



TO: BURLCO JIF Fund Commissioners
FROM: Paul A. Forlenza, Deputy Executive Director
DATE: December 18, 2017
RE: MEL Cyber Risk Management Plan

Attached, please find the *MEL Cyber Risk Management Plan* for your review. If implemented, the provisions of the *Plan* will go a long way toward protecting your municipality from cyber related claims. In addition, compliance with the *Plan* will also make your municipality eligible for up to a \$7,500 reimbursement of your municipality's \$10,000 deductible for cyber related claims.

In reviewing the *Plan*, you might find that your municipality is already in compliance with some or all of the *Plan's* provisions. If however, your municipality is not currently in compliance with some of the *Plan's* provisions, funds from the JIF's *Employment Liability & Cyber Liability Risk Management Budget Program* can be used to help offset the cost of coming into compliance with the *Plan's* standards. Currently, the *Program* provides an annual allowance to each member of \$200.00; however, the 2018 Budget increases the per member allotment to \$500.00 for this *Program*. I have attached a copy of the *Program* to this memorandum for your review.

Finally, members are encouraged to review the *MEL Cyber Risk Management Plan* with their IT Professional as soon as possible. Including your IT Professional early in the process will allow you to develop a process to ensure compliance with the *Plan* standards. In addition, your IT Professional will be required to certify that you are in compliance with the *Plan* standards.

Thank you for your attention to this matter. Please review the attached information and contact me if you have any questions or comments.

cc: Risk Management Consultants

File: BURLCO/GEN/Cyber

Tab: MEL Cyber Risk Management Plan