

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

JANUARY 16, 2018

OPEN SESSION MINUTES

The *Reorganization* 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, January 16, 2018 at 3:30PM, prevailing time. Acting Chair Keller, **Springfield**, presiding. The meeting was called to order at 3:30PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON

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 of 2017 FUND COMMISSIONERS

Amanda Somes, **Bass River Twp**
Rich Wolbert, **Beverly City**
Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**....arrived 3:45pm
Glenn McMahan, **Chesterfield Twp**
Mike Templeton **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Gene DiFilippo, **Edgewater Park Twp**
Richard Brook, **Florence Twp**
Mike Mansdoerfer, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Kathy Burger, **Medford Twp**
Jerry Mascia, *Alternate*, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Donna Mull, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Patrice Hansell, **Fieldsboro Boro**
Paula Kosko, **Hainesport Twp**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
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:

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

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

MONTHLY MEETING CONDUCT

Chair Keller entertained a motion to allow this monthly meeting to be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners.

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

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Keller presented the meeting minutes of the December 19, 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 December 19, 2017 meeting of the Fund as presented.

Motion carried.

The Closed Session minutes of the December 19, 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 December 19, 2017 meeting were collected at this time.

ADJOURN THE SINE DIE MEETING

Acting Chair Keller entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. McMahon, seconded by Mr. Gural, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs.

Mr. Miola welcomed all in attendance to the *2018 Reorganization Meeting of the BURLCO JIF*.

ROLL CALL of 2018 FUND COMMISSIONERS

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**....arrived 3:45pm
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp**

ELECTION OF 2018 OFFICERS

2018 Nomination Slate

Mr. Miola presented for the membership's consideration the 2018 Nomination Slate. The Nominating Committee met in November 2017 and presented the 2018 Nomination Slate at the November & December 2017 Executive Committee Meetings.

Chair: Paul Keller, **Springfield Township**
Secretary: Meghan Jack, **Riverside Township**
Executive Committee: Glenn McMahon, **Chesterfield Township**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Township**
Douglas Cramer, **Tabernacle Township**
Rich Wolbert, **Beverly City**

Executive Committee Alternates:

#1 Mike Templeton, **Delanco Township**
#2 James Ingling, **Wrightstown Borough**
#3 David Matchett, **Shamong Township**
#4 Jeff Hatcher, **Delran Township**
#5 Mike Mansdoerfer, **Lumberton Township**
#6 Jerry Mascia, **Mt. Laurel Township**
#7 Maria Carrington, **Westampton Township**

Mr. Miola asked for a Motion to *Open the Floor* for nominations for a position on the *2018 Nomination Slate*. Motion by Mr. McMahon, seconded by Wolbert. All in Favor. Motion carried.

Hearing no additional nominations, Mr. Miola asked for a motion to *Close the Floor* for nominations to a position on the *2018 Nomination Slate*. Motion by Mr. McMahon, seconded by Mr. Wolbert. All in Favor. Motion carried.

Confirming the Election of a Chairman, Secretary and Executive Committee/Alternates

Mr. Miola asked for a Roll Call Vote of the full membership for an *Election of a Chairman, Secretary and Executive Committee/Alternates* as presented.

ROLL CALL *Yeas*

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp.**

Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

Nays: None

Abstain: None

Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2018 Fund Year.

All *Oaths of Office* were signed and presented to the Fund Solicitor.

At this time, Mr. Miola asked Fund Chair Paul Keller, *Springfield* to conduct the 2018 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates on their election.

ORGANIZATIONAL RESOLUTIONS

The following 2018 Organizational Resolutions were presented for adoption by Fund Chair Keller.

- R2018-01 Confirming the Election of a Fund Chair and Fund Secretary
- R2018-02 Confirming the Election of an Executive Committee and Alternates
- R2018-03 Appointing Professional Staff
- R2018-04 Awarding Contracts to Workers' Compensation Assigned Defense Counsel and Approved Associates
- R2018-05 Awarding Contracts to General Liability Assigned Defense Counsel and Approved Associates
- R2018-06 Recommending the Employment Practices Liability and Public Officials Liability Defense Panel
- R2018-07 Adopting Procedures in Compliance with the Open Public Meetings Act
- R2018-08 Adopting Fiscal Policies
- R2018-09 Designating Executive Director as Public Agency Compliance Officer
- R2018-10 Cash Management Policy
- R2018-11 Establishing a Fund Records Program

- R2018-12 Establishing the 2017 Plan of Risk Management
- R2018-13 Designation of Certifying and Approving Officer for Payment of Claims
- R2018-14 Authorizing participation in the MEL Names Storm Deductible Risk Sharing Program
- R2018-15 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences

Chair Keller entertained a motion to adopt the *Organizational Resolutions 2018-01 through 2018-15* as presented.

Motion by Mr. McMahon, seconded by Mr. Gural, to adopt *Organizational Resolutions 2018-01 through 2018-15*.

| | | |
|------------------|-----------------|---|
| ROLL CALL | <i>Yeas</i> | Amanda Somes Bass River Twp Rich Wolbert, Beverly City Mike Theokas, Bordentown Twp Glenn McMahon, Chesterfield Twp. Mike Templeton Delanco Twp. Jeffrey Hatcher, Delran Twp. Gene DiFilippo, Edgewater Park Twp. Richard Brook, Florence Twp. Mike Mansdoerfer, Lumberton Twp. Mike Fitzpatrick, Mansfield Twp. Kathy Burger, Medford Twp. Jerry Mascia, Mt. Laurel Twp. Mary Picariello, North Hanover Twp. John Gural, Palmyra Boro Jerry Mascia, Pemberton Boro Dennis Gonzalez, Pemberton Twp. Meghan Jack, Riverside Twp. David Matchett, Shamong Twp. J. Paul Keller, Springfield Twp. Doug Cramer, Tabernacle Twp. Maria Carrington, Westampton Twp. James Ingling, Wrightstown Boro |
| | <i>Nays:</i> | None |
| | <i>Abstain:</i> | Grace Archer, Bordentown City |

Motion carried.

The following 2018 Organizational Resolution was presented for adoption by Fund Chair Keller.

- R2018-17 Appointing a Fund Solicitor, EPL/POL Attorney, and Subrogation Attorney for the 2018 Fund Year

Motion by Mr. Gural, seconded by Ms. Jack, to adopt *Organizational Resolution 2018-17*

ROLL CALL *Yeas*

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**
Dennis Gonzalez, **Pemberton Twp.**

Nays:

Abstain:

None

Motion carried.

EXECUTIVE DIRECTOR'S REPORT

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He thanked the membership on behalf of AJG for the 2018 re-appointment as Administrator and his re-appointment as Executive Director. He highlighted the following items:

AJG Risk Management Services – Disclosure Statement– Mr. Miola stated that a disclosure statement for AJG Management Services, Inc was included in his report for the members to review. He asked that it be made a part of the minutes.

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

Certificates of Insurance - Mr. Miola asked that the Certificates of Insurance issued for the month of December, 2017 be included as part of the meeting minutes and is 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 was November 30, 2017. Encumbered funds must be claimed by February 1, 2018.

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 was November 30, 2017. Encumbered funds must be claimed by February 1, 2018.

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

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 must update their Plan of Risk Management to be eligible for lower co-pays and deductible.

EPL/Cyber Allowance – The JIF has budgeted \$500 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.

EPL Helpline – Authorized Contact List – Mr. Miola asked members to review the attached list for accuracy especially following the recent Municipal Reorganizations. 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 reported that the JIF’s surplus position as of November 30, 2017 was **\$11,147,800.**

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. Mr. Miola noted that during his report Mr. DeWeese would be reporting on a new Appellate decision on Temporary Disability Benefits for Volunteers: *Kocanowski v. Bridgewater*.

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.

Elected Officials Training – Mr. Miola stated that the Fund is sponsoring Elected Officials training. The MEL will reduce each member’s 2018 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2018. 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 5% of a member’s 2018 MEL Assessment. Invitations/RSVP’s for the sessions were e-mailed to all Municipal Clerks, Fund Commissioners, and RMC’s on November 1, 2017. The sign-in sheets from December 7, 2017 seminar are posted on the JIF website. The remaining trainings have been scheduled on the following dates:

January 30, 2018 - Nicolosi’s Catering, West Deptford
February 7, 2018 - Merighi’s Savoy Inn, Vineland
March 28, 2018 - O’Connor’s American Bar & Grille, Eastampton

RMC Resolutions & Agreements – Mr. Miola noted that a memo and sample copies of the JIF RMC Resolution and Agreement for the 2018 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once our office receives this

documentation, payment can be issued for the 2018 fees at the February 2018 meeting of the JIF. Please note that RMC payments cannot be processed until this documentation is received. Also, if not already completed, all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143.

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.burlocojif.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.

2018 1st Installment Billing – Mr. Miola stated that first installment bills were emailed to the Clerks with a copy to the Fund Commissioner and Risk Management Consultant. He noted that the first installment is due by February 15, 2018.

2017 Attendance Records– Mr. Miola stated that a report detailing attendance records through the end of 2017 was included in his report.

PRIMA/AGRIP Conferences – Mr. Miola stated that this year BURLCO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2018 Budget includes funding for four (4) attendees in total. The BURLCO JIF has adopted an Attendance Conference Policy that establishes clear guidelines and preferences for Commissioner Attendance. Those Fund Commissioners who have first priority for attendance at these conferences received information on the AGRIP Conferences from our office on or about December 11, 2017. Information on the PRIMA Conference will be emailed out by the end of the month.

Safety Coordinator & Claim Coordinator Roundtable – Mr. Miola stated that the BURLCO JIF will be sponsoring a Safety Coordinator and Claims Coordinator Roundtable on February 22, 2018 at Indian Springs Country Club, Marlton, New Jersey. The Wellness Coordinators are also invited to attend. Invites from the Safety Director's Office to all the Safety Coordinators, Claims Coordinators and Wellness Coordinators will be issued shortly.

Website (www.burlocojif.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 Claims Report

Mr. DeWeese stated that there was one (1) closed case since the last meeting.

Fisher v. Township of Southampton

Defense Panel Breakfast

Mr. DeWeese stated the Defense Panel met on January 9, 2018 and he felt it was the best meeting to date. The meeting was well attended and many positive comments and ideas were discussed. He also stated that there was an extensive discussion regarding the JIFs' litigation philosophy. He stated that he would present a written report at next month's meeting.

Appellate Division Decision

Mr. DeWeese outlined a recent Appellate Decision, *Kocanowski v. Twp. of Bridgewater*, regarding TTD payments to emergency responders. He explained that currently, replacement wages must be paid to injured volunteers if they are unemployed and are receiving unemployment benefits when injured. However, under this decision, if the injured volunteer was not employed or receiving unemployment benefits at the time of the injury, they are not eligible to receive the wage replacement benefit.

SAFETY DIRECTOR'S REPORT

Mr. Saville thanked the members for his reappointment on behalf of J.A. Montgomery. He stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

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

MEL Video Library – He noted this has been updated recently, so please utilize it. If a copy of the video library titles is needed, you can find it at the MEL or JIF website. He also pointed out there is a new email address: melvideolibrary@jamontgomery.com, and phone number: 856-552-4900.

Right to Know Update – He noted that in addition to the annual Right to Know services, each member town will receive an electronic Central file link to a Dropbox. Once the online chemical inventory has been completed, this will allow the following information to be filed in the States RTK portal for each member:

- Safety Data Sheets
- Hazardous Substance Facts Sheets
- Right to Know Survey
- Written Hazardous Communication Program
- Training Documentation
- Right to Know poster
- Instructions on how to download, store, and share the files with affected departments and employees.

Mr. Saville stated it is anticipated that all links will be emailed out to all members in the 1st Quarter of 2018.

MSI Class Listing for January-March 2018 – Mr. Saville referenced the list of MSI Classes that are available for January-March 2018 and were included in the agenda packet.

Lastly, Mr. Saville noted the 2018 SIP has been distributed via email and to please complete your 2018 Safety Committee Dates by 1/31/2018 and send back to his office. He also noted the 2018 SIP Safety Incentive Program is due back by March 31, 2018.

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

Mr. Brook addressed the membership indicating his thanks to Mr. Saville for his assistance and prompt attention to a situation that occurred in Florence during the holiday season. He noted Florence had a surprise PEOSHA inspection that required training be performed as soon as possible. Mr. Saville arranged the training and everything went very smooth and he is very appreciate of the assistance Mr. Saville provided Florence Township.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – January

Mr. Roselli presented the *Lessons Learned from Losses* for January which reviewed De-Escalation Techniques for Police.

Mr. Roselli noted:

In 2016 and 2017 combined, Workers Compensation Claims involving Police Officers in ACM, BURLCO and TRICO JIF's totaled almost \$10 million in incurred losses. 51% of these claims involved interactions with difficult or combative subjects.

Mr. Roselli then reviewed recommendations to help minimize these claims, which included encouraging participation in new trainings, and practicing safe handcuffing and restraint techniques.

Mr. Roselli stated that if a small percentage of these claims can be eliminated, the Funds will recognize significant savings. He then asked if there were any questions at this time. No questions were entertained.

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer thanked the Fund for her re-appointment and noted that her report is detailed in the agenda packet. She highlighted the following:

- Florence Twp. participated in a *Maintain Don't Gain* challenge through all of 2017 with 21 participants: 11 maintained or lost weight and 10 gained weight. Of the 11 who lost weight, 6 lost anywhere from 6-21 lbs. They will be implementing it again in 2018.
- Beverly City scheduled a "Sitting Disease" presentation for January and their goal is to focus on movement this quarter.
- Westampton Twp. is working on establishing a Wellness Committee for 2018.
- Ms. Schiffer noted it is a good idea to try to figure out how you can spend your Wellness Funds each quarter so you don't end up in a "Use it or Lose it" situation at the end of the year. If you need ideas, please contact her.
- ***January Wellness Newsletter*** - She noted that the January Wellness Newsletter was included in her report.

- She noted everyone should have received an email to meet with her to begin laying out a Wellness plan for 2018. Her goal is to have each town set up a Wellness Event/Initiative/Challenge per quarter, and to have each town establish a Wellness Committee.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty thanked the Fund for their re-appointment and reviewed the Managed Care Report for *December 2017*.

Lost Time v. Medical Only Cases

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

| | <i>Dec</i> | <i>YTD</i> |
|-------------------------------------|------------|------------|
| <i>Lost Time</i> | 2 | 26 |
| <i>Medical Only</i> | 4 | 100 |
| <i>Report Only</i> | 4 | 56 |
| <i>Total Intakes</i> | 10 | 182 |
| <i>Report Only % of Total</i> | 40.0% | 30.8% |
| <i>Medical Only/Lost Time Ratio</i> | 67:33 | 79:21 |
| <i>Average Days to Report</i> | 5.2 | 3.3 |

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> | 1,642 |
| <i>Transitional Duty Days Worked</i> | 1,249 |
| <i>% of Transitional Duty Days Worked</i> | 76.1% |
| <i>Transitional Duty Days Not Accommodated</i> | 393 |
| <i>% of Transitional Duty Days Not Accommodated</i> | 23.9% |

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

| <i>PPO Penetration Rate</i> | <i>Dec</i> |
|------------------------------------|-------------------|
| <i>Bill Count</i> | 114 |
| <i>Original Provider Charges</i> | \$84,502 |

| | |
|---|----------|
| <i>Re-priced Bill Amount</i> | \$37,722 |
| <i>Savings</i> | \$46,780 |
| <i>% of Savings</i> | 55.4% |
| <i>Participating Provider Penetration Rate - Bill Count</i> | 93% |
| <i>Participating Provider Penetration Rate – Provider Charges</i> | 93% |
| <i>EPO Provider Penetration Rate - Bill Count</i> | 92.2% |
| <i>EPO Provider Penetration Rate – Provider Charges</i> | 95.6% |

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

TREASURER'S REPORT

Mr. Tontarski thanked the Fund for his re-appointment and presented an overview of the Treasurer's Report for month ending **December 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 \$18,723.03. This generated an average annual yield of 1.23%. After including an unrealized net loss of \$10,778.12 in the asset portfolio, the yield was adjusted to .48 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$211,193.76 as it relates to market value of \$14,760,882.26 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of eight (8) obligations with maturity greater than one year.

Receipt Activity for the Period

| | Monthly | YTD |
|----------------------------|------------|--------------|
| Subrogation Receipts | \$1,909.21 | \$128,717.25 |
| Overpayment Reimbursements | \$.00 | |

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

| | |
|-----------------------|-------------|
| Delran Township | \$74,205 |
| Chesterfield Township | \$1,055.00 |
| Bordentown City | \$37,440.00 |
| Bordentown Township | \$13,696.00 |

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$18,591,011.09 to a closing balance of \$18,000,543.84 showing a decrease in the Fund of \$590,467.25.

Loss Run Payment Register – December 2017

Mr. Tontarski stated that the 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 \$508,686.23. The claim detail shows 199 claim payments issued.

Bill List –January, 2018

For the Executive Committee’s consideration, Mr. Tontarski presented the January 2018 Bill List in the amount of \$600,368.37

Chair Keller entertained a motion to approve the December 2017 Loss Run Payment Register and the January 2018 Bill List as presented.

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

Motion by Mr. Gural, seconded by Mr. Cramer, to approve the *December 2017 Loss Run Payment Register and January 2018 Bill List* as presented.

ROLL CALL *Yeas*

- Amanda Somes **Bass River Twp**
- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Mike Theokas, **Bordentown Twp**
- Glenn McMahon, **Chesterfield Twp.**
- Mike Templeton **Delanco Twp.**
- Jeffrey Hatcher, **Delran Twp.**
- Gene DiFilippo, **Edgewater Park Twp.**
- Richard Brook, **Florence Twp.**
- Mike Mansdoerfer, **Lumberton Twp.**
- Mike Fitzpatrick, **Mansfield Twp.**
- Kathy Burger, **Medford Twp.**
- Jerry Mascia, **Mt. Laurel Twp.**
- Mary Picariello, **North Hanover Twp.**
- John Gural, **Palmyra Boro**
- Jerry Mascia, **Pemberton Boro**
- Dennis Gonzalez, **Pemberton Twp.**
- Meghan Jack, **Riverside Twp.**
- David Matchett, **Shamong Twp.**
- J. Paul Keller, **Springfield Twp.**
- Doug Cramer, **Tabernacle Twp.**
- Maria Carrington, **Westampton Twp.**
- James Ingling, **Wrightstown Boro**

Nays: None

Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

SAFETY COMMITTEE MEETING

Mr. Cramer noted that the minutes are in the agenda packet. He provided a detailed overview last month. No questions were entertained.

COMMITTEE CHAIRS MEETING

Mr. Forlenza noted that the minutes from the January 4, 2018 meeting along with the 2018 Committee Appointments were distributed to the members for review. He asked that everyone please take note of what Committee they have been assigned to, and to please contact his office if any Fund Commissioner would like to be reassigned to a different committee.

MEL/RCF/E-JIF REPORT

MEL Meeting – January 4, 2018

Ms. Jack reported that the MEL met on January 4, 2018 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet. Ms. Jack reported that the MEL is reminding everyone that the MEL App is now available on the MEL website.

RCF Meeting – January 4, 2018

Ms. Matchett reported that the EJIF met on January 4, 2018 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet.

EJIF Meeting – January 4, 2018

Ms. Jack reported that the EJIF met on January 4, 2018 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet. Ms. Jack mentioned that the Storm Water Permit Regulations Updates are out and everyone should review them as there are benchmarks that everyone needs to comply with.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, February 20, 2018 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ.

Chair Keller entertained the following Motions:

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2018-16

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. McMahon, seconded by Ms. Jack, to Adopt ***Resolution #2018-16***. 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> |
|-------------------------------------|------------------------|
| 001152231 | 2017098364 |
| 001251408 | |

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 following claims as discussed in *Closed Session*.

ROLL CALL *Yeas*

- Amanda Somes **Bass River Twp**
- Rich Wolbert, **Beverly City**
- Grace Archer, **Bordentown City**
- Mike Theokas, **Bordentown Twp**
- Glenn McMahon, **Chesterfield Twp.**
- Mike Templeton **Delanco Twp.**
- Jeffrey Hatcher, **Delran Twp.**
- Gene DiFilippo, **Edgewater Park Twp.**
- Richard Brook, **Florence Twp.**
- Mike Mansdoerfer, **Lumberton Twp.**
- Mike Fitzpatrick, **Mansfield Twp.**
- Kathy Burger, **Medford Twp.**
- Jerry Mascia, **Mt. Laurel Twp.**
- Mary Picariello, **North Hanover Twp.**
- John Gural, **Palmyra Boro**
- Jerry Mascia, **Pemberton Boro**
- Dennis Gonzalez, **Pemberton Twp.**
- Meghan Jack, **Riverside Twp.**
- David Matchett, **Shamong Twp.**
- J. Paul Keller, **Springfield Twp.**

Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was one (1) claim(s) presented for abandon subrogation.

#001251408

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

ROLL CALL *Yeas*

Amanda Somes **Bass River Twp**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Gene DiFilippo, **Edgewater Park Twp.**
Richard Brook, **Florence Twp.**
Mike Mansdoerfer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Mary Picariello, **North Hanover Twp.**
John Gural, **Palmyra Boro**
Jerry Mascia, **Pemberton Boro**
Dennis Gonzalez, **Pemberton Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

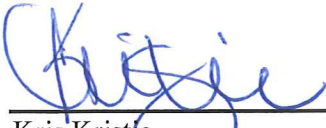
Motion carried by unanimous vote.

MOTION TO ADJOURN

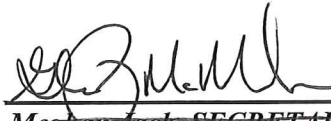
Chair Keller entertained a motion to adjourn the January 16, 2018 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. McMahon to adjourn the January 16, 2018 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:32pm.



Kris Kristie,
Recording Secretary for



~~Meghan Jack, SECRETARY~~
Glenn McMahon, Acting Sec.