



AGENDA PACKET



Tuesday, April 18, 2017 at 4:00 PM

**Hainesport Municipal Building
One Hainesport Centre
Hainesport, NJ**

WWW.BURLCOJIF.ORG

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
Hainesport Municipal Building
One Hainesport Center, Hainesport, NJ
Tuesday, April 18, 2017 – 4:00 PM

AGENDA

- I. Meeting called to order by Chairman
- 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 ***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 BURLCOJIF.
- IV. Roll Call
 - A. Fund Commissioners
 - B. Fund Professionals
 - C. Risk Management Consultants
- 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
 - A. Adoption of the **March 21, 2017** Meeting Minutes.....Pages 1-12
 - B. Adoption of the **March 21, 2017** Closed Session Minutes.....Handout

Motion to Adopt the above meeting minutes – **Motion – All in Favor**

The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.
- VIII. Executive Director’s Report..... Pages 13-43
 - A. Lost Time Accident Frequency Reports.Page 17
 - B. Certificates of Insurance..... Pages 18-20
 - C. 2016 Safety Incentive Program Awards.....Page 21
 - D. 2017 Optional Safety BudgetPage 22
 - E. 2017 Wellness Incentive.....Page 23
 - F. Employment Practices Liability Coverage UpdatePage 24
 - G. EPL Allowance.....Page 25
 - H. EPL Helpline – Authorized Contact List.Page 26
 - I. Financial Fast Track Report Pages 27-28
 - J. Regulatory Filing Checklists Pages 29-30
 - K. Capehart & Scratchard Updates Pages 31-38
 - L. Statutory Bond StatusPage 39
 - M. Skateboard Park Approval Status..... ..Page 40
 - N. Annual Retreat Invite.....Page 41
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R.	Technology Risk Assessments	
S.	New Fund Commissioner Orientation	
T.	Website	
U.	New Member Activity	
IX.	Solicitor's Report	
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X.	Safety Director's Report	
A.	Activity Report.....	Pages 46-53
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A.	Monthly Activity Report.....	Pages 60-61
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F.	County Health Rankings & Roadmaps – 2016-2017.....	Pages 71-74
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B.	Loss Run Payment Registers	
C.	Fund Status	
D.	Disbursements	
E.	April Bill List	Pages 109-110
F.	Motion to adopt the Payment Register & Bill List– Motion – Roll Call	
XV.	Committee Reports	
A.	Strategic Planning Committee Meeting Minutes – March 16, 2017.....	Pages 111-116
1.	Motion to Adopt the Revised Employment Liability and Cyber Liability Risk Management Budget – Motion – All in Favor	Pages 117-118
B.	Safety Committee Meeting Minutes – March 21, 2017.....	Handout

XVI. MEL/RCF/E-JIF Reports

A. 2017 MEL Risk Management Consultant Accreditation Program.....Pages 119-120

XVII. Miscellaneous Business

Nothing to Report

<p>The next meeting will be held on Tuesday, May 16, 2017 @ 4:00 PM at the Hainesport Municipal Bldg, Hainesport, NJ</p>

XVIII. 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**

XIX. Closed Session – Resolution 2017- _____ Authorizing a Closed Session of the Burlington County Municipal Joint Insurance Fund 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
 - a. Review of PARs over \$10,000
 - 2. Executive Director's Report
 - 3. Safety Director's Report
 - 4. Solicitor's Report
- B. Reopen Public Portion of Meeting – **Motion – All in Favor**

XX. Approval of Claims Payments – **Motion – Roll Call**

XXI. Authorization to Abandon Subrogation (if necessary) – **Motion – Roll Call**

XXII. Motion to Adjourn Meeting – **Motion – All in Favor**

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

MARCH 21, 2017

OPEN SESSION MINUTES

The 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 21, 2017 at 4:00PM, prevailing time. Chair Keller, **Springfield**, presiding. The meeting was called to order at 4:00PM.

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**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhrer, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Donna Kilburn, *Representing*, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel Township**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Linda Dougherty, **Edgewater Park Twp**
Donna Mull, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
John Saville, Safety Director, *J.A. Montgomery Risk Control*
Chris Roselli, Claims Administrator, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

AJM Insurance
CBIZ Benefits & Insurance Services
Conner Strong & Buckelew
EJA/Capacity Insurance
Hardenberg Insurance Group

Absent Risk Management Consultant agencies were:

Insurance Agency Mgmt

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

CONDUCT OF MONTHLY MEETING

Motion by Mr. McMahon, seconded by Ms. Jack, to allow that this monthly meeting be conducted by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all the Fund Commissioners. All in favor. Motion carried.

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Keller presented the meeting minutes of the February 21, 2017 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Cramer, seconded by Mr. McMahon, to approve the Open & Closed session meeting minutes of the February 21, 2017 meeting of the Fund as presented. Commissioner Jack abstained. Motion carried.

The Closed Session minutes of the February 21, 2017 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 21, 2017 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

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

Lost Time Accident Frequency Report– Mr. Miola stated that the Lost Time Accident Frequency Summary and Statewide Recap for January, 2017 is included in his report.

Certificates of Insurance - Mr. Miola asked that the Certificates of Insurance issued for the month of February, 2017 be included as part of the minutes of today's meeting and are included in the agenda packet.

2016 Safety Incentive Program Awards – Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 30, 2017.

2017 Optional Safety Budget - Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 30, 2017.

2017 Wellness Incentive Program Allowance – Mr. Miola stated that a report detailing the available balance for each member for the 2017 Wellness Incentive Program is included in the agenda packet. He stated that the deadline for claiming or encumbering these funds is November 30, 2017. All encumbered funds must be claimed by February 1, 2018.

He asked the members to claim these funds ASAP and not wait until the end of November, 2017.

Employment Practices Liability Compliance– Mr. Miola asked members to review the attached status report for the member's individual deductibles. He reminded the members that they had to update their Plan of Risk Management to be eligible for the lower co-pay and deductible.

EPL Allowance – Mr. Miola reminded members that the Fund has budgeted **\$200** for each member to help offset employment practice related expenses such as the solicitor's fee for updating member's EPL policies and procedures.

EPL Helpline – Authorized Contact List – Mr. Miola asked members to review the attached list for accuracy especially following local Reorganization Meetings. He noted the resolution for this is on the JIF website at www.burlcojif.org. Please contact the Executive Director's office with any questions.

Financial Fast Track – Mr. Miola noted that the Financial Fast Track Report for December, 2017 was included in his report. The JIF's surplus position as of December 31, 2017 was **\$10,570,666**.

Regulatory Filing Checklists - – Mr. Miola noted that there were two regulatory filing checklists in his report and they provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and monthly basis.

Capehart & Scatchard Updates – Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA issues.

Statutory Bond Status – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT

the position. Members should review this list as some changes might have occurred at municipal reorganization meetings requiring new bonds to be issued.

Skateboard Park Approval Status– Mr. Miola stated that a report listing the current status of all approved skateboard parks or those under construction were included in his report. He noted that any member with a park currently under construction or in the review process should review the spreadsheet to be sure that it accurately depicts the status of the town's facility. He also noted that all members considering construction of a skateboard park should contact his office prior to moving forward.

Elected Officials Training – Mr. Miola reminded the members that the MEL will reduce each member's 2017 Workers Compensation loss funding premium by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2017. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) this year. The total credit is limited to 25% of a member's Workers Compensation funding premium. The sign-in sheets from the previous classes can be found on the JIF's website. The last training date is scheduled on the following date:

March 29, 2017 - O'Connor's American Bar & Grille, Eastampton

Inclement Weather Policy– Mr. Miola noted that the Fund adopted an Inclement Weather Policy, a copy of which is available on the JIF website (www.burlcojif.org). Should it be necessary to cancel a meeting, his office will attempt to contact the Fund Commissioners via e-mail, telephone contact or posting a message on the website. Members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

Financial Disclosure Form – Mr. Miola stated that in 2014, the Division of Local Government Services implemented a new "online" process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN# for which to file as their position of Fund Commissioner with the BURLCO JIF. He stated that newly appointed Fund Commissioners that have not received their PIN# yet should contact his office.

Property Appraisals – Mr. Miola stated that each member will receive a notification from his office asking that they review and update their property schedule located in the Exigis Exposure Data Management System. Once the members respond, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS, Those who are not receiving a physical inspection in 2017 will have their building and contents values trended accordingly.

2017 Safety Kickoff Breakfast – Save the Date – Mr. Miola stated that On April 4, 2017, the BURLCO JIF will hold its 26th Annual Safety Breakfast at Indian Springs Country Club in Marlton, New Jersey. The breakfast will begin at 8:30am. He noted that a "save the date" was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners and Risk Management Consultants on January 11, 2017. The invitation and response forms were emailed out in early March.

Technology Risk Assessment – Mr. Miola stated that the Technology Risk Assessments conducted by Pivot Point Security are being completed. He noted that once they are complete, the individual member reports will be mailed to the Municipal Clerk, with an electronic copy of the report emailed to the Fund Commissioners and Risk Management Consultants. Also, a webinar will be scheduled so that members' questions can be addressed. He noted that it is

anticipated that training and policies and procedures to address the greatest areas of exposure will need to be developed.

New Fund Commissioner Orientation – Mr. Miola stated that his office will be conducted a New Fund Commissioner Orientation training prior to the Executive Committee meeting on May 16, 2017 at 2:30PM at the Hainesport Municipal Building. An email notification with further details will be sent out to all Fund Commissioners and Risk Management Consultants in late April.

Website (www.burlcojif.org) – Mr. Miola noted that the JIF has a website that contains very useful information for the members:

- Directories
 - Fund Commissioners
 - Claims and Safety Contracts
 - Fund Professionals
- Coverage
 - Bulletins
 - Certificates of Insurance/ID Card Requests
 - Sample Indemnification Language
- Safety
 - Bulletins
 - Training Links

New Member Activity – Mr. Miola stated that there was no new member activity to report. Mr. Miola asked if there were any questions at this time. There were none.

SOLICITOR'S REPORT

Closed Cases – Mr. DeWeese reported that there were two (2) closed case(s) for the month of March, 2017.

SAFETY DIRECTOR'S REPORT

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

MEL Video Library – He noted the email address: melvideolibrary@jamontgomery.com and a new phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there was one (1) bulletin(s); ***First Responders – Safe Lifting and Moving of Patients.***

MSI Training Programs – He noted that the upcoming MSI training programs for March, April and May, 2017 were included in the agenda packet. He noted that monthly reminders are being sent out via email. He asked the members to pre-register employees that are attending the training.

MSI Training Administrators– Mr. Saville stated that a list of the MSI Training Administrators was included in his report. He asked the members to review the list and make sure the correct name is listed. Any questions contact his office.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – March

Mr. Roselli provided the members with the *Lessons Learned from Losses* which was included in the agenda packet.

Mr. Roselli stated that the Lesson from Losses for this month is on Ladder Safety. He noted that according to the CDC, 43% of fatal falls in the last decade have involved a ladder. The four main types of ladder accidents are:

- Selecting the wrong type of ladder
- Using worn or damaged ladders
- Incorrect placement of ladders
- Incorrect use of ladders

Mr. Roselli noted that three (3) points of contact must be maintained at all times and a job should not be undertaken if it is meant for 2 or more people. Ask the question...."Is there other equipment on hand that is a safer option?"

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

WELLNESS DIRECTOR'S REPORT

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

- Ms. Schiffer stated that Chesterfield, Bordentown City and Fieldsboro are planning to work together to offer their employees a Joint Municipality Wellness Day on April 26, 2017. Vendors have been invited and are responding.
- Ms. Schiffer stated that Medford, Tabernacle, Lumberton, Shamong and Southampton are planning to work together to offer their employees a Joint Municipality Wellness Day on May 23, 2017.
- Lumberton, Medford, Palmyra, Pemberton Township and Southampton all have presentations planned.
- Delanco has a Walking Challenge underway. They purchased pedometers for their employees.
- North Hanover and Lumberton have challenges planned in the future.
- 2017 Wellness Funds: Members should have received notification on their Wellness Funds for 2017. She asked the members to try to work together early in the year to allocate the funds.
- Firefighters Ad Hoc Committee – Meetings will be held quarterly. The next meeting is scheduled for May 16 2017.

- **March Wellness Newsletter** - She noted that the March Wellness Newsletter was included in her report.

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 *February 2017*.

Lost Time v. Medical Only Cases

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

	Feb	YTD
<i>Lost Time</i>	3	3
<i>Medical Only</i>	5	13
<i>Report Only</i>	5	8
<i>Total Intakes</i>	13	24
<i>Report Only % of Total</i>	38.5%	33.3%
<i>Medical Only/Lost Time Ratio</i>	63:37	81:09
<i>Average Days to Report</i>	1.2	5.1

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	211
<i>Transitional Duty Days Worked</i>	107
<i>% of Transitional Duty Days Worked</i>	50.7%
<i>Transitional Duty Days Not Accommodated</i>	82
<i>% of Transitional Duty Days Not Accommodated</i>	38.9%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	Feb
<i>Bill Count</i>	124
<i>Original Provider Charges</i>	\$218,192
<i>Re-priced Bill Amount</i>	\$64,073
<i>Savings</i>	\$154,118

<i>% of Savings</i>	<i>70.6%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>92.7%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>96.3%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>85.1%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>96.6%</i>

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **February 28, 2017**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the current month totaled \$11,777.02. This generated an average annual yield of .80%. After including an unrealized net gain of \$3,780.00 in the asset portfolio, the yield was adjusted to 1.06 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$133,980.00 as it relates to market value of \$8,866,020.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of two (2) obligations with maturity greater than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$2,156.70	\$2,493.70
Overpayment Reimbursements	\$256.60	
FY 2017 Premium Receipts	\$2,816,912.00	
FY 2017 Approp. Refund	\$885.00	

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

Delran Township	\$73,500.00
Chesterfield Township	\$1,045.00
Bordentown City	\$10,459.00

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$16,651,255.59 to a closing balance of \$18,736,962.31 showing an increase in the Fund of \$2,085,706.72.

Loss Run Payment Register – February, 2017

Mr. Tontarski stated that 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 in the amount of \$148,945.71. The claim detail shows 221 claim payments issued.

Bill List – March, 2017

For the Executive Committee's consideration, Mr. Tontarski presented the ***March 2017 Bill List*** in the amount of \$83,487.92.

Chair Keller entertained a motion to approve the ***February, 2017 Loss Run Payment Register*** and the ***March 2017 Bill List*** as presented.

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

Motion by Ms. Jack, seconded by Mr. McMahon, to approve the ***February, 2017 Loss Run Payment Register*** and the ***March 2017 Bill List*** as presented.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Donna Kilburn, **Rep, Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, **Alt, Mt. Laurel Township**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

JOINT COVERAGE COMMITTEE – February 28, 2017

Cyber Liability Coverage

Motion by Mr. McMahon, seconded by Ms. Jack, authorizing the Executive Director to bind additional excess Cyber Liability Coverage limits from XL Catlin & Beazley Insurance. All in favor. Motion carried.

MEL/RCF/E-JIF REPORT

MEL Committee Meeting – March 1, 2017

Ms. Jack stated that the meeting minutes were included in the agenda packet. She noted that the MEL's surplus increased by \$6 million during 2016. The MEL's surplus stands at \$21 million.

EJIF Committee Meeting – March 1, 2017

Ms. Jack stated that the meeting minutes were included in the agenda packet and are self explanatory.

RCF Committee Meeting – March 1, 2017

Mr. Matchett stated that the meeting minutes were included in the agenda packet. He noted that the 2017 MEL & MR HIF Educational Seminar is scheduled for April 21, 2017, beginning at 9:00am at the National Conference Center in East Windsor, New Jersey. The seminar qualifies for an extensive list of continuing education credits. He noted that there is no fee for the seminar as it is open to Clerks, RMCs, CFO/CMF and CPWM's.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, April 18, 2017 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ**.

PUBLIC COMMENT

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

Chair Keller opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2017-20

Chair Keller 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. Cramer, seconded by Ms. Jack, to Adopt ***Resolution #2017-20***. 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

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

Motion by Ms. Jack, seconded by Mr. McMahon, to reopen the public portion of the meeting.
All in favor. Motion carried.

APPROVAL OF CLAIMS PAYMENTS

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

<i>Workers' Compensation</i>	<i>Property</i>
<i>2017094258</i>	<i>2017094537</i>
<i>001207890</i>	
<i>001246647</i>	
<i>001255153</i>	
<i>001255000</i>	
<i>001224714</i>	
<i>001241222</i>	

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

Motion by Mr. McMahon, seconded by Ms. Jack, to approve the claims as discussed in *Closed Session*.

ROLL CALL *Yeas*

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Dean Buhner, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**

Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Donna Kilburn, *Rep*, **Hainesport Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alt*, **Mt. Laurel Township**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were (2) two abandonment of Subrogation claim(s) presented in Closed Session.

#001224714 - \$1,799.91

#001241222 - \$1,082.15

Motion by Mr. McMahon, seconded by Ms. Jack, to authorize the abandon subrogation as presented. All in favor. Motion carried.

MOTION TO ADJOURN

Chair Keller entertained a motion to adjourn the March 21, 2017 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Ms. Jack, to adjourn the March 21, 2017 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:46pm.

Brenda Smith,
Recording Secretary for

MEGHAN JACK, SECRETARY



To: Fund Commissioners
From: Paul J. Miola, CPCU, ARM, Executive Director
Date: April 21, 2017
Re: **Executive Director's Report**

A. Lost Time Accident Frequency Report – (pg. 17)

The February 2017 Lost Time Accident Frequency Summary and the Statewide Recap for the February 2017 is attached for your review.

B. Certificates of Insurance (pgs. 18-20)

A summary of the Certificates of Insurance issued during March 2017 are attached for your review.

C. 2016 Safety Incentive Program Awards (pg. 21)

A letter from our office describing how to collect your 2016 Safety Incentive Awards money was emailed out on or about March 10. A report detailing the available balances for each member is attached for your review. **Please note that the deadline to claim or encumber these funds is November 30, 2017. All encumbered funds have to be claimed by February 1, 2018.**

D. 2017 Optional Safety Budget (pg. 22)

A letter from our office describing how to collect your 2017 Optional Safety Budget allowance was e-mailed on or about January 24, 2017. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2017 Optional Safety Budget allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 30, 2017. All encumbered funds have to be claimed by February 1, 2018.**

E. 2017 Wellness Incentive Program Allowance (pg. 23)

A report detailing the available balance for each member for the 2017 Wellness Incentive Program is attached for your review. Instructions on claiming these funds were e-mailed to all members on or about January 27, 2017. If you have any questions on how to utilize your 2017 Wellness Incentive Program funding, please contact Debby Schiffer, Wellness Director, or our office. **Please note that the deadline for claiming or encumbering these funds is November 30, 2017. All encumbered funds must be claimed by February 1, 2018.**

F. Employment Practices Liability Coverage – (pg. 24)

A compliance status report regarding the Employment Practices Liability Coverage is included for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

G. EPL Allowance (pg. 25)

The JIF has budgeted \$200 for each member to help offset employment practice related expenses. This budget can be a valuable resource to members that wish to offset the cost of in house training or legal expenses involved with the updating of member policies & procedures. If you need additional information regarding this program, please contact our office.

H. EPL Helpline – Authorized Contact List (pg. 26)

With the placement of the member's EPL/POL coverage in the commercial insurance market, the insurance company QBE has implemented an EPL Helpline for the member's use. There is no restriction on the number of calls or amount of time that members can contact this service. Members can appoint two representatives to use this service. Appointments must be made by Resolution of the Governing Body. Please note that Municipal Solicitors can not be appointed as Helpline Contacts. Enclosed, please find the most recent list of authorized contacts for the EPL Helpline. These are the only representatives authorized to access this service. Please contact the Executive Director's Office with any questions.

I. Financial Fast Track Report (pgs. 27-28)

The Financial Fast Track Report as of January 31, 2017 and February 28, 2017 are attached for your review. The report is generated by PERMA and provides a "snapshot" of the JIF's financial status. The JIF's surplus position as of January 31, 2017 was \$10,436,002 and the JIF's surplus position as of February 28, 2017 was \$10,466,150

J. Regulatory Filing Checklists (pgs. 29-30)

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items outlined.

K. Capehart & Scatchard Updates (pgs. 31-38)

John Geaney, Esq. of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of his latest updates are included for your information.

L. Statutory Bond Status (pg. 39)

Attached for your review is the latest listing of Statutory Bonds issued by the MEL for JIF members. This list should be reviewed for accuracy. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA. Cate can be reached at 201-518-7031.

M. Skateboard Park Approval Status (pg. 40)

Enclosed, please find a spreadsheet depicting the current status of all approved skateboard parks or those currently under construction by a member municipality. The MEL has established a process, outlined in MEL Coverage Bulletin **2017-09**, which must be followed by all members who wish to construct a skateboard park and have the BURLCO JIF and MEL provide said facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward.

N. Annual Retreat Invite (pg. 41)

The Annual Retreat will be held on May 4, 2017 at Café Madison, Riverside, NJ. A *Save the Date* was emailed to all Fund Commissioners and RMC's on April 21, 2017. The invite was emailed to all Fund Commissioners and RMC's on April 10, 2017. Please RSVP by April 28, 2017

O. Quarterly Attendance Record (pg. 42)

A report detailing attendance records through the first quarter of the 2017 Fund Year is attached for your review.

P. Elected Officials Training & Online Program (pgs.)

In conjunction with the ACM and TRICO JIFs, this year the Fund sponsored four Elected Officials training seminars. The MEL will reduce each member's 2017 Workers Compensation loss funding premium by \$250 for each municipal elected official who attended one of the training sessions. This credit is also extended to the member's CEO (i.e. Municipal Manager or Administrator) this year. The total credit is limited to 25% of a member's Workers Compensation funding premium. The sign-in sheets from December 7, 2016, January 31, February 16, and March 29, 2017 are posted on the JIF website. This completes the seminar series.

On April 4, 2017, the Fund emailed a notification to each member regarding the availability of an online Elected Officials presentation. Although this presentation is generic in nature, those Elected Officials that complete this training by May 1, 2017 will also qualify for the \$250 per attendee credit subject to the restrictions noted above. A copy of the instructions on how to access this training is included for your review.

Q. Financial Disclosure Statement

The Executive Director's office has received notification from the Division of Local Government Services of a delay in the start of the Annual "on line" process for completion and submission of Financial Disclosure Statement. It is anticipated that the online system will be available on or about April 13, 2017. Once we receive notification from the State, a notice will be sent to all Fund Commissioners reminding them of their obligation to include their position as a Fund Commissioner on their Annual Statement. Each Fund Commissioner has a unique PIN # for which to file as their position of Fund Commissioner with the JIF. 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 856-446-9136.

R. Technology Risk Assessment

The Technology Risk Assessments undertaken by Pivot Point Security are being completed. Once complete, the individual member reports will then be mailed to the Municipal Clerk, with an electronic copy of the report emailed to the Fund Commissioners and Risk Management Consultant. At that time, a webinar will be scheduled so that common member questions can be addressed. In addition, it is anticipated that training and policies and procedures to address the greatest areas of need will be developed. In the meantime, please do not hesitate to contact the Executive Director's office if you have any questions.

S. New Fund Commissioner Orientation

We will be conducting New Fund Commissioner Orientation training prior to the Executive Committee Meeting on May 16, 2017 at 2:30 PM at Hainesport Municipal Building. An email notification with further details will be sent out to all Fund Commissioners and RMC's in late April.

T. WEBSITE (WWW.BURLCOJIF.ORG)

The JIF has a website that contains useful information for our members:

- Directories
 - Fund Commissioners
 - Claims and Safety Contacts
 - Fund Professionals
- Coverage
 - Bulletins
 - Certificates of Insurance/ID Card Requests
 - Sample Indemnification Language
- Safety
 - Bulletins
 - Training Links

And much, much more. Why not take a moment and explore our website!

U. New Member Activity

Nothing to Report.

**Burlington County Municipal Joint Insurance Fund
2016 Safety Incentive Awards Distribution**

Member Municipality	Opening Balance	Jan 2017	Feb 2017	March 2017	April 2017	May 2017	June 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Paid in 2018	Total Paid	Remaining Balance	Encumb. Funds
Bass River	1,650.00			1,650.00											1,650.00	0.00	
Beverly	1,975.00														0.00	1,975.00	
Bordentown City	1,975.00														0.00	1,975.00	
Bordentown Twp	2,275.00														0.00	2,275.00	
Chesterfield	1,650.00														0.00	1,650.00	
Delanco	1,650.00				1,650.00										1,650.00	0.00	
Delran	2,275.00														0.00	2,275.00	
Edgewater	1,975.00														0.00	1,975.00	
Fieldsboro Boro	1,650.00				1,650.00										1,650.00	0.00	
Florence	2,275.00														0.00	2,275.00	
Hainesport	1,650.00			1,650.00											1,650.00	0.00	
Lumberton	2,275.00														0.00	2,275.00	
Mansfield	1,975.00														0.00	1,975.00	
Medford	2,600.00				2,600.00										2,600.00	0.00	
Mount Laurel	2,600.00			2,600.00											2,600.00	0.00	
North Hanover	1,975.00														0.00	1,975.00	
Palmyra	1,975.00				1,975.00										1,975.00	0.00	
Pemberton Boro.	1,650.00			1,650.00											1,650.00	0.00	
Pemberton Twp.	2,600.00			2,600.00											2,600.00	0.00	
Riverside	1,975.00														0.00	1,975.00	
Shamong	1,650.00			1,650.00											1,650.00	0.00	
Southampton	1,975.00														0.00	1,975.00	
Springfield	1,650.00														0.00	1,650.00	
Tabernacle	1,650.00														0.00	1,650.00	
Westampton	1,975.00														0.00	1,975.00	
Woodland	1,650.00														0.00	1,650.00	
Wrightstown	1,650.00				1,650.00										1,650.00	0.00	
Total By Line	\$52,825.00	\$0.00	\$0.00	\$11,800.00	\$9,525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,325.00	\$31,500.00	

Must be Claimed or Encumbered by November 30, 2017. All Encumbered Claims Must be Claimed by February 1, 2018

Burlington County Municipal Joint Insurance Fund 2017 Optional Safety Budget																	
Member Municipality	Opening Balance	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	Paid 2018	Date of Encumbrance	Total Paid	Remaining Balance
Bass River	995.00															0.00	995.00
Beverly	1,595.00															0.00	1,595.00
Bordentown City	1,595.00															0.00	1,595.00
Bordentown Twp.	2,660.00															0.00	2,660.00
Chesterfield	995.00															0.00	995.00
Delanco	1,595.00															0.00	1,595.00
Delran	2,660.00															0.00	2,660.00
Edgewater Park	1,595.00															0.00	1,595.00
Fieldsboro	750.00															0.00	750.00
Florence	2,660.00															0.00	2,660.00
Hainesport	995.00															0.00	995.00
Lumberton	2,660.00															0.00	2,660.00
Mansfield	1,595.00															0.00	1,595.00
Medford	4,645.00															0.00	4,645.00
Mount Laurel	4,645.00															0.00	4,645.00
North Hanover	1,595.00															0.00	1,595.00
Palmyra	1,595.00															0.00	1,595.00
Pemberton Boro	995.00															0.00	995.00
Pemberton Twp.	4,645.00															0.00	4,645.00
Riverside	2,660.00															0.00	2,660.00
Shamong	995.00															0.00	995.00
Southampton	1,595.00															0.00	1,595.00
Springfield	995.00															0.00	995.00
Tabernacle	995.00															0.00	995.00
Westampton	1,595.00															0.00	1,595.00
Woodland	995.00															0.00	995.00
Wrightstown	995.00															0.00	995.00
Total By Line	51,295	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00	51,295.00

Must be Claimed or Encumbered by November 30, 2017. All Encumbered Claims Must be Claimed by February 1, 2018

Burlington County Municipal Joint Insurance Fund 2017 Wellness Incentive Program																		
Member Municipality	Opening Balance	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	Paid 2018	Date of Encumbrance	Total Paid	Remaining Balance	
Bass River	500.00															0.00	500.00	
Beverly	750.00															0.00	750.00	
Bordentown City	750.00															0.00	750.00	
Bordentown Twp.	1,000.00															0.00	1,000.00	
Chesterfield	500.00															0.00	500.00	
Delanco	750.00			393.90												393.90	356.10	
Delran	1,000.00															0.00	1,000.00	
Edgewater Park	750.00															0.00	750.00	
Fieldsboro	500.00															0.00	500.00	
Florence	1,000.00															0.00	1,000.00	
Hainesport	500.00															0.00	500.00	
Lumberton	1,000.00															0.00	1,000.00	
Mansfield	750.00															0.00	750.00	
Medford	1,500.00															0.00	1,500.00	
Mount Laurel	1,500.00															0.00	1,500.00	
North Hanover	750.00															0.00	750.00	
Palmyra	750.00															0.00	750.00	
Pemberton Boro	500.00				200.00											200.00	300.00	
Pemberton Twp.	1,500.00															0.00	1,500.00	
Riverside	1,000.00															0.00	1,000.00	
Shamong	500.00															0.00	500.00	
Southampton	750.00															0.00	750.00	
Springfield	500.00															0.00	500.00	
Tabernacle	500.00															0.00	500.00	
Westampton	750.00															0.00	750.00	
Woodland	500.00															0.00	500.00	
Wrightstown	500.00															0.00	500.00	
Total By Line	\$21,250.00	\$0.00	\$0.00	\$393.90	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		593.90	20,656.10	

Must be Claimed or Encumbered by November 30, 2017. All Encumbered Claims Must be Claimed by February 1, 2018

BURLCO JIF Annual Planning Retreat



All BURLCO JIF Fund Commissioners and/or Alternates, Safety Coordinators, Claims Coordinators, Fund Professionals and Risk Management Consultants are invited to attend.

Reminder:

Criteria for the 2017 SIP Program: Each member is required to send a delegate to at least “**one half-day session**” (*morning or afternoon*) of the *Annual Planning Retreat*.



Thursday, May 4, 2017

Café Madison, Riverside, NJ

Schedule

8:00 a.m.	Registration / Continental Breakfast
9:00 a.m.	Program begins Session 1
1:00 p.m.	Session 2 begins
4:00 p.m.	Program ends

[RSVP by Clicking
This Link](#)

RSVP by April 28, 2017

Should you have any questions or require any additional information, please do not hesitate to contact Sheila Ortiz at (856) 446-9137. We look forward to seeing you at the Retreat.

2016 ATTENDANCE REPORT - BURLCO JIF

Municipality	Last Name	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	# Attended	# Meetings	% Attended
(Meeting Occurred)		X	X	X												.
Bass River	Somes/Ireton	A	P	P										3	3	100%
Beverly City	Wolbert/Snyder	P	P	P										3	3	100%
Bordentown City	Archer/Targonski	X	P	P										2	3	67%
Bordentown Twp.	Buhrer/Vail	A	P	P										3	3	100%
Chesterfield Township	McMahon/Hoyer	P	P	P										3	3	100%
Delanco Township	Templeton	A	A	P										3	3	100%
Delran Township	Hatcher	P	P	P										3	3	100%
Edgewater Park Twp.	Dougherty/DiFillippo	X	P	X										1	3	33%
Fieldsboro	Hansell, P./Hansell, D.	P	X	P										2	3	67%
Florence Township	Brook/Sahol	P	P	P										3	3	100%
Hainesport Township	Kosko/Kilburn	A	X	A										2	3	67%
Lumberton Township	Mansdoerfer/Umba	A	A	P										3	3	100%
Mansfield Township	Fitzpatrick/Puglia	P	P	P										3	3	100%
Medford Township	Burger/Meder	P	P	P										3	3	100%
Mt. Laurel	Tomczyk/Mascia	A	P	A										3	3	100%
North Hanover	Picariello/Wells	X	P	P										2	3	67%
Palmyra Borough	Gural/Pearlman	P	A	P										3	3	100%
Pemberton Borough	Mull/Villari	A	A	X										2	3	67%
Pemberton Twp.	Gonzalez/Brown	X	P	P										2	3	67%
Riverside Township	Jack/Lewis	P	X	P										2	3	67%
Shamong Township	Matchett	X	P	P										2	3	67%
Southampton Township	Hoffman/Hannah	X	X	X										0	3	0%
Springfield Township	Keller/Sobotka	P	P	P										3	3	100%
Tabernacle Township	Cramer/Barber	P	P	P										3	3	100%
Westampton Township	Carrington/Otto	X	P	P										2	3	67%
Woodland Township	Brown/Seeland	X	X	X										0	3	0%
Wrightstown	Ingling/Gorman	P	P	P										3	3	100%
		19	22	23	0	0	0	0	0	0	0	0	0			79%
		70%	81%	85%	0%	0%	0%	0%	0%	0%	0%	0%	0%			

P
A
X
X

Fund Commissioner in Attendance

Alternate Fund Commissioner in Attendance

Denotes attendance of a representative, not "officially" a Fund Commissioner at the time.

No Representation from this Municipality

F:\DATA\Risk\EXCEL\BURLCO\2017\ATTEND BurlCo17.xlsx BurlCo Attend



2016 - 2017 Elected Officials Online Training

While we recommend that public officials attend a training class, the MEL is also making available an on-line training program for Elected Officials and Authority Commissioners to earn their \$250 training credit. Please follow the steps below to access the program. To receive credit, the program must be completed by May 1, 2017.

Step 1: Go to the MEL's website <http://njmel.org/>

Step 2: On the MEL homepage, click on the MSI logo at the top to access the MSI page.

Step 3: On the MSI page, click "MSI Login" to access the login page.

Step 4: Login to access the Welcome Page. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password.

Step 5: On the Welcome Page, click on "MSI On-line Training Courses" on the lower right to access the course selection page.

Step 6: On the course selection page, click "Ethics in Local Government" on the left. Then click "enroll" on the right.

Step 7: The program will now thank you for enrolling. Hit "Click here" to go to your authorized course list.

Step 8: On your authorized course list, click "Ethics in Local Government" to access the course.

Step 9: When the course appears, click the start symbol in the middle of the screen to begin the course.

You must complete the entire program and the affidavit at the end of the program to receive credit. If you need additional assistance please call the MSI help line at (866) 661-5120 during business hours.

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2017-__**

**RESOLUTION AUTHORIZING THE RELEASE OF FUND YEAR 2016 CLOSED SESSION
EXECUTIVE COMMITTEE MEETING MINUTES AS RECOMMENDED BY THE FUND
SOLICITOR**

WHEREAS, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is subject to the provisions of NJSA 10:4-6 the "Open Public Meetings Act"; and

WHEREAS, in 2016, the Executive Committee, during regularly scheduled meetings of the Fund, deemed it necessary to enter into a closed session to discuss matters affecting the safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations as authorized by NJSA10:4-12; and

WHEREAS, in accordance with NJSA10:4-14 minutes of these closed sessions were transcribed by the Fund Recording Secretary and approved by the Executive Committee; and

WHEREAS, in correspondence dated February 15, 2017, the Fund Recording Secretary requested that the Fund Solicitor review the closed session meeting minutes from Fund Year 2016 to make a determination as to whether any of these minutes could be released to the public; and

WHEREAS, in correspondence dated March 15, 2017, a copy of which is attached hereto and incorporated herein by reference, the Fund Solicitor has indicated that the 2016 Executive Committee Closed Session meeting minutes can released to the public with no redactions.

NOW THEREFORE BE IT FURTHER RESOLVED that the 2016 Executive Committee Closed Session meeting minutes are hereby released to the public; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Fund Recording Secretary, Fund Solicitor, and Executive Director for their knowledge and action as required.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on April 18, 2017.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
Meghan Jack, Secretary

By: _____
Paul Keller, Chairperson

Date: _____



DAVID S. DEWEESE, ESQUIRE
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scott@deweese-lawfirm.com

Phone: (609) 522-5599
Facsimile: (609) 522-3003
www.DeWeeseLawFirm.com

March 15, 2017

Paul A. Forlenza, Deputy Executive Director
ARTHUR J. GALLAGHER
RISK MGT. SERVICES, INC.
P.O. Box 488
Marlton, NJ 08053
[via electronic mail]

RE: BURLCOJIF 2016 Closed Session Meeting Minutes

Dear Paul:

Please be advised that I have reviewed the Closed Session Meeting Minutes from the Fund Year 2016 (January through December) and based upon my review of those minutes, the minutes can be released.

If you have any questions, or need for additional information please do not hesitate to contact me.

Very truly yours,
THE DEWEESE LAW FIRM, P.C.

David S. DeWeese

DSD/b

cc: Paul J. Miola, Executive Director, BURLCOJIF
Alice Lihou, Vice President, Acct. Mgt., Qual-Lynx
Paul Keller, BURLCOJIF Fund Chair
Tracy Forlenza, Recording Secretary

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
SAFETY DIRECTOR'S REPORT**

TO: Fund Commissioners, Safety Coordinators and Risk Managers
FROM: Timothy Sheehan, Associate Public Sector Director
DATE: April 3, 2017

Service Team:

Timothy Sheehan Associate Public Sector Director tsheehan@jamontgomery.com Office: 856-552-6862 Cell: 609-352-6378	Mailing Address: 231 Main Street P. O. Box 2017, Toms River New Jersey 08754 Toll Free: 877-398-3046	John Saville Consultant jsaville@jamontgomery.com Office: 732-736-5009 Cell: 609-330-4092
Danielle Sanders Administrative Assistant dsanders@jamontgomery.com Office: 856-552-6898 Fax: 856-552-6899		Robert Garish Consultant rgarish@jamontgomery.com Office: 856-552-4650 Cell: 609-947-9719

MARCH ACTIVITIES

LOSS CONTROL SERVICES

- Township of Delran – Conducted a Loss Control Survey on March 9
- Township of North Hanover – Conducted a Loss Control Survey on March 9
- Township of Riverside – Conducted a Loss Control Survey on March 10

JIF MEETINGS ATTENDED

- Regional Training: Active Shooter in the Workplace – March 16
- Executive Safety Committee Meeting – March 21
- Fund Commissioners Meeting – March 21

MEL VIDEO LIBRARY

The following members used the MEL Video Library during March. **Please note the new e-mail address: melvideolibrary@jamontgomery.com and telephone number: 856-552-4900. To either view the full video catalog or rent videos, use the above website or NJMEL.org.**

<u>Municipality</u>	<u># of Videos</u>
Borough of Palmyra	1

MEL MEDIA CATALOG

To view the entire updated MEL Media Catalog with 100 new DVD titles go to NJMEL.org, click on the Video button at the top of the page, then choose 'Order Conventional Videos'.

NEW SAFETY DIRECTOR'S BULLETINS AND NOTICES

Regional training announcements and Bulletins are distributed by e-mail to Fund Commissioners, Safety Coordinators and Risk Consultants.

Please access the BURLCO JIF (<http://www.burlcojif.org/>) to verify Fund Commissioners, Safety Coordinators and Risk Managers contact information is correct. If you find a discrepancy, please let us know.

The following Safety Director Bulletins and alerts were distributed by e-mail during March. If you are not receiving updates or would like to add other names to the distribution list, please let us know. If applicable, a copy or copies of the Safety Director's Bulletins are attached.

- BURLCO JIF - Did You Know? – MSI Training Schedule , March 2017 – March 2
- BURLCO JIF - Regional Training- Active Shooter in the Workplace: Considerations for Municipalities – March 8
- BURLCO JIF - Safety Director Message - "Internet Purchase Exchange Zones" – March 13
- BURLCO JIF - SD Bulletin - Bring your Child to Work Day – March 20
- BURLCO JIF - Safety Director Message- Attention & Distraction Driver Training – March 27
- BURLCO JIF - Did You Know? – MSI Training Schedule, April 2017 – March 28
- BURLCO JIF – Safety Contract Reminder – March 30

UPCOMING EVENTS

- BURLCO Safety Breakfast – April 4
- Executive Committee – April 18
- DPW Supervisor Roundtable/ Roadway, Sign & Walkway Program – May 25

MSI TRAINING PROGRAMS

NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions or if you need to add a new Training Administrator, please advise (afelip@jamontgomery.com).

Below are upcoming MSI training programs scheduled for April, May and June of 2017. ***Enrollment is required for all MSI classes.*** MSI classes are subject to cancellation or rescheduling at any time.

Members are reminded to log on to the www.njmel.org website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

DATE	LOCATION	TOPIC	TIME
4/3/17	Township of Stafford	CDL-Drivers Safety Regulations	8:30 - 10:30 am
4/3/17	Township of Stafford	Driving Safety Awareness	10:45 - 12:15 pm
4/3/17	Township of Stafford	CDL-Supervisors Reasonable Suspicion	1:00 - 3:00 pm

DATE	LOCATION	TOPIC	TIME
4/3/17	Township of Pemberton	Landscape Safety	8:00 - 11:00 am
4/4/17	Jackson Twp. MUA	Flagger/Work Zone	8:30 - 12:30 pm
4/4/17	Township of Voorhees #1	Driving Safety Awareness	9:00 - 10:30 am
4/4/17	Township of Voorhees #1	HazCom w/GHS	10:45 - 12:15 pm
4/4/17	City of Millville #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/5/17	Township of Burlington #3	BBP	8:00 - 9:00 am
4/5/17	Township of Burlington #3	Confined Space Awareness	9:15 - 10:15 am
4/5/17	City of Margate #4	Playground Safety Inspections	8:30 - 10:30 am
4/5/17	City of Margate #4	Sanitation/Recycling Safety	10:45 - 12:45 pm
4/6/17	Township of Middletown #5	Fall Protection Awareness	8:30 - 10:30 am
4/6/17	Township of Middletown #5	Asbestos, Lead, Silica Health Overview	10:45 - 11:45 am
4/6/17	Township of Middletown #5	Ladder Safety/Walking Surfaces	12:30 - 2:30 pm
4/6/17	Township of Winslow	LOTO	8:30 - 10:30 am
4/7/17	Township of Colts Neck	Fire Safety	8:30 - 9:30 am
4/7/17	Township of Colts Neck	Fire Extinguisher	9:45 - 10:45 am
4/7/17	Township of Colts Neck	Confined Space Awareness	11:00 - 12:00 pm
4/7/17	Township of Colts Neck	BBP	12:30 - 1:30 pm
4/7/17	Township of Willingboro	Flagger/Work Zone	8:30 - 12:30 pm
4/10/17	Borough of Glassboro #1	Driving Safety Awareness	8:00 - 9:30 am
4/10/17	Township of Hamilton #3	PPE	8:30 - 10:30 am
4/10/17	Township of Hamilton #3	Hearing Conservation	10:45 - 11:45 am
4/10/17	Township of Hamilton #3	Asbestos, Lead, Silica Regulatory Overview	12:00 - 1:00 pm
4/11/17	Township of Toms River #1	Employee Conduct/Violence Prevention	8:30 - 10:00 am
4/11/17	Logan Township MUA #1	Fire Safety	8:30 - 9:30 am
4/11/17	Logan Township MUA #1	Fire Extinguisher	9:45 - 10:45 am
4/12/17	Township of Lacey #4	PPE	8:30 - 10:30 am
4/12/17	Evesham Township MUA	PPE	8:30 - 10:30 am
4/12/17	Evesham Township MUA	Ladder Safety/Walking Surfaces	10:45 - 12:45 pm
4/12/17	City of Vineland	Excavation/Trenching/Shoring	8:30 - 12:30 pm
4/13/17	Borough of Beach Haven #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/13/17	Township of Pennsville #1	BBP	8:30 - 9:30 am
4/13/17	Township of Pennsville #1	Hearing Conservation	9:45 - 10:45 am
4/17/17	Middletown SA	HazCom w/GHS	8:30 - 10:00 am
4/17/17	Middletown SA	BBP	10:15 - 11:15 am
4/17/17	Township of Cherry Hill #4	Heavy Equipment	8:30 - 11:30 am
4/18/17	Borough of Clementon #3	Special Events Management	8:30 - 10:30 am
4/18/17	Borough of Clementon #3	Fire Safety	10:45 - 11:45 am
4/18/17	Borough of Clementon #3	Fire Extinguisher	12:00 - 1:00 pm
4/18/17	City of Brigantine #3	LOTO	8:30 - 10:30 am
4/18/17	City of Brigantine #3	HazCom w/GHS	10:45 - 12:15 pm
4/19/17	Western Monmouth UA	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
4/19/17	Township of Washington	Flagger/Work Zone	8:30 - 12:30 pm

DATE	LOCATION	TOPIC	TIME
4/19/17	Township of Galloway	Heavy Equipment Safety	9:00 - 12:00 pm
4/20/17	Township of Pemberton	Excavation/Trenching/Shoring	8:30 - 1:30 pm w/lunch brk
4/21/17	Township of Manchester	DDC-6	8:30 - 3:00 pm w/lunch brk
4/21/17	Township of Bordentown	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/24/17	Borough of Union Beach #2	PPE	8:30 - 10:30 am
4/24/17	Borough of Union Beach #2	HazCom w/GHS	10:45 - 12:15 pm
4/24/17	Township of Cherry Hill #4	Jetter/Vacuum Safety	8:30 - 10:30 am
4/24/17	Township of Upper	LOTO	8:30 - 10:30 am
4/24/17	Township of Upper	Shop & Tool Safety	10:45 - 11:45 am
4/24/17	Township of Upper	HazCom w/GHS	12:30 - 2:00 pm
4/25/17	Township of Toms River	Playground Safety Inspections	8:30 - 10:30 am
4/25/17	Township of Toms River	Sanitation/Recycling Safety	10:45 - 12:45 pm
4/25/17	Township of Washington	Landscape Safety	8:30 - 11:30 am
4/25/17	Township of Washington	Playground Safety Inspections	12:00 - 2:00 pm
4/25/17	City of Ocean City #1	Fall Protection Awareness	8:30 - 10:30 am
4/25/17	City of Ocean City #1	Back Safety/Material Handling	10:45 - 11:45 am
4/26/17	Borough of Lavallette #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
4/26/17	City of Burlington #2	HazMat Awareness w/HazCom	8:30 - 11:30 am
4/27/17	Township of Middletown #5	Landscape Safety	8:30 - 11:30 am
4/27/17	Township of Middletown #5	Playground Safety Inspections	12:00 - 2:00 pm
4/27/17	City of Vineland	Heavy Equipment	8:30 - 11:30 am
4/27/17	City of Vineland	Confined Space Awareness	11:45 - 12:45 pm
4/28/17	Township of Little Egg Harbor #1	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
4/28/17	Township of Evesham #4	Employee Conduct/Violence Prevention	8:30 - 10:00 am
4/28/17	Township of Evesham #4	Back Safety / Material Handling	10:15 - 11:15 am
4/28/17	Township of Evesham #4	Shop & Tool Safety	11:30 - 12:30 pm
5/1/17	Township of Toms River	Flagger/Work Zone	8:30 - 12:30 pm
5/1/17	Borough of Glassboro #1	Heavy Equipment Safety	12:00 - 3:00 pm
5/2/17	Township of Barnegat #1	Ladder Safety/Walking Surfaces	9:00 - 11:00 am
5/2/17	Borough of Clementon #3	Sanitation/Recycling Safety	8:30 - 10:30 am
5/2/17	Borough of Clementon #3	Back Safety/Material Handling	10:45 - 11:45 am
5/2/17	Borough of Clementon #3	BBP	12:00 - 1:00 pm
5/3/17	Borough of Eatontown #2	Landscape Safety	8:30 - 11:30 am
5/3/17	Borough of Eatontown #2	Shop & Tool Safety	11:45 - 12:45 pm
5/3/17	Western Monmouth UA	HazCom w/GHS	8:00 - 9:30 am
5/3/17	Western Monmouth UA	BBP	9:45 - 10:45 am
5/3/17	Western Monmouth UA	Fire Safety	11:00 - 12:00 pm
5/3/17	Western Monmouth UA	Fire Extinguisher	12:15 - 1:15 pm
5/3/17	Evesham Township MUA	Jetter/Vacuum Safety	8:30 - 10:30 am
5/3/17	City of Millville #1	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
5/3/17	City of Millville #1	BBP	11:45 - 12:45 pm

DATE	LOCATION	TOPIC	TIME
5/4/17	Borough of Point Pleasant Beach	Fire Safety	8:30 - 9:30 am
5/4/17	Borough of Point Pleasant Beach	Fire Extinguisher	9:45 - 10:45 am
5/4/17	Jackson Twp. BOFC #3	LOTO	8:30 - 10:30 am
5/4/17	Borough of Collingswood	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
5/5/17	Township of Colts Neck	Landscape Safety	8:30 - 11:30 am
5/5/17	Township of Colts Neck	Playground Safety Inspections	12:00 - 2:00 pm
5/5/17	Township of Berlin #2	Landscape Safety	8:30 - 11:30 am
5/5/17	Township of Berlin #2	Playground Safety Inspections	12:00 - 2:00 pm
5/8/17	Township of Stafford	PPE	8:30 - 10:30 am
5/8/17	Township of Stafford	Hearing Conservation	10:45 - 11:45 am
5/8/17	Township of Stafford	Asbestos, Lead, Silica Regulatory Overview	12:00 - 1:00 pm
5/8/17	Township of Manchester	Safety Coordinators Skills Training	8:30 - 3:00 pm w/lunch brk
5/8/17	Township of Florence	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
5/9/17	Jackson Twp. MUA	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
5/9/17	Township of Winslow	Ladder Safety/Walking Surfaces	8:30 - 10:30 am
5/9/17	Township of Winslow	Hearing Conservation	10:45 - 11:45 am
5/10/17	Borough of Lavallette #1	Flagger/Work Zone	8:30 - 12:30 pm
5/10/17	Township of Washington	CDL-Drivers Safety Regulations	8:30 - 10:30 am
5/10/17	Township of Washington	Driving Safety Awareness	10:45 - 12:15 pm
5/10/17	Township of Washington	CDL-Supervisors Reasonable Suspicion	1:00 - 3:00 pm
5/10/17	City of Vineland #1	Flagger/Work Zone	8:00 - 12:00 pm
5/11/17	Deptford Township MUA	LOTO	8:00 - 10:00 am
5/11/17	Deptford Township MUA	PPE	10:15 - 12:15 pm
5/11/17	Borough of Avalon #4	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/12/17	Township of Little Egg Harbor #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/12/17	Township of Willingboro	Landscape Safety	8:30 - 11:30 am
5/15/17	Township of Hazlet	Sanitation/Recycling Safety	8:30 - 10:30 am
5/15/17	Township of Hazlet	CDL-Driver Safety Regulations	10:45 - 12:45 pm
5/15/17	Township of Upper	Landscape Safety	8:30 - 11:30 am
5/15/17	Township of Upper	Playground Safety Inspections	12:00 - 2:00 pm
5/17/17	Western Monmouth UA	Jetter/Vacuum Safety	8:30 - 10:30 am
5/17/17	Township of Mantua	Sanitation/Recycling Safety	12:30 - 2:30 pm
5/17/17	City of Wildwood Crest #1	Driving Safety Awareness	10:00 - 11:30 am
5/17/17	City of Wildwood Crest #2	Back Safety/Material Handling	11:45 - 12:45 pm
5/18/17	Township of Ocean	Office Safety	8:30 - 10:30 am
5/19/17	Township of Cherry Hill #4	Fire Safety	8:30 - 9:30 am
5/19/17	Township of Cherry Hill #4	Fire Extinguisher	9:45 - 10:45 am
5/19/17	Township of Cherry Hill #4	Confined Space Awareness	11:00 - 12:00 pm
5/19/17	Township of Cherry Hill #4	BBP	12:30 - 1:30 pm
5/22/17	Township of Egg Harbor #5	Hoists, Cranes, Rigging Safety	8:30 - 10:30 am
5/22/17	Township of Egg Harbor #5	Hearing Conservation	10:45 - 11:45 am

DATE	LOCATION	TOPIC	TIME
5/23/17	Township of Manchester	Seasonal (Summer) Employee Orientation-Evening	6:30 - 10:30 pm
5/23/17	Brick Township MUA #2	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/23/17	Deptford Township MUA	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
5/23/17	Deptford Township MUA	Confined Space Awareness	11:15 - 12:15 pm
5/24/17	Two River Water Reclamation Authority	Forklift Train-the-Trainer	8:30 - 11:30 am
5/24/17	Township of Washington	BBP Administrator Training	8:30 - 10:30 am
5/24/17	City of Ventnor	LOTO	9:00 - 11:00 am
5/24/17	City of Ventnor	Confined Space Awareness	11:15 - 12:15 pm
5/25/17	Township of Middletown #5	Seasonal (Summer) Employee Orientation	8:30 - 12:30 pm
5/25/17	City of Somers Point #2	Forklift Operator Certification	8:30 - 3:00 pm w/lunch brk
5/25/17	Township of Pennsville #1	Driving Safety Awareness	8:30 - 10:00 am
5/25/17	Township of Pennsville #1	Fire Safety	10:15 - 11:15 am
5/31/17	Borough of Rumson #1	BBP	8:30 - 9:30 am
5/31/17	Borough of Rumson #1	Hearing Conservation	9:45 - 10:45 am
5/31/17	City of Ventnor	LOTO	9:00 - 11:00 am
5/31/17	City of Ventnor	Confined Space Awareness	11:15 - 12:15 pm
6/1/17	Township of Tabernacle #1	Fire Safety	8:30 - 9:30 am
6/1/17	Township of Tabernacle #1	Fire Extinguisher	9:45 - 10:45 am
6/2/17	Township of Little Egg Harbor #1	DDC-6	8:30 - 3:00 pm w/lunch brk
6/2/17	Township of Monroe #3	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
6/5/17	Borough of Tuckerton #2	Heavy Equipment Safety	8:30 - 11:30 am
6/6/17	Township of Barnegat #1	LOTO	9:00 - 11:00 am
6/6/17	Township of Barnegat #1	Driving Safety Awareness	11:15 - 12:45 pm
6/6/17	Township of Florence	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
6/7/17	Western Monmouth UA	Hoists, Cranes, Rigging Safety	8:30 - 10:30 am
6/7/17	Western Monmouth UA	Hearing Conservation	10:45 - 11:45 am
6/7/17	Western Monmouth UA	Back Safety/Material Handling	12:00 - 1:00 pm
6/7/17	Deptford Township MUA	Flagger/Work Zone	8:00 - 12:00 pm
6/7/17	Borough of Wildwood Crest #1	Sanitation/Recycling Safety	10:00 - 12:00 pm
6/7/17	Borough of Wildwood Crest #1	CDL-Drivers Safety Regulations	12:30 - 2:30 pm
6/8/17	Township of Middletown #5	DDC-6	8:30 - 3:00 pm w/lunch brk
6/8/17	Township of Tabernacle #1	Hoists, Cranes, Rigging Safety	8:30 - 10:30 am
6/9/17	Township of Colts Neck	Ladder Safety/Walking Working Surfaces	8:30 - 10:30 am
6/9/17	Township of Colts Neck	Fall Protection Awareness	10:45 - 12:45 pm
6/12/17	Township of Upper	CDL-Drivers Safety Regulations	8:30 - 10:30 am
6/12/17	Township of Upper	Driving Safety Awareness	10:45 - 12:15 pm
6/12/17	Township of Upper	CDL-Supervisors Reasonable Suspicion	1:00 - 3:00 pm
6/14/17	Ocean County College #3	CDL-Drivers Safety Regulations	8:30 - 10:30 am

DATE	LOCATION	TOPIC	TIME
6/14/17	Ocean County College #3	Driving Safety Awareness	10:45 - 12:15 pm
6/14/17	Ocean County College #3	CDL-Supervisors Reasonable Suspicion	1:00 - 3:00 pm
6/14/17	Borough of Magnolia #1	HazMat Awareness w/HazCom GHS-Evening	6:30 - 9:30 pm
6/14/17	Lower Township MUA	CMVO	8:30 - 12:30 pm
6/14/17	City of Ventnor	HazCom w/GHS	9:00 - 10:30 am
6/15/17	Township of Middletown #5	LOTO	8:30 - 10:30 am
6/15/17	Township of Middletown #5	Fire Extinguisher	10:45 - 11:45 am
6/15/17	Township of Middletown #5	Back Safety/Material Handling	12:00 - 1:00 pm
6/15/17	Township of Middletown #5	Employee Conduct/Violence Prevention	1:30 - 3:00 pm
6/16/17	Borough of Union Beach #2	Landscape Safety	8:30 - 11:30 am
6/16/17	Township of Cherry Hill #4	Landscape Safety	8:30 - 11:30 am
6/16/17	Township of Cherry Hill #4	Playground Safety Inspections	12:00 - 2:00 pm
6/19/17	Township of Hamilton #3	Fire Safety	8:30 - 9:30 am
6/19/17	Township of Hamilton #3	Fire Extinguisher	9:45 - 10:45 am
6/19/17	Township of Hamilton #3	Confined Space Awareness	11:00 - 12:00 pm
6/19/17	Township of Hamilton #3	BBP	12:30 - 1:30 pm
6/20/17	Borough of Red Bank	Flagger/Work Zone	8:00 - 12:00 pm
6/21/17	Township of Ocean	Fire Safety	8:30 - 9:30 am
6/21/17	Township of Ocean	Fire Extinguisher	9:45 - 10:45 am
6/21/17	Township of Ocean	Confined Space Awareness	11:00 - 12:00 pm
6/21/17	Township of Mantua	BBP	12:30 - 1:30 pm
6/21/17	Township of Mantua	Hearing Conservation	1:45 - 2:45 pm
6/21/17	City of Millville #1	Special Events Management	8:30 - 10:30 am
6/23/17	Township of Waterford	Fire Extinguisher	8:30 - 9:30 am
6/23/17	Township of Waterford	Back Safety/Material Handling	9:45 - 10:45 am
6/27/17	Borough of Clementon #3	CDL-Divers Safety Regulations	8:30 - 10:30 am
6/27/17	Borough of Clementon #3	Driving Safety Awareness	10:45 - 12:15 pm
6/27/17	Borough of Clementon #3	CDL-Supervisors Reasonable Suspicion	1:00 - 3:00 pm
6/28/17	Ocean County College #3	Hazard ID/Job-Site Observation	8:30 - 10:30 am
6/28/17	Ocean County College #3	Accident Investigation	10:45 - 12:45 pm
6/28/17	Ocean County College #3	Toolbox Talks	1:30 - 3:00 pm
6/28/17	City of Burlington #2	Seasonal (Summer) Employee Orientation	8:30 - 12:30 pm
6/28/17	City of Ventnor	HazCom w/GHS	9:00 - 10:30 am
6/29/17	Jackson Twp. BOFC #3	PPE	8:30 - 10:30 am
6/29/17	Deptford Township MUA	Ladder Safety/Walking Surfaces	8:00 - 10:00 am
6/30/17	Borough of Tinton Falls	HazMat Awareness w/HazCom GHS	7:30 - 10:30 am
6/30/17	Township of Dennis	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	Hazard Identification - Making Your Observations Count	1 / T,M
Advanced Safety Leadership	10 / M	Hearing Conservation	1 / T,G
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Heavy Equipment Safety	1 / G - 2 / T
Back Safety / Material Handling	1 / T	Hoists, Cranes and Rigging	2 / T
Bloodborne Pathogens Training	1 / G	Housing Authority Safety Awareness	3 / T
Bloodborne Pathogens Train- the- Trainer	1 / T	Jetter Safety	2 / T
BOE Safety Awareness	3 / T	Landscape Safety	2 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Leaf Collection Safety Awareness	2 / T
CDL - Drivers' Safety Regulations	2 / G	Lockout Tagout	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Personal Protective Equipment (PPE)	2 / T
Confined Space Entry – Permit Required	3.5 / T	Playground Safety	2 / T
Confined Space Awareness	1 / T,G	Sanitation and Recycling Safety	2 / T
Driving Safety Awareness	1.5 / T	Safety Committee Best Practices	1.5 / M
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	3 / M,G
Excavation Trenching & Shoring	2 / T,M	Shop and Tool Safety	1 / T
Fall Protection Awareness	2 / T,M	Seasonal Public Works Operations	3 / T
Fast Track to Safety	4 / T	Snow Plow Safety	2 / T
Flagger / Workzone Safety	2 / T,M	Special Events Management	2 / M
HazCom with Globally Harmonized System	1 / T,G	Toolbox Talk Essentials	1 / M
Hazardous Materials Awareness w/ HazCom & GHS	3 / T		
CEU's for Registered Municipal Clerks			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Hazard Identification - Making your Observations Count	2 / P
Bloodborne Pathogens Training	1 / P	Safety Committee Best Practices	1.5/ P
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	6/P
		Special Event Management	2 / P
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Advanced Safety Leadership	10 / S	Heavy Equipment Safety	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Housing Authority Safety Awareness	3 / S
Back Safety / Material Handling	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Training	1 / S	Hearing Conservation	1 / S
Bloodborne Pathogens Train- the- Trainer	2.5 / S	Hoists, Cranes and Rigging	2 / S
BOE Safety Awareness	3 / S	Jetter Safety	2 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Ladder Safety/Walking Working Surfaces	2 / S
CDL - Drivers' Safety Regulations	2 / S	Landscape Safety	2 / S
Confined Space Awareness	1 / S	Leaf Collection Safety Awareness	2 / S
Confined Space Entry - Permit Required	3.5 / S	Lockout Tagout	2 / S
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety	1 / S
Driving Safety Awareness	1.5 / S	Office Safety	2 / S
Excavation Trenching & Shoring	4 / S	Personal Protective Equipment (PPE)	2 / S
Fall Protection Awareness	2 / S	Safety Committee Best Practices	1.5 / S
Fast Track to Safety	5 / S	Safety Coordinator's Skills Training	5 / S
Fire Extinguisher	1 / S	Seasonal Public Works Operations	3 / S
Fire Safety	1 / S	Snow Plow Safety	2 / S
Flagger / Workzone Safety	2 / S	Special Event Management	2 / S
HazCom with Globally Harmonized System	1.5/ S	Toolbox Talk Essentials	1 / S
CEU's for Tax Collectors		CEU's for County/Municipal Finance Officers	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place	1.5 / E
CEU's for Certified Recycling Professionals		CEU's for Qualified Purchasing Agents	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Fire Extinguisher Safety	1	Employee Conduct and Violence in the Work Place	1.5 / E
Hazard Recognition- Making your Observations Count	2		
Heavy Equipment	3		
Sanitation and Recycling Safety	2		
***Category			
E- Ethics			
T- Technical			
G- Governmental			
S- Safety			
P- Professional Development			
M- Management			

Best Practices for Backing Vehicles Safely

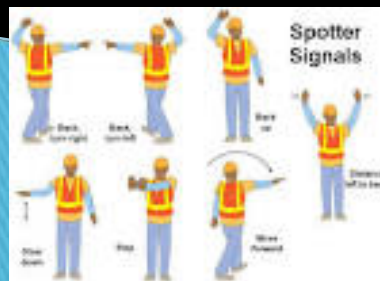
Monthly Newsletter – April 2017

- Backing safely can be a simple operation with proper training, equipment and communication. We have seen a recent increase in the number of claims in which improper backing has caused an accident.
- These collisions are avoidable/preventable and while most only involve simple property damage, some lead to very serious injuries or even tragic fatalities
- The National Safety Council estimates that 1 out of 4 accidents involves improper backing.
- There are a number of things you can do to mitigate the hazards of backing vehicles.
- Use a spotter every time. Larger vehicles have larger blind spots. That is not always convenient for smaller vehicles.
- Install back-up sensors, cameras and warning chimes
- Make sure all back-up sensors, cameras and warning chimes are working correctly.
- The driver should do a walk around.
- Extend the painted lines further out to help guide the driver.
- http://www.njmel.org/images/Safety/Safety_Bulletins_Checklists/SD_Bulletin_Backing_Fire_Vehicles_Sep_2014.pdf



Examples;

- Volunteer fireman misjudged side clearance backing a fire truck into the station causing \$11,500 in damages.
- DPW employee backing a 21 person passenger bus into the DPW garage and scraped the side of the bus and the garage causing \$13,000 in damages combined.
- Fire truck was being backed into the fire station with the aerial platform still raised slightly. The red warning light on the dashboard gave an indication of the platform not being properly secured, but that was not seen. There was a spotter but the platform still made contact with the fire station causing damage to the platform and cab roof of the truck totaling \$42,000.



Qual-lynx.com

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND WELLNESS DIRECTOR'S REPORT

TO: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Debby Schiffer, JIF Wellness Director
DATE: April 18, 2017 at Hainesport Municipal Building
Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

APRIL ACTIVITY & PLANNED EVENTS

2017 Wellness Days:

Continue to plan two joint municipal wellness days. Vendors have been invited and are responding. Save the Date flyers have been distributed..

- 1) Chesterfield, Bordentown City, Fieldsboro (planned for April 26th)
- 2) Medford, Tabernacle, Lumberton, Shamong and Southampton (planned for May 23rd)

Presentations:

During the month of March, we had five (5) Presentation Workshops/Lunch & Learns. At this time, only one is scheduled for April:

Westampton – A Physical Therapist and Pilates instructor will discuss helpful tips and techniques to address posture, breathing for stress relief and self-care and awareness. This will follow nicely after my workshop on the "sitting disease".

Challenges underway:

Delanco – Walking Challenge (March 1-May1)

Southampton - 5-mile a week Challenge (March 27-May 1)

Edgewater Park and Florence – Yearlong Maintain Don't Gain Challenge

Yearly Incentive for Wellness Participation:

- Lumberton - Earn tickets for participating in various activities (including JIF safety training) throughout the year and earn for a chance to win prize at end of year

Other ideas:

- **Riverside Police Department** – looking to implement a Voluntary Fitness Incentive Program based on an annual voluntary fitness test. Incentive = comp time.
- **Several municipalities** are designating an area for wellness literature (monthly newsletter/exercise of the month, handouts, articles of interest, wellness books that can be borrowed, etc.
- **Mt. Laurel Safety Breakfast** – chair massages, Weight Watchers, and Wellness Director handouts "Meet and Greet"

Several meetings are planned for April with the goal of implementing events and initiatives for the remainder of the year.

April Wellness Connection Newsletter

- April is Stress Awareness Month so you will find some practical ways to handle daily stress. In addition, some super foods that are proven to help bring down those levels of cortisol.
- Spring is a great time to put a pep in your step. What a great time to try a new exercise or start walking! April 5th (that's this Wednesday) is National Walking Day. Encourage your employees to bring their sneakers to work and talk a walk during lunch.

- The sun feels great after the winter blues but proceed with caution. Check out some tips on protecting yourself against the harmful rays.
- Spring may also mean allergies for many of us. Find out how to "bet the blossoms" without medication.
- A simple weekday dinner and an appetizer you might just want to share at your Easter dinner!

Exercise of the Month: Last month, I targeted lower back pain exercises. This month the exercise targets the importance of having a strong core.

Reminder Fire Fighters Ad Hoc Committee – Meetings will be held Quarterly. First meeting was held on February 21st at 7pm at the Emergency Service Training Building in Westampton. Attendees from JIF: Medford, Southampton, Wrightstown. Minutes are included in this agenda packet. Next meeting scheduled for **May 16th**.

Upcoming Events:

May 4th BURLCO Retreat – I'll be giving a short progress report and speaking on "embracing the joy of movement".

September 27th Wellness Coordinator Training – if you don't already have someone assigned as your Wellness Coordinator, please try to do so by this event so the information can be shared with the appropriate representative for your town.

Comment:

I have noticed many positive changes among the municipalities in regards to healthier lifestyle changes. Thank you for your continued support in promoting wellness to your employees.



**Burlington County Municipal JIF
Managed Care Summary Report
2017**

Intake	March-17	March-16	2017 YTD	2016 YTD
# of New Claims Reported	18	16	42	57
# of Report Only	7	3	15	20
% Report Only	38.9%	18.8%	35.7%	35.1%
# of Medical Only	10	13	23	35
# of Lost Time	1	0	4	2
Medical Only to Lost Time Ratio	91:09	100:00	85:15	95:05
Average # of Days to Report a Claim	1.4	2.3	3.5	1.7

Nurse Case Management	March-17	March-16	
# of Cases Assigned to Case Management	17	18	
# of Cases >90 days	14	14	

Savings	March-17	March-16	2017 YTD	2016 YTD
Bill Count	120	154	337	382
Provider Charges	\$202,233	\$273,165	\$486,824	\$468,095
Repriced Amount	\$89,630	\$138,811	\$183,613	\$23,990
Savings \$	\$112,603	\$134,354	\$303,210	\$228,192
% of Savings	55.7%	49.2%	62.3%	48.7%

Participating Provider Penetration Rate	March-17	March-16	2017 YTD	2016 YTD
Bill Count	97.5%	87.0%	95.3%	92.4%
Provider Charges	99.2%	82.8%	97.6%	88.8%

EPO Penetration Rate	March-17	March-16	2017 YTD	2016 YTD
Bill Count	91.9%	92.2%	85.2%	93.9%
Provider Charges	95.0%	84.8%	94.9%	89.9%

Transitional Duty Summary		2017 YTD	2016 YTD
% of Transitional Duty Days Worked		76.25%	54.4%
% of Transitional Duty Days Not Accommodated		23.75%	45.6%

April 7, 2017

To the Members of the
Executive Board of the
Burlington County Municipal
Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the one month period ending March 31, 2017 for Closed Fund Years 1991 to 2012, and Fund Years 2013, 2014, 2015, 2016 and 2017. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST & INVESTMENTS:

Interest received or accrued for the reporting period totaled \$ 12,554.32. This generated an average annual yield of .81%. However, after including an unrealized net loss of \$1,250.00 in the asset portfolio, the yield is adjusted to .73% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$135,230.00 as it relates to current market value of \$ 8,864,770.00 vs. the amount we have invested.

Our asset portfolio with Wilmington/Trust consists of 2 obligations with maturity greater than one year.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 62.00 w/YTD Total \$ 2,555.70 (detailed in my report)
Overpayment Reimbursements \$ 125.00
FY 2017 Premium Receipts \$ 186,629.00
FY 2016 Approp. Refund \$ 177.00

LOSS RUN PAYMENT REGISTER ACTIVITY FOR THE PERIOD:

The enclosed report shows net claim activity during the reporting period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 222,145.20. The claims detail shows 206 claim payments issued.

A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END:

Delran Township	\$73,506.00
Chesterfield Township	\$ 1,046.00
Bordentown City	\$10,479.00

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 18,736,962.31 to a closing balance of \$ 18,623,288.43 showing a decrease in the fund of \$ 113,673.88. A detailed reconciliation of this change, including its affect on our banking instruments, is included in my report.

BILL LIST FOR THE PERIOD:

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list at the end of my report.

The information contained in this cover report is a summary of key elements related to activity during the reporting period. Other detailed information is contained in the attached documents and, if desired, a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

**BURLINGTON COUNTY MUNICIPAL JIF
ACCOUNT RECONCILIATION ACTIVITY REPORT
FY 2017**

	<u>January</u>	<u>February</u>	<u>March</u>	<u>Year To Date Total</u>
Opening Balance for the Period:	16,700,752.22	16,651,255.59	18,736,962.31	
RECEIPTS:				
Interest Income (Cash)	14,785.77	5,557.02	1,304.30	21,647.09
Premium Assessment Receipts	553,974.00	2,816,911.99	186,629.00	3,557,514.99
Prior Yr. Premium Assessment Receipts	0.00	0.00	0.00	0.00
Subrogation & Reimb. Receipts:				
Fund Year 2017	0.00	0.00	0.00	0.00
Fund Year 2016	329.00	2,036.70	0.00	2,365.70
Fund Year 2015	0.00	0.00	0.00	0.00
Fund Year 2014	0.00	0.00	125.00	125.00
Fund Year 2013	8.00	0.00	0.00	8.00
Closed Fund Year	0.00	120.00	62.00	182.00
Total Subrogation & Reimb. Receipts	337.00	2,156.70	187.00	2,680.70
FY 2017 Appropriation Refunds	200.00	0.00	0.00	200.00
FY 2016 Appropriation Refunds	0.00	885.00	177.00	1,062.00
Late Payment Penalties	0.00	0.00	0.00	0.00
RCF Clsd Yr. Claims Reimbursement	0.00	0.00	0.00	0.00
RCF Claims Reimbursement	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
TOTAL RECEIPTS:	569,296.77	2,825,510.71	188,297.30	3,583,104.78
DISBURSEMENTS:				
Net Claim Payments:				
Fund Year 2017	1,623.48	21,806.37	77,804.46	101,234.31
Fund Year 2016	58,056.90	62,688.23	59,466.28	180,211.41
Fund Year 2015	44,258.92	39,137.06	19,907.75	103,303.73
Fund Year 2014	40,063.72	20,696.48	54,634.21	115,394.41
Fund Year 2013	2,165.00	4,361.57	6,670.75	13,197.32
Closed Fund Year	0.00	0.00	0.00	0.00
Total Net Claim Payments	146,168.02	148,689.71	218,483.45	513,341.18
Exp. & Admin Bill List Payments:				
Exp. & Cont. Charges FY 2018	0.00	0.00	0.00	0.00
Exp. & Cont. Charges FY 2017	71,270.25	141,842.60	71,687.92	284,800.77
Property Fund Charges FY 2017	0.00	0.00	0.00	0.00
E-JIF Premium FY 2017	0.00	130,719.82	0.00	130,719.82
M.E.L. Premium FY 2017	396,515.32	0.00	0.00	396,515.32
POL/EPL Policy Premium FY 2017	0.00	271,460.50	0.00	271,460.50
Exp. & Cont. Charges FY 2016	3,189.81	26,327.72	11,800.00	41,317.53
Property Fund Charges FY 2016	0.00	0.00	0.00	0.00
M.E.L. Premium FY 2016	0.00	0.00	0.00	0.00
Exp. & Cont. Charges FY 2015	1,650.00	20,763.64	0.00	22,413.64
Exp. & Cont. Charges FY 2014	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
Closed Fund Year	0.00	0.00	0.00	0.00
Total Bill List Payments	472,625.38	591,114.28	83,487.92	1,147,227.58
Net Bank Services Fees	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS:	618,793.40	739,803.99	301,971.37	1,660,568.76
Closing Balance for the Period:	16,651,255.59	18,736,962.31	18,623,288.24	
Account Net Cash Change During the Period:				
Operating Account	2,137,450.37	2,081,929.72	-105,585.48	4,113,794.61
NJ Cash Management Account	0.00	0.00	0.00	0.00
Investment Account	-2,150,000.00	0.00	-6,838.59	-2,156,838.59
Asset Management Account	13,550.00	3,780.00	-1,250.00	16,080.00
Claims Imprest Account	-49,997.00	-3.00	0.00	-50,000.00
Expense & Contingency Account	-500.00	0.00	0.00	-500.00
Total Change in Account Net Cash:	-49,496.63	2,085,706.72	-113,674.07	1,922,536.02
Proof:	0.00	0.00	0.00	

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

BILL LIST - APRIL 2017

	Payee	FY 2017	FY 2016	Closed Yrs	JIF Appropriation	Description
1	The Actuarial Advantage	6,845.00			Prof Services/Actuary	Jan & Feb 2017 Fees
2	Arthur J. Gallagher Risk Management Services, Inc.	28,398.00			Prof Services/Administration	March 2017 Fees
3	Arthur J. Gallagher Risk Management Services, Inc.	226.54			Misc/Postage/Copies/Faxes	Feb 2017 postage/copies expenses
4	Arthur J. Gallagher Risk Management Services, Inc.	309.46			Safety Incentive Program	Prizes for safety breakfast 4/4/17
5	The DeWeese Law Firm, P.C.	5,417.00			Prof Services/Attorney	March 2017 Fees
6	Qual-Lynx	16,414.00			Prof Services/Claims Admin.	March 2017 Fees
7	Brenda Smith	360.00			Misc/Recording Secretary	March 2017 Fees
8	J. A. Montgomery Risk Control Services	9,841.00			Prof Services/Safety Director	March 2017 Fees
9	Tom Tontarski	894.00			Prof Services/Treasurer	March 2017 Fees
10	Conner Strong & Buckelew	633.00			Prof Services/Underwriting Mgr	March 2017 Fees
11	Joyce Media	236.00			Misc/JIF Website	March 2017 Fees plus domain renewal for forum
12	Debby Schiffer	2,421.00			Wellness Program	March 2017 Fees
13	Bowman & Company LLP		4,500.00		Prof Services/Auditor	Progress bill for 2016 audit
14	Bowman & Company LLP	4,275.00			Prof Services/Claims Auditor	Progress bill for 2016 WC payroll audit
15	Exigis LLC	3,301.00			Exposure Data Mgmt System	Annual project fees 1st of 2
16	APEX Insurance Services, C/O QBE Insurance	5,514.00			EPL/POL Policy - Excess Insurance	VDO Policy - 2nd of 2; Inv#3135994; Policy#QVC01005-01
17	APEX Insurance Services, C/O QBE Insurance	255,483.50			EPL/POL Policy - Excess Insurance	EPL/POL Policy - 2nd of 2; Inv#3001098; Policy#QJC01005-01
18	APEX Insurance Services, C/O XL Insurance	9,315.00			EPL/POL Policy - Excess Insurance	Cyber Policy - 2nd of 2; Inv#3012914; Policy#MTP0039483-04
19	APEX Insurance Services, C/O Beazley	4,382.00			EPL/POL Policy - Excess Insurance	Cyber EXCESS Policy - 1st of 2; Inv#3161933 Policy#W1E255170101
20	MEL JIF	292,925.68			MEL	2nd Installmt 2017 Assmt
21	MEL JIF	102,036.21			Property Claims and Premium	2nd Installmt 2017 Assmt

22	MEL JIF	1,553.43			Faithful Performance/Fidelity Bond	2nd Installmt 2017 Assmt
23	4imprint, Inc.	88.25			Safety Incentive Program	sticky pads for JIF safety breakfast; Inv#5301440
24	AGRIP	1,679.88			Misc/PRIMA/AGRIP	Member dues Customer #1216 5/1/17-4/30/18
25	Arc Reprographics	130.70			Police Defense & Training/EPL	Inv#269721; Elected officials HO 3/29/17
26	Arc Reprographics	283.00			Safety Incentive Program	Inv#269795; safety breakfast ho 4/3/17
27	Marco's Inc	3,327.05			Safety Incentive Program	4/4/17 safety breakfast FBG
28	OfficeMax Contract, Inc	60.35			Safety Incentive Program	Inv#340777; safety breakfast -folders, labes, frames split 241.39
29	O'Connor's American Bar and Grille	1,205.78			Police Defense & Training/EPL	3/29/17 EO seminar (split 4,823.10) FBG
30	Paper Direct Inc	95.24			Safety Incentive Program	Inv#8815957; certificate paper; safety bkist (split)
31	Paul's Custom Awards and Trophies Inc	521.50			Safety Incentive Program	Inv#36566; awards for safety breakfast
32	Armando Riccio, LLC	166.00			Police Defense & Training/EPL	3/29/17 Elected Officials training
33	Delanco Township		1,650.00		Safety Incentive Program	Claimed as direct check for safety
34	Borough of Fieldsboro		1,650.00		Safety Incentive Program	Claimed as direct check for safety
35	Township of Medford		2,600.00		Safety Incentive Program	Claimed as direct check for safety
36	Borough of Palmyra		1,975.00		Safety Incentive Program	Claimed as direct check for safety
37	Pemberton Borough	200.00			Wellness Program	Fitness challenge prizes
38	Woodland Township			884.00	Closed Years-Return of Surplus	Dividend check
39	Wrightstown Borough		1,650.00		Safety Incentive Program	Claimed as direct check for safety
40	CBIZ Benefits & Insurance	11,082.00			Risk Management Consultants	First installment - Bordentown Twp
41	Hardenbergh Insurance Group	19,837.00			Risk Management Consultants	First installment - Beverly, Medford, Southampton
42	Insurance Agency Mangement	4,311.00			Risk Management Consultants	First installment - Edgewater Park
	TOTAL	\$793,768.57	\$14,025.00	\$884.00		

JIF BILL LIST TOTAL	\$808,677.57
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***Strategic Planning Committee
Thursday, March 16, 2017 @ 2:30 PM
Medford Public Safety Building
Medford, NJ***

A meeting of the Burlington County Municipal Joint Insurance Fund's Strategic Planning Committee was held on Thursday, March 16, 2017 at 2:30 PM at the Medford Public Safety Building, Medford, NJ. The meeting began at 2:36 PM.

Those in attendance were:

Kathy Burger, Chair, **Medford Township**
Glenn McMahon, **Chesterfield Township**
John Gural, **Palmyra Borough**
Dave Matchett, **Shamong Township**
Doug Cramer, **Tabernacle Township**
Paul J. Miola, CPCU, ARM, Executive Director, **Arthur J. Gallagher & Co.**
Paul Forlenza, Deputy Executive Director, **Arthur J. Gallagher & Co.**
Sheila Ortiz, Account Representative, **Arthur J. Gallagher & Co.**

Unable to attend:

These minutes may not represent the order in which some items were discussed.

I. Committee Charters – e-mailed – March 2, 2017

Mr. Forlenza referred the Committee members to a copy of the Strategic Planning Committee Charter included in the agenda packet. He noted that his office places the Committee's Charter on the first agenda of the year for the Committee's review to ensure that the roles and responsibilities of the Committee are accurate.

He then asked the members to notify him or the Committee Chair if they have any other suggested changes. Any suggested changes will be placed on the Committee's next agenda for consideration.

II. 2017 Membership Renewals

Mr. Forlenza directed the Committee to a set of charts in the agenda packet depicting the twelve (12) renewing members Six Year Average Loss Ratio (2010-2015) valued as of December 31, 2016.

Mr. Forlenza reviewed the Six Year Average Loss Ratio of each of the renewing members, noting that all of renewing members with the exception of Bordentown Township, North Hanover Township, Delran Township, Shamong Township and Springfield Township and Mansfield Township had a Six Year Average Loss Ratio below 100%.

Mr. Forlenza stated that the Safety Director is in the process of completing the Renewal Survey for each of these members. The Safety Director will provide a report at the June Executive Safety Committee on all of the renewing members. Mr. Forlenza stated that he does not anticipate any

issues with any of the renewing members that would cause the Fund not to offer them a three year renewal in the Fund effective January 1, 2018.

Renewal realignment

Mr. Forlenza reminded the Committee that this time last year there were discussions to offer Mount Laurel an early renew in the Fund effective January 1, 2017 and then Medford Township in 2018. He noted that with these changes it would allow the Fund to even out the amount of assessment renewing each year. Unfortunately, Mount Laurel did not accept the Fund's offer to renew early in the Fund. Mr. Forlenza explained that he presented the Fund's offer to put Mount Laurel through the Fund's Renewal Revaluation one year early to the Township Council; however, the Council felt that the resulting savings were not significant enough to justify an early renewal with the Fund. Mr. Forlenza stated that Mount Laurel will go through the Renewal Revaluation Program this year as scheduled and will be notified of their 2018 loss funding allocation later this Spring. Mr. Forlenza stated that he will keep this Committee informed as to the Township's status.

Ms. Burger indicated that Medford Township is still willing to renew early in 2018. She noted that she has had discussions with her Council Members and they understand what the Fund is trying to accomplish. Mr. Forlenza thanked Ms. Burger and indicated that once he knows Mt. Laurel's status his office will reevaluate the assessment renewal to determine the best way to level out the amount of assessment renewing each year.

Membership Visitation Program

Mr. Forlenza noted that the *Membership Visitation Program* has been in place for several years. He indicated that between Mr. Miola and himself they attempt to visit each of the renewing members. Mr. Forlenza stated that they normally attend a municipal governing body meeting. He further stated that he will give the town the option to have the JIF Renewal visit; however, in cases where the Executive Director's office feels there are issues in the town to "strongly encourage or force" the visit.

Mr. Forlenza indicated that it has been his office's practice, that those members that are not up for renewal will receive their snapshots later in the summer.

MEL Marketing Program

Mr. Miola explained that the MEL has engaged two firms to assist them in "rebranding" the MEL so that members understand the MEL and the many programs and member benefits available. He stated that the MEL is working with these firms to develop marketing materials and conduct interviews with different Fund Commissioner from around the State to ascertain their opinions about the MEL. Mr. Matchett suggested the development of a DVD, "What is the MEL?" for those members that are not familiar with the MEL. Mr. Miola stated that he will keep this Committee informed on their progress.

III. Membership Growth

Mr. Forlenza stated that currently he has no prospects for 2018. Mr. Forlenza indicated that he will keep this Committee informed as to any potential new members.

IV. 2017 Conference

Mr. Forlenza stated that the PRIMA Conference for 2017 will be held in Phoenix, AZ on June 4-7, 2017. Mr. Gonzalez and Mr. Brook have registered for the conference. He indicated that there is one (1) more position available to attend. Mr. Forlenza stated that if anyone is interested in attending to please contact him directly.

Mr. Forlenza stated that in January e-mail correspondence was sent to members, with first priority to attend, the two (2) AGRIP conferences this year. He noted that there were no attendees for the spring conference. The AGRIP Fall conference will be held on October 1-4, 2017 in Baltimore, MD.

Mr. Forlenza indicated that discussions took place last year as to whether the Fund would allow for additional positions, as airfare is not required to attend the conference which greatly reduces the per attendee cost. He asked the Committee if they are comfortable advertising additional positions to the members. The Committee agreed to open up additional positions for the AGRIP Fall Conference.

V. Membership – Professional Organizations

Mr. Forlenza stated that the Fund will be renewing membership with PRIMA this month and AGRIP will be renewed in April. He noted that membership provides a great deal of information, such as having access to PRIMA talk and their websites. The Committee agreed with renewing these memberships.

VI. Fund Commissioner Orientation

Mr. Forlenza mentioned that Fund Commissioner Orientations will be held on May 16, 2017 from 1:30 – 3:30 pm in Hainesport, NJ prior to the JIF Executive Committee Meeting. He explained that the format would be the same as last year.

Mr. Forlenza mentioned that he will show a “JIF 101” PowerPoint Presentation and then review the May Agenda Packet so the Fund Commissioner would be more familiar with the discussions/decisions that take place during the monthly Executive JIF Meetings.

VII. Fund Commissioner Attendance

Mr. Forlenza referred the Committee to the 2016 Executive Committee attendance report included in the agenda packet. The Committee briefly reviewed the attendance of each member against the Funds’ recommended attendance guidelines of 75% overall attendance with the 50% attendance by the Fund Commissioner. Discussion ensued.

After a brief discussion, the Committee agreed that the Executive Director’s office should send a letter to Southampton Township & Woodland Township regarding the Fund’s concerns with their attendance. The Committee also asked the Executive Director’s office to discuss the importance of attending the monthly JIF meetings during any renewal visits.

Ms. Burger suggested incentivizing the members that attend the Monthly JIF meeting with extra SIP funds for their participation. She asked that Mr. Cramer (Safety Committee Chair) discuss this suggestion with the Safety Committee at their next Meeting.

VIII. Elected Officials Training

Mr. Forlenza mentioned to the Committee that the last Elected Officials Training sessions will be held on March 29, 2017 at O'Connors. Mr. Forlenza mentioned that the sign in sheets from the previous trainings as well as the *League of Municipalities* session are available on the JIF website.

Mr. Forlenza noted that his office was recently made aware of the availability of a generic Elected Officials Training Program available from the MEL. As has been the Fund's past practice when notified of an online training, he is recommending that the notice of this training be sent out after the March 29th session so as to avoid those who have registered for this event not attending the training and the Fund being forced to pay for non-attendees. The Committee agreed.

IX. Technology Risk Assessments

Mr. Forlenza reported that a Pivot Point has a few BURLCO members left to visit. He anticipates that reports will be distributed over the next 4-6 weeks in time for the Annual Planning Retreat. He noted that Mr. Romero and Mr. Verry from Pivot Point will also be presenting their findings during the Annual Planning Retreat. In addition, once all of the reports have been distributed, a conference call/webinar will be held to give the members a better understanding on how the report should be read. Mr. Forlenza stated that Mr. Romero and Mr. Verry will explain the most common exposures they have seen across the membership as discovered during their visits to each BURLCO JIF member.

X. EPL Hotline Program

Mr. Forlenza stated that at the Committee's last meeting there were discussions regarding revising the existing program to allow Cyber Security costs to be eligible expenses. He then referred the Committee to pages 5-6 of the agenda packet to a "draft" *Employment Liability & Cyber Liability Risk Management Budget Instructions*.

Mr. Forlenza stated that currently towns can use the \$200 annual allotment for EPL related expenses; however, there are member members that still do not utilize the funds available to them. As a result, Mr. Forlenza would like to expand the use of these funds to Cyber Security related expenses. He asked the Committee to review the *Employment Liability & Cyber Liability Risk Management Budget Instructions* and provide any recommendations to him. Mr. Forlenza stated that if the Committee approves; the revised program will then be attached to the minutes of today's meeting for adoption at the Executive Committee Meeting. The Committee approved the EPL Hotline Program incorporating Cyber Security expenses.

Mr. Forlenza also stated that he will be sending out a notice to all members regarding the continued access that each member has to Joe Betley & Armando Riccio for EPL related questions. He noted that although most members have designated an attorney for employment related questions, some members might still wish to utilize these attorneys. He noted that the hourly rate will increase to \$100 per hour for the use of these attorneys via the Hotline.

Mr. Forlenza then mentioned that he will ask the Finance Committee to consider increasing the per member funding from \$200 to perhaps \$400-\$500 in 2018. The Committee Agreed.

XI. Executive Committee Meeting Times & Locations

Mr. Forlenza directed the Committee to page 7 of the agenda packet to a listing of the proposed meeting dates for 2018. He noted that the meetings will be held at the Hainesport Municipal Building, on the Third Tuesday of every month, at 4:00pm with no August Meeting.

Ms. Burger suggested that the meeting time be changed from 4:00pm to 3:30pm to allow those members that have a governing body meeting the evening of the third Tuesday of every month additional time to attend the JIF monthly meeting. Discussion ensued.

Following a brief discussion, the Committee agreed to propose the 3:30pm Executive Committee Meeting start time. Ms. Burger stated that she would bring this matter up for discussion with the membership at the April Executive Committee meeting.

XII. December Dinner Meeting

Mr. Forlenza stated that the 2016 December Dinner Meeting was held at Braddock's in Medford, NJ. He stated that the event cost the Fund \$900; with 29 attendees including 12 towns. Mr. Forlenza mentioned a few locations the Fund has held the dinners over the past few years. He then asked the Committee for their recommendation as to where to hold the 2017 December Dinner Meeting. Discussion ensued.

Following a brief discussion, the Committee asked the Executive Director's office to research a new location for the 2017 December Dinner Meeting and report back at the next meeting.

XIII. Annual Reports

Mr. Forlenza indicated that his office utilized the consolidated format for the 2016 Annual Report which cost the Fund \$1,645 for 225 copies. He asked the Committee if they are comfortable using the existing format for 2017's report. The Committee Agreed to keep the same format as was used in 2016 for the 2017 reports.

XIV. JIF Records Retention

Mr. Forlenza reminded the Committee of the ongoing issue with the State regarding the destruction of records requests. He noted that the State never incorporated JIFs as public entities when developing the Artemis System. Mr. Forlenza stated that recently he spoke with representatives of the State Records Council who have indicated they will be updating Artemis to include JIF's; however, this could take several months. In the meantime, the State will accept paper record destruction forms from the JIFs until the Artemis System is updated.

XV. BURLCO JIF 25th Anniversary

Mr. Forlenza referred the Committee to an excerpt on page eight (8) of the agenda to discussions that took place at the last meeting. He noted that the 25th Anniversary Resolutions were e-mailed to all JIF members. Mr. Forlenza indicated that the "hourglasses" were purchased for each member and will be distributed at the March Executive Committee meeting.

Mr. Forlenza stated that this Committee decided last year to reimburse each town for a "thank you" luncheon. He then referred the Committee to page nine (9) to a breakdown that includes a formula that would distribute enough funds to each individual town to purchase lunch for their

employees. Mr. Forlenza reviewed the spreadsheet with the Committee. He referred the Committee to a “draft” memorandum on pages 10-11 that would be distributed to the individual towns depicting their amount they have been awarded or their “thank you” luncheon.

Following a brief review, Mr. Forlenza asked the Committee for their authorization for this expenditure of approximately \$21,000.00. The Committee agreed with this expenditure.

XVI. Annual Planning Retreat

Mr. Forlenza referred the Committee to a “draft” agenda on pages 12-14 of the agenda packet. He then reviewed each section of the “draft” agenda explaining the topics to be discussed, issues to be explored, and who would be presenting the material. Mr. Forlenza commented that pursuant to the Committee’s request, lunch will be extended from 12-1:15pm.

Mr. Forlenza asked the Committee if they are okay with the “draft” agenda as presented today. The Committee approved the Retreat Agenda.

XVII. Next Meeting

Mr. Forlenza indicated that the next meeting is scheduled for April 18th to review the final agenda; however if the Committee is okay with the agenda as presented today it might not be necessary to hold the meeting on April 18th. The Committee agreed that it is not necessary to hold a meeting in April.

Mr. Forlenza stated that he would like to schedule a meeting in early July to review results from the Annual Planning Retreat evaluation with the Committee. The Committee agreed to hold a July meeting.

Mr. Forlenza then noted the last meeting of the year is scheduled for October 17, 2017.

The meeting concluded at 3:42 pm

File: BURLCO/2017/Strategic Planning Committee
BURLCO/Gen/Strategic Planning Committee

Tab: 03/16/2017
Tab: 03/16/2017



EMPLOYMENT LIABILITY & CYBER LIABILITY RISK MANAGEMENT BUDGET INSTRUCTIONS

INTRODUCTION

Over the past several years, the JIF has recognized an increased risk to its members in the area of employment practices and public official's activities as well as the growing use of technology. While these risks have grown, the municipal resources available to prevent or mitigate this exposure have continued to shrink. As a result of this situation, the JIF has made funding available to assist member municipalities in addressing these risks before claims occur.

EMPLOYMENT PRACTICES/PUBLIC OFFICIALS

Today, employees have a greater awareness of their legal rights making it more difficult for JIF members to avoid lawsuits as a result of their employment-related decisions. Consequently, members must protect themselves through the adoption and regular updating of employment related policies and procedures, the periodic training of employees, timely investigation of employee complaints, and the professional fees associated with these activities.

To help members offset the costs of these activities; the JIF will reimburse certain employment related expenses. Examples of reimbursable expenses include:

- Attorney fees for employment related legal advice
- Attorney fees for the updating of employment policies & procedures
- Employment related training
- Fees associated with arbitration/mediation and other mitigation processes

CYBER OR TECHNOLOGY RISKS

With the increasing use of technology by municipalities coupled with the increasing responsibility to comply with new information security requirements, it is imperative that members keep their networks secure through the updating of security hardware and software and the testing of these systems. In addition, members must adopt policies and procedures on the use of technology and continually train their employees on compliance with these guidelines.

To help members offset the costs of these expenses; the JIF will reimburse certain technology risk related expenses. Examples of reimbursable expenses include:

- Security enhancing software
- Security enhancing hardware
- IT training related to network security
- Network security testing
- Development of technology risk related policies & procedures

FUNDING AVAILABLE TO MEMBERS

The JIF has budgeted \$200.00 per member per year for reimbursement of the expenses described above. Members are free to use this funding for any combination of the expenses described above.

EXPENSE REIMBURSEMENT REQUESTS

Members seeking reimbursement of EPL related expenses must complete and submit a BURLCO JIF voucher, along with detailed supporting documentation, to the Fund Administrator's office by December 31st of the year in which the expense was incurred to be considered for reimbursement. Reimbursements will be made to the member following the Executive Committee Meeting in which the payment is authorized. Any requests for reimbursements that are deemed by the Fund Administrator's Office as non EPL related will be forwarded to the EPL/Cyber Liability Committee for final determination of payment.

MEMBER CONCERNS

If, at any time, a member has questions or concerns about the handling of an issue, time spent to address the issue, billing, accessibility to the Consulting Attorney, suggestions for improvement, etc., the member is encouraged to contact the Fund Administrator's office for assistance at (856) 446-9100.



Municipal Excess Liability Joint Insurance Fund

9 Campus Drive, Suite 216
Parsippany, New Jersey 07054-4412
Tel (201) 881-7632
Fax (201) 881-7633

2017 MEL Risk Management Consultant Accreditation Program

The MEL is instituting a Risk Management Consultant (RMC) accreditation program to recognize the MEL's numerous experienced RMCs and train new staff. Producers who complete this program may use the designation "MEL Accredited Risk Management Consultant". To achieve accreditation, a RMC must complete the four all day sessions that will be conducted over a six month period. (See attached agenda). Each session will be held twice – once in Jamesburg at the Forsgate County Club (Exit 8A) and once at the Conner Strong and Buckelew Headquarters facility in Marlton (Exit 4). The program is also eligible for producer continuing education credits. The fee is a nominal \$500 payable to the Municipal Excess Liability Joint Insurance Fund. You will be billed after you register.

REGISTRATION: RSVP by Friday, May 12

Name: _____ Title: _____ Organization: _____

Address: _____

Seven digit P/C Insurance Producer License # _____

Phone: _____ cell: _____ e-mail: _____

E-mail or fax registrations to Joeen Ciannella, PERMA: (201) 881-7633 jciannella@permainc.com

Circle preferred class dates for each session:

- Session One: (May 19 in Jamesburg) or (June 2 in Marlton)
- Session Two: (June 16 in Jamesburg) or (June 23 in Marlton)
- Session Three: (September 7 in Jamesburg) or (September 8 in Marlton)
- Session Four: (October 20 in Jamesburg) or (October 27 in Marlton)

E-mail registrations to jciannella@permainc.com

MEL Producer Accreditation Program

Agenda

Session One (May 19 in Jamesburg or June 2 in Marlton)

- Basic risk management for local government (9:00 - 10:15): Dave Grubb
- Governance of a local governmental entity i.e. municipal government 101 (10:30 - 12:00): Robert Landolfi, Paul Shives, Chuck Cuccia, Bob Shannon
- Governance and operation of a Joint Insurance Fund (1:00 - 2:45): Cate Kiernan, Pauline Kontomanolis, Paul Forlenza, Joe Hrubash
- Local Government Ethics Act (3:00 - 4:00): Russ Huntington

Session Two (June 16 in Jamesburg or June 23 in Marlton)

- Title 59: The New Jersey Tort Claims Act (9:00 - 10:30): Chris Botta, Robyn Walcott
- General and Auto Liability Coverage (10:45 - 12:00): Ed Cooney
- The NJ Workers Compensation Law (1:00 - 2:30): Stephanie Ganey
- Employee Safety (2:45 - 4:00): Joanne Hall, Dave McHale, Don Ruprecht

Session Three (September 7 in Jamesburg or September 8 in Marlton)

- Public officials liability including land use liability (9:00 – 9:50): Heather Steinmiller, Fred Semrau
- Employment Practices Liability (10:00 – 10:50): Richard Pevner, Dave Grubb
- Cyber Liability & Coverage (11:00 – 12:00) Marc Pfeiffer, Ed Cooney, Paul Forlenza
- Property coverages (1:00 - 2:30): Ezio Altamura, Mike Avalone, Frank Covelli
- Environmental liability and coverage (2:45 - 4:00): Steve Sacco, Peter King

Session Four (October 20 in Jamesburg or October 27 in Marlton)

- Surety bonds & crime coverage (9:00 - 9:50): Joe Hrubash, Ed Cooney
- Community Safety Issues (10:00 – 10:50): Joanne Hall, Dave Grubb
- Legislative issues (11:00 – 12:00): Richard Hirsch, Paul Forlenza, Paul Bent
- Health insurance funds (HIFs) (1:00 – 2:00): Paul Laracy, Dave Vozza
- Responsibilities and challenges of a risk management consultant (2:15 – 4:00): Mike Avalone, Ezio Altamura, Frank Covelli, Chuck Casagrande