

AGENDA PACKET



Tuesday, May 21, 2019 at 3:30 PM

**Hainesport Municipal Building
1 Hainesport Centre
Hainesport, NJ**

WWW.BURLCOJIF.ORG

Pilgrims!!

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
Hainesport Municipal Building
Hainesport, NJ
Tuesday, May 21, 2019 – 3:30 PM

AGENDA

- I. Meeting called to order by Chairman
- II. Salute the Flag
- III. Statement of Compliance with Open Public Meetings Act
 - A. Notice of this meeting was given by:
 - 1. Sending sufficient notice herewith to the ***Burlington County Times***, Mount Holly, and ***Courier Post***, Cherry Hill NJ;
 - 2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
 - 3. Posting notice on the public bulletin boards of all member municipalities of the BURLCO JIF.
- IV. Roll Call
 - A. Fund Commissioners
 - B. Fund Professionals
 - C. Risk Management Consultants
 - D. Move up Alternates (*if necessary*)
- V. Allow that this monthly meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners – **Motion – All in Favor**
- VI. Approval of Minutes
 - A. Adoption of the **April 16, 2019** Meeting Minutes.....Pages 1-13
 - B. Adoption of the **April 16, 2019** Closed Session Minutes.....Handout

Motion to Adopt the above meeting minutes – **Motion – All in Favor**

The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.

- VII. Executive Director's Report..... Pages 14-41
 - A. Lost Time Accident Frequency.....Pages 17-18
 - B. Certificates of Insurance.....Pages 19-20
 - C. Financial Fast Track Report.....Page 21
 - D. Regulatory Filing Checklists.....Pages 22-23
 - E. 2018 Safety Incentive Program Awards.....Page 24
 - F. 2019 Optional Safety Budget.....Page 25
 - G. 2019 Wellness Incentive.....Page 26
 - H. EPL/Cyber Risk Management Budget.....Page 27
 - I. MEL EPL Helpline: Authorized Contact List.....Page 28
 - J. EPL Compliance StatusPage 29
 - K. MEL Cyber Risk Management Plan Compliance Status.....Page 30
 - L. Statutory Bond Status.....Page 31
 - M. Skateboard Park Approval Status.....Page 32
 - N. Capehart & Scatchard Updates.....Pages 33-39
 - O. Employee Cyber Hygiene Training - MediaPro
 - P. Pivot Point Newsletter.....Page 40-41
 - Q. Member Visitation Program

	R.	Website	
	S.	New Member Activity	
VIII.		Solicitor's Report	
	A.	Closed Cases	Page 42
IX.		Safety Director's Report	
	A.	Activity Report	Pages 43-48
	B.	Police One Training	Update
	C.	Bulletin: Playground Inspections	Pages 49-50
	D.	Bulletin: Prevent Falls in Construction	Page 51
X.		Claims Administrator's Report	
	A.	Lessons Learned from Losses	Page 52
XI.		Wellness Director Report	
	A.	Monthly Activity Report	Pages 53-54
	B.	Corner Connection	Pages 55-60
XII.		Managed Health Care Report	
	A.	Summary Report	Page 61
	B.	Average Number of Days to Report a Claim	Page 62
	C.	Transitional Duty Report	Page 63
	D.	PPO Savings & Penetration Report	Pages 64-65
	E.	Paid Provider by Specialty	Page 66
	F.	Top 5 Provider by Specialty	Page 67
	G.	Nurse Case Management Report	Page 68
XIII.		Technology Risk Services	
	A.	Report	Pages 69-72
	B.	Tech Watch Newsletter	Pages 73-75
XIV.		Treasurer's Report as of April 30, 2019	Pages 76-108
	A.	Investment Report	
	B.	Loss Run Payment Registers	
	C.	Fund Status	
	D.	Disbursements	
	E.	May Bill List	Page 109
		Motion to approve the Payment Register & Bill Lists– Motion – Roll Call	
XV.		Committee Reports	
		Nothing to Report	
XVI.		MEL/RCF/E-JIF Reports	
		Nothing to Report	
XVII.		Miscellaneous Business	

XVIII. Meeting Open to Public Comment

- A. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
- B. Motion to Close Meeting to Public Comment – **Motion - All in Favor**

XIX. Closed Session – Resolution 2019- _____ Authorizing a Closed Session of the Burlington County Municipal Joint Insurance Fund to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations – **Motion -Roll Call**

- A. Professionals' Reports
 - 1. Claims Administrator's Report
 - a. Review of PARs over \$10,000
 - 2. Executive Director's Report
 - 3. Safety Director's Report
 - 4. Solicitor's Report
- B. Reopen Public Portion of Meeting – **Motion – All in Favor**

XX Approval of Claims Payments – **Motion – Roll Call**

XXI Authorization to Abandon Subrogation (if necessary) – **Motion – Roll Call**

XXII. Motion to Adjourn Meeting – **Motion – All in Favor**

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
CAFÉ MADISON
33 LAFAYETTE RD
RIVERSIDE, NJ**

APRIL 16, 2019

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at Café Madison, 33 Lafayette St, Riverside, New Jersey, on Tuesday, April 16, 2019 at 3:00 PM, prevailing time. Chair Jack, **Riverside**, presiding. The meeting was called to order at 3:00PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to the ***Burlington County Times***, Mt. Holly, NJ, and to the ***Courier Post***, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Burlington County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Burlington County Municipal Joint Insurance Fund.

ROLL CALL

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.**
Tom Pullion, **Edgewater Park Twp.**....*arrived after roll call*
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Bud Wells, *Alternate*, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Michelle Brown, *Alternate*, **Pemberton Township**
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:

Donna Mull, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Forlenza, Executive Director, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
Rob Garish, Safety Director, *J.A. Montgomery Risk Control*
Chris Roselli, Claims Administrator, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*
Lou Romero, Technology Risk Services Director, *Secure Data Consulting Services*

Also present were the following Risk Management Consultant agencies:

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

Absent Risk Management Consultant agencies:

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 John Gural, Palmyra Borough, Executive Committee Member #1, for the 2019 Fund Year. Mr. DeWeese congratulated him on his election.

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

CONDUCT OF MONTHLY MEETING

Motion by Mr. Cramer, seconded by Mr. Mascia, 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 March 19, 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. McMahon, seconded by Mr. Wolbert, to approve the Open & Closed session meeting minutes of the March 19, 2019 meeting, as well as the Closed Session meeting minutes of November 20, 2018 and December 18, 2018 of the Fund as presented. **Motion carried.**

The Closed Session minutes of the March 19, 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 March 19, 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:

Certificates of Insurance – Mr. Forlenza referenced this report in the agenda packet and asked everyone to please review it for accuracy.

2018 Safety Incentive Program Awards – Mr. Forlenza noted a letter from his office describing how to collect your 2018 Safety Incentive Awards money was emailed to all members on April 10, 2019 and noted included in that letter was a notice of extension to be able to claim your funds in the form of a check. That deadline was extended to May 3, 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 2018 Safety Incentive Program allowance, please contact his office. He reminded the committee 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 Optional Safety Budget - Mr. Forlenza stated that a letter from his 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 that the JIF has budgeted \$500 for each member to help offset employment practice and/or 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.

New MEL EPL Helpline – Authorized Contact List – Mr. Forlenza noted that the MEL has established the *MEL Employment Practices Helpline* to assist our members by providing legal advice on employment related issues. The Members have unlimited access to the *Helpline* attorneys to seek advice on employment related issues. The Members can appoint up to **two (2)** municipal representatives who will be permitted to contact the *Helpline* attorneys with their inquiries. The appointment of the municipal representatives must be made by Resolution of the Governing Body. **Please note that Municipal Solicitors cannot be appointed as Helpline Contacts.** Enclosed please find the most recent list of authorized contacts for the *MEL Employment Practices Helpline*. These authorized contacts are the only representatives permitted to access this service. Please contact the Executive Director's Office or David S. DeWeese, Esquire with any questions regarding the *Helpline*.

Statutory Bond Status– Mr. Forlenza referenced a report in the agenda of the latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy, and remember the coverage is for the individual, not the position. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA.

Police One Training – Mr. Forlenza noted the Police One online training is underway and in place to help reduce the skyrocketing costs associated with police related injuries and lawsuits. Mr. Garish will provide any updates in his report.

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 and noted Mr. Romero covered a lot of this in his presentation earlier today. Mr. Forlenza noted there is still one (1) town that has not provided this information. Once that information is received, the training will be assigned to these 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, to date there are still two (2) members who have not supplied this information; Chesterfield and Pemberton Borough. 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.

Quarterly Attendance – Mr. Forlenza noted the Attendance report through March was included in the agenda packet, and he asked the members to please review. He stated the attendance is taken directly from the minutes of each meeting.

New Fund Commissioner Orientation – Mr. Forlenza noted he will be conducting New Fund Commissioner Orientation training prior to the Executive Committee Meeting on May 21, 2019 at 1:30 PM in Hainesport. An email notification with further details was sent out to all Fund Commissioners and RMC's on or about April 1, 2019, and he noted that any Fund Professional or staff that would like to attend, please just let his office know so we can have the proper amount of handouts.

Elected Officials Online – Mr. Forlenza noted the 2019-2020 in person Elected Officials Training Sessions have concluded. Members with elected officials that attended this training will receive a credit of \$250 for each municipal elected official who attended one of the in person training sessions. This credit is also available to the member's CEO (i.e. Municipal Manager or Administrator) this year. The sign-in sheets from December 6, 2018, January 31, 2019, February 6, 2019, and March 21, 2019 seminars are posted on the JIF website. Earlier this month, the MEL announced the availability of online training for elected officials via the MEL Safety Institute. Elected officials that complete the online training session by May 1, 2019 will also be eligible for the \$250 per elected official credit. The total credit is limited to 5% of a member's 2019 MEL Assessment. Instructions on how to access the online training are attached for your review and also available on the MEL website; www.njmel.org.

Financial Disclosure Statement Filing – Mr. Forlenza stated in 2014, the Division of Local Government Services implemented a new “on line” process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file as their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from our office once we are notified of their assignment and have 30 days from their day of assignment in which to file. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director’s office should contact Kris Kristie at 856-446-9136.

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 no closed case(s) for the month of March, 2019.

For the Executive Committee’s consideration, Mr. DeWeese presented Resolution 2019-23 Authorizing the Release of Fund Year 2018 Closed Session Executive Committee meeting Minutes with certain redactions as noted.

Motion by Mr. Mascia, seconded by Mr. Wolbert, to Adopt ***Resolution #2019-23*** 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. Patrice Hansell, Fieldsboro Borough Richard Brook, Florence Twp. Paula Kosko, Hainesport Twp. Brandon Umba, Lumberton Twp. Mike Fitzpatrick, Mansfield Twp. Kathy Burger, Medford Twp. Jerry Mascia, Mt. Laurel Twp. Bud Wells, <i>Alternate</i> , North Hanover Twp. John Gural, Palmyra Borough Michelle Brown, <i>Alternate</i> , Pemberton Township 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.

For the Executive Committee's consideration, Mr. DeWeese presented Resolution 2019-24 Seeking Authorization to Designate an Additional Approved Associate.

Mr. DeWeese explained Affanato Marut, LLC requested that Caitlin Carroll, Esq., be added as an Approved Associate for the ACM JIF for 2019. Mr. DeWeese noted Ms. Carroll was included in the RFQ response from this firm; however, her name was not included in the Resolution which was simply an oversight on his part. Mr. DeWeese also noted her resume had been included in the RFQ, and was included in today's agenda for review. Mr. DeWeese noted she is more than qualified.

Motion by Mr. Wolbert, seconded by Mr. Gural, to Adopt **Resolution #2019-24** 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. Patrice Hansell, Fieldsboro Borough Richard Brook, Florence Twp. Paula Kosko, Hainesport Twp. Brandon Umba, Lumberton Twp. Mike Fitzpatrick, Mansfield Twp. Kathy Burger, Medford Twp. Jerry Mascia, Mt. Laurel Twp. Bud Wells, <i>Alternate</i> , North Hanover Twp. John Gural, Palmyra Borough Michelle Brown, <i>Alternate</i> , Pemberton Township Meghan Jack, Riverside Twp. J. Paul Keller, Springfield Twp. Doug Cramer, Tabernacle Twp. Steve Ent, Westampton Twp. James Ingling, Wrightstown Borough
	Nays:	David Matchett, Shamong
	Abstain:	None

Motion carried by popular vote.

SAFETY DIRECTOR'S REPORT

Mr. Garish then stated that the Safety Director's Report is self-explanatory and is included in the agenda. He highlighted the following items:

In regards to Police One Training, Mr. Garish reported that out of 27 members, 19 member towns actually have Police departments, and to date, eleven (11) of those members have currently enrolled in the training program or submitted their rosters; however, of those eleven (11), only five (5) member towns have actually participated in the training. This equates to 384 classes taken. Mr. Garish reported his office, along with Police One Academy, will be reaching out to those members to get them on board with the program. He also noted if you would like to see

what activity your specific Police department has done in terms of the training, please see him after the meeting. Mr. Garish stated he would like to give kudos to those members who have already made use of these trainings.

MEL Video Library – He noted three members utilized the Library in February 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, and phone number: 856-552-4900.

Safety Director's Bulletins – He noted bulletins and notices send out in March included:

- *Drug & Alcohol Policy for NJ Public Employee Template*
- *Selecting a Designated Employer Representative*

MSI Class Listing – Mr. Garish referenced the list of MSI Classes that are available in April, May, and June 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

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – April

Mr. Roselli presented the *Lessons Learned from Losses* for April which reviewed the importance of Inspections. He highlighted the following, noting that to ensure that observations are reported, corrected and documented consider the following:

- A system of regular inspections and observations
- Training for employees to identify potential hazards
- Procedures for employees and citizens to report potential hazards
- Procedures to log all reports and record corrective actions
- Procedures to notify other entities/authorities of conditions and/or incidents that require attention
- Procedures to investigate incidents and accidents

Mr. Roselli then reviewed examples of claims that were settled in the member's favor because of the having proper inspection procedures in place.

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 stated that she is setting up appointments with those she has not yet met with to start planning for wellness activities throughout the year. She then highlighted the following:

- Step, Drink More Water, and Make a Change Challenges are very popular, simple ways to add wellness into your day.
- Chesterfield – Lunch and Learn on Sedentary Lifestyles. Interesting topic for a future L&L is on Handling Diversities.
- Delanco – Lunch and learn on 10 Keys to Healthy Living. Launching new challenge called “Making a change, Makes a change”. Encourage employees to choose something they would like to change for improving their well-being. Asked to talk a selfie of

themselves actually achieving it to be posted on an “Inspiration Board” so all can help each other reach their goal!

- Florence – April “Powers” where every day there is a type of Hallway Exercise that can be done. For instance, Move-it Mondays with side squats. Way to motivate employees to move especially during the 3pm slump! Also have the yearlong “Are you a Maintainer or Loser” challenge. Sleep Deprivation presentation for the Police through JAM
- Hainesport –Planning for an April Step Challenge. Details to follow.
- Mansfield – Setting up EMT to offer blood pressure screenings in the office for employees. Starting the Healthy Lifestyle Challenge!
- Healthy Lifestyle Challenge participants: Beverly City, Bordentown Township, Chesterfield (pending), Lumberton, Medford, and Westampton. If you are interested in offering this challenge, please let me know. It can be started at any time throughout the year.
- April Wellness Connection Newsletter – Ms. Schiffer noted her newsletter includes small changes that can have a big impact in honor of National Stress Awareness Month.
- Ms. Schiffer reviewed simple ideas for your wellness funds: Fresh Fruit/healthy snacks; Team Building fun; Wellness Bulletin Boards; BP Screenings; purchase aromatherapy dispenser or a BP Cuff.
- Wellness Incentive Allowances must be claimed/encumbered by November 30, 2019, and collected by February 1, 2020, so if you haven’t planned any wellness activities for the end of this year, be sure to contact her for a meeting.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for March, 2019.

Lost Time v. Medical Only Cases

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

	<i>March</i>	<i>YTD</i>
<i>Lost Time</i>	<i>1</i>	<i>8</i>
<i>Medical Only</i>	<i>12</i>	<i>28</i>
<i>Report Only</i>	<i>2</i>	<i>14</i>
<i>Total Intakes</i>	<i>15</i>	<i>50</i>
<i>Report Only % of Total</i>	<i>13.3%</i>	<i>28.0%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>92:08</i>	<i>78:22</i>
<i>Average Days to Report</i>	<i>1.1</i>	<i>1.4</i>

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>March YTD</i>
<i>Transitional Duty Days Available</i>	<i>683</i>
<i>Transitional Duty Days Worked</i>	<i>307</i>
<i>% of Transitional Duty Days Worked</i>	<i>44.9%</i>

<i>Transitional Duty Days Not Accommodated</i>	376
<i>% of Transitional Duty Days Not Accommodated</i>	55.1%

Ms. Beatty noted included this month was a separate Transitional Duty Summary Report by Occupation.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>March</i>
<i>Bill Count</i>	165
<i>Original Provider Charges</i>	\$212,673
<i>Re-priced Bill Amount</i>	\$73,250
<i>Savings</i>	\$139,423
<i>% of Savings</i>	65.6%
<i>Participating Provider Penetration Rate - Bill Count</i>	93.9%
<i>Participating Provider Penetration Rate – Provider Charges</i>	93.6%
<i>EPO Provider Penetration Rate - Bill Count</i>	98.5%
<i>EPO Provider Penetration Rate – Provider Charges</i>	98.2%

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero reported that for the month of March 546 phishing emails were sent out to members, with only 11 being clicked. This is 2% of the emails which is well below average.

Mr. Romero stated that in regards to the Media Pro Cyber Training six (6) municipalities are 100% compliant; nine (9) are 80-90% compliant; six (6) are 70-70% compliant, and four (4) are 50-60% compliant.

Mr. Romero reported he has confirmed appointments with 16 member towns for their Risk Assessment visits, which will all be taking place in April and May and he is still reaching out to towns to try and set up these visits.

Mr. Romero asked if there were any questions. No questions were entertained.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **March 31, 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 \$26,944.68. This generated an average annual yield of 1.69%; however, after including an unrealized net gain of \$21,471.88 in the asset portfolio, the yield is adjusted to 3.03% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$78,593.59 as it relates to current market value of \$16,946,314.56 vs. the amount we have invested. The current market value; however, when considering the total accrued income at month end is \$17,018,269.56.

The Fund's asset portfolio with Wilmington/Trust consists of 2 obligations with maturities greater than one year and 8 obligations with maturities less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$4,783.95	\$14,986.99
Overpayment Reimbursements	\$0.0	
Salvage Receipts	\$300.00	
FY 2019 Premium Assessments	\$194,660.00	

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

Delran Township	\$66,214.00
Chesterfield Township	\$1,085.00
Bordentown City	\$52,997.00
Bordentown Township	\$27,917.00
Westampton	\$10,164.00

Cash Activity for the Period

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$19,205,118.81 to a closing balance of \$19,156,364.21 showing a decrease in the fund of \$48,754.60.

Mr. Tontarski noted in the agenda this month was a quarterly AELCF Allocation report for the EJIF Dividends. He noted the dividends shown are in addition to any towns that have their own AELCF accounts.

Loss Run Payment Register – March 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 \$185,793.14. The claim detail shows 269 claim payments issued.

Bill List – April 2019

For the Executive Committee's consideration, Mr. Tontarski presented the April 2019 Bill List in the amount of \$88,864.58.

Chair Jack entertained a motion to approve the March 2019 Loss Run Payment Register and the April 2019 Bill List in the amount of \$432,721.87 as presented.

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

Motion by Mr. McMahon, seconded by Mr. Cramer, to approve the *March 2019 Loss Run Payment Register and the April 2019 Bill List in the amount of \$432,721.87* 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.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Borough**
Richard Brook, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Bud Wells, *Alternate*, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Michelle Brown, *Alternate*, **Pemberton Township**
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

Strategic Planning Committee Meeting – March 12, 2019

Ms. Burger stated that the minutes of the March 12, 2019 meeting were included in the agenda packet and are self-explanatory. She noted that she provided a detailed report at last month's meeting.

Safety Committee Meeting – March 19, 2019

Mr. Cramer stated that the minutes of the March 19, 2019 meeting were included in the agenda packet and were self-explanatory.

MEL/RCF/EJIF REPORT

Chair Jack stated the MEL Report of March 29, 2019 meeting was included in the agenda packet and the EJIF Report from March 29, 2019 was a handout and both were self-explanatory.

Mr. Matchett stated the RCF Report from March 29, 2019 meeting were included in the agenda packet and were self-explanatory. He added that the MEL, RCF, and EJIF, held their Fund Commissioner Retreat and it was a very good meeting.

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, May 21 19, 2019 at 3:30 PM** at Hainesport Municipal Building, Hainesport, NJ.

PUBLIC COMMENT

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

EXECUTIVE SESSION MEETING – Resolution #2019-25

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. Cramer, seconded by Mr. Wolbert, to Adopt ***Resolution #2019-25***. 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. Cramer, seconded by Mr. Ingling, 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.

<i>Workers' Compensation</i>	<i>General Liability</i>
<i>2019166742</i>	<i>2018126936</i>
<i>2019165703</i>	<i>001237862</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	<i>Yeas</i>	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.
		Patrice Hansell, Fieldsboro Borough
		Richard Brook, Florence Twp.
		Paula Kosko, Hainesport Twp.

Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Bud Wells, *Alternate*, **North Hanover Twp.**
John Gural, **Palmyra Borough**
Michelle Brown, *Alternate*, **Pemberton Township**
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 was no abandonment of Subrogation claims presented in Closed Session.

MOTION TO ADJOURN

Chair Jack entertained a motion to adjourn the April 16, 2019 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Ingling, to adjourn the April 16, 2019 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 3:47 PM.

Kris Kristie,
Recording Secretary for

Glenn McMahon,
Fund Secretary



To: Fund Commissioners
From: Paul A. Forlenza, MGA, RMC, Executive Director
Date: May 21, 2019
Re: **Executive Director's Report**

.....

A. Lost Time Accident Frequency Report – (pgs. 17-18)

The March 2019 Lost Time Accident Frequency Summary and the Statewide Recap for March 2019 are attached for your review

B. Certificates of Insurance (pgs. 19-20)

A summary of the Certificates of Insurance issued during April 2019 are attached for your review.

C. Financial Fast Track Report (pg. 21)

The Financial Fast Track Report as of March 31, 2019 is attached for your review. The report is generated by PERMA and provides a “snapshot” of the JIF’s financial status. The JIF’s surplus position as of March 31, 2019 was **\$10,807,042.**

D. Regulatory Filing Checklists (pgs. 22-23)

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items outlined.

E. 2018 Safety Incentive Program Awards (pg. 24)

A letter from our office describing how to collect your 2018 Safety Incentive Awards money was emailed to all members on or about April 10, 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 2018 Safety Incentive Program 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.**

F. 2019 Optional Safety Budget (pg. 25)

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 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.**

G. 2019 Wellness Incentive Program Allowance (pg. 26)

A letter from our office describing how to collect your 2019 Wellness Incentive money was emailed on or about February 15, 2019. **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.**

H. EPL/Cyber Risk Management Budget (pg. 27)

The JIF has budgeted \$500 for each member to help offset employment practice and cyber security related expenses. 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 EPL/Cyber Risk Management allowance, please contact our office. **Please note that the deadline for claiming or encumbering these funds is November 30, 2019. All encumbered funds must be claimed by February 1, 2020.**

I. MEL Employment Practices Helpline – Authorized Contact List (pg. 28)

The MEL has established the *MEL Employment Practices Helpline* to assist our members by providing legal advice on employment related issues. The Members have unlimited access to the *Helpline* attorneys to seek advice on employment related issues. The Members can appoint up to **two (2)** municipal representatives who will be permitted to contact the *Helpline* attorneys with their inquiries. The appointment of the municipal representatives must be made by Resolution of the Governing Body. Enclosed please find the most recent list of authorized contacts for the *MEL Employment Practices Helpline*. These authorized contacts are the only representatives permitted to access this service. Please contact the Executive Director's Office or David S. DeWeese, Esquire with any questions regarding the *Helpline*.

J. Employment Practices Liability Compliance – (pg. 29)

A report regarding each member's compliance status with the MEL EPL/POL Risk Management Plan is included for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

K. MEL Cyber Risk Management Plan Compliance (pg. 30)

A report regarding each member's compliance status with the MEL Cyber Risk Management Plan is included for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact Ed Cooney, Fund Underwriter at 973-659-6424.

L. Statutory Bond Status (pg. 31)

The latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA. Cate can be reached at 201-518-7031.

M. Skateboard Park Approval Status (pg. 32)

The MEL has established a process, outlined in MEL Coverage Bulletin **2019-09**, which must be followed by all members who wish to construct a skateboard park and have the BURLCO JIF and MEL provide the facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward.

N. Capehart & Scatchard Updates (pgs. 33-39)

John Geaney, Esq. of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of his latest updates are included for your information.

O. Employee Cyber Hygiene Training - MediaPRO

To combat the rise in cybersecurity threats, the JIF has contracted with MediaPRO to deliver online technology risk training for Member Municipalities. MediaPRO specializes in cybersecurity and data privacy employee awareness programs. Every full time, part time, and seasonal municipal employee who utilizes a municipally owned computer will be assigned training. Training courses include password best practices, how to avoid malware, social media usage and many other important subjects. Members must provide the first name, last name, title, and email address of each employee that they want to have access to the training module. Once this information is received, the employees will receive an introduction on how to access and utilize the training program. Please contact Megan Matro in the Executive Directors Office if you have any questions.

P. Pivot Point Newsletter (pgs. 40-41)

The JIF has contracted with Pivot Point Security to provide technology risk management services to the members. These services include phishing tests, the development of, and training on, various cyber related policies and procedures, the development of third party cyber risk standards, as well as network vulnerability assessments. Over the next few months, 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.

Q. Member Visitation Program

Beginning this month, a Representative from our office, contacted those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. These appointments are an opportunity to discuss the member's participation in the JIF and the many programs available to them. The Executive Director's office believes it is very important for the decision makers in each member municipality to understand the value of JIF membership. Those members up for Renewal are: Bordentown City, Bordentown Township, Delran, Lumberton, Mansfield, Pemberton Borough, Riverside Township, and Southampton Township.

R. WEBSITE (WWW.BURLCOJIF.ORG)

On or about February 15, 2019 the new BURLCOJIF website was launched. Please take a moment to explore the new site, which contains a plethora of information in an easy to read format and navigate site. If you have any questions, comments, or feedback, please contact Megan Matro at 856-446-9141 or Megan_Matro@ajg.com.

S. New Member Activity

Nothing to Report.

**Burlington County Municipal Joint Insurance Fund
2018 Safety Incentive Program**

Member Municipality	Opening Balance	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Paid in 2020	Total Paid	Remaining Balance	Encumb. Funds
Bass River	1,900.00					1,900.00									1,900.00	0.00	
Beverly	2,475.00					2,475.00									2,475.00	0.00	
Bordentown City	2,975.00														0.00	2,975.00	
Bordentown Twp	2,525.00														0.00	2,525.00	
Chesterfield	2,400.00					2,400.00									2,400.00	0.00	
Delanco	2,150.00					2,150.00									2,150.00	0.00	
Delran	2,775.00														0.00	2,775.00	
Edgewater	1,975.00														0.00	1,975.00	
Fieldsboro Boro	1,900.00					1,900.00									1,900.00	0.00	
Florence	3,025.00					3,025.00									3,025.00	0.00	
Hainesport	2,650.00					2,650.00									2,650.00	0.00	
Lumberton	2,775.00				2,775.00										2,775.00	0.00	
Mansfield	2,475.00					2,475.00									2,475.00	0.00	
Medford	3,600.00					3,600.00									3,600.00	0.00	
Mount Laurel	2,850.00				2,850.00										2,850.00	0.00	
North Hanover	2,475.00					2,475.00									2,475.00	0.00	
Palmyra	2,475.00					2,475.00									2,475.00	0.00	
Pemberton Boro.	1,900.00					1,900.00									1,900.00	0.00	
Pemberton Twp.	3,100.00					3,100.00									3,100.00	0.00	
Riverside	2,725.00														0.00	2,725.00	
Shamong	2,650.00					2,650.00									2,650.00	0.00	
Southampton	2,225.00					2,225.00									2,225.00	0.00	
Springfield	2,400.00														0.00	2,400.00	
Tabernacle	2,650.00														0.00	2,650.00	
Westampton	2,475.00														0.00	2,475.00	
Woodland	1,900.00														0.00	1,900.00	
Wrightstown	2,400.00					2,400.00									2,400.00	0.00	
Total By Line	\$67,825.00	\$0.00	\$0.00	\$0.00	\$5,625.00	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,425.00	\$22,400.00	

Must be Claimed or Encumbered by November 30, 2019. All Encumbered Claims Must be Claimed by February 1, 2020

**Burlington County Municipal Joint Insurance Fund
2019 Optional Safety Budget**

Member Municipality	Opening Balance	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Paid 2020	Total Paid	Remaining Balance	Date of Encumbrance
Bass River	995.00														0.00	995.00	
Beverly Ctiy	1,595.00														0.00	1,595.00	
Bordentown City	1,595.00														0.00	1,595.00	
Bordentown Twp.	2,660.00														0.00	2,660.00	
Chesterfield	995.00														0.00	995.00	
Delanco	1,595.00														0.00	1,595.00	
Delran	2,660.00														0.00	2,660.00	
Edgewater Park	1,595.00														0.00	1,595.00	
Fieldsboro	750.00														0.00	750.00	
Florence	2,660.00														0.00	2,660.00	
Hainesport	995.00														0.00	995.00	
Lumberton	2,660.00														0.00	2,660.00	
Mansfield	1,595.00														0.00	1,595.00	
Medford	4,645.00														0.00	4,645.00	
Mount Laurel	4,645.00														0.00	4,645.00	
North Hanover	1,595.00														0.00	1,595.00	
Palmyra	1,595.00														0.00	1,595.00	
Pemberton Boro	995.00														0.00	995.00	
Pemberton Twp.	4,645.00														0.00	4,645.00	
Riverside	2,660.00														0.00	2,660.00	
Shamong	995.00														0.00	995.00	
Southampton	1,595.00														0.00	1,595.00	
Springfield	995.00														0.00	995.00	
Tabernacle	995.00														0.00	995.00	
Westampton	1,595.00														0.00	1,595.00	
Woodland	995.00														0.00	995.00	
Wrightstown	995.00														0.00	995.00	
Total By Line	51,295	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	51,295.00	

Must be Claimed or Encumbered by November 30, 2019. All Encumbered Claims Must be Claimed by February 1, 2020

**Burlington County Municipal Joint Insurance Fund
2019 Wellness Incentive Program**

Member Municipality	Opening Balance	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Paid 2020	Total Paid	Remaining Balance	Date of Encumber
Bass River	500.00														0.00	500.00	
Beverly	750.00														0.00	750.00	
Bordentown City	750.00														0.00	750.00	
Bordentown Twp.	1,000.00			479.40											479.40	520.60	
Chesterfield	500.00														0.00	500.00	
Delanco	750.00														0.00	750.00	
Delran	1,000.00														0.00	1,000.00	
Edgewater Park	750.00					210.00									210.00	540.00	
Fieldsboro	500.00														0.00	500.00	
Florence	1,000.00														0.00	1,000.00	
Hainesport	500.00														0.00	500.00	
Lumberton	1,000.00														0.00	1,000.00	
Mansfield	750.00														0.00	750.00	
Medford	1,500.00														0.00	1,500.00	
Mount Laurel	1,500.00														0.00	1,500.00	
North Hanover	750.00														0.00	750.00	
Palmyra	750.00														0.00	750.00	
Pemberton Boro	500.00														0.00	500.00	
Pemberton Twp.	1,500.00														0.00	1,500.00	
Riverside	1,000.00														0.00	1,000.00	
Shamong	500.00														0.00	500.00	
Southampton	750.00														0.00	750.00	
Springfield	500.00														0.00	500.00	
Tabernacle	500.00														0.00	500.00	
Westampton	750.00														0.00	750.00	
Woodland	500.00														0.00	500.00	
Wrightstown	500.00														0.00	500.00	
Total By Line	\$21,250.00	\$0.00	\$0.00	\$479.40	\$0.00	\$210.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	689.40	20,560.60	

Must be Claimed or Encumbered by November 30, 2019. All Encumbered Claims Must be Claimed by February 1, 2020

**Burlington County Municipal Joint Insurance Fund
2019 EPL/CYBER Risk Management Budget**

Member Municipality	Opening Balance	January 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Paid in 2020	Total Paid	Remaining Balance	Date Encumbered
Bass River	500.00														-	500.00	
Beverly	500.00														-	500.00	
Bordentown City	500.00														-	500.00	
Bordentown Twp.	500.00														-	500.00	
Chesterfield	500.00														-	500.00	
Delanco	500.00														-	500.00	
Delran	500.00														-	500.00	
Edgewater Park	500.00														-	500.00	
Fieldsboro	500.00														-	500.00	
Florence	500.00														-	500.00	
Hainesport	500.00														-	500.00	
Lumberton	500.00														-	500.00	
Mansfield	500.00														-	500.00	
Medford	500.00														-	500.00	
Mt. Laurel	500.00														-	500.00	
North Hanover	500.00														-	500.00	
Palmyra	500.00														-	500.00	
Pemberton Boro	500.00														-	500.00	
Pemberton Twp.	500.00														-	500.00	
Riverside	500.00														-	500.00	
Shamong	500.00														-	500.00	
Southampton	500.00														-	500.00	
Springfield	500.00														-	500.00	
Tabernacle	500.00														-	500.00	
Westampton	500.00														-	500.00	
Woodland	500.00														-	500.00	
Wrightstown	500.00														-	500.00	
Total By Line	\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,500.00	

Must be Claimed or Encumbered by November 30, 2019. All Encumbered Claims Must be Claimed by February 1, 2020

BURLINGTON COUNTY MUNICIPAL **JOINT INSURANCE FUND**

MAY 2019 **CLOSED CASES**

1.) **Ridgeway v. Township of Delanco**-This matter involved the Plaintiff's allegations in a Superior Court of New Jersey, Burlington County Complaint arising from an incident which occurred on June 10, 2017. The Plaintiff, Donna Ridgeway, alleged that following an Internal Affairs Complaint that she filed against Delanco Township Police Officer Eric Hoffman alleging racially biased policing, Defendant Police Officer Hoffman continually harassed the Plaintiff and her minor Daughter and that Officer Hoffman fabricated a story to NJ Division of Child Protection and Permanency (DCPP) which caused the minor Plaintiff to be removed from the Plaintiff's custody. The Plaintiff indicated in the Complaint that the minor Plaintiff was placed into a foster home from June 11, 2017 until August 23, 2017, and thereafter, the Honorable Judge Mark Tarantino, J.S.C. returned the child to the Plaintiff after Officer Hoffman testified that what he had told DCPP was untrue. Officer Hoffman was allegedly chastised by the Judge on the record. The Plaintiff claimed that as a result of the incident, the Plaintiff and her minor Daughter experienced severe emotional distress, humiliation, anxiety, depression, and deprivation of the emotional support and companionship of their parent-child relationship. The Plaintiff further alleged that the Township of Delanco was negligent in their duty to supervise the members of the Township of Delanco Police Department and in ensuring that the Delanco Police Department was operated in a lawful manner preserving the rights and privileges of the citizens. The case was assigned to John C. Gillespie, Esquire on June 26, 2018. Defense Counsel accepted the Assignment and he filed a Motion to Unseal the Record in order to obtain the transcript from the sealed DCCP Hearing which was granted on August 6, 2018. Defense Counsel also obtained a Stipulation Extending Time to File an Answer until October 25, 2018. In addition, Defense Counsel attempted to convince Counsel for the Plaintiff to voluntarily withdraw the Complaint. On October 22, 2018, Plaintiff's Counsel, Ionno & Higbee, filed a Motion to be relieved as Counsel which was granted by Judge Claypoole on December 3, 2018. Defense Counsel filed a Cross-Motion to Dismiss the Complaint/Strike Pleadings on November 1, 2018 which was returnable before the Court on March 15, 2019. A Case Management Conference was conducted by the Court on January 31, 2019 and an Order was entered providing the Plaintiff until February 15, 2019 to retain new Counsel or proceed pro se. On February 8, 2019, the Plaintiff submitted correspondence to the Court indicating that the Plaintiff and her daughter would be proceeding in the matter without an attorney. Oral Argument was conducted on Defense Counsel's Motion to Dismiss on March 15, 2019, and on April 12, 2019 the Honorable Susan L. Claypoole, J.S.C. entered an Order and Opinion granting Defense Counsel's Cross Motion, dismissing the Plaintiff's Complaint with prejudice. In addition, Judge Claypoole ordered that in the event that the Plaintiffs filed a new Complaint, the Plaintiffs are barred from making allegations in said Complaint with the same or comparable content as those set forth in the now dismissed Complaint.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND SAFETY DIRECTOR'S REPORT

TO: Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Robert Garish, Senior Risk Control Consultant

DATE: May 2, 2019

Service Team:

Keith Hummel Associate Director Public Sector Risk Control khummel@jamontgomery.com Office: 856-552-6862 Fax: 856-552-6863	Mailing Address: 231 Main Street P. O. Box 2017 Toms River, New Jersey 08754 Toll-Free: 877-398-3046	John Saville Consultant jsaville@jamontgomery.com Office: 732-736-5009 Cell: 609-330-4092
Danielle Sanders Administrative Assistant dsanders@jamontgomery.com Office: 856-552-6898 Fax: 856-552-6899		Robert Garish Consultant rgarish@jamontgomery.com Office: 856-552-4650 Cell: 609-947-9719

APRIL ACTIVITIES

JIF MEETINGS ATTENDED

- Ø Excited Delirium Training – April 12
- Ø Planning Retreat – April 16
- Ø Fund Commissioner Meeting – April 16
- Ø Claims Meeting – April 16

MEL MEDIA LIBRARY

The following members used the MEL Media Library during April. Please note the new e-mail address: melvideolibrary@jamontgomery.com and telephone number: 856-552-4900. To either view the full media catalog or rent videos, use the above website or NJMEL.org.

<u>Municipality</u>	<u>April</u>	<u># of Videos</u>
Township of Southampton		2

MEL MEDIA CATALOG

To view the entire updated MEL Media Catalog with 100 new DVD titles go to NJMEL.org, click on the Video button at the top of the page, and then choose 'Order Conventional Videos.'

NEW SAFETY DIRECTOR'S BULLETINS AND NOTICES

Regional training announcements and Bulletins are distributed by e-mail to Fund Commissioners, Safety Coordinators, and Risk Consultants. Please access the BURLCO JIF (<http://www.burlcojif.org/>) to verify Fund Commissioners, Safety Coordinators and Risk Managers contact information is correct. If you find a discrepancy, please let us know.

The following Safety Director Bulletins and alerts were distributed by e-mail during April. If you are not receiving updates or would like to add other names to the distribution list, please let us know. If applicable, a copy or copies of the Safety Director's Bulletins are attached.

- Ø April 2 - Updated Bulletin – Playground Inspection Best Practices
- Ø April 22 - Did You Know? – MSI Training Schedule – BURLCO JIF, May 2019
- Ø April 22 - Regional Training - Back to Basics - May 16, 2019
- Ø April 30 - Safety Bulletin: May 6 - 10 is National Stand-Down to Prevent Falls

UPCOMING EVENTS

- Ø Regional Training – Back to Basics – May 16
- Ø New Fund Commissioner Orientation – May 21
- Ø Fund Commissioner Meeting – May 21
- Ø Claims Meeting – May 21

MSI TRAINING PROGRAMS

NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions or if you need to add a new Training Administrator, please advise (afelip@jamontgomery.com).

Below are upcoming MSI training programs scheduled for May, June, and July of 2019. ***Enrollment is required for all MSI classes.*** MSI classes are subject to cancellation or rescheduling at any time.

Members are reminded to log on to the www.njmel.org website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

DATE	LOCATION	TOPIC	TIME
5/1/19	Western Monmouth UA	Heavy Equipment Safety	8:00 - 11:00 am
5/1/19	Evesham Township MUA	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/1/19	City of Vineland	Excavation/Trenching/Shoring	8:00 - 12:00 pm
5/2/19	Township of Middletown #5	Fast Track to Safety	8:30 - 12:30 pm
5/2/19	Township of Willingboro	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
5/3/19	Township of Cherry Hill #1	Fast Track to Safety	8:30 - 12:30 pm
5/3/19	Township of Toms River	Landscape Safety	8:30 - 11:30 am
5/6/19	Township of Florence	BBP	9:45 - 10:45 am
5/6/19	Township of Florence	Hearing Conservation	8:30 - 9:30 am

DATE	LOCATION	TOPIC	TIME
5/6/19	Borough of Bradley Beach	Landscape Safety	8:30 - 11:30 am
5/6/19	Township of Hamilton #3	Ladder Safety/Walking-Working Surfaces	8:30 - 10:30 am
5/7/19	Logan Twp. MUA #1	Shop & Tool Safety	9:45 - 10:45 am
5/7/19	Logan Twp. MUA #1	Fire Extinguisher	8:30 - 9:30 am
5/7/19	City of Margate #6	CMVO	8:30 - 12:30 pm
5/7/19	Township of Barnegat #1	Fall Protection Awareness	8:30 - 10:30 am
5/7/19	Township of Barnegat #1	Hearing Conservation	10:45 - 11:45 am
5/8/19	City of Ventnor	Flagger/Work Zone Safety	9:00 - 1:00 pm
5/8/19	Two Rivers Water Reclamation Authority	CMVO	8:30 - 12:30 pm
5/8/19	Township of Washington (Gloucester)	Heavy Equipment Safety	8:30 - 11:30 am
5/9/19	City of Brigantine #3	Heavy Equipment Safety	8:30 - 11:30 am
5/9/19	City of Vineland	Excavation/Trenching/Shoring	8:00 - 12:00 pm
5/9/19	Township of Winslow	PPE	8:00 - 10:00 am
5/9/19	Township of Winslow	Back Safety/Material Handling	10:15 - 11:15 am
5/10/19	City of Somers Point #1	Hearing Conservation	9:15 - 10:15 am
5/10/19	Evesham Township #4	Employee Conduct/Violence Prevention	8:30 - 10:00 am
5/10/19	City of Somers Point #1	BBP	8:00 - 9:00 am
5/10/19	Borough of Tinton Falls	CDL-Drivers Safety Regulations	7:30 - 9:30 am
5/10/19	Evesham Township #4	Confined Space Awareness	10:15 - 11:15 am
5/13/19	Township of Manchester	Forklift Train-the-Trainer	8:30 - 11:30 am
5/14/19	Township of Middletown #5	Office Safety	8:00 - 10:00 am
5/15/19	Borough of Clementon #3	CDL-Drivers Safety Regulations	8:30 - 10:30 am
5/15/19	Western Monmouth UA	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
5/15/19	Borough of Clementon #3	PPE	10:45 - 12:45 pm
5/16/19	Toms River MUA	Excavation/Trenching/Shoring	8:30 - 12:30 pm
5/17/19	Township of Stafford	Ladder Safety/Walking-Working Surfaces	8:00 - 10:00 am
5/17/19	Township of Mantua	Confined Space Awareness	2:00 - 3:00 pm
5/17/19	Township of Stafford	Confined Space Awareness	10:15 - 11:15 am
5/17/19	Township of Mantua	Hearing Conservation	1:00 - 2:00 pm
5/20/19	Township of Toms River	CEVO-EMS	8:30 - 12:30 pm
5/20/19	City of Wildwood #3	Fast Track to Safety	8:30 - 12:30 pm
5/21/19	South Monmouth Regional SA	Fire Extinguisher	9:15 - 10:15 am
5/21/19	South Monmouth Regional SA	Hearing Conservation	8:00 - 9:00 am
5/21/19	Deptford Township MUA	CMVO	8:00 - 12:00 pm
5/22/19	Borough of Eatontown #2	CDL-Drivers Safety Regulations	8:30 - 10:30 am
5/22/19	Borough of Eatontown #2	Confined Space Awareness	10:45 - 11:45 am
5/29/19	City of Pleasantville #1	DDC-6	8:30 - 3:00 pm w/lunch brk
5/29/19	Western Monmouth UA	Jetter/Vacuum Safety	8:00 - 10:00 am
5/29/19	Township of Burlington #3	LOTO	8:00 - 10:00 am
5/29/19	Western Monmouth UA	Employee Conduct/Violence Prevention	10:15 - 11:45 am

DATE	LOCATION	TOPIC	TIME
5/30/19	Township of Jackson #2	Seasonal (Summer) Employee Orientation - Evening	6:30 - 10:30 pm
5/31/19	Township of Bordentown	Fast Track to Safety	8:30 - 12:30 pm
5/31/19	Borough of Collingswood	Employee Conduct/Violence Prevention	8:30 - 10:00 am
5/31/19	Borough of Collingswood	Safety Committee Best Practices	10:15 - 11:45 am
6/3/19	Township of Stafford #5	Fast Track to Safety	8:30 - 12:30 pm
6/3/19	Township of Florence	Heavy Equipment Safety	8:00 - 11:00 am
6/3/19	Township of Florence	Back Safety/Material Handling	11:15 - 12:15 pm
6/4/19	City of Ocean City #1	Playground Safety Inspections	8:30 - 10:30 am
6/4/19	City of Ocean City #1	LOTO	10:45 - 12:45 pm
6/5/19	City of Vineland	LOTO	9:00 - 11:00 am
6/5/19	Evesham Township MUA	LOTO	8:30 - 10:30 am
6/5/19	Evesham Township MUA	Hearing Conservation	10:45 - 11:45 am
6/6/19	Township of Tabernacle #1	Asbestos, Lead, Silica Overview	9:45 - 10:45 am
6/6/19	Township of Tabernacle #1	Fire Extinguisher	8:30 - 9:30 am
6/6/19	Jackson Township MUA	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
6/6/19	Jackson Township MUA	Hearing Conservation	11:15 - 12:15 pm
6/7/19	Borough of Clementon #3	Playground Safety Inspections	8:30 - 10:30 am
6/7/19	Township of Middletown #5	Hazard ID: Making Your Observation Count	8:00 - 10:00 am
6/10/19	Borough of Magnolia	Sanitation/Recycling Safety	8:00 - 10:00 am
6/10/19	Borough of Magnolia	Employee Conduct/Violence Prevention	10:15 - 11:45 am
6/11/19	Borough of Clementon #3	Flagger/Work Zone Safety	8:30 - 12:30 pm
6/12/19	Borough of Pitman	Flagger/Work Zone Safety	8:30 - 12:30 pm
6/12/19	Ocean County College #8	Fall Protection Awareness	8:00 - 10:00 am
6/12/19	Ocean County College #8	LOTO	10:15 - 12:15 pm
6/12/19	Ocean County College #8	Confined Space Awareness	1:00 - 2:00 pm
6/13/19	Township of Middletown SA	Excavation/Trenching/Shoring	8:30 - 12:30 pm
6/13/19	City of Millville #1	Fast Track to Safety	8:30 - 12:30 pm
6/13/19	Township of Willingboro	Jetter/Vacuum Safety	8:00 - 10:00 am
6/13/19	Township of Willingboro	Shop & Tool Safety	10:15 - 11:15 am
6/18/19	Borough of Avalon #4	Seasonal (Summer) Employee Orientation	8:30 - 12:30 pm
6/18/19	Borough of Lavallette #1	Sanitation/Recycling Safety	8:30 - 10:30 am
6/19/19	Township of Pemberton	Hazard ID: Making Your Observation Count	8:30 - 10:30 am
6/19/19	Borough of Eatontown #2	LOTO	8:00 - 10:00 am
6/19/19	Township of Pemberton	Shift Briefing Essentials	10:45 - 12:15 pm
6/19/19	Borough of Eatontown #2	PPE	10:15 - 12:15 pm
6/20/19	City of Vineland	LOTO	9:00 - 11:00 am
6/20/19	City of Burlington #2	Fall Protection Awareness	8:30 - 10:30 am
6/20/19	City of Burlington #2	PPE	10:45 - 12:45 pm
6/21/19	Borough of Tinton Falls	Heavy Equipment Safety	7:30 - 10:30 am
6/24/19	Township of Middletown #5	CDL-Drivers Safety Regulations	8:30 - 10:30 am
6/24/19	Township of Middletown #5	Driving Safety Awareness	10:45 - 12:15 pm
6/25/19	Township of Florence	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am

DATE	LOCATION	TOPIC	TIME
6/26/19	City of Pleasantville #1	Playground Safety Inspection	8:30 - 10:30 am
6/26/19	Township of West Deptford	Seasonal (Summer) Employee Orientation	11:30 - 3:30 pm
6/26/19	City of Pleasantville #1	Employee Conduct/Violence Prevention	10:45 - 12:15 pm
6/27/19	City of Ocean City #1	Seasonal (Summer) Employee Orientation	8:30 - 12:30 pm
6/28/19	City of Bordentown	CDL-Drivers Safety Regulations	1:30 - 3:30 pm
7/1/19	Township of Toms River	Seasonal (Summer) Employee Orientation-Evening	6:30 - 10:30 pm
7/10/19	Township of Burlington #3	Seasonal (Summer) Employee Orientation	8:00 - 12:00 pm
7/10/19	Township of Toms River	Seasonal (Summer) Employee Orientation-Evening	6:30 - 10:30 pm
7/11/19	City of Ocean City #1	Seasonal (Summer) Employee Orientation	8:30 - 12:30 pm
7/12/19	Borough of Collingswood	Jetter / Vacuum Safety	8:30 - 10:30 am
7/12/19	Borough of Collingswood	Fall Protection Awareness	10:45 - 12:45 pm
7/15/19	Township of Egg Harbor #5	Heavy Equipment Safety	8:30 - 11:30 am
7/16/19	Pemberton Township BOE	Playground Safety Inspections	8:30 - 10:30 am
7/16/19	Pemberton Township BOE	LOTO	10:45 - 12:45 pm
7/17/19	Lower Township MUA	BBP	9:45 - 10:45 am
7/17/19	Lower Township MUA	Back Safety/Material Handling	8:30 - 9:30 am
7/17/19	Ocean County College #8	Schools: Safety Awareness Training	8:00 - 11:00 am
7/17/19	Ocean County College #8	Shift Briefing Essentials	11:15 - 12:45 pm
7/18/19	Township of Pemberton	CMVO	8:30 - 12:30 pm
7/19/19	Township of Mantua	Fast Track to Safety	8:30 - 1:00 pm w/lunch brk
7/23/19	Township of Middletown #3	DDC-6	8:30 - 3:00 pm w/lunch brk
7/25/19	City of Ocean City #4	Landscape Safety	8:30 - 11:30 am
7/26/19	Township of Bordentown	Flagger/Work Zone Safety	9:00 - 1:00 pm
7/26/19	Borough of Tinton Falls	PPE	7:30 - 9:30 am
7/31/19	Borough of Rumson	Hearing Conservation	9:15 - 10:15 am
7/31/19	Borough of Rumson	Fire Extinguisher	8:00 - 9:00 am
7/31/19	Borough of Rumson	Confined Space Awareness	10:30 - 11:30 am

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	HazCom with Globally Harmonized System	1 / T,G
Advanced Safety Leadership	10 / M	Hazardous Materials Awareness w/ HazCom & GHS	3 / T
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hazard Identification - Making Your Observations Count	1 / T,M
Back Safety / Material Handling	1 / T	Hearing Conservation	1 / T,G
Bloodborne Pathogens Training	1 / G	Heavy Equipment Safety	1 / G - 2 / T
Bloodborne Pathogens Administrator Training	1 / T,M	Hoists, Cranes and Rigging	2 / T
BOE Safety Awareness	3 / T	Housing Authority Safety Awareness	3 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Jetter Safety	2 / T
CDL - Drivers' Safety Regulations	2 / G	Landscape Safety	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Leaf Collection Safety Awareness	2 / T
Confined Space Entry – Permit Required	3.5 / T	Lockout Tagout	2 / T
Confined Space Awareness	1 / T,G	Personal Protective Equipment (PPE)	2 / T
Defensive Driving-6-Hour	6 / M	Playground Safety Inspections	2 / T
Driving Safety Awareness	1.5 / T	Sanitation and Recycling Safety	2 / T
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Committee Best Practices	1.5 / M
Excavation Trenching & Shoring	2 / T,M	Safety Coordinator's Skills Training	3 / M,G
Fall Protection Awareness	2 / T,M	Shop and Tool Safety	1 / T
Fast Track to Safety	4 / T	Seasonal Public Works Operations	3 / T
Fire Extinguisher	1 / T	Snow Plow Safety	2 / T
Fire Safety	.5/ T - .5/ G	Special Events Management	2 / M
Flagger / Workzone Safety	2 / T,M	Shift Briefing Essentials	1 / M
CEU's for Registered Municipal Clerks			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Hazard Identification - Making your Observations Count	2 / P
Bloodborne Pathogens Training	1 / P	Safety Committee Best Practices	1.5 / P
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	6 / P
		Special Event Management	2 / P
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Advanced Safety Leadership	10 / S	Heavy Equipment Safety	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Housing Authority Safety Awareness	3 / S
Back Safety / Material Handling	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Training	1 / S	Hearing Conservation	1 / S
Bloodborne Pathogens Administrator Training	2 / Non S	Hoists, Cranes and Rigging	2 / S
BOE Safety Awareness	3 / S	Jetter Safety	2 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Ladder Safety/Walking Working Surfaces	2 / S
CDL - Drivers' Safety Regulations	2 / S	Landscape Safety	2 / S
Confined Space Awareness	1 / S	Leaf Collection Safety Awareness	2 / S
Confined Space Entry - Permit Required	3.5 / S	Lockout Tagout	2 / S
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety	1 / S
Driving Safety Awareness	1.5 / S	Office Safety	2 / S
Employee Conduct and Violence in the Work Place	1.5 / Non S	Personal Protective Equipment (PPE)	2 / S
Excavation Trenching & Shoring	4 / S	Safety Committee Best Practices	1.5 / S
Fall Protection Awareness	2 / S	Safety Coordinator's Skills Training	5 / Non S
Fast Track to Safety	4 / S	Seasonal Public Works Operations	3 / S
Fire Extinguisher	1 / S	Shift Briefing Essentials	1.5 / S
Fire Safety	1 / S	Snow Plow Safety	2 / S
Flagger / Workzone Safety	2 / S	Special Event Management	2 / S
HazCom with Globally Harmonized System	1.5 / S		
CEU's for Tax Collectors		CEU's for County/Municipal Finance Officers	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place	1.5 / E
CEU's for Certified Recycling Professionals		CEU's for Qualified Purchasing Agents	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Fire Extinguisher Safety	1 / CRP	Employee Conduct and Violence in the Work Place	1.5 / E
Hazard Recognition- Making your Observations Count	2 / CRP		
Heavy Equipment	3 / CRP		
Sanitation and Recycling Safety	2 / CRP		
CEU's for Park and Rec Professionals			
MSI Course	CEU's/Cat.		
Playground Safety Inspections (CEUs for all Park and Rec Professionals)	.2		
***Categories		***Categories(cont.)	
E - Ethics		Non S - Non Safety (Management)	
T - Technical		P - Professional Development	
G - Governmental		M - Management	
S - Safety / Non S - Non Safety		CRP - Certified Recycling Professional Classroom CEU	

LESSONS LEARNED FROM LOSSES

MONTHLY NEWSLETTER – MAY 2019

POLICE VEHICLE SAFETY



There have been many recent accidents involving police officers in their patrol cars hit by passing vehicles while the officers are in the car conducting police business. Luckily, the injuries have been relatively minimal compared with the catastrophic injuries that are possible in these situations.

PLEASE CONSIDER THE FOLLOWING FOR THE SAFETY OF YOUR OFFICERS.

- Make sure officers are wearing their seatbelts at all times inside the vehicle. It is estimated that half of all police officers suffering fatalities in a car crash were not wearing seatbelts. Yates, T. (2014, October 27) *Police Driving: Safety Behind the Wheel*. Retrieved from <http://www.policeone.com>.
- Limit the amount of time the officer is sitting in the police car on the side of the road. (MEL Safety Bulletin)
- Limit equipment in the car. Make sure it is properly secured and if it cannot be secured, relocate it or secure it in the trunk. Yates, T. (2014, October 27) *Police Driving: Safety Behind the Wheel*. Retrieved from <http://www.policeone.com>.

Examples:

- Officer stopped on the side of the road communicating with dispatch when passing drunk driver hit the police car. The officer suffered back injuries and with lost time, pain medications, physical therapy and injections this claim has a total incurred at over \$110,000.
- Officer at the scene of a motor vehicle accident was in the patrol car writing a report when another vehicle crashed into the back of the patrol car. The officer suffered a concussion, upper and middle back injuries, injuries to both knees and a shoulder. The total incurred on this claim is almost \$100,000.

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

TO: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Debby Schiffer, JIF Wellness Director
DATE: May 21, 2019 at Hainesport Municipality
Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

MAY ACTIVITY & PLANNED EVENTS

Several who offered an activity in April are planning their next one for June. Every other month is a very good plan to keep some consistency.

Delanco - Launched new challenge called "Making a change, Makes a change". Encourage employees to choose something they would like to change for improving their well-being. Police Chief looking to set up 4 Stress management sessions and stretch demonstration with Burlington Chiropractic and opening it up to neighboring towns.

Delran – Offered Meditation sessions for those interested in learning how and why meditation is good for overall health improvements!

Edgewater Park – Offered chair massages end of April, which were well received.

Florence – Continuing with April "Powers" where employees are supported in participating in Hallway Exercises to increase employee morale and encourage movement for increase productivity and afternoon alertness. Also, the year long "Are you a Maintainer or Loser" challenge continues.

Hainesport – Offering healthy lunch and Trivia game on Portion Control in May. Fun way to educate!

Mansfield – EMT will be periodically offering blood pressure screenings in the office for employees. In April, 10 employees took advantage of the convenience. Looking to start the Healthy Lifestyle challenge soon.

Mt. Laurel EMT – bi-monthly educational session scheduled for May meeting night and day crew on "Fad Diets" offered by Jefferson Nutritionist. Continue with Incentive challenge focusing on physical activity, weight and BMI reduction. 15 participating EMT's.

North Hanover – schedule end of month Lunch & Learn on "10 Keys to a Healthy Life" with Susie Procini and chair massages with therapist.

Palmyra – launching their bi-monthly Themed Lunch with May focusing on baseball. Easy and fun way to boost employee morale!

Riverside – May focus is on hydration. Thermos' will be given to all employees and encouraged to fill throughout the day from their office filtered water system. Employees can track their trips to "fill up" and a name will be drawn at the end of the month for a small prize for participating. Lunch & Learn presentation scheduled for June.

Southampton – Employees are meeting at 10am to do a 10-minute exercise together. Simple yet effective to build camaraderie as well as strength (mind and body).

Westampton – Ended Healthy Lifestyle challenge.

May Wellness Connection Newsletter

We all know how important it is to maintain good physical health. We are constantly reminded to eat healthy, exercise regularly and drink plenty of water. However, rarely are we reminded about the importance of maintaining our mental health. In this month's Wellness Corner Connection Newsletter, I'll address some ways we can improve our mental outlook without requiring a lot of time or effort. Some of the topics covered include:

- The Power of Positive Thinking
- Facts on Mental Health in America
 - Impact
 - Ways to get help
 - Ways to improve mental health
- And more!

Asparagus is in season so here is a simple recipe to incorporate this vitamin packed produce on your next dinner plate: Asparagus with Tomato-Walnut Pesto

Also in honor of Mental Health Month, try a brain game to improve mental functioning and prevent brain aging...enjoy!

Please share this with your employees; print them out and post them for all to see.

Also, please remember the Wellness Policy. It's an outward sign of your Town's continued support of Employee Wellness.

I welcome the opportunity to assist with organizing, researching, or presenting any wellness topic your staff may express interest in learning. Let's think beyond the traditional components of being healthy and incorporate easy and fun activities into the work environment that not only improve mental health but increases productivity!

Thank you! Wishing all moms a very Happy Mother's Day!





**Burlington County Municipal JIF
Managed Care Summary Report
2019**

Intake	April-19	April-18	2019 April YTD	2018 April YTD
# of New Claims Reported	13	9	64	69
# of Report Only	8	3	22	22
% Report Only	61.5%	33.3%	34.4%	31.9%
# of Medical Only	5	6	32	34
# of Lost Time	0	0	10	13
Medical Only to Lost Time Ratio	100:00	100:00	76:24	72:28
Average # of Days to Report a Claim	1.0	2.1	1.3	2.9

Nurse Case Management	April-19	April-18
# of Cases Assigned to Case Management	15	21
# of Cases >90 days	10	13

Savings	April-19	April-18	2019 April YTD	2018 April YTD
Bill Count	154	196	710	597
Provider Charges	\$128,259	\$224,912	\$941,375	\$806,574
Repriced Amount	\$53,757	\$88,491	\$339,326	\$379,469
Savings \$	\$74,502	\$136,421	\$602,049	\$427,105
% Savings	58.1%	60.7%	64.0%	53.0%

Participating Provider Penetration Rate	April-19	April-18	2019 April YTD	2018 April YTD
Bill Count	94.2%	92.9%	97.5%	92.0%
Provider Charges	90.5%	91.8%	97.3%	93.8%

Exclusive Provider Panel Penetration Rate	April-19	April-18	2019 April YTD	2018 April YTD
Bill Count	98.3%	88.9%	96.4%	81.4%
Provider Charges	99.0%	87.8%	99.2%	86.2%

Transitional Duty Summary		2019 April YTD	2018 April YTD
% of Transitional Duty Days Worked		55.2%	53.0%
% of Transitional Duty Days Not Accommodated		44.8%	47.0%



Cyber Risk Management Monthly Executive Report As of May 7, 2019

Media Pro Training

Municipality	Employees	Completed	% Completed
Bass River Township	3	3	100%
Bordentown City	6	6	100%
Delanco Township	17	17	100%
Fieldsboro Borough	4	4	100%
Florence Township	29	29	100%
Mount Laurel Township	68	68	100%
Pemberton Borough	4	4	100%
Riverside Township	2	2	100%
Shamong Township	10	10	100%
Woodland Township	7	7	100%
Westampton Township	52	50	96%
Pemberton Township	43	41	95%
Lumberton Township	17	16	94%
Chesterfield Township	13	12	92%
Southampton Township	15	13	86%
North Hanover Township	7	6	85%
Mansfield Township	51	43	84%
Bordentown Township	12	10	83%
Tabernacle Township	11	9	81%
Palmyra Borough	43	34	79%
Delran Township	33	25	75%
Hainesport Township	8	6	75%
Wrightstown Borough	4	3	75%
Medford Township	140	98	70%
Springfield Township	7	4	57%
Edgewater Park Township	16	1	6%

10 Municipalities are 100% compliant

9 Municipalities are 80-90% compliant

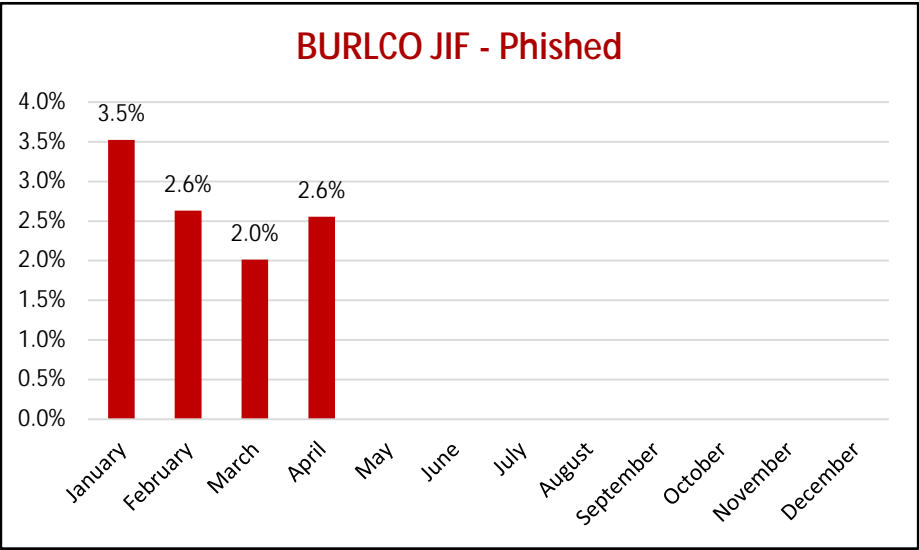
5 Municipalities are 70-79% compliant

2 Municipalities are 50-60% compliant

Phishing Report

Municipality	Total Emails	# Clicked	%
Woodland Twp.	7	1	14%
Delanco Twp.	18	2	11%
Medford Twp.	141	8	6%
Palmyra Borough	44	2	5%
Westampton Twp.	55	2	4%
Mansfield Twp.	51	1	2%
Mount Laurel Twp.	70	1	1%
Bass River Twp.	3	0	0%
Bordentown City	4	0	0%
Bordentown Twp.	13	0	0%
Delran Twp.	47	0	0%
Delran Twp.	46	0	0%
Fieldsboro Borough	4	0	0%
Florence Twp.	34	0	0%
Hainesport Twp.	8	0	0%
Lumberton Twp.	17	0	0%
North Hanover Twp.	7	0	0%
Pemberton Twp.	43	0	0%
Pumberton Borough	4	0	0%
Riverside Twp.	2	0	0%
Shamong Twp.	8	0	0%
Southampton Twp.	16	0	0%
Springfield Twp.	7	0	0%
Tabernacle Twp.	12	0	0%
Wrightstown Borough	4	0	0%

	BURLCO		
Month	# Emails	# Clicked	%
January	454	16	3.5%
February	494	13	2.6%
March	546	11	2.0%
April	665	17	2.6%
May			
June			
July			
August			
September			
October			
November			
December			



IP's & Emails

- Missing IPs None – 100% Compliant
- Missing Emails None – 100% Compliant

Cyber Risk Assessment Schedule

JIF	Member Municipality	Assessment Date & Time	Notes
BURLCO	Bass River Twp.	Tuesday 4/14 @ 9:30 am	
BURLCO	Beverly	Thursday 5/9 @ 11:00 am	
BURLCO	Bordentown City	Tuesday 4/30 @ 9:00 am	Complete
BURLCO	Bordentown Twp.	Thursday 4/18 @ 10:00 am	Complete
BURLCO	Chesterfield Twp.	Tuesday 5/7 @ 1:00 pm	Complete
BURLCO	Delanco Twp.	Monday 4/29 @ 9:00 am	Complete
BURLCO	Delran Twp.	Thursday 5/2 @ 1:00 pm	Complete
BURLCO	Edgewater Park Twp.	Thursday 4/18 @ 2:00 pm	Complete
BURLCO	Fieldsboro Borough	Wednesday 5/1 @ 10:00 am	Complete
BURLCO	Florence Twp.	Tuesday 4/30 @ 2:00 pm	Complete
BURLCO	Hainesport Twp.	Wednesday 5/8 @ 11:00 am	
BURLCO	Lumberton Twp. - Admin	Wednesday 4/17 @ 1:00 pm	Complete
BURLCO	Mansfield Twp.	Tuesday 5/14 @ 1:30 pm	
BURLCO	Medford Twp.	Wednesday 5/1 @ 2:00 pm	Complete
BURLCO	Mount Laurel Twp.	Wednesday 5/15 @ 10:00 am	
BURLCO	North Hanover Twp.	Wednesday 4/24 @ 1:00 pm	Complete
BURLCO	Palmyra Borough	Wednesday 5/15 @ 12:00 pm	
BURLCO	Pemberton Borough	Thursday 4/25 @ 1:00 pm	Complete
BURLCO	Pemberton Twp.	Tuesday 5/7 @ 10:00 am	Complete
BURLCO	Riverside Twp.	Thursday 5/2 @ 11:00 am	Complete
BURLCO	Shamong Twp.	Monday 4/29 @ 2:00 pm	Complete
BURLCO	Southampton Twp.	Friday 4/26 @ 2:00 pm	Complete
BURLCO	Springfield Twp.	Monday 5/13 @ 2:00 pm	
BURLCO	Tabernacle Twp.	Thursday 4/25 @ 10:00 am	Complete
BURLCO	Westampton Twp.	Friday 4/26 @ 10:00 am	Complete
BURLCO	Woodland Twp.	Wednesday 4/17 @ 10:00 am	Complete
BURLCO	Wrightstown Borough	Wednesday 4/24 @ 10:00 am	Complete

- 100% of BURLCO is scheduled
- 74% of BURLCO is complete

May 13, 2019

To the Members of the
Executive Board of the
Burlington County Municipal
Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the one month period ending April 30, 2019 for Closed Fund Years 1991 to 2014, and Fund Years 2015, 2016, 2017, 2018 and 2019. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST & INVESTMENTS:

Interest received or accrued for the reporting period totaled \$ 23,689.28. This generated an average annual yield of 1.51%. However, after including an unrealized net gain of \$ 13,626.20 in the asset portfolio, the yield is adjusted to 2.37% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$64,967.39 as it relates to current market value of \$ 16,962,056.14 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$17,046,697.41.

Our asset portfolio with Wilmington/Trust consists of 2 obligations with maturities greater than one year and 8 obligations with maturities less than one year.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 2,457.16 w/YTD Total \$ 39,524.15 (detailed in my report)
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 105.41

LOSS RUN PAYMENT REGISTER ACTIVITY FOR THE PERIOD: (Action Item)

The enclosed report shows net claim activity during the reporting period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 190,090.00. The claims detail shows 279 claim payments issued.

A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END: (\$199. Interest Allocated)

Delran Township	\$66,292.00
Chesterfield Township	\$ 1,087.00
Bordentown City	\$53,080.00
Bordentown Township	\$27,971.00
Westampton Township	\$10,175.00

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 19,156,364.21 to a closing balance of \$ 18,582,824.12 showing a decrease in the fund of \$ 573,540.09. A detailed reconciliation of this change, including its affect on our banking instruments, is included in my report.

BILL LIST FOR THE PERIOD: (Action Item)

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list at the end of my report.

The information contained in this cover report is a summary of key elements related to activity during the reporting period. Other detailed information is contained in the attached documents and, if desired, a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

BILL LIST - MAY 2019

	Payee	FY 2019	FY 2018	Clsd Yrs	JIF Appropriation	Description
1	The Actuarial Advantage	5,082.00			Prof Services/Actuary	February and March fees
2	Arthur J. Gallagher Risk Management Services, Inc.	29,661.00			Prof Services/Administration	May 2019 Fee (2019 rate)
3	Arthur J. Gallagher Risk Management Services, Inc.	273.11			Misc/Postage/Copies/Faxes	April 2019 postage/copies expenses
4	Arthur J. Gallagher Risk Management Services, Inc.	250.00			Misc/Annual Planning Retreat	Riverview Properties/Café Madison 4/16/19 Annual Retreat Deposit
5	The DeWeese Law Firm, P.C.	5,833.00			Prof Services/Attorney	May 2019 Fees
6	Qual-Lynx	16,742.00			Prof Services/Claims Admin.	May 2019 Fees
7	Joyce Media	375.00			Misc/JIF Website	May 2019 Fees
8	Kris Kristie	375.00			Misc/Recording Secretary	May 2019 Fees
9	J. A. Montgomery Risk Control Services	10,945.00			Prof Services/Safety Director	May 2019 Fees
10	Secure Data Consulting Services, LLC	3,713.00			Prof Services/Technology Risk Serv Dir	May 2019 Fees
11	Tom Tontarski	930.00			Prof Services/Treasurer	May 2019 Fees
12	Conner Strong & Buckelew	659.00			Prof Services/Underwriting Mgr	May 2019 Fees
13	Conner Strong & Buckelew	1,068.00			Misc/Fidelity Bond (Admin/TPA/Treasurer)	5/1/19-5/1/20; Policy #B6024103
14	Debby Schiffer	2,494.00			Wellness Program	May 2019 Fees
15	MEL JIF	296,786.00			MEL	MEL 2019 WC & Excess Liability - 2nd installment
16	MEL JIF	1,643.00			Faithful Performance/Fidelity Bond	MEL 2019 Fidelity Bond - 2nd installment
17	MEL JIF	114,259.00			Property Claims and Premium	MEL 2019 Property claims & prem. -2nd installment
18	MEL RCF JIF			475,663.03	Transfer to RCF	Transfer of FY 2014 as of 12/31/18 to the RCF
19	MEL RCF JIF			145.20	Transfer to RCF	FY 2012 WC refund due to RCF
20	ARC Reprographics	2,259.24			Misc/Annual Planning Retreat	Inv#275083; annual retreat binders
21	Connell Consulting	400.00			Training/Training	Proactive Police Sup 4/29-5/1/19; Lumberton/Mt Laurel
22	Courier Post	43.20			Misc/Legal Notices	#3491839 Time change of April meeting
23	Courier Times (BCT)	37.02			Misc/Legal Notices	#7282813; Time change of April meeting
24	Iron Mountain	72.05			Misc/Record Retention Service	Inv#APKX440 Storage 5/1-31/19; Service 3/27-4/23/19
25	Merighi's Savoy Inn	265.35			Training/Training	4/12/19 Excited Delirium training F/B-split
26	Pivot Point Security	1,842.83			EPL/CYBER/Technology Risk Management Services	Inv#4172; April 2019
27	Office Depot, Inc	346.06			Misc/Annual Planning Retreat	4/16/19 Annual Retreat- supplies, binders
28	Riverview Properties	3,431.60			Misc/Annual Planning Retreat	Café Madison 4/16/19 Annual Retreat
29	Bass River Township		1,900.00		Safety Incentive Program	Direct check for SIP
30	City of Beverly		2,475.00		Safety Incentive Program	Direct check for SIP
31	Chesterfield Township		2,400.00		Safety Incentive Program	Direct check for SIP
32	Township of Delanco		2,150.00		Safety Incentive Program	Direct check for SIP
33	Township of Edgewater Park	210.00			Wellness Program	Chair massages for stress relief
34	Borough of Fieldsboro		1,900.00		Safety Incentive Program	Direct check for SIP
35	Florence Township		3,025.00		Safety Incentive Program	Direct check for SIP
36	Hainesport Township		2,650.00		Safety Incentive Program	Direct check for SIP
37	Mansfield Township		2,475.00		Safety Incentive Program	Direct check for SIP
38	Township of Medford		3,600.00		Safety Incentive Program	Direct check for SIP
39	North Hanover Township		2,475.00		Safety Incentive Program	Direct check for SIP
40	Borough of Palmyra		2,475.00		Safety Incentive Program	Direct check for SIP
41	Pemberton Borough		1,900.00		Safety Incentive Program	Direct check for SIP
42	Pemberton Township		3,100.00		Safety Incentive Program	Direct check for SIP
43	Shamong Township		2,650.00		Safety Incentive Program	Direct check for SIP
44	Southampton Township		2,225.00		Safety Incentive Program	Direct check for SIP
45	Wrightstown Borough		2,400.00		Safety Incentive Program	Direct check for SIP
	TOTAL	\$499,995.46	\$39,800.00	\$475,808.23		

JIF Bill List Total \$1,015,603.69