

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

February 19, 2019

***OPEN SESSION MINUTES***

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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, February 19, 2019 at 3:30 PM, prevailing time. Chair Jack, **Riverside**, 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***

Amanda Somes, **Bass River Twp.**  
Rich Wolbert, **Beverly City**  
Grace Archer, **Bordentown City...arrived after roll call**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
Mike Templeton, **Delanco Twp.**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Magee, **Alternate, Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Bud Wells, **Alternate, North Hanover Twp.**  
Debbie Vallari, **Alternate, Pemberton Borough**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

John Gural, **Palmyra Borough**  
Jeffrey Hatcher, **Delran Twp.**  
Tom Pullion, **Edgewater Park Twp.**  
Brandon Umba, **Lumberton Twp.**  
Dennis Gonzalez, **Pemberton Township**  
Kathy Hoffman, **Southampton Twp.**  
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Forlenza, Executive Director, *AJG Risk Management Services, Inc.*  
Paul J. Miola, CPCU, ARM, *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*  
Tammy Langsdorf, Workers Compensation Supervisor, *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  
Hardenberg Insurance Group  
EJA/Capacity Insurance  
Insurance Agency Mgmt

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

#### **OATHS OF OFFICE**

*An Oath of Office* was administered by Mr. DeWeese, Fund Solicitor, to Paula Kosko, Hainesport, Alternate Executive Committee Member, for the 2019 Fund Year. Mr. DeWeese congratulated her on her election.

The *Oath of Office* was signed and presented to the Fund Solicitor.

#### **CONDUCT OF MONTHLY MEETING**

Motion by Mr. Mascia, seconded by Mr. Wolbert, 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 Jack presented the meeting minutes of the January 15, 2019 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Mascia, seconded by Mr. Wolbert, to approve the Open & Closed session meeting minutes of the January 15, 2019 meeting of the Fund as presented. **Motion carried.**

The Closed Session minutes of the January 15, 2019 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 January 15, 2019 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:

**2018 Safety Incentive Program Awards** – Mr. Forlenza noted a letter from his office describing how to collect your 2018 Safety Incentive Awards money will be emailed out to all members after the Safety Breakfast Kickoff.

**2019 Optional Safety Budget** - Mr. Forlenza stated a letter from our office describing how to collect your 2019 Optional Safety Budget allowance was e-mailed on or about February 15, 2019. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2019 Optional Safety Budget allowance, please contact his office. Please note that the deadline to claim or encumber these funds is November 30, 2019. All encumbered funds have to be claimed by February 1, 2020.

**2019 Wellness Incentive Program Allowance** – Mr. Forlenza stated a letter from his office describing how to collect your 2019 Wellness Incentive allowance was e-mailed on or about February 15, 2019. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2019 Optional Safety Budget allowance, please contact our office. Please note that the deadline to claim or encumber these funds is November 30, 2019. All encumbered funds have to be claimed by February 1, 2020.

**EPL/Cyber Allowance** - Mr. Forlenza noted the JIF has budgeted \$500 for each member to help offset employment practice and cyber security related expenses and asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 30, 2019 and if you encumbered these funds, they must be claimed by February 1, 2020.

**EPL Helpline – Authorized Contact List** – Mr. Forlenza asked members to review the attached list for accuracy. He noted the resolution to make changes to this list is on the JIF website at [www.burlcojif.org](http://www.burlcojif.org). Please contact the Executive Director's office with any questions.

**Employment Practices Liability Compliance**– Mr. Forlenza asked members to review the attached status report for the member's individual deductibles to make sure the noted deductibles & coinsurance figures are accurate.

**MEL Cyber Risk Management Plan Compliance Status** – Mr. Forlenza stated that a compliance report indicating each member's status with the MEL Cyber Risk Management Program is included in the agenda for your review. Each member should review this report carefully to insure its accuracy, and if you feel the report to be inaccurate, please contact Ed Cooney, Fund Underwriter.

**Elected Officials Training** – Mr. Forlenza reminded the members of the ongoing Elected Officials training. The MEL will reduce each member's 2019 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2019. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member's 2019 MEL Assessment. Invitations/RSVP's for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on November 1, 2018. The sign-in sheets from December 6, 2018, January 31, and February 6, 2019 seminars are posted on the JIF website. The remaining training has been scheduled on the following date:

March 21, 2019 - O'Connor's American Bar & Grille, Eastampton

**Employee Cyber Hygiene Training – Media Pro** – Mr. Forlenza reminded the members that to help combat the rise in cybersecurity threats, the JIF has contracted with MediaPRO to deliver online technology risk training for Member Municipalities. On Friday, November 9, 2018 an email containing a spreadsheet was sent to all Fund Commissioners asking that they provide the first name, last name, title, and email address of each employee that they want to have access to the training module. Mr. Forlenza noted there are still two (2) towns that have not provided this information: Edgewater Park and Medford. Once that information is received, the training will be able to be assigned to employees. Please contact Megan Matro in the Executive Director Office's if you have any questions.

**Technology Risk Management Services – Pivot Point** – Mr. Forlenza noted that on November 27, 2018, an email was sent to all members asking that they provide the Executive Director's office with the IP addresses of all of their public facing networks and the contact information for their IT professional. He explained that the IP addresses are needed by Pivot Point Security so they can begin the vulnerability testing of members' networks. Members were asked to respond to this request by Friday, December 14, 2018, and to date there are still four (4) members who have not supplied this information. Once this information is received, members will begin to see the role out of different risk management services from Pivot Point. Please do not hesitate to contact the Executive Director's office if you have any questions.

**RMC Resolutions & Agreements** – Mr. Forlenza noted that a memo and sample copies of the JIF RMC Resolution and Agreement for the 2019 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 this documentation is received, payment can be issued for the 2019 fees. 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.

**Safety Breakfast Kickoff/Safety Coordinator & Claim Coordinator Roundtable** – Mr. Forlenza stated the Fund will hold its 28th Annual Safety Breakfast on March 5, 2019 at Indian Springs Country Club, Marlton beginning at 8:30 AM. The invitations and Response Form included in the agenda packet were emailed out to all Safety Coordinators, Claims Coordinators, Fund Commissioners, and Risk Management Consultants on February 1, 2019. Also, immediately following the Safety Breakfast, the JIF will be sponsoring a Safety Coordinator & Claims Coordinator Roundtable at the same venue. The Wellness Coordinators are also invited to attend.

**Payroll Audits** – Mr. Forlenza noted on or about February 7, 2019 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2018 payrolls. These payroll figures will serve as the basis for your 2020 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically. Details on how the data can be sent were included in the February 7, 2019 correspondence. Once the information is

processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

**Property Appraisals** – Mr. Forlenza noted on or about February 7, 2019, each member and their RMC's will receive a notification from his office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2019 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 22, 2019.

**Police Accreditation** – Mr. Forlenza stated that on or about February 6, 2019 an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Fund Commissioners and RMC's. It was asked that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Plavchak at 856-446-9131

**Annual Planning Retreat** – Mr. Forlenza noted the Fund will be holding its Annual Planning Retreat on April 16, 2019 at Café Madison, Riverside at 8:30 AM. Following the Retreat will be the Executive Committee Meeting at 3:30 PM. A Save the Date was emailed out to all Fund Commissioners, Alternate Fund Commissioners, and RMC's on February 12, 2019. An invitation and the RSVP Form will be emailed in early March.

**New Fund Commissioner Orientation** – Mr. Forlenza stated that New Fund Commissioner Orientation training will be conducted prior to the Executive Committee Meeting on May 21, 2019 at 1:30 PM in Hainesport. An email notification with further details will be sent out to all Fund Commissioners and RMC's in early April.

**Website ([www.burlcojif.org](http://www.burlcojif.org))** – Mr. Forlenza stated the new and improved BURLCOJIF website is due to be launched in the next week or so and an announcement will be sent out once it is up and running. Please be sure to check it out.

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

### **SOLICITOR'S REPORT**

**Closed Cases** – Mr. DeWeese reported that there were two (2) closed case(s) for the month of January, 2019. He then briefly reviewed the matters.

### **SAFETY DIRECTOR'S REPORT**

Mr. Saville stated that the Safety Director's Report is self-explanatory and apologized that his report is a handout at today's meeting. Due to problems with their computer system they were not able to have the report ready in time to be included in the agenda. He highlighted the following items:

**MEL Video Library** – He noted two members utilized the Library in January and asked that it please be utilized. 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](mailto:melvideolibrary@jamontgomery.com), and phone number: 856-552-4900.

**Safety Director's Bulletins** – He noted that there were many bulletin distributed during January, including:

- *Planning for Snow Events*
- *ADA Accessible Websites*
- *Injury Recording Summary Logs*
- *Fit-Testing Firefighters with Facial Hair*

**MSI Class Listing** – Mr. Saville referenced the list of MSI Classes that are available in February, March, and April that are included in the agenda packet. He noted that a current list of MSI Training Administrators needs to be kept up to date, so if there are any changes in regards to the Training Administrator, please advise [afelip@jamontgomery.com](mailto:afelip@jamontgomery.com)

Lastly Mr. Saville reminded the members that their OSHA 300A reports must be posted between February 1- April 30, 2019 of each year.

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

### **CLAIMS ADMINISTRATOR'S REPORT**

#### **Lessons Learned from Losses – February**

Mr. Roselli introduced Tammy Langsdorf, who has been appointed the Workers Compensation Supervisor in place of Patty Davidson.

Mr. Roselli presented the *Lessons Learned from Losses* for February which reviewed the importance of Vehicle Maintenance. He highlighted the following:

- Regular inspections and maintenance should be completed per vehicle manufacturer's recommendations.
- Each driver should complete an inspection report of the vehicle prior to use.
- During inspection, if any items are found to be deficient, the vehicle should be removed from service until repairs are completed.
- All problems should be promptly reported to the program (vehicle fleet) administrator.

Mr. Roselli noted for a complete list of resources regarding Managing Vehicle Fleets and the Fleet Safety Programs, please see [www.njmel.org](http://www.njmel.org).

Mr. Roselli then reviewed examples of claims where normal vehicle inspections and maintenance could have prevented costly claims.

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:

- Several members are planning meetings for the month of February. If we have not yet met to plan for 2019, please have your Wellness Coordinator reach out to her, and noted if your town is hosting any type of Wellness event, please let her know so she can keep track of who is doing what, and what ideas she can pass onto other towns.
- Beverly City – Started the 10-week Healthy Lifestyle Challenge

- Florence Twp. – This year’s challenge is “Are you a Maintainer or a Loser?” (15 employees signed up) Offering an end-of-year prize for all those who participate in wellness initiatives throughout the year. Healthy snacks being supplied by Police Dept. Created a team to participate in an April 5K race. Team shirts will be made. Next Wellness Committee meeting scheduled for March.
- Hainesport Twp. – Lunch & Learn with ShopRite Dietitian and Donna Gabler with Healthy Gut. Closed township building for the hour so all could attend. Every Monday participate in short office exercise (Monday Movers) but might be moving it to once a month. Employee every month is bringing in a healthy snack for the office. Reimbursed through wellness funds.
- Lumberton Twp. – Started the 10-week Healthy Lifestyle Challenge. Create a monthly “trivia” question from Newsletter. Offering an end-of-year prize for all those who participate in wellness initiatives throughout the year.
- Medford – Employee “Who’s Who” Baby Picture Game. Starting 10-week Healthy Lifestyle Challenge. Offering an end-of-year prize for all those who participate in wellness initiatives throughout the year.
- Mt. Laurel – working with Jefferson to set up the next presentation for EMS. Focus will be on sleep deprivation. Offering yoga for anyone interested 2 times a month. Providing fresh fruit at the station.
- Westampton – Upgrading equipment in their exercise room. Sent them Safety signage that was provided by JAM
- Ms. Schiffer thanked those who participated in “Wear Red Day” on Friday, February 1 for the kickoff for Heart Month and an outward sign recognizing that heart disease does not show gender preference: both men and women are at risk. Friday Feb 1st to raise awareness about heart disease. Some took group photos that were posted on the JIF website.
- Ms. Schiffer also noted in her report was a Wellness Gratitude Calendar showing a small suggestion each day that can be done to show Gratitude or kindness to promote wellbeing.
- Wellness Incentive Allowances must be encumbered by November 30, 2019, and used by February 1, 2020, so if you haven’t planned any wellness activities for the end of this year, be sure to encumber the money.
- **February Wellness Newsletter** - She noted that the February Wellness Newsletter was included in her report.

Ms. Schiffer then noted some things to remember:

1. Remind your employees about NJWELL. Getting regular checkups can earn them \$250 back in their pockets.
2. Attached is the Wellness Initiative Best Practice again for ideas
3. Encourage the startup of a Wellness Committee
4. Adopt a version of the Wellness Policy that fits your municipality
5. Display the “Healthy Living @ Work” poster
6. Promote your EAP program if you have one

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 January, 2019.

### **Lost Time v. Medical Only Cases**

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

	<i>January</i>	<i>YTD</i>
<i>Lost Time</i>	1	1
<i>Medical Only</i>	14	14
<i>Report Only</i>	8	8
<i>Total Intakes</i>	23	23
<i>Report Only % of Total</i>	34.8%	34.8
<i>Medical Only/Lost Time Ratio</i>	93:07	93:07
<i>Average Days to Report</i>	1.7	1.7

**Transitional Duty Report**

Ms. Beatty presented the Transitional Duty Report:

	<i>January</i>
<b><i>Transitional Duty Summary Report</i></b>	
<i>Transitional Duty Days Available</i>	173
<i>Transitional Duty Days Worked</i>	71
<i>% of Transitional Duty Days Worked</i>	41.0%
<i>Transitional Duty Days Not Accommodated</i>	102
<i>% of Transitional Duty Days Not Accommodated</i>	59.0%

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

	<i>January</i>
<b><i>PPO Penetration Rate</i></b>	
<i>Bill Count</i>	182
<i>Original Provider Charges</i>	\$297,586
<i>Re-priced Bill Amount</i>	\$114,714
<i>Savings</i>	\$182,872
<i>% of Savings</i>	61.5%
<i>Participating Provider Penetration Rate - Bill Count</i>	95.6%
<i>Participating Provider Penetration Rate - Provider Charges</i>	95.9%
<i>EPO Provider Penetration Rate - Bill Count</i>	94.4%
<i>EPO Provider Penetration Rate - Provider Charges</i>	98.2%

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 **January 31, 2019**, a copy of which was provided to the membership in the agenda packet.



**Investment Interest**

Interest received or accrued for the reporting period totaled \$22,496.75. This generated an average annual yield of 1.45%. However, after including an unrealized net gain of \$17,157.50 in the asset portfolio, the yield is adjusted to 3.56% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$114,095.71 as it relates to current market value of \$16,931,652.27 vs. the amount we have invested. This current market value; however, when considering the total accrued income at month end is \$16,965,944.20.

Our asset portfolio with Wilmington/Trust consists of 3 obligations with maturities greater than one year and 7 obligations with maturities less than one year.

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$8,038.46	\$8,038.46
Overpayment Reimbursements	\$0.00	
Salvage Receipts	\$3,125.00	
FY 2019 Premium Assessments	\$1,712,858.00	

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

Delran Township	\$66,123.00
Chesterfield Township	\$1,084.00
Bordentown City	\$52,924.00
Bordentown Township	\$27,879.00
Westampton	\$10,150.00

**Cash Activity for the Period**

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$17,887,641.72 to a closing balance of \$ 19,262,436.49 showing an increase in the fund of \$1,374,794.77.

**Loss Run Payment Register – January 2019**

Mr. Tontarski stated that his 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 \$257,255.99. The claim detail shows 362 claim payments issued.

**Bill List – February 2019**

For the Executive Committee's consideration, Mr. Tontarski presented the February 2019 Bill List in the amount of \$937,485.71.

For the Executive Committee's consideration, Mr. Tontarski presented the 1<sup>st</sup> Installment 2019 RMC Bill List in the amount of \$102,857.00.

Chair Jack entertained a motion to approve the January 2019 Loss Run Payment Register, the February 2019 Bill List in the amount of \$937,485.71, and the 1<sup>st</sup> Installment RMC Bill List in the amount of \$102,857.00 as presented

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

Motion by Mr. Wolbert, seconded by Mr. McMahon, to approve the *January 2019 Loss Run Payment Register, the February Bill List in the amount of \$937,485.71 and the 1<sup>st</sup> Installment RMC Bill List in the amount of \$102,857.00* 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.**
- Patricia Hansell, **Fieldsboro Borough**
- Richard Brook, **Florence Twp.**
- Paula Kosko, **Hainesport Twp.**
- Mike Magee, *Alternate*, **Mansfield Twp.**
- Kathy Burger, **Medford Twp.**
- Jerry Mascia, **Mt. Laurel Twp.**
- Bud Wells, *Alternate*, **North Hanover Twp.**
- Debbie Vallari, *Alternate*, **Pemberton Borough**
- Meghan Jack, **Riverside Twp.**
- David Matchett, **Shamong**
- J. Paul Keller, **Springfield Twp.**
- Doug Cramer, **Tabernacle Twp.**
- Steve Ent, **Westampton Twp.**
- James Ingling, **Wrightstown Borough**

*Nays:*            None  
*Abstain:*        None

Motion carried by unanimous vote.

### COMMITTEE REPORTS

Nothing to Report

At this time, Chair Jack presented two (2) Resolution's for consideration and approval:

#### *Resolution 2019-19 – Awarding a Contract for Administrator*

Motion by Mr. McMahon, seconded by Mr. Cramer, to adopt *Resolution 2019-19, Awarding a Contract for Administrator to Arthur J. Gallagher & Co for 2019 Commencing March 1, 2019.*

Chair Jack asked if there were any questions. No questions were entertained

**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.**
- Patricia Hansell, **Fieldsboro Borough**
- Richard Brook, **Florence Twp.**
- Paula Kosko, **Hainesport Twp.**
- Mike Magee, *Alternate*, **Mansfield Twp.**
- Kathy Burger, **Medford Twp.**
- Jerry Mascia, **Mt. Laurel Twp.**
- Bud Wells, *Alternate*, **North Hanover Twp.**

Debbie Vallari, *Alternate*, **Pemberton Borough**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:* None  
*Abstain:* None

***Resolution 2019-20 – Awarding a Contract to Lou Romero & Secure Data Consulting Services, LLC as Technology Risk Services Director Under the “Non-Fair and Open” Process***

At this time, Mr. Forlenza explained that an opportunity was presented to his office and he wanted to bring it to the Fund for consideration of appointment at this meeting.

Mr. Forlenza stated Lou Romero, who many may know, has worked for Pivot Point undertaking the Cyber Assessments for your towns and provided the written report of their findings and recommendations. As this assignment has come to an end, Pivot Point doesn't have much more for Mr. Romero to undertake in his specialty, so they have decided to part ways amicably.

Mr. Romero came by the Executive Directors office as a courtesy to inform us of this parting. Mr. Forlenza noted an opportunity then came to light as there has been strong concern for a number of months in regards to our Cyber Exposure. Many of the member towns have had cyber-attacks and the amount of premiums we have paid out compared to our incurred losses is well over 100%. Mr. Forlenza has been in discussions with Mr. Cooney, Fund Underwriter, and Statewide there have been quite a few Cyber claims. One of the concerns discussed is the 2020 Renewal due to the number of claims experienced Statewide.

Mr. Forlenza explained initially there was a low premium, a \$10,000 deductible, and there wasn't much knowledge about member claims or their exposures. Over the last couple of years, the cyber liability premium has increased dramatically. In 2019, the MEL was anticipating a flat renewal; however, in the last week of December 2018, there were nine (9) claims reported, and the insurer came back and asked for a 15% increase effective January 1, 2019, which the MEL approved.

With that said, Mr. Romero discussed with Mr. Forlenza and Mr. Miola the possibility of continuing his work with the members. Mr. Forlenza noted this was seen as an opportunity to get someone on board, who everyone is familiar with, to work with the individual towns to get each one in compliance with the MEL Cyber Risk Management Plan. As it stands, each town has an individual deductible of \$10,000 in 2019 should they have a loss. Going into 2020, it is predicted this figure will be significantly higher. Mr. Forlenza explained, what we are trying to do through employing Mr. Romero, is have him assist each town in becoming compliant with the MEL's Cyber Risk Management Plan, so when they begin the underwriting process for the 2020 renewal, the vast majority of the members are in compliance. In addition, Members are actively testing network vulnerability, training employees, and practicing good Cyber Hygiene, which will place the Fund in a stronger position at renewal time. Mr. Forlenza reminder the members that if you are compliant within the Tier 1 program, your deductible will be 50% less; Tier 2 compliance will be result in a reimbursement of 75% of your deductible.

Mr. Forlenza stated to date, the BURLCO JIF has four (4) open Cyber related claims in 2018, and one (1) in 2019. As noted earlier, the JIF's 5 incurred losses is already more than what the JIF has paid in premium, which does not put the Fund in a good position.

Mr. Forlenza referenced a handout with a Draft Resolution appointing Mr. Romero, along with the proposed Contract/Scope of Services. He then reviewed those services with the membership. He also noted the Mr. Romero will be attending the monthly Executive Committee Meetings to give a report as the other Professionals do, and he will be meeting with the Executive Directors office each month, as does the Wellness Director to review and discuss their activities for the month. He will also be sending out Cyber Newsletters which will have a great deal of information for you.

Mr. Forlenza stated the Draft Resolution and contract handed out is for a 10 month term, effective March 1, 2019. He noted there is no additional premium required from the members as the Finance Committee funded \$100,000 in the Risk Management Contingency Line which was used to pay for the original cyber audits performed by Pivot Point in 2016 & 2017 and offset the 2018 Claims Audit costs. The total proposed cost of these services is approximately \$37,000. Continuation of this contract into 2020 will be discussed with the Finance Committee in September to see if it makes sense to offer Mr. Romero a new contract.

Mr. Forlenza apologized for presenting this proposal in this way, as he usually prefers to review these matters in the appropriate Committee; however, he didn't want to wait another 30 days to present this opportunity. Mr. Romero is very personable and enjoys working with our members. Mr. DeWeese stated we have received correspondence from Pivot Point waiving the Mr. Romero's "non-compete" covenant. Mr. Romero will not be performing any services for Pivot Point or MediaPro, but rather coordinating with them to assist the towns in becoming compliant with the MEL's Cyber Risk Management Plan, along with other services as outlined in his Scope of Services.

Mr. Forlenza asked if there were any questions. Mr. Wolbert inquired as to the overall goal in appointing Mr. Romero. Mr. Forlenza stated, first and foremost, is to have him assist in getting each town in compliance with the MEL Cyber Risk Management Plan. He noted there are only two (2) member towns in compliance with this Plan and it has been 14 months since it was introduced to the members.

Chair Jack mentioned her initial concern in regards to the fact this is not the path usually taken when presenting a new Service Contract; however, due to the concern with the time frame and the fact there is no learning curve as he is familiar with our towns, members, and IT employees, he will be able to start right away.

Chair Jack noted her concern with the overall cost, as when this was first discussed on a conference call with her, it was one sum, and then it increased. Mr. Forlenza explained that after further review of the payment structure, it didn't make sense to bill on an hourly basis as professionals in this field are getting up to \$300/hour for these types of services, but rather bill a flat rate, which is \$1,650 per member.

Mr. Brook commented that he is in agreement with Chair Jack that this is not the normal way of presenting a new Service; however, Mr. Forlenza did explain the situation very thoroughly and the urgency of moving forward.

Mr. Brook asked if this service would be evaluated and reviewed as to how the members are doing as a group so as to decide if this service is working. Mr. Forlenza answered yes.

Chair Jack asked if there were any other questions. Hearing none, Chair Jack entertained a Motion to adopt *Resolution 2019-20, Awarding a Contract to Lou Romero & Secure Data Consulting Services, LLC as Technology Risk Services Director Under the "Non-Fair and Open" Process*

Motion by Mr. Cramer, seconded by Mr. McMahon, to adopt *Resolution 2019-20* 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.**  
Patricia Hansell, **Fieldsboro Borough**  
Richard Brook, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Mike Magee, *Alternate*, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
Bud Wells, *Alternate*, **North Hanover Twp.**  
Debbie Vallari, *Alternate*, **Pemberton Borough**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:*            None

*Abstain:*        None

### ***MEL/RCF/EJIF REPORT***

Nothing to Report

### ***Next Meeting***

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, March 19, 2019 at 3:30 PM** at the **Hainesport Municipal Building, Hainesport, NJ.**

### ***PUBLIC COMMENT***

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

Chair Jack opened the meeting to the public for comment.

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

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

***EXECUTIVE SESSION MEETING – Resolution #2019-21***

Chair Jack 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. Mascia, seconded by Mr. McMahon, to Adopt ***Resolution #2019-21***. 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 Jack entertained a motion to reopen the public portion of the meeting.

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

***APPROVAL OF CLAIMS PAYMENTS***

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

<b><i>Workers' Compensation</i></b>	<b><i>General Liability</i></b>	<b><i>Auto</i></b>	<b><i>Property</i></b>
<i>2019164206</i>	<i>001241781</i>	<i>2019159715</i>	<i>2019161998</i>
<i>001220952</i>	<i>001256269</i>		
<i>2019160825</i>	<i>2018119926</i>		

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

Motion by Mr. McMahon, seconded by Mr. Mascia, 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.**
  - Patricia Hansell, **Fieldsboro Borough**
  - Richard Brook, **Florence Twp.**
  - Paula Kosko, **Hainesport Twp.**
  - Mike Magee, *Alternate*, **Mansfield Twp.**
  - Kathy Burger, **Medford Twp.**
  - Jerry Mascia, **Mt. Laurel Twp.**
  - Bud Wells, *Alternate*, **North Hanover Twp.**
  - Debbie Vallari, *Alternate*, **Pemberton Borough**
  - Meghan Jack, **Riverside Twp.**
  - David Matchett, **Shamong**
  - J. Paul Keller, **Springfield Twp.**

Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

***AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL***

There were no (0) abandonment of Subrogation claim(s) presented in Closed Session.

***MOTION TO ADJOURN***

Chair Jack entertained a motion to adjourn the February 19, 2019 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Wolbert, to adjourn the February 19, 2019 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:43 PM.



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Kris Kristie,  
*Recording Secretary for*



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Glenn McMahon,  
*Fund Secretary*