other Brother, Eastampton. He reminded the members to review the sign in sheets to make sure that their elected official attended the training session. If they are not on the sign in sheet they won't be counted as attending the session.

New Fund Commissioner Orientation – Mr. Forlenza noted that New Commissioner Orientation training is being planned. He noted that for the last several years his office has tried to do orientation via webinar. He noted that his office has found that the Fund Commissioner is half focused on the webinar and half focused on what is going on in the office so the Strategic Planning Committee discussed going out to visit the new Fund Commissioners face to face.

Planning Retreat – Mr. Forlenza reported that the Planning Retreat is set for April 21, 2015 at Indian Springs Country Club in Marlton, New Jersey.

Financial Disclosure Forms – Mr. Forlenza reported that notice was sent out that the Financial Disclosure process is underway. He noted that new Fund Commissioners should have received their pin number from his office. The site is scheduled to open on March 30th. He also noted that if a Fund Commissioner did not file their 2014 Financial Disclosure statement, they will be fined \$100 by the State of New Jersey and the form still must be completed. He noted that his office has no ability to contact the State of New Jersey on a Fund Commissioner's behalf nor does the

municipality since it is a personal fine. He noted that his office has severed notice on several Fund Commissioners in the last few days.

Payroll Audits – Mr. Forlenza reported that the payroll audit process is underway.

Property Appraisals – Mr. Forlenza reported that the property appraisal process is underway.

New Member Activity – Mr. Forlenza reported that there was no new member activity to report.

Mr. Forlenza asked if there were any questions at this time. There were no questions.

SOLICITOR'S REPORT

Mr. DeWeese stated that he has reports to review in Closed Session.

Personal Vehicle Use Bulletin – Mr. DeWeese reported that a bulletin pertaining to Personal Vehicle Use was included in the agenda packet.

Sports Commission Bulletin – Mr. DeWeese reported that a bulletin pertaining to Sports Commission issues was included in the agenda packet.

SAFETY DIRECTOR'S REPORT

Mr. Sheehan stated that the Safety Director's Report is self-explanatory and included in the agenda packet. He highlighted several bulletins that have been released in the last months for the membership's review.

Training Administrators List – He asked the members to review the Training Administrator's list on pages 45-46 and advise his office of any changes needed.

Police Ad Hoc Committee – January 30, 2015 – He noted that the meeting minutes were included in the agenda packet on pages 50-54.

Summer Camp Counselor MSI Online Training – He noted that this MSI Online Training will be up and running on April 1, 2015. The announcement and directions were included in the agenda packet.

Regional Training for Sovereign Citizens Awareness – He noted that a training session was held in January and there were not enough handouts for everyone at the meeting. He noted that anyone who would like a copy can contact his office.

ADMINISTRATOR'S REPORT

Lessons Learned from Losses – March

Ms. Tyler-Schohl reported on the *Lessons Learned from Losses for March* which was included in the agenda packet.

This month she is focusing on claims that result from potholes on municipal roadways. She noted that most of the pothole cases do not result in bodily injury but municipalities should be prepared if one does. She noted some suggestions:

- Consider asking police, fire and public works employees who travel in the municipality and see a pothole which is a potential hazard, to report it.

- Public Works should consider having a written policy as to complaints received for potholes and inspection policies and follow it.
- Make formal reports to county or state if it is not municipal property.
- Keep records of “pothole” patrols repairing the potholes as to date and location.
- If there is a potential hazardous condition, place warnings until it can be repaired.

WELLNESS DIRECTOR’S REPORT

Ms. Schiffer noted that her report is detailed in the agenda packet. She highlighted the following:

- Bordentown City offered a Lunch and Learn for those participating in the Weight Loss Challenge. The focus of the discussion was not just on weight loss but making a lifestyle change.
- Delran had a presentation from the Hainesport Shoprite dietitian on healthy food facts in two 30-minute sessions.
- Palmyra had a presentation by Dr. Peak, a local representative from the Foundation for Wellness Professionals. He talked about “health is an inside job” and lunch was provided.
- Southampton had a presentation from the Hainesport Shoprite dietitians on ways to prepare a quick and healthy breakfast for people on the run, healthy low calorie snacks, tips for eating out, product comparisons and what to look for on a label. Recipes were shared. They are planning another Lunch and Learn later in March.
- Tabernacle had a presentation with Dr. Peak from the Foundation for Wellness Professionals.

She noted that the March Newsletter has been updated to the website and a copy was included in the agenda packet. She asked if there were any questions at this time. No questions were entertained.

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for *February 2015*.

Lost Time v. Medical Only Cases

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

	<i>Feb</i>	<i>YTD</i>
<i>Lost Time</i>	3	4
<i>Medical Only</i>	16	23
<i>Report Only</i>	7	15
<i>Total Intakes(New Claims)</i>	26	42
<i>Report Only % of Total</i>	26.9%	35.7%
<i>Medical Only/Lost Time Ratio</i>	84:16	85:15
<i>Average Days to Report</i>	4.3	3.5

Transitional Duty Report

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	507
<i>Transitional Duty Days Worked</i>	333
<i>% of Transitional Duty Days Worked</i>	65.7%
<i>Transitional Duty Days Not Accommodated</i>	16
<i>% of Transitional Duty Days Not Accommodated</i>	34.3%

Nurse Case Assignment Report:

<i>Nurse Case Summary Report (Inclusive of 3 JIFs)</i>	<i>February</i>
<i>Total Cases Assigned in month</i>	229
<i>Total Cases Closed in month</i>	70
<i>Total Cases Open in month</i>	73

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>February</i>	<i>YTD</i>
<i>Bill Count</i>	127	222
<i>Original Provider Charges</i>	\$159,636	\$240,721
<i>Re-priced Bill Amount</i>	\$63,627	\$94,258
<i>Savings</i>	\$95,345	\$145,798
<i>% of Savings</i>	59.7%	60.6%
<i>Participating Provider Penetration Rate - Bill Count</i>	95.3%	95.0%
<i>Participating Provider Penetration Rate - Provider Charges</i>	72.1%	80.5%
<i>EPO Provider Penetration Rate - Bill Count</i>	70.9%	76.6%
<i>EPO Provider Penetration Rate - Provider Charges</i>	62.8%	77.4%

Ms. Beatty asked if there were any questions.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **February 28, 2015**, a copy of which was provided to the membership in the agenda packet. He noted that all the assessments were paid before the due date and he thanked the members.

Investment Interest

Interest received or accrued for the current month totaled \$4,771.78. This generated an average annual yield of .36%. After including an unrealized net loss of \$11,180.00 in the asset portfolio, the yield was adjusted to -.49 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$5,720.00 as it relates to market value of \$5,505,720.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of three (3) obligations with maturities greater than two (2) years.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$127.00	\$4,113.62
Overpayment Reimbursements	\$0.00	
FY 2015 Assessment Premiums	\$2,823,540.50	
FY 2014 W/C Approp. Refund	\$99.99	

Claim Activity for the Period

Claim activity for the period for claims paid by the Fund and claims payable by the Fund at month end are in the amount of \$110,207.65. The claim detail for the 131 checks is as follows:

Direct Loss Payments	\$98,698.18
Claim Expenses	\$1,118.98
Legal Defense Costs	\$10,390.49

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$14,593,474.95 to a closing balance of \$16,877,994.38 showing an increase of \$2,284,519.43.

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

Loss Run Payment Register

Chair Mansdoerfer entertained a motion to approve the **February Loss Run Payment Register** as presented.

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

Motion by Mr. Keller, seconded by Ms. Jack, to approve the **February Loss Run Payment Register**.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
 Richard Wolbert, **Beverly City**

Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Linda Dougherty, **Edgewater Park**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, *Chair*, **Lumberton**
Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
Meghan Jack, **Riverside**
David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
J. Paul Keller, *Secretary*, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
Nancy Seeland, *Alternate*, **Woodland Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Approval of March, 2015 Bill List

For the Executive Committee's consideration, Mr. Tontarski presented the *March Bill List* in the amount of **\$110,112.49**.

Chair Mansdoerfer entertained a motion to approve the *March Bill List*.

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

Motion by Ms. Jack, seconded by Mr. Keller, to approve the *March Bill List*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco**
Jeffrey Hatcher, **Delran**
Linda Dougherty, **Edgewater Park**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, *Chair*, **Lumberton**

Kathy Burger, **Medford Twp**
Sean Gable, **Mansfield Twp**
Meredith Tomczyk, **Mt. Laurel**
Mark Keubler, *Alternate*, **North Hanover**
Barbara Sheipe, *Alternate*, **Palmyra Boro**
Dennis Gonzalez, **Pemberton Twp**
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David Matchett, **Shamong**
Kathy Hoffman, **Southampton Twp**
J. Paul Keller, *Secretary*, **Springfield**
Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
Nancy Seeland, *Alternate*, **Woodland Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

STRATEGIC PLANNING COMMITTEE – March 10, 2015 – Commissioner Burger noted that the committee discussed the upcoming Planning Retreat. The meeting minutes will be included in the April agenda packet.

Mr. Forlenza noted that the committee reviewed some members who had attendance issues last year. His office issued letters and they received positive responses. Fund Commissioner involvement in the JIF and the attendance at meetings is very important.

SAFETY COMMITTEE – March 17, 2015 – Commissioner Jack highlighted the following items:

Annual Safety Director's Loss Control Report - Commissioner Jack stated that this report was circulated to all the Fund Commissioners and within the report there is an appendix C (page 26) that list any of the towns who have not submitted their 2015 Safety Contracts. Those contracts are due by March 31, 2015 to the Safety Director's office. In addition, there is also a column notating a "special focus". When the Safety Director comes out to the municipality, there will be a focus on Right To Know requirements and making sure all documents are there, as well as accident reviews of recent incidents.

Transitional Duty Program- Commissioner Jack stated that there are revisions that were done last year by the Executive Director's office that were emailed to all the Claims Coordinators following the Safety Breakfast. She reminded those members who have a form of government in which the governing body authorizes those types of changes to adopt the policy.

PEOHSA- Commissioner Jack stated that the Safety Director has indicated that the focus for the next five years is Department of Public Works and Utility Authorities.

She noted that the meeting minutes will be included in the April agenda packet.

MEL/RCF/E-JIF REPORTS

The meeting minutes from March 4, 2015 meeting were self-explanatory and included in the agenda packet for review.

Commissioner Brook reported on a memorandum he had read about “free land” for municipalities. He warned the members that even though property is free, to make sure that they check the property thoroughly. His municipality adopted a procedure regarding “free property” which included an environmental evaluation.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, April 21, 2015 at 4:00 PM** at the **Indian Springs Country Club, Marlton, NJ.**

PUBLIC COMMENT

Motion by Mr. Keller, seconded by Ms. Jack, to open the meeting to the public. All in favor. Motion carried.

Chair Mansdoerfer opened the meeting to the public for comment.

Hearing no comments, Chair Mansdoerfer entertained a motion to close the public portion of the meeting.

Motion by Mr. Keller, seconded by Ms. Jack, to close the meeting to the public. All in favor. Motion carried.

EXECUTIVE SESSION MEETING – Resolution #2015-15

Chair Mansdoerfer entertained a motion to go into a closed session to discuss matters affecting the protection and safety of the public and to discuss pending or anticipated litigation and/or contract negotiations.

Motion by Ms. Jack, seconded by Mr. Keller, to adopt Resolution #2015-15. All in favor. Motion carried.

A Closed Session of the BURLCO JIF was held and the meeting was then reopened to the public.

Commissioner Jack left the meeting.

REOPEN PUBLIC PORTION OF THE MEETING

Chair Mansdoerfer entertained a motion to reopen the public portion of the meeting.

Motion by Mr. Keller, seconded by Mr. Cramer, to reopen the public portion of the meeting. All in favor. Motion carried.

APPROVAL OF CLAIMS PAYMENTS

Chair Mansdoerfer asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

Chair Mansdoerfer asked if there were any questions at this time. No questions were entertained. Motion by Mr. Keller, seconded by Mr. McMahon, to approve the following claims as discussed in *Closed Session*.

<i>Workers' Compensation</i>	<i>Property</i>
Z09086	Z08377
Z08990	Z07555
Z00184	
Z09592	
Z10728	
Z10170	
X51185	

ROLL CALL *Yeas*

- Amanda Somes, **Bass River Twp**
- Richard Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Frank Nucera, **Bordentown Twp**
- Glenn McMahon, **Chesterfield Twp**
- Mike Templeton, **Delanco**
- Jeffrey Hatcher, **Delran**
- Linda Dougherty, **Edgewater Park**
- Rich Brook, **Florence**
- Leo Selb, **Hainesport**
- Mike Mansdoerfer, *Chair*, **Lumberton**
- Kathy Burger, **Medford Twp**
- Sean Gable, **Mansfield Twp**
- Meredith Tomczyk, **Mt. Laurel**
- Mark Keubler, *Alternate*, **North Hanover**
- Barbara Sheipe, *Alternate*, **Palmyra Boro**
- Dennis Gonzalez, **Pemberton Twp**
- David Matchett, **Shamong**
- Kathy Hoffman, **Southampton Twp**
- J. Paul Keller, *Secretary*, **Springfield**
- Doug Cramer, **Tabernacle Twp**
- Donna Ryan, **Westampton Twp**
- Nancy Seeland, *Alternate*, **Woodland Twp**
- James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION

Chair Mansdoerfer asked for a motion for *Authorization to Abandon Subrogation* for (1) one claim as presented in *Closed Session*.

#X51185

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

Motion by Mr. Keller, seconded by Mr. Cramer, to approve the authorization to abandon subrogation as discussed in *Closed Session*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Richard Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Frank Nucera, **Bordentown Twp**
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Doug Cramer, **Tabernacle Twp**
Donna Ryan, **Westampton Twp**
Nancy Seeland, *Alternate*, **Woodland Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

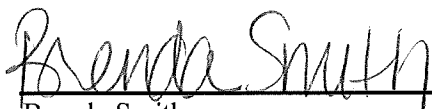
Motion carried by unanimous vote.

MOTION TO ADJOURN

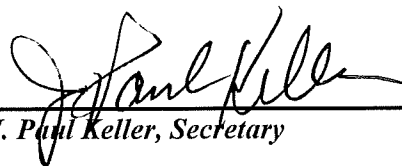
Chair Mansdoerfer entertained a motion to adjourn the March 17, 2015 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Keller, to adjourn the March 17, 2015 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:00 pm.



Brenda Smith,
Recording Secretary for



J. Paul Keller, *Secretary*