



AGENDA PACKET



Tuesday, May 16, 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, May 16, 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 **April 18, 2017** Meeting Minutes.....Pages 1-13
 - B. Adoption of the **April 18, 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The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.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 14-37
 - A. Lost Time Accident Frequency Reports.Page 17
 - B. Certificates of Insurance..... Pages 18-19
 - C. 2016 Safety Incentive Program Awards.....Page 20
 - D. 2017 Optional Safety BudgetPage 21
 - E. 2017 Wellness Incentive.....Page 22
 - F. Employment Practices Liability Coverage UpdatePage 23
 - G. EPL/Cyber Risk Management Budget.....Page 24
 - H. EPL Helpline – Authorized Contact List.....Page25
 - I. Financial Fast Track ReportPage 26
 - J. Regulatory Filing ChecklistsPages 27-28
 - K. Capehart & Scatchard UpdatesPages 29-35
 - L. Statutory Bond StatusPage 36
 - M. Skateboard Park Approval Status..... ..Page 37
 - N. Financial Disclosure Form
 - O. Member Visitation
 - P. Technology Risk Assessments

- Q. Website
- R. New Member Activity
- IX. Solicitor's Report
- X. Safety Director's Report
 - A. Activity ReportPages 38-44
 - B. Bulletin: Benefits of CCV Lateral Sewer Lines.....Pages 45-46
 - C. Bulletin: Playground Inspection.....Page 47
 - D. MSI Training – Playground Safety.....Pages 48-49
 - E. Certified Playground Safety Course.....Pages 50-51
- XI. Claims Administrator's Report
 - A. Lessons Learned from Losses –May 2017.....Page 52
- XII. Wellness Director Report
 - A. Monthly Activity Report.....Pages 53-54
 - B. Corner ConnectionPages 55-59
 - C. Exercise: Strong LegsPage 60
- XIII. Managed Health Care Report
 - A. Summary ReportPage 61
 - B. Average Number of Days to Report a Claim.....Page 62
 - C. Transitional Duty Summary Report.....Page 63
 - D. PPO Savings & Penetration Reports.....Pages 64-65
 - E. Paid Provider by Specialty.....Page 66
 - F. Top 5 Provider by Specialty.....Page 67
 - G. Nurse Case Management Report.....Page 68
- XIV. Treasurer's Report as of April 30, 2017Pages 69-97
 - A. Investment Report
 - B. Loss Run Payment Registers
 - C. Fund Status
 - D. Disbursements
 - E. May Bill ListPage 98
 - F. Motion to adopt the Payment Register & Bill List– **Motion – Roll Call**
- XV. Committee Reports
 - A. Joint PAR/COI Sub- Committee Meeting Minutes – April 25, 2017.....Handout
- XVI. MEL/RCF/E-JIF Reports
 - A. 2017 MEL Risk Management Consultant Accreditation Program.....Pages 99-100
 - B. MEL Resolution: To extend the National Flood Insurance ProgramPages 101-102
- XVII. Miscellaneous Business

<p style="text-align: center;">The next meeting will be held on Tuesday, June 20, 2017 @ 4:00 PM at the Hainesport Municipal Bldg, Hainesport, NJ</p>
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- 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**

APRIL 18, 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, April 18, 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

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Brandon Umba, *Alternate*, **Lumberton Twp**
Paula Kosko, **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**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Joseph Otto, *Alternate*, **Westampton Twp**

Absent Fund Commissioners were:

Amanda Somes, **Bass River Twp**
Dean Buhrer, **Bordentown Twp**
Jeffrey Hatcher, **Delran Twp**
Linda Dougherty, **Edgewater Park Twp**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**
James Ingling, **Wrightstown Borough**

Those also in attendance were:

Paul Forlenza, Deputy 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:

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

Absent Risk Management Consultant agencies were:

AJM Insurance

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

CONDUCT OF MONTHLY MEETING

Motion by Mr. Cramer, seconded by Mr. McMahon, 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 closed session meeting minutes (handout) and open session meeting minutes, as found in the agenda packet, of the March 21, 2017 meeting of the Fund for approval.

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

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

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

EXECUTIVE DIRECTOR'S REPORT

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

2016 Safety Incentive Program Awards – Mr. Forlenza 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. Forlenza 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. Forlenza stated that a report detailing the available balance for each member for the 2016 Wellness Incentive Program was included in the agenda packet. Instructions on claiming the funds were emailed to all members on January 27, 2017. He stated that the deadline for claiming or encumbering the funds is November 30, 2017. All encumbered funds must be claimed by February 1, 2018.

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

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

EPL Helpline – Authorized Contact List – Mr. Forlenza asked members to review the attached list for accuracy especially during this reorganization process. 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.

Statutory Bond Status – Mr. Forlenza 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.

Annual Retreat Invite – Mr. Forlenza stated that the Annual Retreat will be held on May 4, 2017 at Café Madison in Riverside, New Jersey. The invite was mailed to all the Fund Commissioners and RMCs on April 10, 2017. He asked everyone to RSVP by April 28, 2017.

Quarterly Attendance Record – Mr. Forlenza stated that the a report detailing attendance records through the first quarter of 2017 Fund Year was included in the agenda packet for review.

Elected Officials Training – Mr. Forlenza stated that the Fund held 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 those training sessions. The total credit is limited to 25% of a member's Workers Compensation funding premium. The sign-in sheets are posted on the JF website.

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

Financial Disclosure Statement – Mr. Forlenza 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.

Technology Risk Assessment – Mr. Forlenza 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. At that time, 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 will need to be developed.

New Fund Commissioner Orientation – Mr. Forlenza stated that his office will be conducting 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.

Mr. Forlenza asked if there were any questions at this time. There were none.

SOLICITOR'S REPORT

Closed Cases – Mr. DeWeese reported that there were no closed case(s) for the month of April, 2017.

Resolution #2017-21 – Mr. DeWeese presented a Resolution Authorizing the Release of Fund Year 2016 Closed Session Executive Committee meeting minutes.

Chair Keller entertained a motion.

Motion by Mr. McMahon, seconded by Mr. Gural, to authorize the release of the Fund Year 2016 Closed Session Executive Committee meeting minutes as presented.

ROLL CALL *Yeas*

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Brandon Umba, *Alt*, **Lumberton Twp**
Paula Kosko, **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**

Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Joseph Otto, *Alt*, **Westampton Twp**

Nays: None
Abstain: None

Motion carried by unanimous vote.

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) issued since the last meeting; *Bring Your Child To Work Day*.

MSI Training Programs – He noted that the upcoming MSI training programs for April, May and June 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 – April

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

Mr. Roselli stated that the Lessons from Losses for this month is on Best Practices for Backing Up Vehicles. He noted that his office has seen an increase in the number of claims which involve improper backing up of vehicles. He noted that there are a number of things that can be done to mitigate the hazards of backing vehicles. They are:

- Use a spotter every time. Larger vehicles have larger blind spots.
- Install back-up sensors, camera and warning chimes.
- Make sure that all back up sensors, cameras and warning chimes are working correctly.
- The driver should do a walk around the vehicle.
- Extend the painted lines further out to help guide the driver.

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 from March 27 to May 1, 2017. They purchased pedometers for their employees.
- Southampton has a 5-mile a week Walking Challenge from March 27 to May 1, 2017.
- Edgewater Park and Florence have a yearlong Maintain Don't Gain Challenge.
- Firefighter Ad Hoc Committee – Meetings will be held quarterly. The next meeting is scheduled for May 16 2017.
- ***April 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 *March 2017*.

Lost Time v. Medical Only Cases

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

	<i>March</i>	<i>YTD</i>
<i>Lost Time</i>	<i>1</i>	<i>4</i>
<i>Medical Only</i>	<i>10</i>	<i>23</i>
<i>Report Only</i>	<i>7</i>	<i>15</i>
<i>Total Intakes</i>	<i>18</i>	<i>42</i>
<i>Report Only % of Total</i>	<i>38.9%</i>	<i>35.7%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>91:09</i>	<i>85:15</i>
<i>Average Days to Report</i>	<i>1.4</i>	<i>3.5</i>

Transitional Duty Report

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>240</i>
<i>Transitional Duty Days Worked</i>	<i>183</i>
<i>% of Transitional Duty Days Worked</i>	<i>76.25%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>57</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>23.75%</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>March</i>
<i>Bill Count</i>	<i>120</i>
<i>Original Provider Charges</i>	<i>\$202,223</i>
<i>Re-priced Bill Amount</i>	<i>\$89,630</i>
<i>Savings</i>	<i>\$112,603</i>
<i>% of Savings</i>	<i>55.7%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>97.5%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>99.2%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>91.9%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>95.0%</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 **March 31, 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 \$12,554.32. This generated an average annual yield of .81%. After including an unrealized net loss of \$1,250.00 in the asset portfolio, the yield was 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 market value of \$8,864,770.00 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	\$62.00	\$2,555.70
Overpayment Reimbursements	\$125.00	
FY 2017 Premium Receipts	\$186,629.00	
FY 2016 Approp. Refund	\$177.00	

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

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.

Loss Run Payment Register – March, 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 \$222,145.20. The claim detail shows 206 claim payments issued.

Bill List – April, 2017

For the Executive Committee's consideration, Mr. Tontarski presented the *April, 2017 Bill List* in the amount of \$808,677.57.

Chair Keller entertained a motion to approve the *March, 2017 Loss Run Payment Register* and the *April 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 *March, 2017 Loss Run Payment Register* and the *April 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

STRATEGIC PLANNING COMMITTEE – March 16, 2017

Ms. Burger stated that the Strategic Planning Committee met on March 16, 2017 and the meeting minutes were included in the agenda packet. She highlighted the following items:

Executive Committee Meeting Time Change

Ms. Burger noted that the Committee discussed changing the Executive Committee monthly meeting time from 4PM to 3:30PM to allow those that have a governing body meeting the evening of the third Tuesday of every month additional time to attend the JIF monthly meeting. She asked the members to consider how this change might impact them so that matter can be discussed later this year as they plan for 2018

Revised Employment Liability and Cyber Liability Risk Management Budget

Mr. Forlenza stated that over the past several years, the JIF has recognized an increased risk to its members from the increasing use of technology as well as employment practices and public official's activities. As a result, the JIF is looking to expand the proposed use of the existing EPL Program Budget to include cyber security related costs.

Motion by Mr. McMahon, seconded by Mr. Gural, to adopt the revised Employment Liability and Cyber Liability Risk Management Budget. All in favor. Motion carried.

SAFETY COMMITTEE – March 21, 2017

Mr. Cramer stated that the Safety Committee met on March 21, 2017 and the meeting minutes were included in the agenda packet for the members to review.

MEL/RCF/E-JIF REPORT

MEL Committee Meeting – March 1, 2017

Ms. Jack stated that the meeting minutes were included in the agenda packet.

EJIF Committee Meeting – March 1, 2017

Ms. Jack stated that the meeting minutes were included in the agenda packet.

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. The seminar qualifies for an extensive list of continuing credits.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, May 16, 2017 at 4:00 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2017-22

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 #2017-22***. 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 Mr. McMahon, seconded by Mr. Cramer, 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>001210608</i>
<i>001188494</i>
<i>001226444</i>
<i>001220952</i>
<i>001251885</i>

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

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

ROLL CALL *Yeas*

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Brandon Umba, *Alt*, **Lumberton Twp**
Paula Kosko, **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**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Joseph Otto, *Alt*, **Westampton Twp**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was no abandonment of Subrogation claim(s) presented in Closed Session.

Chair Keller asked for a motion to amend the proposed authority for claim# 001251885 to \$7,500.00.

Motion by Mr. Gural, seconded by Mr. McMahon, to amend the authority granted on Claim #001251885 to \$7,500 as presented.

ROLL CALL *Yeas*

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**
Mike Templeton, **Delanco Twp**
Patricia Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp**
Brandon Umba, *Alt*, **Lumberton Twp**
Paula Kosko, **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**
Donna Mull, **Pemberton Borough**
Dennis Gonzalez, **Pemberton Township**
Meghan Jack, **Riverside Twp**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Joseph Otto, *Alt*, **Westampton Twp**

Nays: None

Abstain: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Keller entertained a motion to adjourn the April 18, 2016 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Ms. Jack, to adjourn the April 18, 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: May 16, 2017
Re: **Executive Director's Report**

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

The March 2017 Lost Time Accident Frequency Summary is attached for your review.

B. Certificates of Insurance (pgs. 18-19)

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

C. 2016 Safety Incentive Program Awards (pg. 20)

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. 21)

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. 22)

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. 23)

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/Cyber Risk Management Budget (pg. 24)

The JIF has budgeted \$200 for each member to help offset employment practice and cyber security related expenses. This budget can be a valuable resource to members in addressing these areas of exposure. If you need additional information regarding this program, please contact our office.

H. EPL Helpline – Authorized Contact List (pg. 25)

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 (pg. 26)

The Financial Fast Track Report as of March 31, 2017 is 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 March 31, 2017 was **\$10,799,732.**

J. Regulatory Filing Checklists (pgs. 27-28)

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. 29-35)

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. 36)

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. 37)

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. 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. The online system was available starting April 13, 2017, and the deadline to file has been extended to May 30, 2017.

Financial Notice 2017-8 was emailed from the Executive Directors office on April 17, 2017 and 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.

O. Member Visitation

Beginning later this month, a Representative from our office, will be contacting those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. These appointments are an opportunity to discuss the member's participation in the JIF and the many programs available to them. The Executive Director's office believes it is very important for the decision makers in each member municipality to understand the value of JIF membership.

P. Technology Risk Assessment

The Technology Risk Assessments undertaken by Pivot Point Security are nearing completion. As of May 9, 2017, 23 of the 27 member reports have been sent (hard copy & email) to the members. Once all reports have been delivered, 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.

Q. 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!

R. 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					1,650.00									1,650.00	0.00	
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					2,275.00									2,275.00	0.00	
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					1,975.00									1,975.00	0.00	
Springfield	1,650.00														0.00	1,650.00	
Tabernacle	1,650.00														0.00	1,650.00	
Westampton	1,975.00					1,975.00									1,975.00	0.00	
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	\$7,875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,200.00	\$23,625.00	

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	275.98										475.98	24.02	
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					250.00										250.00	500.00	
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	\$525.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		1,119.88	20,130.12	

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 JIF EPL Training Budget**

Member Municipality	Opening Balance	January 2017	Feb 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	Paid in 2018	Remaining Balance
Bass River	200.00														200.00
Beverly	200.00														200.00
Bordentown City	200.00														200.00
Bordentown Twp.	200.00														200.00
Chesterfield	200.00														200.00
Delanco	200.00														200.00
Delran	200.00														200.00
Edgewater Park	200.00														200.00
Fieldsboro	200.00														200.00
Florence	200.00														200.00
Hainesport	200.00														200.00
Lumberton	200.00														200.00
Mansfield	200.00														200.00
Medford	200.00														200.00
Mt. Laurel	200.00														200.00
North Hanover	200.00														200.00
Palmyra	200.00														200.00
Pemberton Boro	200.00														200.00
Pemberton Twp.	200.00														200.00
Riverside	200.00														200.00
Shamong	200.00														200.00
Southampton	200.00														200.00
Springfield	200.00														200.00
Tabernacle	200.00														200.00
Westampton	200.00														200.00
Woodland	200.00														200.00
Wrightstown	200.00														200.00
Total By Line	\$5,400.00	\$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	\$5,400.00

Must be used by December 31, 2017

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

TO: Fund Commissioners, Safety Coordinators and Risk Managers
FROM: Robert Garish, Senior Risk Control Consultant
DATE: May 8, 2017

Service Team:

Keith Hummel Associate Director Public Sector Risk Control khummel@jamontgomery.com Office: 856-552-6862 Fax: 856-552-6863	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

APRIL ACTIVITIES

LOSS CONTROL SERVICES

- Township of Chesterfield – Conducted a Loss Control Survey – April 13
- Borough of Palmyra – Conducted a Loss Control Survey on April 7
- Township of Springfield – Conducted a Loss Control Survey on April 13

JIF MEETINGS ATTENDED

- BURLCO Safety Breakfast – April 4
- Fund Commissioners Meeting – April 18

MEL MEDIA LIBRARY

The following members used the MEL Media Library during April. **Please note the new e-mail address: melvideolibrary@jamontgomery.com and telephone number: 856-552-4900.** To either view the full media 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 April. 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.

- Ø BURLCO JIF - SD Bulletin - Comprehensive Playground Inspection Program – April 3
- Ø BURLCO JIF - SD Bulletin CCV Lateral Sewer Lines, April 2017 – April 12
- Ø BURLCO JIF - Safety Director Message - Online Camp Counselor Training Programs – April 17
- Ø BURLCO JIF - Message from the Safety Director – MEL Leadership Skills – April 18
- Ø BURLCO JIF - Did You Know? – MSI Training Schedule, May 2017 – April 25
- Ø BURLCO JIF - Regional Training- Roadway, Sign & Walkway Program – April 26
- Ø BURLCO JIF - NEW CLASS - Leadership Training for Senior Managers Notice and Registration – April 26

UPCOMING EVENTS

- New Fund Commissioner Orientation – May 16
- Executive Committee – May 16
- Regional Training - 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 May, June and July 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
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

DATE	LOCATION	TOPIC	TIME
5/2/17	Borough of Clementon #3	BBP	12:00 - 1:00 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
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
5/9/17	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	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	Borough of Eatontown #2	Landscape Safety	8:30 - 11:30 am
5/17/17	Borough of Eatontown #2	Shop & Tool Safety	11:45 - 12:45 pm
5/17/17	Township of Mantua	Sanitation/Recycling Safety	12:30 - 2:30 pm

DATE	LOCATION	TOPIC	TIME
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 (Waretown)	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	BBP	11:00 - 12:00 pm
5/19/17	Township of Cherry Hill #4	Confined Space Awareness	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
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	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	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 Manchester	Flagger/Work Zone	8:30 - 12:30 pm
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	Borough of Lavallette #1	Flagger/Work Zone	8:30 - 12:30 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

DATE	LOCATION	TOPIC	TIME
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
6/14/17	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
6/21/17	Township of Ocean (Waretown)	Fire Safety	8:30 - 9:30 am
6/21/17	Township of Ocean (Waretown)	Fire Extinguisher	9:45 - 10:45 am
6/21/17	Township of Ocean (Waretown)	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
6/21/17	City of Sea Isle City #1	CEVO-EMS-Evening	4:00 - 8:00 pm
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-Drivers 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

DATE	LOCATION	TOPIC	TIME
7/6/17	Township of Toms River	Seasonal (Summer) Employee Orientation-Evening	6:30 - 10:30 pm
7/6/17	City of Ventnor	Flagger / Work Zone	9:00 - 1:00 pm
7/10/17	Borough of Union Beach #2	Heavy Equipment Safety	8:30 - 11:30 am
7/11/17	Borough of Clementon #3	Hazard ID/Job-Site Observation	8:30 - 10:30 am
7/11/17	Borough of Clementon #3	Accident Investigation	10:45 - 12:45 pm
7/11/17	Borough of Clementon #3	Toolbox Talks	1:30 - 3:00 pm
7/12/17	City of Millville #1	Office Safety	8:30 - 10:30 am
7/12/17	City of Millville #1	Employee Conduct/Violence Prevention	10:45 - 12:15 pm
7/12/17	City of Millville #1	Driving Safety Awareness	1:00 - 2:30 pm
7/13/17	Township of Toms River	Seasonal (Summer) Employee Orientation-Evening	6:30 - 10:30 pm
7/13/17	City of Ocean City #1	Seasonal (Summer) Employee Orientation	8:30 - 12:30 pm
7/13/17	City of Ocean City #1	BBP	1:00 - 2:00 pm
7/14/17	Township of Washington	PPE	8:30 - 10:30 am
7/14/17	Township of Washington	Hearing Conservation	10:45 - 11:45 am
7/14/17	Township of Washington	Asbestos, Lead, Silica Regulatory Overview	12:00 - 1:00 pm
7/17/17	Borough of Magnolia	Sanitation/Recycling Safety	10:00 - 12:00 pm
7/17/17	Township of Hamilton #3	Ladder Safety/Walking Working Surfaces	8:30 - 10:30 am
7/17/17	Township of Hamilton #3	Fall Protection Awareness	10:45 - 12:45 pm
7/19/17	Two River Water Reclamation Authority	Jetter/Vacuum Safety	8:30 - 10:30 am
7/19/17	Lower Township MUA	LOTO	8:30 - 10:30 am
7/21/17	Township of Mantua	Employee Conduct/Violence Prevention	12:30 - 2:00 pm
7/21/17	Township of Mantua	Back Safety/Material Handling	2:15 - 3:15 pm
7/24/17	Township of Upper	PPE	8:30 - 10:30 am
7/24/17	Township of Upper	Hearing Conservation	10:45 - 11:45 am
7/24/17	Township of Upper	Asbestos, Lead, Silica Regulatory Overview	12:00 - 1:00 pm
7/25/17	Township of Washington	Ladder Safety/Walking Working Surfaces	8:30 - 10:30 am
7/25/17	Township of Washington	Fall Protection Awareness	10:45 - 12:45 pm
7/26/17	Ocean County College #3	Sanitation/Recycling Safety	8:30 - 10:30 am
7/26/17	Ocean County College #3	Back Safety/Material Handling	10:45 - 11:45 am
7/26/17	Ocean County College #3	BBP	12:00 - 1:00 pm
7/26/17	City of Ventnor	Flagger / Work Zone	9:00 - 1:00 pm

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			

SURVEILLANCE

Monthly Newsletter – May 2017

- Workers' Compensation fraud costs top out at \$7.2 billion per year nationally. (claimsjournal.com)
- Surveillance can be an expensive, but it is an invaluable tool.
- Social Media can help by identifying the claimant or documenting the activities of the claimant.
- Hours spent waiting for a claimant to be spotted can increase costs, but a thorough investigation completed prior to surveillance can cut costs.
- Any suspicions that arise, where the cause of the claim or cause of the injuries become questionable, should be reported to our office as soon as possible.



Examples

- Business Administrator brings upcoming vacation of injured employee to our attention. Surveillance of the employee lifting luggage, running errands and preparing to go away allows us to Section 20 the claim saving almost \$11,000 in related costs.
- Business Administrator advises us that the employee is rumored to be working a second job. Surveillance found the employee working as a siding contractor. This information was shared with the treating physician who discharged him and returned him to work. The claim was settled via Section 20, saving over \$26,000 in permanency awards and \$4,600 in continuing wage replacement.
- Employee's supervisor informs us that the employee has a catering business and the fellow employees feel that the claimant appears to be in pain when they are around her, but, from a distance, she does not appear to be in pain. Surveillance found the employee attending festivals with her food cart. She was seen lifting cases of drinks and food. This case has yet to settle, but the surveillance should allow it to resolve under a Section 20.

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: May 16, 2017 at Hainesport Municipal Building
Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

MAY ACTIVITY & PLANNED EVENTS

2017 Wellness Days:

Successfully carried out our first multi-Municipal Employee Health Fair

1) Chesterfield, Bordentown City, Fieldsboro (held on April 26th) – offered also to the Seniors of these three towns. Had 9 vendors participate with several door prizes being offered. Pedometers handed out to the first 25 participants. Brochures were printed along with “score cards” attendees were asked to complete as they walked around visiting the tables. This was entered for a door prize. About 40 people visited.

2) Next event will be May 23rd: Medford, Tabernacle, Lumberton, Shamong and Southampton

Presentations:

Westampton – A Physical Therapist and Pilates instructor discussed 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”.

Beverly City – Scheduled to present at the May council meeting on the benefits of having a worksite wellness program.

Edgewater Park- Planning “Sitting Disease” presentation for June

Challenges:

Delanco – Completed their Walking Challenge (March 1-May1) Reward ceremony including water ice will be held in May.

Southampton – Planning to start a Maintain Don't Gain in June until end of year.

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

Westampton – Planning a Water Challenge for June

Pemberton Borough – 150-minutes a Week Challenge (focus on any cardio exercise)

Mt. Laurel Safety Breakfast – attended with a table of handouts and information to share. They offered chair massages, Weight Watchers, and healthy smoothie prepared on-site by b.good (out of Marlton).

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:

- **Delanco Police Department** – interested in having Dr. Sigafos in to offer several presentations on Stress management for the Police officers.
- **North Hanover Fire Department** – Interested in starting a fitness program. Working together on the details.
- **Pemberton Borough** – Offered chair massages

May Wellness Connection Newsletter

This month there are two Health Observance which have been targeted: Better Sleep and Healthy Vision.

- In this newsletter, I touch on the connection of sleep deprivation and cognitive performance. There are suggestions on ways to improve sleep that you may want to try.
- With technology being such a huge part of our lives today, I wanted to focus on the effects of "blue lighting" and things we need to keep in mind to protect against eyestrain while using our devices.
- Many of you have expressed an interest in doing a water challenge. I have included some highlights on the importance of water in our body and encourage everyone to promote drinking water even if you don't run a challenge.
- Lastly, the wonderful uses for avocado as an alternative to butter and other fats. I included two recipes, one that includes a seasonal vegetable right now...asparagus and the other recipe is a dessert containing our featured produce pick, the avocado. Enjoy!

Exercise of the Month is a workout you can do at home. It's straight forward but if you have any questions on form or how to modify a move, please reach out to me.

Reminder Fire Fighters Ad Hoc Committee – Meeting scheduled for May 16th at the Emergency Service Training Center in Westampton at 7pm.

May 4th BURLCO Retreat – Thank you very much for all your participation in our prompt-to "rectangular table" discussion. As a reminder of the question that was posed: With all barriers removed, ***What small changes can you implement within your municipality, starting now, that will shift the work culture towards a culture supporting wellness?*** Here is a summary your responses:

- Important to assign a "point person" within your municipality to handle wellness
- Offer mini-wellness fairs
- Offer chair massages
- Incorporate healthy lunches – i.e. vegetable pizza, fruit, salad options to show you don't have to cut out the "good stuff"
- Set up more frequent presenters on various topics (including Debby)
- Offer incentives to encourage participation – using the wellness funds
- Encourage Water Breaks and actually text the PW Manager as a reminder.
- Discourage eating lunch at their desk
- Encourage movement throughout the day. Show exercises that can be done while working
- Just say "no" to sabotaging co-workers J
- Stay persistence and keep encouraging the message of wellness
- Perhaps invest in one or two standing desks
- Explain importance to the Governing body to get their buy-in
- Offer free programs – "Free for Me!"
- Offer a healthy lunch once a month



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

Intake	April-17	April-16	2017 YTD	2016 YTD
# of New Claims Reported	20	19	62	76
# of Report Only	4	5	19	25
% Report Only	20.0%	26.3%	30.6%	32.9%
# of Medical Only	14	11	35	46
# of Lost Time	2	3	8	5
Medical Only to Lost Time Ratio	88:12	79:21	81:19	90:10
Average # of Days to Report a Claim	0.4	0.9	2.3	1.5

Nurse Case Management	April-17	April-16
# of Cases Assigned to Case Management	14	18
# of Cases >90 days	13	15

Savings	April-17	April-16	2017 YTD	2016 YTD
Bill Count	70	149	407	531
Provider Charges	\$103,295	\$204,923	\$590,119	\$673,018
Repriced Amount	\$39,342	\$83,434	\$222,955	\$323,337
Savings \$	\$63,953	\$121,414	\$367,164	\$349,606
% of Savings	61.9%	59.2%	62.2%	51.9%

Participating Provider Penetration Rate	April-17	April-16	2017 YTD	2016 YTD
Bill Count	100.0%	84.6%	96.1%	90.2%
Provider Charges	100.0%	93.3%	98.0%	90.2%

Exclusive Provider Panel Penetration Rate	April-17	April-16	2017 YTD	2016 YTD
Bill Count	98.1%	84.7%	87.3%	91.3%
Provider Charges	99.8%	96.7%	95.6%	92.8%

Transitional Duty Summary	2017 YTD	2016 YTD
% of Transitional Duty Days Worked	84.90%	47.7%
% of Transitional Duty Days Not Accommodated	15.10%	52.3%

May 6, 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 April 30, 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 \$ 17,182.37. This generated an average annual yield of 1.13%. However, after including an unrealized net gain of \$10,538.58 in the asset portfolio, the yield is adjusted to 1.83% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$124,691.42 as it relates to current market value of \$ 14,847,384.60 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$14,923,255.63.

Our asset portfolio with Wilmington/Trust consists of 8 obligations with maturity greater than one year.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 52,484.98 w/YTD Total \$ 55,040.68 (detailed in my report)
Overpayment Reimbursements \$ 100.00

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 \$ 121,720.74. The claims detail shows 195 claim payments issued.

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

Delran Township	\$73,625.00
Chesterfield Township	\$ 1,047.00
Bordentown City	\$22,500.00

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 \$ 18,623,288.24 to a closing balance of \$ 17,734,676.37 showing a decrease in the fund of \$ 888,611.87. 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

DATE REC'D	CREDITED TO:	CLAIM/ FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
1/5	MOUNT LAUREL TWP.	1264498	MOUNT LAUREL TWP.	PR	2016	125.00	
1/9	DELRAN TOWNSHIP	Z32558	KEVIN PFEFFER	WC	2016	204.00	
1/9	WESTAMPTON TWP.	X57755	RALPH LUTZ	WC	2013	8.00	
TOTAL-JAN						337.00	
TOTAL-YTD							337.00
2/1	WRIGHTSTOWN BORO	X06829	WRIGHTSTOWN BORO	PR	2010	50.00	
2/1	DELRAN TOWNSHIP	Z32558	KEVIN PFEFFER	WC	2016	227.30	
2/1	WESTAMPTON TWP.	Z36669	ANDREW EINSTEIN	WC	2016	100.00	
2/2	PEMBERTON TOWNSHIP	Z39400	PEMBERTON TOWNSHIP	PR	2016	1,709.40	
2/16	DELANCO TOWNSHIP	X34461	DELANCO TOWNSHIP	PR	2012	70.00	
TOTAL-FEB						2,156.70	
TOTAL-YTD							2,493.70
3/17	WRIGHTSTOWN BORO	X06829	WRIGHTSTOWN BORO	PR	2010	62.00	
TOTAL-MAR						62.00	
TOTAL-YTD							2,555.70
4/3	TABERNACLE	Z43871	TABERNACLE	PR	2016	4,095.17	
4/3	PEMBERTON TOWNSHIP	Z31745	ANTHONY LUSTER	WC	2015	9.50	
4/3	PEMBERTON TOWNSHIP	Z31745	DANIEL MATTHEWS	WC	2015	9.50	
4/5	MEDFORD TOWNSHIP	Z44050	MEDFORD TOWNSHIP	PR	2016	1,279.50	
4/9	EDGEWATER PARK	Z42992	MARK HERKOPEREC	WC	2016	50.00	
4/15	EDGEWATER PARK	Z42992	MARK HERKOPEREC	WC	2016	50.00	
4/19	WESTAMPTON TWP.	Z46123	WESTAMPTON TWP.	PR	2016	11,259.56	
4/19	WESTAMPTON TWP.	Z46123	WESTAMPTON TWP.	PR	2016	35,701.75	
4/25	WRIGHTSTOWN BORO	X06829	WRIGHTSTOWN BORO	PR	2010	30.00	
TOTAL-APR						52,484.98	
TOTAL-YTD							55,040.68

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

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>Year To Date Total</u>
Opening Balance for the Period:	16,700,752.22	16,651,255.59	18,736,962.31	18,623,288.24	
RECEIPTS:					
Interest Income (Cash)	14,785.77	5,557.02	1,304.30	-11,483.42	10,163.67
Premium Assessment Receipts	553,974.00	2,816,911.99	186,629.00	0.00	3,557,514.99
Prior Yr. Premium Assessment Receipts	0.00	0.00	0.00	0.00	0.00
Subrogation & Reimb. Receipts:					
Fund Year 2017	0.00	0.00	0.00	0.00	0.00
Fund Year 2016	329.00	2,036.70	0.00	52,435.98	54,801.68
Fund Year 2015	0.00	0.00	0.00	19.00	19.00
Fund Year 2014	0.00	0.00	125.00	0.00	125.00
Fund Year 2013	8.00	0.00	0.00	100.00	108.00
Closed Fund Year	0.00	120.00	62.00	30.00	212.00
Total Subrogation & Reimb. Receipts	337.00	2,156.70	187.00	52,584.98	55,265.68
FY 2017 Appropriation Refunds	200.00	0.00	0.00	0.00	200.00
FY 2016 Appropriation Refunds	0.00	885.00	177.00	0.00	1,062.00
Late Payment Penalties	0.00	0.00	0.00	0.00	0.00
RCF Clsd Yr. Claims Reimbursement	0.00	0.00	0.00	0.00	0.00
RCF Claims Reimbursement	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS:	569,296.77	2,825,510.71	188,297.30	41,101.56	3,624,206.34

DISBURSEMENTS:

Net Claim Payments:

Fund Year 2017	1,623.48	21,806.37	77,804.46	18,494.39	119,728.70
Fund Year 2016	58,056.90	62,688.23	59,466.28	65,503.66	245,715.07
Fund Year 2015	44,258.92	39,137.06	19,907.75	17,535.48	120,839.21
Fund Year 2014	40,063.72	20,696.48	54,634.21	15,280.95	130,675.36
Fund Year 2013	2,165.00	4,361.57	6,670.75	4,221.38	17,418.70
Closed Fund Year	0.00	0.00	0.00	0.00	0.00
Total Net Claim Payments	146,168.02	148,689.71	218,483.45	121,035.86	634,377.04

Total Net Claim Payments

Exp. & Admin Bill List Payments:

Exp. & Cont. Charges FY 2018	0.00	0.00	0.00	0.00	0.00
Exp. & Cont. Charges FY 2017	71,270.25	141,842.60	71,687.92	122,558.75	407,359.52
Property Fund Charges FY 2017	0.00	0.00	0.00	0.00	0.00
E-JIF Premium FY 2017	0.00	130,719.82	0.00	0.00	130,719.82
M.E.L. Premium FY 2017	396,515.32	0.00	0.00	396,515.32	793,030.64
POL/EPL Policy Premium FY 2017	0.00	271,460.50	0.00	274,694.50	546,155.00
Exp. & Cont. Charges FY 2016	3,189.81	26,327.72	11,800.00	14,025.00	55,342.53
Property Fund Charges FY 2016	0.00	0.00	0.00	0.00	0.00
M.E.L. Premium FY 2016	0.00	0.00	0.00	0.00	0.00
Exp. & Cont. Charges FY 2015	1,650.00	20,763.64	0.00	0.00	22,413.64
Exp. & Cont. Charges FY 2014	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Closed Fund Year	0.00	0.00	0.00	884.00	884.00
Total Bill List Payments	472,625.38	591,114.28	83,487.92	808,677.57	1,955,905.15
Net Bank Services Fees	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS:	618,793.40	739,803.99	301,971.37	929,713.43	2,590,282.19

Closing Balance for the Period:

16,651,255.59	18,736,962.31	18,623,288.24	17,734,676.37
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Account Net Cash Change During the Period:

Operating Account	2,137,450.37	2,081,929.72	-105,585.48	-6,871,654.44	-2,757,859.83
NJ Cash Management Account	0.00	0.00	0.00	0.00	0.00
Investment Account	-2,150,000.00	0.00	-6,838.59	427.97	-2,156,410.62
Asset Management Account	13,550.00	3,780.00	-1,250.00	5,982,614.60	5,998,694.60
Claims Imprest Account	-49,997.00	-3.00	0.00	0.00	-50,000.00
Expense & Contingency Account	-500.00	0.00	0.00	0.00	-500.00
Total Change in Account Net Cash:	-49,496.63	2,085,706.72	-113,674.07	-888,611.87	1,033,924.15

Proof: **0.00** **0.00** **0.00** **0.00**

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

BILL LIST - MAY 2017

Payee	FY 2017	FY 2016	JIF Appropriation	Description
Arthur J. Gallagher Risk Management Services, Inc.	28,398.00		Prof Services/Administration	May 2017 Fees
Arthur J. Gallagher Risk Management Services, Inc.	199.90		Misc/Postage/Copies/Faxes	April 2017 postage/copies expenses
Arthur J. Gallagher Risk Management Services, Inc.	12.07		Safety Incentive Program	remaining Prizes for safety breakfast 4/4/17
Arthur J. Gallagher Risk Management Services, Inc.	60.80		Misc/Office Supplies	Binders Inc/DP Amex (AJG)-finance binders
Arthur J. Gallagher Risk Management Services, Inc.	307.52		Misc/Annual Planning Retreat	Binders Inc/DP Amex (AJG)-planning retreat binder
The DeWeese Law Firm, P.C.	5,417.00		Prof Services/Attorney	May 2017 Fees
Qual-Lynx	16,414.00		Prof Services/Claims Admin.	May 2017 Fees
Brenda Smith	360.00		Misc/Recording Secretary	May 2017 Fees
J. A. Montgomery Risk Control Services	9,841.00		Prof Services/Safety Director	May 2017 Fees
J. A. Montgomery Risk Control Services		15,780.53	Right to Know	RTK inventory and labels 2016
Tom Tontarski	894.00		Prof Services/Treasurer	May 2017 Fees
Conner Strong & Buckelew	633.00		Prof Services/Underwriting Mgr	May 2017 Fees
Joyce Media	225.00		Misc/JIF Website	May 2017 Fees
Debby Schiffer	2,421.00		Wellness Program	May 2017 Fees
APEX Insurance Services, C/O Beazley	4,382.00		EPL/POL Policy - Excess Insurance	Cyber EXCESS Policy - 2nd of 2; Inv#3161933 Policy#W1E255170101
ARC Reprographics	1,060.17		Misc/Annual Planning Retreat	Inv#; retreat binders inserts
Consolidated Service Group	21.69		Misc/Record Retention Service	Inv#705094-1st Qtr billing
Courier Post	49.36		Misc/Legal Notices	4/28 sunshine notice for 5/18 fin. Comm mtg
Iron Mountain	142.64		Misc/Record Retention Service	#NRT5395/NTS2597 Storage 4/1-5/31; Service 2/22-4/25
The Madison	4,098.00		Misc/Annual Planning Retreat	5/4/17 Annual planning retreat F/B/G
Merighi's Savoy Inn	127.21		Misc/Meeting Expense/Dinner Mtg	4/25 Joint PAR/COI Comm mtg
OfficeMax Contract, Inc	40.61		Misc/Office Supplies	PO#183001606; finance binder tabs
Pivot Point Security		27,346.00	Contingency	Inv#2788; final installment for cyber audits
Michael J. Ward, LLC	167.00		Police Defense & Training/EPL	3/29/17 Elected Officials training
Township of Chesterfield		1,650.00	Safety Incentive Program	Claimed as direct check for safety
Lumberton Township		2,275.00	Safety Incentive Program	Claimed as direct check for safety
Pemberton Borough	275.98		Wellness Program	Chair massage and cardio challenge prize
Southampton Township		1,975.00	Safety Incentive Program	Claimed as direct check for safety
Westampton Township		1,975.00	Safety Incentive Program	Claimed as direct check for safety
Westampton Township	250.00		Wellness Program	Wellness Speaker
Richard Brook	438.42		Misc/PRIMA/AGRIP	Airfare for PRIMA
TOTAL	\$76,236.37	\$51,001.53		

JIF BILL LIST TOTAL	\$127,237.90
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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

RESOLUTION TO URGE REPRESENTATIVES FROM THE STATE OF NEW JERSEY TO
SUPPORT THE LEGISLATIVE ACTION TO RE-AUTHORIZE AND EXTEND THE NATIONAL
FLOOD INSURANCE PROGRAM ("NFIP")

WHEREAS, floods are the most common and most destructive natural disasters in the United States; and

WHEREAS, the National Flood Insurance Act authorizes a National Flood Insurance Program ("NFIP"); and

WHEREAS, the NFIP is a Federal program created by Congress to mitigate future flood losses nationwide and to provide access to affordable, federally backed flood insurance protection for property owners; and

WHEREAS, the NFIP is designed to provide an insurance alternative to disaster assistance to meet the escalating costs of repairing damage to buildings and their contents caused by floods; and

WHEREAS, New Jersey is fourth in the nation in the number of NFIP policies enforced and third in total value of claims paid; and

WHEREAS, five hundred and fifty-two communities in New Jersey participate as members of the NFIP which amounts to over 230,000 policies enforced throughout the State of New Jersey; and

WHEREAS, the NFIP maintains a significant role in providing financial protection against flood events to New Jersey residents; and

WHEREAS, the NFIP is set to expire on September 30, 2017; and

WHEREAS, the expiration of this program could cause catastrophic loss of insurance coverage against flooding which is the number one cause of loss of property throughout the United States; and

WHEREAS, in the event the program were to expire, the consequences in the form of disruption of coverage and the potential financial burdens to residents throughout the State of New Jersey will be of great economic significance; and

WHEREAS, the purpose of this Resolution is to urge the (INSERT NAME OF MUNICIPALITY) Federal Representatives to support the extension of the NFIP which promotes the public health, safety and general welfare and minimizes public and private losses due to flooding events in the State of New Jersey

NOW, THEREFORE, BE IT RESOLVED, that (INSERT NAME OF MUNICIPALITY) hereby urges its Federal Legislators and Representatives to take any and all necessary action to insure that the National Flood Insurance Program is extended beyond the September 30, 2017 expiration date.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to (INSERT NAME OF MUNICIPALITY) Federal Legislators and Representatives.