

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

March 20, 2018

OPEN SESSION MINUTES

A 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, Tuesday, March 20, 2018 at 3:30PM, prevailing time. Chair Keller, **Springfield**, presiding. The meeting was called to order at 3:30PM.

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

Dean Buhner, **Bordentown Twp.**, *Alternate*
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton, **Delanco Twp.**
Jeff Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Twp.**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp.**
Brian Umba, **Lumberton Twp**, *Alternate*...arrived 3:36 pm
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp**
Debbie Vallari, **Pemberton Borough**, *Alternate*
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Tom Pullion, **Edgewater Park Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
John Gural, **Palmyra Borough**
Dennis Gonzalez, **Pemberton Twp**

Mike Fitzpatrick, **Mansfield Twp.**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul Miola, 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:

Assured Partners
CBIZ Benefits & Insurance Services....arrived 3:33pm
EJA/Capacity Insurance
Hardenberg Insurance Group
Insurance Agency Mgmt....arrived 3:38pm

Absent Risk Management Consultant agencies:

Conner Strong & Buckelew

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

CONDUCT OF MONTHLY MEETING

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

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Keller presented the meeting minutes of the February 20, 2018 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, abstained by Ms. Jack, to approve the Open & Closed session meeting minutes of the February 20, 2018 meeting of the Fund as presented.

Motion carried.

The Closed Session minutes of the February 20, 2018 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Closed Session Meeting Minutes from the February 20, 2018 meeting were collected at this time.

EXECUTIVE DIRECTOR'S REPORT

Mr. Miola noted the Executive Director's Report is included and detailed in the agenda packet. He stated that because of the poor weather, he will not highlight anything in particular. He stated that the items in his report are self-explanatory, and unless anyone has any questions, that concluded his report. No Questions were entertained.

SOLICITOR'S REPORT

Closed Cases – Mr. DeWeese reported that there was one (1) closed case(s) since the February 20, 2018 meeting.

Shumway-Tunney v. Township of Chesterfield

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

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 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.

Safety Director's Bulletins – He noted that there were two (2) bulletin(s) included in the agenda;

- *First Responders Safe Lifting*
- *Safe Patient Lifting*

Right to Know Update – He noted that in addition to the annual Right to Know services, included in this year's contract is an electronic Central file link which is being distributed to each member town through a Dropbox link. To date 50% of members have received this link. 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.

MSI Class Listing– Mr. Saville referenced the list of MSI Classes that are available in March, April, and May that are included in the agenda packet.

Risk Control Service Team Memo – Mr. Saville noted that in the agenda packet was a memo from Dave Grubb announcing the retirement of Ms. Joanne Hall. Replacing Ms. Hall will be Paul Shives.

Lastly, he reminded the members of the Safety Kickoff Breakfast on April 10, 2018 at Indian Springs Country Club, Marlton.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – March

Mr. Roselli presented the Lessons Learned from Losses for March which reviewed Defense and Indemnity.

Mr. Roselli explained that when a company is contracted to complete work or provide services, assuring that the company and their insurance carrier will defend and indemnify your town is crucial. Consult with your towns Solicitor or RMC to determine exposures involved and assess how the risk can be transferred to the contracted company. Be sure to check all indemnification agreements and contracts to make sure your town is protected.

He noted that assuring these Contracts and Agreements are executed properly will assist Qual-Lynx in defending any claims brought against your town.

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:

- March presentations: Lumberton-Portion Control; Medford – Dietitian from Medford Shoprite; Palmyra Fire – Dietitian from Burlington Shoprite
- Pemberton Borough and Medford have scheduled chair massages
- Florence – Maintain Don't Gain (for the year – 14 participants)
- Safety/Wellness Meetings that Ms. Schiffer will attend: Bordentown City, Tabernacle, Westampton, and Wrightstown
- Several member towns have ideas in the works including: Healthy recipe swap, Chair massages, Dietitians, healthier snack options, Fitness challenges and boot camp work outs.
- Ms. Schiffer noted in her News Letter this month it highlights a 30 day Fruit and Veggie Challenge.
- Lastly, she reminded the members to use NJWELL and work towards earning \$250 by completing health and wellness screenings along with other activities by October 31, 2018. www.state.nj.us/treasury/pensions/njwell/

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

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for February, 2018 noting there were seventeen (17) claims reported.

Lost Time v. Medical Only Cases

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

	<i>Feb.</i>	<i>YTD</i>
<i>Lost Time</i>	3	8
<i>Medical Only</i>	11	13
<i>Report Only</i>	3	8
<i>Total New Claims Reported</i>	17	36
<i>Report Only % of Total</i>	17.6%	22.2%
<i>Medical Only/Lost Time Ratio</i>	79:21	70:30
<i>Average Days to Report</i>	0.6	1.0

Transitional Duty Report

Ms. Beatty presented the January Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>February</i>
<i>Transitional Duty Days Available</i>	312
<i>Transitional Duty Days Worked</i>	182
<i>% of Transitional Duty Days Worked</i>	58.3%
<i>Transitional Duty Days Not Accommodated</i>	130
<i>% of Transitional Duty Days Not Accommodated</i>	41.7%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>February</i>
<i>Bill Count</i>	146
<i>Original Provider Charges</i>	\$134,161
<i>Re-priced Bill Amount</i>	\$74,805
<i>Savings</i>	\$59,356
<i>% of Savings</i>	44.2%
<i>Participating Provider Penetration Rate - Bill Count</i>	92.5%
<i>Participating Provider Penetration Rate – Provider Charges</i>	95.5%
<i>EPO Provider Penetration Rate - Bill Count</i>	69.6%
<i>EPO Provider Penetration Rate – Provider Charges</i>	70.8%

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **February 28, 2018** a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the reporting period totaled \$ 18,587.17. This generated an average annual yield of 1.21%; however, after including an unrealized net loss of \$8,256.00 in the asset portfolio, the yield is adjusted to .67% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$268,524.06 as it relates to current market value of \$ 14,703,551.96 vs. the amount we have invested. The current market value; however, when considering the total accrued income at month end is \$14,748,305.08.

Our asset portfolio with Wilmington Trust consists of eight (8) obligations with maturities greater than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$3,856.47	\$53,647.01
Overpayment Reimbursements	\$.00	
Salvage Receipts	\$500.00	

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

Delran Township	\$65,150.00
Chesterfield Township	\$1,068.00
Bordentown City	\$37,723.00
Bordentown Township	\$13,723.00

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$17,908,170.03 to a closing balance of \$18,941,510.55 showing an increase in the Fund of \$1,033,340.52.

Loss Run Payment Register – February 2018

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 \$221,951.77. The claim detail shows 219 claim payments issued.

Amended Bill List – February 2018

For the Executive Committee's consideration, Mr. Tontarski presented the March 2018 Amended Bill List in the amount of \$84,969.95.

Chair Keller entertained a motion to approve the February 2018 Loss Run Payment Register and the Amended March 2018 Bill List in the amount of \$84,969.95 as presented.

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

Motion by Ms. Jack, seconded by Mr. Mc Cramer, to approve the *February 2018 Loss Run Payment Register, and the Amended March 2018 Bill List, in the amount of \$84,969.95* as presented.

ROLL CALL *Yeas* Dean Buhner, **Bordentown Twp., Alternate**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton, **Delanco Twp.**
Jeff Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Twp.**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp.**
Brian Umba, **Lumberton Twp, Alternate**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp**
Debbie Vallari, **Pemberton Brough, Alternate**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
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 13, 2018

Ms. Burger noted there was nothing currently to report and the minutes of that meeting will be included in the April agenda.

Safety Committee Meeting – March 20, 2018

Mr. Cramer noted the minutes of that meeting will be included in the April agenda and highlighted the following:

- o Reviewed the Annual Safety Director’s Report and reported that all members qualified for an award.
- o Reviewed the Safety & Wellness Budgets and reminded everyone about the claiming & encumbering deadlines

Mr. Cramer asked if there were any questions and none were entertained.

MEL/RCF/EJIF REPORTS

Nothing to Report

MISCELLANEOUS BUSINESS

Chair Keller read the following Resolutions for consideration:

Resolution 2018-22 – Agreement for Shared Services for the Completion of a Claims Audit

Resolution 2018-22, Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Completion of a Claims Audit.

Resolution 2018-23 – Agreement for Shared Services for the Purchase of Cyber and Technology Risk Management Services

Resolution 2018-23, Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Purchase of Cyber and Technology Risk Management Services.

Motion by Ms. Jack, seconded by Mr. Mc Mahon, to Adopt Resolutions 2018-22 and Resolution 2018-23 as presented.

ROLL CALL	Yeas	Dean Buhrer, Bordentown Twp., Alternate Glenn McMahon, Chesterfield Twp. Mike Templeton, Delanco Twp. Jeff Hatcher, Delran Twp. Patrice Hansell, Fieldsboro Twp. Richard Brook, Florence Twp Paula Kosko, Hainesport Twp. Brian Umba, Lumberton Twp, Alternate Kathy Burger, Medford Twp. Mary Picariello, North Hanover Twp Debbie Vallari, Pemberton Borough, Alternate Meghan Jack, Riverside Twp. David Matchett, Shamong Twp. 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.

Next Meeting

Chair Keller noted that the next meeting of the BURLCO JIF will take place on **Tuesday, April 17, 2018 at 3:30 PM** at Café Madison, Riverside following the days Annual Retreat.

PUBLIC COMMENT

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

Chair Keller opened the meeting to the public for comment.

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

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

EXECUTIVE SESSION MEETING – Resolution #2018-24

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 Mr. Cramer, to Adopt Resolution #2018-24. All in favor. Motion carried.

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

REOPEN PUBLIC PORTION OF THE MEETING

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

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

APPROVAL OF CLAIMS PAYMENTS

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

<i>Workers' Compensation</i>	<i>Property</i>	<i>General Liability</i>
		001210439

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

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

ROLL CALL *Yeas* Dean Buhner, **Bordentown Twp., Alternate**
Glenn McMahon, **Chesterfield Twp.**
Mike Templeton, **Delanco Twp.**
Jeff Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Twp.**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp.**
Brian Umba, **Lumberton Twp, Alternate**
Kathy Burger, **Medford Twp.**
Mary Picariello, **North Hanover Twp**
Debbie Vallari, **Pemberton Borough, Alternate**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**

Maria Carrington, **Westampton Twp**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

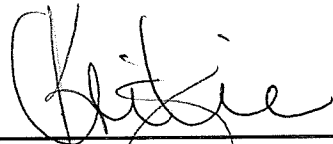
There were zero (0) abandonment of Subrogation claim(s) presented in Closed Session.

MOTION TO ADJOURN


Chair Keller entertained a motion to adjourn the March 20, 2018 meeting of the BURLCO JIF.

Motion by Ms. Jack, seconded by Mr. McMahon, to adjourn the March 20, 2018 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:06 pm.



Kris Kristie,
Recording Secretary for



MEGHAN JACK, SECRETARY