

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

MAY 20, 2014

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, May 20, 2014 at 4:00 PM, prevailing time. Acting Chair Mansdoerfer, **Lumberton Township**, 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

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alternate*, **Bordentown Twp**
Caryn Hoyer, *Alternate*, **Chesterfield**
Mike Templeton, **Delanco**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, **Lumberton**
Sean Gable, **Mansfield**
Chris Schultz, *Alternate*, **Medford**
Meredith Tomczyk, **Mt. Laurel**
Cindy Dye, **North Hanover**
John Gural, **Palmyra**
Michele Brown, *Alternate*, **Pemberton Township**
David Matchett, **Shamong**
J. Paul Keller, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**

Absent Fund Commissioners were:

Rich Bethea, **Bass River Twp**
Jeffrey Hatcher, **Delran**
Linda Dougherty, **Edgewater Park**
Donna Mull, **Pemberton Borough**
Meghan Jack, **Riverside**

Kathy Hoffman, **Southampton**
Maryalice Brown, **Woodland Twp**
James Ingling, **Wrightstown**

Those also in attendance were:

Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
Samuel Reale, Jr., *Kearns, Reale & Kearns*
Tom Tontarski, Treasurer
John Saville, Safety Director, *J.A. Montgomery Risk Control*
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
EJA/Capacity Insurance
Insurance Agency Management
Model Consulting Inc.

Absent Risk Management Consultant agencies were:

Hardenberg Insurance Group

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

Motion for Acting Secretary

Acting Chair Mansdoerfer entertained a motion to move Paul Keller, Springfield Twp, to Acting Secretary for voting purposes.

Motion by Mr. Cramer, seconded by Ms. Hoyer, to move Paul Keller, Springfield Twp, to Acting Secretary for voting purposes. All in favor. Motion carried.

MONTHLY MEETING CONDUCT

Acting 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. Keller, seconded by Mr. Cramer, to allow the meeting to be conducted directly by the Fund Commissioners present. All in favor. Motion carried.

APPROVAL OF THE MINUTES

Acting Chair Mansdoerfer presented the meeting minutes of the April 15, 2014 Meeting of the Fund, as found in the agenda packet, for approval.

Acting 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 April 15, 2014 meeting of the Fund as presented. All in favor. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES

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

Acting Chair Mansdoerfer presented the Closed Session Meeting Minutes of the April 15, 2014 meeting of the Fund for approval.

Acting 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 April 15, 2014 meeting of the Fund as presented. All in favor. Motion carried.

The Closed Session minutes of the April 15, 2014 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 April 15, 2014 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:

2013 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, 2014. All encumbered funds must be claimed by February 1, 2015.

2014 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 November 30, 2014. All encumbered funds must be claimed by February 1, 2015.

Financial Disclosure Forms – Mr. Forlenza noted that the Executive Director's office emailed PIN numbers to all those required to complete a financial disclosure statement for their position with the Fund. If you have not received this or are having difficulty, please contact our office. He noted the State's deadline is June 13, 2014 to complete the filing.

Membership Visitation Program – Mr. Forlenza stated that his office will be reaching out to members who are renewing their membership in the Fund this year to request a meeting with the governing body.

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

SOLICITOR'S REPORT

Mr. Reale had nothing to report for open session.

SAFETY DIRECTOR'S REPORT

Mr. Saville stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

MEL Video Library – Mr. Saville reported that the activity is listed in the report.

MSI Training – Mr. Saville noted that the upcoming training is also listed. He also noted that two members still do not have a designated training administrator so please review this list on pages 41 and 42.

Fast Track Training – Mr. Saville commented that the training is listed on pages 44 & 45.

Right-To-Know Surveys – Mr. Saville noted that there is information to help you prepare for the upcoming RTK surveys listed on page 47.

Police Stress Mgmt – Mr. Saville reminded the members that the Police Stress Management workshop will be held at Nicolosi's on May 28th, 2014. This workshop is not for chiefs but for rank and file officers.

Regional Training – Mr. Saville noted that a regional training was held in Bordentown with 32 attendees.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – May

Ms. Davidson reported on the *Lessons Learned from Losses* which was included in the agenda packet.

Affidavits of Non-Jurisdiction: What are they?

Ms. Davidson reported that many claims are filed against public entities, including municipalities and schools, are filed utilizing the “shotgun” approach. This means that any entity that may possibly be associated with a loss location is put on notice of a potential claim or lawsuit. This is partly due to the tight reporting requirements mandated by Title 59, the law that guides how claims are filed against public entities. Typically, claims against public entities must be filed within 90 days. Claims are sometimes filed against public entities when ownership of a loss location or property is unknown or in dispute.

Ms. Davidson then explained what happens when Qual-Lynx receives a claim and provided an example of a current claim where an affidavit of non jurisdiction was used to remove the member from the claim.

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

The remainder of the Claims Administrator's report is for Closed Session.

WELLNESS DIRECTOR'S REPORT

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

- Fall Health Fairs are booking now.
- Bordentown Twp just completed their 2nd Biggest Loser Challenge.
- Lumberton Twp is holding BP screenings at beginning of month and end of month to try and lower employee BPs.
- Hainesport is planning a healthy lunch and onsite massages for women in honor of women's health week.

- Florence Twp began a 30 day walking challenge with 31 participants. They also used their Safety Recognition award to order a healthy lunch.
- Medford Twp is planning chair massages for employees.
- Riverside Twp offered chair massages on May 15th.
- Mt. Laurel Twp met with Future Fitness to discuss a discounted membership for employees.
- May is Hypertension and Stroke Awareness Month.
- June is National Safety Month and Men’s Cancer Awareness Month.

Police Stress Management Training - Ms. Schiffer noted that the first of three sessions were completed on May 7th and was well received.

Ideas for Wellness Work Weeks – Ms. Schiffer sent an email to all Fund Commissioners with ideas of things to do for a week or one day a week.

Skin Cancer – Ms. Schiffer noted a rise in skin cancer. Please read the article attached to her report for further information.

Ms. Schiffer 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 *April 2014*.

Lost Time v. Medical Only Cases

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

	<i>April</i>	<i>YTD</i>
<i>Lost Time</i>	0	2
<i>Medical Only</i>	8	37
<i>Report Only</i>	6	33
<i>Total Intakes</i>	14	72
<i>Report Only % of Total</i>	42.9%	45.8%
<i>Medical Only/Lost Time Ratio</i>	100:00	95:05
<i>Average Days to Report</i>	1.9	3.6

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	742
<i>Transitional Duty Days Worked</i>	523
<i>% of Transitional Duty Days Worked</i>	70.5%

<i>Transitional Duty Days Not Accommodated</i>	<i>219</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>29.5%</i>

Nurse Case Assignment Report:

<i>Nurse Case Summary Report (Inclusive of 3 JIFs)</i>	<i>April</i>
<i>Total Cases Assigned in month</i>	<i>280</i>
<i>Total Cases Closed in month</i>	<i>45</i>
<i>Total Cases Open in month</i>	<i>60</i>

Ms. Beatty noted that one manager is out on an extended leave of absence and a replacement is being brought in to assist with the case distribution.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>April</i>
<i>Bill Count</i>	<i>108</i>
<i>Original Provider Charges</i>	<i>\$113,805</i>
<i>Re-priced Bill Amount</i>	<i>\$42,115</i>
<i>Savings</i>	<i>\$71,690</i>
<i>% of Savings</i>	<i>63.0%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>92.6%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>93.7%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>84.2%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>87.2%</i>

Ms. Beatty asked if there were any questions. Mr. Wolbert asked if any other member is experiencing treatment delays at the *Virtua at Work* facility in Moorestown location. Ms. Beatty noted that this is also an urgent care facility which might be causing the delay and will provide an alternate facility. No other questions were entertained.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **April 30, 2014**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$4,020.20. This generated an average annual yield of .34%. After including an unrealized net gain of \$5,965.00 in the asset portfolio, the yield was adjusted to .84 % for this period. The total overview of the asset portfolio for the

Fund shows an overall unrealized gain of \$4,365.00 as it relates to market value of \$5,504,105.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of three (3) obligations with maturities greater than two (2) years and one (1) obligation less than two years.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$4,214.30	\$23,605.15
Overpayment Reimbursements	\$287.50	
FY 2013 Appropriation Refund	\$120.00	

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 \$181,105.39. The claim detail for the 143 checks is as follows:

Direct Loss Payments	\$159,376.98
Claim Expenses	\$6,371.63
Legal Defense Costs	\$15,356.78

Cash Activity for the Period

During the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$14,657,430.91 to a closing balance of \$13,820,976.83 showing a decrease in the fund of \$836,454.08.

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

Loss Run Payment Register

Acting Chair Mansdoerfer entertained a motion to approve the *April 2014 Loss Run Payment Register* as presented.

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

Motion by Mr. Schultz, seconded by Mr. Keller to approve the *April 2014 Loss Run Payment Register*.

ROLL CALL Yeas

- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Dean Buhner, *Alt*, **Bordentown Twp**
- Caryn Hoyer, *Alternate*, **Chesterfield**
- Mike Templeton, **Delanco**
- Rich Brook, **Florence**
- Leo Selb, **Hainesport**
- Mike Mansdoerfer, *Acting Chair*, **Lumberton**
- Sean Gable, **Mansfield**
- Chris Schultz, *Alternate*, **Medford**
- Meredith Tomczyk, **Mt. Laurel**
- Cindy Dye, **North Hanover**
- John Gural, **Palmyra**

Michele Brown, *Alt*, **Pemberton Twp**
David Matchett, **Shamong**
J. Paul Keller, *Acting Sec*, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Bill List - May

For the Executive Committee's consideration, Mr. Tontarski presented the *May 2014 Bill List* in the amount of \$97,334.50.

Acting Chair Mansdoerfer entertained a motion to approve the *May 2014 Bill List* as presented.

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

Motion by Mr. Keller, seconded by Ms. Hoyer, to approve the *May 2014 Bill List* as presented.

ROLL CALL *Yeas*

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alt*, **Bordentown Twp**
Caryn Hoyer, *Alternate*, **Chesterfield**
Mike Templeton, **Delanco**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, *Acting Chair*, **Lumberton**
Sean Gable, **Mansfield**
Chris Schultz, *Alternate*, **Medford**
Meredith Tomczyk, **Mt. Laurel**
Cindy Dye, **North Hanover**
John Gural, **Palmyra**
Michele Brown, *Alt*, **Pemberton Twp**
David Matchett, **Shamong**
J. Paul Keller, *Acting Sec*, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

STRATEGIC PLANNING COMMITTEE- April 15, 2014

Mr. Forlenza noted that the minutes are in the agenda packet. He reported that the Committee completed a final review of the agenda for the Planning Retreat; a new member forum that is

being added to the JIF website; and adding language to the Committee Charter regarding the Committee's responsibility to oversee issues pertaining to technology liability. He noted an action item to entertain the revised Strategic Planning Committee Charter this evening.

Motion to Adopt Revised Strategic Planning Committee Charter

Acting Chair Mansdoerfer entertained a motion to adopt the revised Strategic Planning Committee Charter.

Motion by Mr. Keller, second by Mr. Cramer, to adopt the revised Strategic Planning Committee Charter as presented. All in favor. Motion carried.

FINANCE COMMITTEE- May 13, 2014

Acting Chair Mansdoerfer reported that the Finance Committee met on May 13, 2014. He highlighted the following:

Draft 2013 Audit – Acting Chair Mansdoerfer noted that the draft audit was reviewed.

Finance Committee Charter - Acting Chair Mansdoerfer noted that the Finance Committee Charter was reviewed and no changes were recommended.

Surplus Return - Acting Chair Mansdoerfer reported that several options were discussed.

Retro Program - Acting Chair Mansdoerfer stated that the retrospective participants were reviewed and discussed.

RFP's of Fund Professionals - Acting Chair Mansdoerfer noted that RFP's of Fund Professionals were also discussed.

MEL/RCF/E-JIF REPORT

MEL Report

In Ms. Jack's absence, Mr. Forlenza asked the members to review pgs 106-109 regarding risk management of municipal parades. Mr. Schultz commented that Burlington County is now requiring a solid barricade to shut down a county road for a parade. He disagrees with this provision noting that the barricade can preclude emergency equipment from entering the area if needed. He asked if other members have encountered this new requirement. Mr. Buhrer said that they have used water barrels instead.

RCF Report

Mr. Matchett had nothing to report.

EJIF Report

Mr. Brook asked members to review pg 110 with the EJIF emergency poster and to post at your municipality.

MISCELLANEOUS BUSINESS

Next Meeting

Acting Chair Mansdoerfer noted that the next meeting of the BURLCO JIF will take place on **Tuesday, June 17, 2014 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

PUBLIC COMMENT

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

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

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

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

EXECUTIVE SESSION MEETING – Resolution #2014-17

Acting 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 Mr. Keller, seconded by Ms. Hoyer to Adopt ***Resolution #2014-17***. All in favor.
Motion carried.

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

REOPEN PUBLIC PORTION OF THE MEETING

Acting 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.

RFP for Fund Professional

Acting Chair Mansdoerfer entertained a motion for the Executive Director's office to prepare and advertise Requests For Proposals for the Fund Solicitor's position for the 2015 Fund Year.

Motion by Mr. Schultz, seconded by Mr. Hoyer, for the Executive Director's office to prepare and advertise for Requests For Proposals for the Fund Solicitor's position for the 2015 Fund Year.

ROLL CALL *Yeas*

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, *Alt*, **Bordentown Twp**
Caryn Hoyer, *Alternate*, **Chesterfield**
Mike Templeton, **Delanco**
Rich Brook, **Florence**
Leo Selb, **Hainesport**
Mike Mansdoerfer, *Acting Chair*, **Lumberton**
Sean Gable, **Mansfield**
Chris Schultz, *Alternate*, **Medford**
Meredith Tomczyk, **Mt. Laurel**
Cindy Dye, **North Hanover**
John Gural, **Palmyra**
Michele Brown, *Alt*, **Pemberton Twp**
David Matchett, **Shamong**
J. Paul Keller, *Acting Sec*, **Springfield**
Doug Cramer, **Tabernacle**
Donna Ryan, **Westampton**

Nays: None

Abstain: None

Motion carried by unanimous vote.

APPROVAL OF CLAIMS PAYMENTS

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

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

Motion by Mr. Keller, seconded by Mr. Schultz, to approve the following claims as discussed in *Closed Session*.

<i>Workers' Compensation</i>	<i>Property</i>
X75210	X82459
X85527	
X43539	
X88401	
W87219	
X78260	

ROLL CALL Yeas

- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Dean Buhner, *Alt*, **Bordentown Twp**
- Caryn Hoyer, *Alternate*, **Chesterfield**
- Mike Templeton, **Delanco**
- Rich Brook, **Florence**
- Leo Selb, **Hainesport**
- Mike Mansdoerfer, *Acting Chair*, **Lumberton**
- Sean Gable, **Mansfield**
- Chris Schultz, *Alternate*, **Medford**
- Meredith Tomczyk, **Mt. Laurel**
- Cindy Dye, **North Hanover**
- John Gural, **Palmyra**
- Michele Brown, *Alt*, **Pemberton Twp**
- David Matchett, **Shamong**
- J. Paul Keller, *Acting Sec*, **Springfield**
- Doug Cramer, **Tabernacle**
- Donna Ryan, **Westampton**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was (1) *abandonment of subrogation* claim(s) presented in Closed Session.

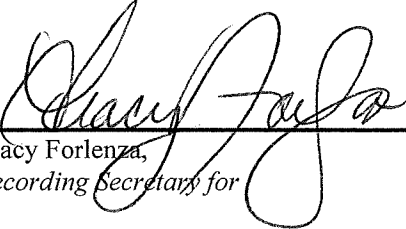
<i>FILE</i>	<i>AMOUNT</i>
X43539	\$36,578.00

MOTION TO ADJOURN

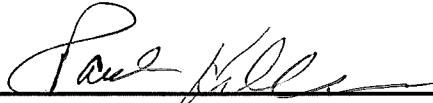
Acting Chair Mansdoerfer entertained a motion to adjourn the May 20, 2014 meeting of the BURLCO JIF.

Motion by Ms. Hoyer, seconded by Mr. Keller to adjourn the May 20, 2014 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:06 pm.



Tracy Forlenza,
Recording Secretary for



Paul Keller, **ACTING SECRETARY**