

AGENDA PACKET



Tuesday, November 26, 2019 at 3:30 PM

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

WWW.BURLCOJIF.ORG

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
Hainesport Municipal Building
Hainesport, NJ
Tuesday, November 26, 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 Chair/Secretary (*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 **October 15, 2019** Meeting Minutes.....Pages 1-12
 - B. Adoption of the **October 15, 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The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.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 13- 39
 - 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. EPL Compliance StatusPage 28
 - J. MEL Cyber Risk Management Plan Compliance Status.....Page 29
 - K. Statutory Bond Status.....Page 30
 - L. Skateboard Park Approval Status.....Page 31
 - M. Capehart & Scatchard Updates.....Pages 32-37
 - N. Employee Cyber Hygiene Training – MediaPro
 - O. Elected Officials Seminar - Invite/RSVP.....Pages 38-39
 - P. Certificate of Insurance Guidelines
 - Q. 2020 RMC Resolutions & Agreements

	R.	Land Use Training	
	S.	Dividend Notices	
	T.	Inclement Weather Policy	
	U.	Website	
	V.	New Member Activity	
VIII.		Solicitor's Report	
	A.	Closed Cases.....	Handout
	B.	MEL Helpline and Contact List.....	Pages 40-41
IX.		Safety Director's Report	
	A.	Activity Report	Pages 42-45
	B.	Police One Training.....	Update
	C.	MSI Bulletin: CDL Clearinghouse.....	Page 46
	D.	MSI Bulletin: Leaf Collection.....	Pages 47-48
	E.	LEO Bulletin: Police Vehicles.....	Pages 49-51
X.		Claims Administrator's Report	
	A.	Lessons Learned from Losses	Page 52
XI.		Wellness Director Report	
	A.	Monthly Activity Report.....	Page 53
	B.	Corner Connection	Pages 54-59
	C.	Exercise.....	Page 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.....	Pages 63-64
	D.	PPO Savings & Penetration Report.....	Pages 65-66
	E.	Paid Provider by Specialty.....	Page 67
	F.	Top 5 Provider by Specialty.....	Page 68
	G.	Nurse Case Management Report.....	Page 69
XIII.		Technology Risk Services	
	A.	Report.....	Pages 70-75
	B.	Pivot Point Newsletters.....	Page 76
XIV.		Treasurer's Report as of October 31, 2019	Pages 77-113
	A.	Investment Report	
	B.	Loss Run Payment Registers	
	C.	Fund Status	
	D.	Disbursements	
	E.	November Bill List.....	Pages 114-115
		Motion to approve the Payment Register & Bill Lists– Motion – Roll Call	
XV.		Committee Reports	
	A.	Strategic Planning Committee Meeting – October 15, 2019.....	Pages 116 -121
	B.	Finance Committee Meeting Minutes – November 1, 2019.....	Pages 122-138
		1. 2020 Budget Message.....	Pages 139-144

2. 2020 Budget Introduction – **Motion to Introduce – Roll Call**.....Page 145
3. 2020 Assessment Allocation Strategy - **Motion to Introduce – Roll Call**.....Pages 146-161
4. 2020 Assessment Certification - **Motion to Introduce – Roll Call**.....Page 162
5. Resolution 2019 - _____ Authorizing a Refund of \$150,000 from Closed Year Accounts 2007-2014 Surplus – **Motion- Roll Call**.....Pages 163-164
6. Resolution 2019 - _____ Authorizing a Transfer from the 2015 Fund Year to the MEL Residual Claims Fund – **Motion – Roll Call**.....Page 165
7. Resolution 2019-_____Authorizing a Transfer from the 2019 Deductible Account To the 2019 Property Account – **Motion – Roll Call**.....Page 166
- C. Nominating Committee Meeting Minutes – November 7, 2019.....Pages 167-169
 1. 2020 Nomination Slate Draft.....Page 170
- D. New Member Review Committee Meeting – November 26, 2019.....Verbal

XVI. MEL/RCF/E-JIF Reports

- A. Resolution 2019-_____ Appointing the MEL/RCF/EJIF Representatives for 2020 – **Motion -Roll Call**.....Pages 171-172
- B. 2020 Renewal Update: Ed Cooney.....Verbal
- C. MEL Cyber Task Force Update.....Pages 173-174

XVII. Miscellaneous Business

<p style="text-align: center;">The next meeting will be held on Tuesday, December 17, 2019 at 3:30 PM at Ramblewood Country Club, Mt. Laurel, NJ</p>

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
HAINESPORT TOWNSHIP MUNICIPAL BUILDING
1 HAINESPORT CENTRE, RTE 537
HAINESPORT, NEW JERSEY
October 15, 2019**

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, Hainesport, New Jersey, on Tuesday, October 15, 2019 at 3:30 PM, prevailing time. Chair Jack, **Riverside**, presiding. The meeting was called to order at 3:30 PM.

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**
Jeffrey Elsasser, *Alternate*., **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Jeffrey Hatcher, **Delran Twp.**
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**
Mary Picariello, **North Hanover Twp.**
Scott Pearlman, *Alternate*, **Palmyra Borough**...arrived after roll call
Daniel Hornickel, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**

Absent Fund Commissioners were:

Grace Archer, **Bordentown City**
Mike Templeton, **Delanco Twp.**
Tom Pullion, **Edgewater Park Twp**
Patrice Hansell, **Fieldsboro Borough**
Donna Mull, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp.**
J. Paul Keller, **Springfield Twp.**
Maryalice Brown, **Woodland Twp**
James Ingling, **Wrightstown Borough**

Those also in attendance were:

Paul Forlenza, MGA, Executive Director, *RPA – A Division of Gallagher*
Paul Miola, CPCU, ARM, Deputy Executive Director, *RPA – A Division of Gallagher*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
John Saville, Safety Director, *J.A. Montgomery Risk Control*
Chris Roselli, Claims Administrator, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*
Lou Romero, Technology Risk Services Director, *Secure Data Consulting Services*

Also present were the following Risk Management Consultant agencies:

Conner Strong & Buckelew
EJA/Capacity Insurance
Insurance Agency Mgmt.

Absent Risk Management Consultant agencies:

CBIZ Benefits & Insurance Services
Hardenberg Insurance Group

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

CONDUCT OF MONTHLY MEETING

Motion by Mr. Cramer, 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 September 17, 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. Mascia, to approve the Open & Closed session meeting minutes of the September 17, 2019 meeting as presented.

The Closed Session minutes of the September 17, 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 September 17, 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:

He noted the 2019 Dividend Notices had been emailed out earlier today, and stated that December 3rd was the deadline to respond in regards to how you would like to receive your Dividend: Credit, Check, Deposited into your Contingency Fund, or any combination thereof.

Certificates of Insurance – Mr. Forlenza referenced this report in the agenda packet and asked everyone to please review it for accuracy and that the limits and named additional insured are correct.

2018 Safety Incentive Program Awards – Mr. Forlenza noted 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 members 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 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 report detailing the available balances for each member is attached for the members review. If you have any questions on how to collect your 2019 Wellness Incentive 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.

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.

MEL Cyber Risk Management Plan Compliance Status – Mr. Forlenza noted Mr. Romero will discuss more on this in his report. If you believe the report to be inaccurate regarding your town, please contact Ed Cooney, Fund Underwriter at 973-659-6424.

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. He noted should you have anyone retiring at the end of the year, please begin applying for coverage for the new bond. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA.

Elected Officials Seminar Save the Dates – Mr. Forlenza stated again this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2020 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2020. 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 2020 MEL Assessment. A *Save the Date* was emailed out to all Clerks, Fund Commissioners, and RMC's on or about September 10, 2019. Invitations/RSVP's for the sessions will be e-mailed to all Municipal Clerks and Fund Commissioners in early November. The trainings have been scheduled on the following dates:

December 5, 2019 - O'Connor's American Bar & Grille, Eastampton

January 29, 2020 - Merighi's Savoy Inn, Vineland

February 6, 2020 - Auletto Caterers, West Deptford

March 24, 2020 - Merighi's Savoy Inn, Vineland

Mr. Forlenza noted the MEL is discussing NOT holding an online course for this seminar this year; however, the League of Municipalities will sponsor this seminar in November. Please check the MEL website for information on date and time.

3rd Qtr. Attendance – Mr. Forlenza referenced the Attendance Report included in the agenda packet and asked everyone to review for accuracy. The attendance is taken directly from the Meeting Minutes. He reminded everyone that bonus Safety Incentive monies are available should your town meet the attendance criteria for the year. He stated if you notice any discrepancy to please contact his office.

Land Use Training – Mr. Forlenza noted at everyone seat there was an envelope containing copies of the Land Use Training Booklet, a cover memo to the Clerk and the Land Use Board Secretary, along with a Certification to be filled out by the Land Use Attorney once training is complete. If you have any questions, please reach out to his office.

New Member Activity – Mr. Forlenza noted that he met with New Hanover representatives for a JIF concept presentation on July 9, 2019, and they are in the course of processing their application for membership effective January 1, 2020. He noted he anticipates holding a New Member Review Committee Meeting in November.

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 (0) closed case(s) since the last meeting.

MEL Helpline & Contact List – Mr. DeWeese reminded the Committee about the MEL EPL Helpline and asked the members to please to review the list of authorized contacts for the *MEL Employment Practices Helpline*. He reminded the members they 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. These authorized contacts are the only representatives permitted to access this service.

He noted that he still receives call, he feels the outcomes are very good, and if you have any concerns or questions at all, please reach out to either himself or one of the other 2 attorneys.

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

SAFETY DIRECTOR'S REPORT

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

MEL Video Library – He noted no one utilized the Library in September 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 sent out in October included:

- *National Preparedness Month*
- *Fire Prevention Week*
- *Firearms Safety*

MSI Class Listing – Mr. Saville referenced the list of MSI Classes that are available in October, November and December 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. Saville reported in regards to Police Once Training, there are 14 members actively taking courses with 722 courses taken since October 11.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli presented the *Lessons Learned from Losses* for October which discussed Safe Lifting. He noted he reports on this annually. He reviewed the SMART lifting technique:

- Size up the load.
- Move the load closer
- Always bend your knees
- Raise the load with your legs
- Turn your feet in the direction you want to move.

Mr. Roselli then discussed examples where if the SMART lifting technique had been used, it may have prevented a significant injury.

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 reminded the Committee that she welcomes the opportunity to assist in organizing, researching, or presenting any wellness topic that may help get/keep your staff interested in Health and Wellness. She then highlighted the following:

- **7 members held presentations:**
 - Bordentown City** – “10 Keys to a Healthy Life” – September
 - Chesterfield** – Stress Management workshop - October
 - Delran** – Smoothie demo and healthy breakfast by ShopRite Hainesport and Burlington Twp. Dietitians - September
 - Florence** – Diabetes and Your Body - October
 - Hainesport** – Move More Sit Less - October
 - Medford** – How Physical Health Impacts Resiliency (Police Officers during Roll Call – 1 of 3) - October
 - Southampton** – Healthy lunch ideas by ShopRite Medford Dietitian - September
- **2 members started Challenges:**
 - Edgewater Park** – Water challenge
 - Florence** – water challenge; Year-long weight challenge (maintain or loss)
- **Pemberton Township** hosted an Employee Health Fair
- Several ideas for the fall months include: Healthy Tailgate snack ideas, Gratitude Board and Wall, and Police officers promoted healthy lifestyle by offering a free community workout at the Middle school.
- Wellness Connection Newsletter – Ms. Schiffer noted her newsletter focused on the scary topic of Sugar
- Exercise of the Month: Included in the agenda was a Halloween themed workout.

- 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 September 2019.

Lost Time v. Medical Only Cases

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

	September	YTD
<i>Lost Time</i>	0	16
<i>Medical Only</i>	17	107
<i>Report Only</i>	6	50
<i>Total Intakes</i>	23	173
<i>Report Only % of Total</i>	26.1%	28.9%
<i>Medical Only/Lost Time Ratio</i>	100	87:13
<i>Average Days to Report</i>	.2	2.9

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report:

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	2,058
<i>Transitional Duty Days Worked</i>	1,182
<i>% of Transitional Duty Days Worked</i>	57.4%
<i>Transitional Duty Days Not Accommodated</i>	876
<i>% of Transitional Duty Days Not Accommodated</i>	42.6%

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

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	September
<i>Bill Count</i>	102
<i>Original Provider Charges</i>	\$89,771
<i>Re-priced Bill Amount</i>	\$49,637
<i>Savings</i>	\$40,134
<i>% of Savings</i>	44.7%
<i>Participating Provider Penetration Rate - Bill Count</i>	98.0%
<i>Participating Provider Penetration Rate – Provider Charges</i>	99.0%

<i>EPO Provider Penetration Rate - Bill Count</i>	96.6%
<i>EPO Provider Penetration Rate – Provider</i>	98.7%

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero reported that during September: 577 phishing emails were sent to members, with only 8 being clicked. This is 1.4% of the emails which is well below average. He stated he can run individual member reports, so if you would like to see who clicked on what and when, please see him for your detailed report.

Mr. Romero noted he will continue to send out phishing emails, but in a more sophisticated fashion, as the BURLCO JIF is doing really well, it's time to make the emails a little more difficult to detect. He noted this will be a continuing process, as these types of email scams are always changing.

Mr. Romero stated that in regards to the Media Pro Cyber Training twenty-two (22) municipalities are 100% compliant; four (4) are 80-99% compliant; one (1) is 70-79% compliant. He noted his goal is to have every member compliant by November 15th, so if you are currently not compliant, you will be hearing from him.

Mr. Romero reported members will be receiving a Scanning report and to please share it with your IT personnel.

Lastly, Mr. Romero referenced the Tech Watch Newsletter which was included in the agenda, and noted he will be sending this out monthly, and will have it posted on the JIF website.

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the combined Treasurer's Report for the month of **September, 2019**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of September 30, 2019.

Investment Interest

Interest received or accrued for the reporting period totaled \$27,166.23. This generated an average annual yield of 1.66%. However, after including an unrealized net gain of \$2,522.43 in the asset portfolio, the yield is adjusted to 1.81% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$4,879.83 as it relates to current market value of \$16,063,610.99 vs. the amount we have invested. The current market value; however, when considering the total accrued income at month end is \$16,148,037.63.

The Fund's asset portfolio with Wilmington/Trust consists of 2 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	\$6,640.39	\$126,505.77
Overpayment Reimbursements	\$209.80	
Salvage Receipts	\$400.00	
FY 2019 Premium Assessments		\$101,550.00

New Member Review Application	\$600.00	
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A.E.L.C.F. Participant Balances at Period End

Delran Township	\$30,677.00
Chesterfield Township	\$1,095.00
Bordentown City	\$53,469.00
Bordentown Township	\$28,176.00
Westampton	\$10,250.00
EJIF Dividend	\$40,082.00

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$19,781,846.04 to a closing balance of \$19,579,044.38 showing a decrease in the fund of \$202,801.66.

Loss Run Payment Register – September 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 \$236,486.70. The claim detail shows 248 claim payments issued.

Bill List – October 2019

For the Executive Committee's consideration, Mr. Tontarski presented the October 2019 Bill List in the amount of \$82,425.84 which was included in the agenda packet.

Chair Jack entertained a motion to approve the September 2019 Loss Run Payment Register and approve the October 2019 Bill List in the amount of \$82,425.84 as presented

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

Motion by Mr. Cramer, seconded by Mr. McMahon, to approve the *September 2019 Loss Run Payment Register and approve the October 2019 Bill List in the amount of \$82,425.84* as presented.

ROLL CALL Yeas

Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Jeffrey Elsasser, *Alternate*, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Jeffrey Hatcher, **Delran Twp.**
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**
Mary Picariello, **North Hanover Twp.**
Scott Pearlman, *Alternate*, **Palmyra Borough**
Daniel Hornickel, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**

Nays: None

Motion carried by unanimous vote.

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

COMMITTEE REPORTS

Safety Committee Meeting Minutes – September 17, 2019

Mr. Cramer stated that the Committee met on September 17, 2019 and a verbal report was given at that time. He also noted a copy of the meeting minutes was included in the agenda packet and were self-explanatory.

Finance Committee Meeting Minutes – October 11, 2019

Mr. Hatcher stated that the Committee met on October 11, 2019 and a copy of the meeting minutes were a handout at today's meeting and highlighted the following items:

He stated the committee reviewed the 2020 Draft Budget, the MEL Financial Fast Track, valued as of June 30, 2019, and the MEL 2020 Draft Budget, that originally was a 2% increase, but is now just a .4% budget increase. Mr. Hatcher noted the MEL Cyber Policy increase is 25% on the primary layer, which we expected was coming, thus the importance of having everyone come into compliance with the MEL Cyber Risk Management Program.

He noted the EJIF Financial Fast Track as of June 30, 2019 was reviewed and depicts a surplus of \$21,940,457. He also stated the EJIF is releasing dividends from the 2007 & 2008 Fund Years in the amount of \$42,957, and will be divided up amongst the members AELCF accounts. Mr. Hatcher then referenced a Resolution for consideration that was attached to the Finance Meeting Minutes handout authorizing this action.

Mr. Hatcher asked if there were any questions. There were no questions entertained.

Chair Jack entertained a motion to approve *Resolution 2019-38* Authorizing the Executive Director's office to transfer the Dividends received from the EJIF into the member AELCF accounts.

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 *Resolution 2019-38* as presented.

ROLL CALL	<i>Yeas</i>	Amanda Somes, Bass River Twp.
		Rich Wolbert, Beverly City
		Jeffrey Elsasser, <i>Alternate</i> , Bordentown Twp.
		Glenn McMahon, Chesterfield Twp.
		Jeffrey Hatcher, Delran Twp.
		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
		Mary Picariello, North Hanover Twp.
		Scott Pearlman, <i>Alternate</i> , Palmyra Borough
		Daniel Hornickel, Pemberton Township

Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**

Nays: None

Motion carried by unanimous vote.

Strategic Planning Committee Meeting – October 15, 2019

Ms. Burger stated that the Committee met earlier today and the more detailed minutes will be in the November agenda. She then highlighted the following:

Ms. Burger stated that all of the Renewal Presentation visits have been completed and all members up for renewal have sent in their renewal paperwork. She stated the Committee discussed New Hanover and noted their application is currently under review. The December 17th meeting is currently scheduled for Ramblewood Country Club, however Bradford Estates is going to be looked at as well, and then explained the Executive Directors office is actively reaching out to the suggested venue in regards to hosting the December Executive Committee Meeting and Reception. Ms. Burger asked for a motion to authorize moving the location of the December Executive Committee meeting, once a venue is secured.

Ms. Burger lastly noted the committee discussed Cyber training, Elected officials Training, Attendance, Annual Reports and Artimis Record Retention.

Ms. Burger asked in there were any questions. No questions were entertained.

Chair Jack entertained a motion to authorize the Executive Director's office to readvertise the location of the December Executive Committee Meeting once a venue is secured. Motion by Mr. Wolbert, seconded by Mr. McMahon. All in favor. Motion carried.

MEL/RCF/EJIF

Chair Jack stated there was nothing to report as the meetings were held on October 11, and the reports would be included in next months agenda.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, November 26, 2019 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ.

PUBLIC COMMENT

Motion by Mr. McMahon, seconded by Mr. Cramer, 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 #2019-39

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 #2019-39***. 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.

<i>Property</i>
<i>2019173721</i>
<i>2020182619</i>
<i>2019161299</i>

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 following claims as discussed in *Closed Session*.

ROLL CALL	<i>Yeas</i>	Amanda Somes, Bass River Twp. Rich Wolbert, Beverly City Jeffrey Elsasser, <i>Alternate</i> , Bordentown Twp. Glenn McMahon, Chesterfield Twp. Jeffrey Hatcher, Delran Twp. 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 Mary Picariello, North Hanover Twp. Scott Pearlman, <i>Alternate</i> , Palmyra Borough Daniel Hornickel, Pemberton Township Meghan Jack, Riverside Twp. David Matchett, Shamong Doug Cramer, Tabernacle Twp. Steve Ent, Westampton Twp.
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Nays: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was one (1) abandonment of Subrogation claim(s) presented in Closed Session.

#2019161299

Motion by Mr. McMahon, seconded by Mr. Wolbert, to authorize to Abandon Subrogation as presented.

ROLL CALL *Yeas* Amanda Somes, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Jeffrey Elsasser, *Alternate*, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Jeffrey Hatcher, **Delran Twp.**
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**
Mary Picariello, **North Hanover Twp.**
Scott Pearlman, *Alternate*, **Palmyra Borough**
Daniel Hornickel, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**

Nays: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Jack entertained a motion to adjourn the October 15, 2019 meeting of the BURLCO JIF.

Motion by Mr. McMahon, seconded by Mr. Wolbert, to adjourn the October 15, 2019 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:07 PM.

Kris Kristie,
Recording Secretary for

Glenn McMahon,
Fund Secretary



To: Fund Commissioners
From: Paul A. Forlenza, MGA, RMC, Executive Director
Date: November 26, 2019
Re: **Executive Director's Report**

.....

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

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

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

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

C. Financial Fast Track Report (pg. 21)

The Financial Fast Track Report as of September 30, 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 September 30, 2019 was **\$10,887,825.**

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. Employment Practices Liability Compliance – (pg. 28)

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.

J. MEL Cyber Risk Management Plan Compliance (pg. 29)

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.

K. Statutory Bond Status (pg. 30)

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.

L. Skateboard Park Approval Status (pg. 31)

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.

M. Capehart & Scatchard Updates (pgs. 32-37)

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.

N. 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.

O. Elected Officials Seminars – Invite/RSVP (pgs. 38-39)

Again, this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2020 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2020. 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 2020 MEL Assessment. Invitations/RSVP's for the sessions were emailed to all Municipal Clerks, Fund Commissioners, and RMC's on or about October 30, 2019. The trainings have been scheduled on the following dates:

December 5, 2019 - O'Connor's American Bar & Grille, Eastampton

January 29, 2020 - Merighi's Savoy Inn, Vineland

February 6, 2020 - Auletto Caterers, Deptford

March 24, 2020 - Merighi's Savoy Inn, Vineland

P. Certificates of Insurance

Recently our office sent an email to the Fund Commissioners, RMC's, and Municipal Clerks announcing that the recently revised Certificate of Insurance Guidelines have been posted to the JIF website under the "Coverage" tab. Please review these new guidelines and update your municipal facility agreements, RFP's, RFQ's, and contracts accordingly. Please do not hesitate to contact the Executive Director's office with any questions.

Q. 2020 RMC Resolutions & Agreements

On or about October 17, 2019, a memo and sample copies of the JIF RMC Resolution and Agreement for the 2020 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once our office receives this documentation, payment can be issued for the 2020 fees at the February 2020 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. Also, 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.

R. Land Use Training

At the October 15th meeting a supply of Land Use Booklets were handed out to each Fund Commissioner to give to each member's Municipal Clerk. Included with the Booklets was a memorandum and certification. The Clerk was asked to provide these materials to the municipality's Land Use Board Secretary(s), who will work with the Land Use Board Attorney(s) to complete the training process. Land Use Board members that complete the training process will be eligible for enhanced coverage should they be personally named in a Land Use claim. If you have any questions regarding the training process, please contact the Executive Director's office.

S. Certificate of Insurance Guidelines

Recently our office sent an email to the Fund Commissioners, RMC's, and Municipal Clerks announcing that the recently revised Certificate of Insurance Guidelines have been posted to the JIF website under the "Coverage" tab. Please review these new guidelines and update your municipal facility agreements, RFP's, RFQ's, and contracts accordingly. Please do not hesitate to contact the Executive Director's office with any questions.

T. Dividend Notices

On or about October 11, 2019, members eligible to receive a portion of the 2019 Surplus release should have received notification from the Executive Director's office asking that they indicate how they would like to receive their dividend. Options include receipt of a check, as a credit against the member's 2020 assessment, leaving the Funds with the JIF in the Aggregate Excess Loss Contingency Fund or any combination of the three options. Member are asked to respond to the Executive Director's office no later than December 3, 2019. Any questions can be directed to Tracy Forlenza.

T. Inclement Weather Policy

Please note that the Fund has adopted an Inclement Weather Policy, a copy of which is available on the JIF website www.acmjif.org. Should it become necessary to cancel a meeting, pursuant to the policy, the Executive Director's office will attempt to contact the Fund Commissioners via e-mail, direct telephone contact or posting a message to the Fund's website (www.acmjif.org). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

U. 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@riskprogramadministrators.com.

V. New Member Activity

A New Member Review Committee meeting was held earlier today to review New Hanover's application to join the BURLCOJIF effective January 1, 2020

**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	Lunch \$10PP
Bass River	1,900.00					1,900.00									1,900.00	0.00		NA
Beverly	2,475.00					2,475.00									2,475.00	0.00		NA
Bordentown City	2,975.00														0.00	2,975.00		NA
Bordentown Twp	2,525.00							100.00							100.00	2,425.00		NA
Chesterfield	2,400.00					2,400.00									2,400.00	0.00		NA
Delanco	2,150.00					2,150.00									2,150.00	0.00		NA
Delran	2,775.00														0.00	2,775.00		NA
Edgewater	1,975.00														0.00	1,975.00		
Fieldsboro Boro	1,900.00					1,900.00									1,900.00	0.00		NA
Florence	3,025.00					3,025.00									3,025.00	0.00		916.49
Hainesport	2,650.00					2,650.00									2,650.00	0.00		NA
Lumberton	2,775.00				2,775.00										2,775.00	0.00		NA
Mansfield	2,475.00					2,475.00									2,475.00	0.00		NA
Medford	3,600.00					3,600.00									3,600.00	0.00		NA
Mount Laurel	2,850.00				2,850.00										2,850.00	0.00		1,213.60
North Hanover	2,475.00					2,475.00									2,475.00	0.00		NA
Palmyra	2,475.00					2,475.00									2,475.00	0.00		NA
Pemberton Boro.	1,900.00					1,900.00									1,900.00	0.00		NA
Pemberton Twp.	3,100.00					3,100.00									3,100.00	0.00		NA
Riverside	2,725.00								1,409.69						1,409.69	1,315.31		NA
Shamong	2,650.00					2,650.00									2,650.00	0.00		NA
Southampton	2,225.00					2,225.00									2,225.00	0.00		NA
Springfield	2,400.00							2,400.00							2,400.00	0.00		NA
Tabernacle	2,650.00														0.00	2,650.00		NA
Westampton	2,475.00							880.00							880.00	1,595.00	11/06/19	NA
Woodland	1,900.00														0.00	1,900.00	10/09/19	NA
Wrightstown	2,400.00					2,400.00									2,400.00	0.00		NA
Total By Line	\$67,825.00	\$0.00	\$0.00	\$0.00	\$5,625.00	\$39,800.00	\$0.00	\$980.00	\$3,809.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,214.69	\$17,610.31		NA

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	10/29/19
Beverly Ctiy	1,595.00											799.37			799.37	795.63	
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											1,782.50			1,782.50	877.50	
Edgewater Park	1,595.00														0.00	1,595.00	
Fieldsboro	750.00														0.00	750.00	
Florence	2,660.00											2,660.00			2,660.00	0.00	
Hainesport	995.00											995.00			995.00	0.00	
Lumberton	2,660.00											2,660.00			2,660.00	0.00	
Mansfield	1,595.00														0.00	1,595.00	
Medford	4,645.00														0.00	4,645.00	
Mount Laurel	4,645.00									4,645.00					4,645.00	0.00	
North Hanover	1,595.00									997.61					997.61	597.39	
Palmyra	1,595.00														0.00	1,595.00	10/25/19
Pemberton Boro	995.00														0.00	995.00	
Pemberton Twp.	4,645.00							4,645.00							4,645.00	0.00	
Riverside	2,660.00								897.77						897.77	1,762.23	
Shamong	995.00											993.94			993.94	1.06	
Southampton	1,595.00														0.00	1,595.00	
Springfield	995.00								995.00						995.00	0.00	
Tabernacle	995.00														0.00	995.00	
Westampton	1,595.00							1,595.00							1,595.00	0.00	11/06/19
Woodland	995.00														0.00	995.00	10/09/19
Wrightstown	995.00											995.00			995.00	0.00	
Total By Line	51,295	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,240.00	\$1,892.77	\$5,642.61	\$0.00	\$10,885.81	\$0.00	\$0.00	24,661.19	26,633.81	

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	10/30/19
Beverly	750.00														0.00	750.00	
Bordentown City	750.00														0.00	750.00	
Bordentown Twp.	1,000.00			479.40			113.90	364.56							957.86	42.14	
Chesterfield	500.00														0.00	500.00	
Delanco	750.00									265.25					265.25	484.75	
Delran	1,000.00														0.00	1,000.00	
Edgewater Park	750.00					210.00	231.30				95.88				537.18	212.82	
Fieldsboro	500.00														0.00	500.00	
Florence	1,000.00														0.00	1,000.00	10/25/19
Hainesport	500.00														0.00	500.00	
Lumberton	1,000.00							69.00		150.00					219.00	781.00	10/25/19
Mansfield	750.00														0.00	750.00	
Medford	1,500.00														0.00	1,500.00	
Mount Laurel	1,500.00										365.00				365.00	1,135.00	
North Hanover	750.00									195.95					195.95	554.05	
Palmyra	750.00														0.00	750.00	10/25/19
Pemberton Boro	500.00														0.00	500.00	
Pemberton Twp.	1,500.00														0.00	1,500.00	
Riverside	1,000.00								928.18						928.18	71.82	
Shamong	500.00										247.28				247.28	252.72	
Southampton	750.00														0.00	750.00	
Springfield	500.00											500.00			500.00	0.00	
Tabernacle	500.00														0.00	500.00	
Westampton	750.00														0.00	750.00	11/06/19
Woodland	500.00											104.06			104.06	395.94	10/09/19
Wrightstown	500.00														0.00	500.00	10/30/19
Total By Line	\$21,250.00	\$0.00	\$0.00	\$479.40	\$0.00	\$210.00	\$345.20	\$433.56	\$928.18	\$611.20	\$708.16	\$604.06	\$0.00	\$0.00	4,319.76	16,930.24	

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	10/29/2019
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			500.00	-	
Delran	500.00														-	500.00	
Edgewater Park	500.00														-	500.00	
Fieldsboro	500.00														-	500.00	
Florence	500.00											500.00			500.00	-	
Hainesport	500.00														-	500.00	
Lumberton	500.00														-	500.00	
Mansfield	500.00														-	500.00	
Medford	500.00						500.00								500.00	-	
Mt. Laurel	500.00									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						500.00	-	
Shamong	500.00											500.00			500.00	-	
Southampton	500.00														-	500.00	
Springfield	500.00														-	500.00	
Tabernacle	500.00														-	500.00	
Westampton	500.00														-	500.00	11/6/2019
Woodland	500.00														-	500.00	10/09/19
Wrightstown	500.00														-	500.00	
Total By Line	\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$3,000.00	\$10,500.00	

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



South Jersey Communities Securing Their Future
P. O. Box 530, Marlton, New Jersey 08053

To: Municipal Clerks
Fund Commissioners

From: Kris Kristie, Sr. Account Representative

Date: October 30, 2019

Re: Elected Officials Seminar

Please accept this memorandum as an invitation to the 2019-2020 JIF Elected Officials training program. This year's program will focus on public official's liability, employment practices liability; cyber liability, and wellness program benefits. The goal of this training is to make our Elected Officials aware of the potential impact of their actions on their municipality, and potential personal exposure, while acting in official capacity.

As in the past, the New Jersey Municipal Excess Liability Joint Insurance Fund (MEL) will reduce each member's 2020 MEL Assessment by \$250 for each municipal Elected Official who completes the course by May 1, 2020. This credit is also extended to the member's CEO (i.e. municipal manager/administrator). The maximum credit for each member is 5% of the member's 2020 MEL Assessment.

The schedule of local Elected Official's training seminars is listed below. You are welcome to attend any of the sessions listed. To register, please complete the attached form and return it to Sheila Ortiz at our office.

Locally, the dates & location of this training is as follows:

Registration for all seminars is 5:30 PM – 6:00 PM. Seminars are from 6:00pm – 8:00 pm

Thursday, December 5, 2019 – O'Connor's, Eastampton

Wednesday, January 29, 2020– Merighi's Savoy Inn, Vineland

Thursday, February 6, 2020 - Auletto Caterers, Deptford

Tuesday, March 24, 2020 – Merighi's Savoy Inn, Vineland

Please feel free to contact my office if you have any questions.

cc: Risk Management Consultants

PLEASE RESPOND NO LATER THAN 2 WEEKS PRIOR TO ANY TRAINING DATE!

ELECTED OFFICIALS RISK MANAGEMENT SEMINAR

REGISTRATION FORM

Please Print

Course Date/Location: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Municipality: _____

Contact: _____

Phone Number: _____

E-Mail: _____

Forward the completed form to:

Ms. Sheila Ortiz

Arthur J. Gallagher Risk Management Services

PO Box 530

Marlton, NJ 08053

E-Mail: Sheila_Ortiz@riskprogramadministrators.com

Fax: (856) 446-9149

Registration for all seminars is 5:30 PM – 6:00 PM. Seminars are from 6:00pm – 8:00 pm

Thursday, December 5, 2019 – O'Connor's, Eastampton

Wednesday, January 29, 2020– Merighi's Savoy Inn, Vineland

Thursday, February 6, 2020 - Auletto Caterers, Deptford

Tuesday, March 24, 2020 – Merighi's Savoy Inn, Vineland

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: November 5, 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

OCTOBER ACTIVITIES

LOSS CONTROL SURVEYS

- City of Beverly – Conducted a Loss Control Survey on October 7
- Township of Chesterfield – Conducted a Loss Control Survey on October 16
- Township of Edgewater Park Police Dept. – Conducted a Loss Control Survey on October 17
- Borough of Fieldsboro – Conducted a Loss Control Survey on October 23
- Township of Medford – Conducted a Loss Control Survey on October 2
- Borough of Pemberton – Conducted a Loss Control Survey on October 10
- Township of Riverside – Conducted a Loss Control Survey on October 11
- Borough of Wrightstown – Conducted a Loss Control Survey on October 24

JIF MEETINGS ATTENDED

- Regional Training – Designated Employee Representative – October 8
- Claims Meeting – October 15
- Fund Commissioner Meeting – October 15
- Police ad Hoc Committee Meeting – October 29

MEL MEDIA LIBRARY

The following members used the MEL Media Library during October. 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.

There were no videos viewed during the month of October

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 October. 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.

- October 2 - Regional Training Reminder - Designated Employee Representative (DER) Training
- October 4 - You're Invited: Police Chief AD-HOC Committee Meeting - October 29, 2019
- October 9 - Message from the Safety Director – New NIOSH Resources for First Responders
- October 10 - PEOSH upcoming class schedule for Indoor Air Quality Designated Persons
- October 15 - You're Invited: REMINDER - Police Chief AD-HOC Committee Meeting - October 29
- October 17 - You're Invited: Below 100 – Train the Trainer Program - November 14, 2019
- October 18 - NEW Message from the Safety Director - CBD Oil
- October 21 - Did You Know? – MSI Training Schedule – BURLCO JIF, November 2019
- October 21 - REMINDER - Police Chief AD-HOC Committee Meeting - October 29, 2019
- October 23 - New Bulletin – CDL Clearinghouse open for registrations
- October 24 - NEW Law Enforcement Bulletin – Purchasing & Deploying Vehicles
- October 29 - Annual Reminder – Leaf Collection Safety

UPCOMING EVENTS

- Claims Meeting – November 19
- Fund Commissioner Meeting – November 26

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 November and December 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
11/1/19	Borough of Tinton Falls	Seasonal (Autumn/Winter) PW Operations	7:30 - 10:30 am
11/6/19	Ocean County College #8	Ladder Safety/Walking-Working Surfaces	8:30 - 10:30 am
11/6/19	Ocean County College #8	Asbestos, Lead, Silica Overview	10:45 - 11:45 am
11/6/19	Evesham Township MUA	Fall Protection Awareness	8:30 - 10:30 am
11/6/19	Evesham Township MUA	Fall Protection Awareness	10:45 - 12:45 pm
11/6/19	City of Ventnor	Heavy Equipment Safety	9:00 - 12:00 pm
11/7/19	City of Brigantine #3	Ladder Safety/Walking-Working Surfaces	8:00 - 10:00 am
11/7/19	City of Brigantine #3	PPE	10:15 - 12:15 pm
11/8/19	Township of Middletown #5	Heavy Equipment Safety	8:30 - 11:30 am
11/8/19	Sea Isle City #6	CDL-Drivers Safety Regulations	8:30 - 10:30 am
11/8/19	Sea Isle City #6	CDL-Supervisors Reasonable Suspicion	10:45 - 12:45 pm
11/12/19	Cherry Hill Twp. BOE #6	Landscape Safety	8:30 - 11:30 am
11/12/19	Cherry Hill Twp. BOE #6	Playground Safety Inspections	12:30 - 2:30 pm
11/13/19	City of Margate #5	Seasonal (Autumn/Winter) PW Operations	8:30 - 11:30 am
11/14/19	Township of Middletown SA	LOTO	8:00 - 10:00 am
11/14/19	Township of Middletown SA	Confined Space Awareness	10:15 - 11:15 am
11/14/19	Township of Middletown SA	Respiratory Protection	11:30 - 12:30 pm
11/15/19	Township of Little Egg Harbor #1	Fire Safety	8:30 - 9:30 am
11/15/19	Township of Little Egg Harbor #1	Fire Extinguisher	9:45 - 10:45 am
11/18/19	Township of Middletown #5	CMVO	8:30 - 12:30 pm
11/19/19	Borough of Deal #3	Snow Plow/Snow Removal Safety	8:30 - 10:30 am
11/19/19	Township of Elsinboro	HazMat Awareness w/HazCom GHS-Evening	6:30 - 9:30 pm
11/21/19	Borough of Stone Harbor #1	Heavy Equipment Safety	8:30 - 11:30 am
11/22/19	Township of Toms River	Snow Plow/Snow Removal Safety	8:30 - 10:30 am
11/22/19	Township of Toms River	Fire Safety	10:45 - 11:45 am
11/22/19	Township of Bordentown	Snow Plow/Snow Removal Safety	9:00 - 11:00 am
11/22/19	Township of Bordentown	Shop & Tool Safety	11:15 - 12:15 pm
12/4/19	Deptford Township MUA	Snow Plow/Snow Removal	8:00 - 10:00 am
12/4/19	City of Ventnor	Snow Plow/Snow Removal	9:00 - 11:00 am
12/10/19	Township of Pemberton	Fire Safety	8:30 - 9:30 am
12/10/19	Township of Pemberton	Fire Extinguisher	9:45 - 10:45 am
12/11/19	Borough of Lavallette #1	Snow Plow/Snow Removal Safety	8:30 - 10:30 am
12/11/19	Lower Township MUA	Excavation/Trenching/Shoring	8:30 - 12:30 pm
12/13/19	Township of Little Egg Harbor #1	HazMat Awareness w/HazCom GHS	8:30 - 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
Dealing With Difficult People	1 / M	Playground Safety Inspections	2 / T
Defensive Driving-6-Hour	6 / M	Sanitation and Recycling Safety	2 / T
Driving Safety Awareness	1.5 / T	Safety Committee Best Practices	1.5 / M
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	3 / M,G
Excavation Trenching & Shoring	2 / T,M	Shop and Tool Safety	1 / T
Fall Protection Awareness	2 / T,M	Seasonal Public Works Operations	3 / T
Fast Track to Safety	4 / T	Snow Plow Safety	2 / T
Fire Extinguisher	1 / T	Special Events Management	2 / M
Fire Safety	.5/ T - .5/ G	Shift Briefing Essentials	1 / M
Flagger / Workzone Safety	2 / T,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
Dealing With Difficult People	1 / P	Safety Coordinator's Skills Training	6 / P
Employee Conduct and Violence in the Work Place	1.5 / E	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	HazCom with Globally Harmonized System	1.5 / S
Advanced Safety Leadership	10 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Heavy Equipment Safety	3 / S
Back Safety / Material Handling	1 / S	Housing Authority Safety Awareness	3 / S
Bloodborne Pathogens Training	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Administrator Training	2 / Non S	Hearing Conservation	1 / S
BOE Safety Awareness	3 / S	Hoists, Cranes and Rigging	2 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Jetter Safety	2 / S
CDL - Drivers' Safety Regulations	2 / S	Ladder Safety/Walking Working Surfaces	2 / S
Confined Space Awareness	1 / S	Landscape Safety	2 / S
Confined Space Entry - Permit Required	3.5 / S	Leaf Collection Safety Awareness	2 / S
Dealing With Difficult People	1 / 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
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
Dealing With Difficult People	1 / E, Gen	Dealing With Difficult People	1 / E, M
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	Dealing With Difficult People	1 / OFF
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	
GEN - General Secondary Duties		OFF - Office Admin/General Duties	

LESSONS LEARNED FROM LOSSES

MONTHLY NEWSLETTER

NOVEMBER 2019

MAINTAINING RECORDS



Why is it Important?

- The practice of ensuring adequate and proper documentation contributes to efficient and economical operations by guaranteeing that information is documented and accessible to all authorized parties that may need it.
- Proper maintenance of records can make a world of difference to the member and the JIF. Lawsuits are won and lost based on the documentation provided in support of the JIF's position in a given matter.
- Coverage can be denied to an insured if proper records are not maintained.
- Please make sure that electronic records are maintained in such a manner that the systems in which they are stored evolve with the available technology.
- Lastly, make sure that if the records are physical documents to keep them off the floor and not in a basement.

EXAMPLE: Claimant was playing pickleball and caught his foot under metal bleachers adjacent to the playing surface. He ruptured his Achilles tendon requiring surgical reconstruction and also suffered a wrist injury. The allegation was that a dangerous condition existed as a result of negligently placed bleachers. The town was unable to produce any paperwork showing the manufacturer of the bleachers, when they were purchased or who placed them near the pickleball court. The town was found 100% liable in Arbitration and, ultimately, the claim was settled for \$162,500. Had this information been provided, it is likely that the manufacturer and installer would have contributed to the settlement.

**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: November 26, 2019 at Hainesport Municipality
Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

NOVEMBER ACTIVITY & PLANNED EVENTS

Delanco – Mental Health presentation by Jefferson Health for November

Florence – Gratitude Tree

Medford – Had a healthy Halloween lunch in lieu of candy and handed out tips on handling the typical holiday challenges. Presentation on "How Physical Health Impacts Resiliency" was given to Detectives and Admin (3 of 3 presentations given to staff)

Palmyra – Breast Cancer Awareness activity (check out JIF website for more information); Chair massages in November

Pemberton Borough – Presentation on stress management along with employee chair massages

Westampton – chair massages scheduled for November

Other initiatives to consider:

- Healthy snacks and Fresh Fruit
- Time marked water bottles to promote daily hydration
- Team building activities during or after work
- Electric tooth brushes
- *Hello Fresh* food service, which provides easy to master meals of your choice. All ingredients are sent in the correct portion for how every many servings you request. (sharing information with your employees)
- Jingle bell challenge or Fitness Football Challenge
- Host yoga or meditation workshops to help employees deal with holiday stress

All remaining Wellness Funds must be encumbered by November 30th. Please reach out to me if you would like any assistance.

November Wellness Connection Newsletter

This time of year always brings anticipation of change. The leaves changing color, changing our clocks (fall back one hour this weekend), and changing in the temperature. Change is inevitable. We cannot move forward, grow, succeed, or thrive unless we positively embrace change. So in this month's version of Wellness Corner Connection, I focus on just that...embracing change!

Some of the Topics addressed include:

- Why change is difficulty
- Figuring out where you are in regards to "stage of change"
- Boosting your health with gratitude and kindness (provides resiliency towards change)

November is also Diabetes Awareness Month so I have some information on how diabetes is connected to heart disease. The **recipe** is a simple Autumn Quinoa Salad with sweet potatoes, pecans and bitter greens, another idea for those of you trying to do a meatless Monday. The **Exercise of the Month** is meant to "work out" your mind with a Thanksgiving Themed word search. Fun for you and your family!

November is also Gratitude Month. Thank you to those municipalities who are already planning activities/initiatives to express gratitude in the workplace. After all, it's not happiness that brings us gratitude; it's gratitude that brings us happiness! Being happy at work is something that can positively impact our overall well-being and quality of life, not to mention keep our employees safer and more productive!





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

Intake	October-19	October-18	2019 October YTD	2018 October YTD
# of New Claims Reported	18	18	195	194
# of Report Only	7	4	58	58
% Report Only	38.9%	22.2%	29.7%	29.9%
# of Medical Only	9	13	119	102
# of Lost Time	2	1	18	34
Medical Only to Lost Time Ratio	82:18	93:07	87:13	75:25
Average # of Days to Report a Claim	0.6	2.8	1.9	3.1

Nurse Case Management	October-19	October-18
# of Cases Assigned to Case Management	18	19
# of Cases >90 days	16	13

Savings	October-19	October-18	2019 October YTD	2018 October YTD
Bill Count	176	142	1497	1436
Provider Charges	\$570,507	\$193,536	\$2,056,837	\$2,011,964
Repriced Amount	\$110,201	\$97,911	\$697,909	\$812,724
Savings \$	\$460,306	\$95,625	\$1,358,928	\$1,199,239
% Savings	80.7%	49.4%	66.1%	59.6%

Participating Provider Penetration Rate	October-19	October-18	2019 October YTD	2018 October YTD
Bill Count	93.2%	95.8%	94.9%	93.3%
Provider Charges	97.2%	97.9%	95.9%	95.5%

Exclusive Provider Panel Penetration Rate	October-19	October-18	2019 October YTD	2018 October YTD
Bill Count	98.6%	95.2%	97.5%	89.3%
Provider Charges	99.9%	91.5%	99.5%	94.1%

Transitional Duty Summary		2019 October YTD	2018 October YTD
% of Transitional Duty Days Worked		59.0%	41.4%
% of Transitional Duty Days Not Accommodated		41.0%	58.6%

Cyber Risk Management Monthly Executive Report

November 7, 2019



Media Pro Training

JIF	Municipality	Total Users	Total Completed	% Completed
BURLCO	Bass River Township	3	3	100
BURLCO	Bordentown City	6	6	100
BURLCO	Bordentown Township	12	12	100
BURLCO	Chesterfield Township	13	13	100
BURLCO	Delanco Township	17	17	100
BURLCO	Delran Township	28	28	100
BURLCO	Edgewater Park Township	16	16	100
BURLCO	Fieldsboro Borough	4	4	100
BURLCO	Florence Township	29	29	100
BURLCO	Hainesport Township	9	9	100
BURLCO	Lumberton Township	17	17	100
BURLCO	Mount Laurel Township	67	67	100
BURLCO	North Hanover Township	7	7	100
BURLCO	Pemberton Borough	4	4	100
BURLCO	Pemberton Township	43	43	100
BURLCO	Riverside Township	2	2	100
BURLCO	Shamong Township	10	10	100
BURLCO	Springfield Township	6	6	100
BURLCO	Tabernacle Township	11	11	100
BURLCO	Westampton Township	52	52	100
BURLCO	Woodland Township	7	7	100
BURLCO	Wrightstown Borough	4	4	100
BURLCO	Mansfield Township	50	49	98
BURLCO	Southampton Township	15	14	93
BURLCO	Palmyra Borough	39	34	87
BURLCO	Medford Township	131	113	86
BURLCO	Beverly City	12	10	83

22 Municipalities are 100% complete.

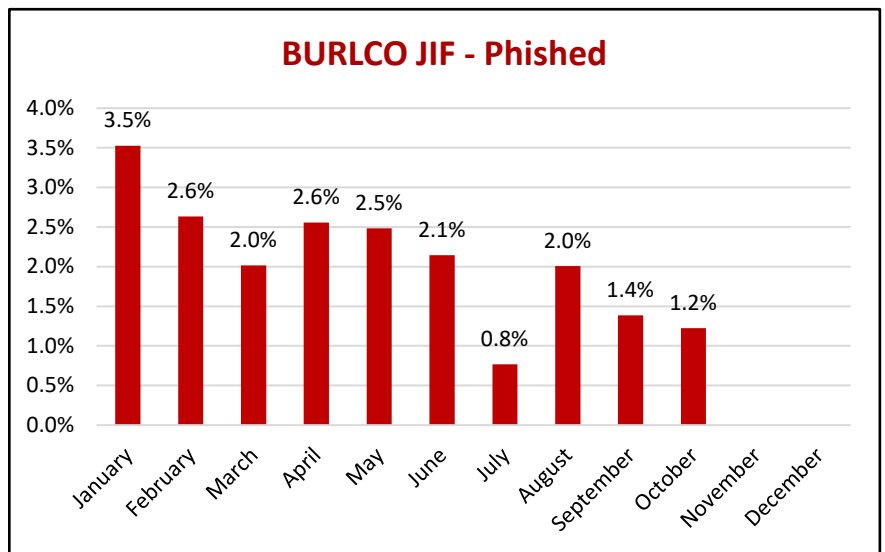
2 Municipality is 90-99% complete

3 Municipalities are 80-89% complete

Phishing Report

Month	BURLCO		
	# Emails	# Clicked	%
January	454	16	3.5%
February	494	13	2.6%
March	546	11	2.0%
April	665	17	2.6%
May	765	19	2.5%
June	653	14	2.1%
July	653	5	0.8%
August	648	13	2.0%
September	577	8	1.4%
October	654	8	1.2%
November			
December			

Year to Date Avg 2.1%



Phishing by Municipality

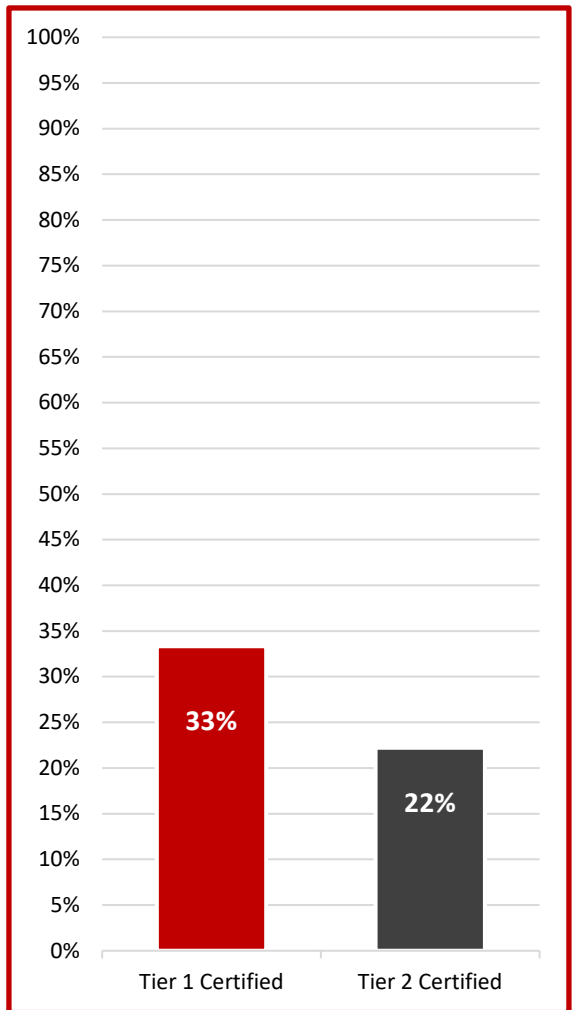
Municipality	Total Email	# of Clicked	% of Clicked
Chesterfield Twp	8	2	25%
Shamong Twp	8	1	13%
Delanco Twp	17	1	6%
Medford Twp	140	3	2%
Mansfield Twp	51	1	2%
Bass River Twp	3	0	0%
Beverly City	13	0	0%
Bordentown City	4	0	0%
Bordentown Twp	13	0	0%
Delran Twp	47	0	0%
Edgewater Park Twp.	17	0	0%
Fieldsboro Borough	4	0	0%
Florence Twp	33	0	0%
Hainesport Twp	8	0	0%
Lumberton Twp	17	0	0%
Mount Laurel Twp	70	0	0%
North Hanover Twp	7	0	0%
Palmyra Borough	44	0	0%
Pemberton Twp	43	0	0%
Pumberton Borough	4	0	0%
Riverside Twp	2	0	0%
Southampton Twp	16	0	0%
Springfield Twp	7	0	0%

Tabernacle Twp	12	0	0%
Westampton Twp	55	0	0%
Woodland Twp	7	0	0%
Wrightstown Borough	4	0	0%

MEL's Cyber Risk Management

BURLCO JIF

Municipality	Tier 1 Certification Approved	Tier 2 Certification Approved
Bass River Township	8/27/2019	8/27/2018
Beverly City		
Bordentown City		
Bordentown Township		
Chesterfield Township		
Delanco Township		
Delran Township	Approved	
Edgewater Park Township	10/4/2019	10/4/2019
Fieldsboro Borough		
Florence Township	Approved	
Hainesport Township		
Lumberton Township		
Mansfield Township		
Medford Township		
Mount Laurel Township	10/16/2019	10/16/2019
North Hanover Township	10/23/2019	10/23/2019
Palmyra Borough - Municipal	12/13/2018	
Pemberton Borough		
Pemberton Township	11/1/209	11/1/2019
Riverside Township		
Shamong Township	10/21/2019	10/21/2019
Southampton Township		
Springfield Township		
Tabernacle Township		
Westampton Township		
Woodland Township		
Wrightstown Borough		



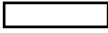



Total # of Municipalities	27	
Tier 1 Certified	9	33%
Tier 2 Certified	6	22%

Vulnerability Scanning

Understanding the vulnerability report

The CVSS Score (**Common Vulnerability Scoring System**) is an industry standard for assessing the severity of computer system security vulnerabilities. CVSS attempts to assign severity scores to vulnerabilities, allowing responders to prioritize responses and resources according to threat. Scores are calculated based on a formula that depends on several metrics that approximate ease of exploit and the impact of exploit. Scores range from 0 to 10, with 10 being the most severe.

Below is a table for reference.

Rating	CVSS Score	Color Code
Low	0.1 – 3.9	White 
Medium	4.0 – 6.9	Yellow 
High	7.0 – 8.9	Orange 
Critical	9.0 – 10.0	Red 

Vulnerability score by municipality:

JIF	Municipality	Last Scan	Severity
BURLCO	Delran Township	10/13/2019 14:15	10
BURLCO	Lumberton Township	10/23/2019 14:15	7.5
BURLCO	Westampton Township	10/18/2019 14:18	6.8
BURLCO	Chesterfield Township	10/18/2019 14:17	5
BURLCO	Hainesport Township	10/23/2019 14:15	5
BURLCO	Medford Township	9/19/2019 17:34	5
BURLCO	Shamong Township	9/19/2019 17:34	5
BURLCO	Tabernacle Township	10/19/2019 14:30	5
BURLCO	Mount Laurel Township	10/24/2019 14:15	4.8
BURLCO	North Hanover Township	10/18/2019 14:18	4.8
BURLCO	Bordentown Township	9/19/2019 17:34	2.6
BURLCO	Delanco Township	10/19/2019 18:54	2.6
BURLCO	Edgewater Park Township	10/22/2019 16:15	2.6
BURLCO	Florence Township	10/22/2019 16:15	2.6
BURLCO	Palmyra Borough	10/19/2019 14:30	2.6
BURLCO	Southampton Township	10/18/2019 14:18	2.6
BURLCO	Bass River Township	10/19/2019 14:30	0
BURLCO	Bordentown City	10/18/2019 14:18	0
BURLCO	Mansfield Township	10/18/2019 14:18	0

BURLCO	Pemberton Borough	10/19/2019 18:54	0
BURLCO	Pemberton Township	10/18/2019 14:18	0
BURLCO	Riverside Township	9/19/2019 17:34	0
BURLCO	Springfield Township	10/18/2019 14:18	0
BURLCO	Wrightstown Borough	10/10/2019 14:15	0

Sample of Monthly Detail Report



Pleasantville City - Monthly Report

Issue	CVSS	Risk	Hosts
GNU Bash Environment Variable Handling Shell Remote Command Execution Vulnerability	10.0	High	50.239.106.115:443/tcp
OpenSSH Denial of Service And User Enumeration Vulnerabilities (Windows)	7.8	High	73.198.60.103:222/tcp
OpenSSH Multiple Vulnerabilities Jan17 (Windows)	7.5	High	73.198.60.103:222/tcp
Deprecated SSH-1 Protocol Detection	7.5	High	73.198.60.103:222/tcp
OpenSSH X11 Forwarding Security Bypass Vulnerability (Windows)	7.5	High	73.198.60.103:222/tcp
SSL/TLS: OpenSSL CCS Man in the Middle Security Bypass Vulnerability	6.8	Medium	50.239.106.115:443/tcp 73.198.60.103:8080/tcp
SSL/TLS: Report Vulnerable Cipher Suites for HTTPS	5.0	Medium	50.239.106.115:8080/tcp 50.239.106.115:443/tcp 73.198.60.103:8080/tcp
OpenSSH 'sftp-server' Security Bypass Vulnerability (Windows)	5.0	Medium	73.198.60.103:222/tcp
OpenSSH User Enumeration Vulnerability-Aug18 (Windows)	5.0	Medium	73.198.60.103:222/tcp
SSL/TLS: Report Weak Cipher Suites	4.3	Medium	173.161.251.118:3389/tcp 50.239.106.115:9000/tcp 50.239.106.115:5389/tcp 50.239.106.115:4006/tcp 50.239.106.115:3389/tcp 73.198.60.103:8080/tcp 73.198.60.103:3389/tcp
jQuery < 1.9.0 XSS Vulnerability	4.3	Medium	50.239.106.115:15672/tcp
SSL/TLS: SSLv3 Protocol CBC Cipher Suites Information Disclosure Vulnerability (POODLE)	4.3	Medium	50.239.106.115:443/tcp 73.198.60.103:8080/tcp

SSL/TLS: Deprecated SSLv2 and SSLv3 Protocol Detection	4.3	Medium	50.239.106.115:443/tcp 73.198.60.103:8080/tcp
SSH Weak Encryption Algorithms Supported	4.3	Medium	50.239.106.115:5022/tcp 73.198.60.103:222/tcp
Apache HTTP Server 'httpOnly' Cookie Information Disclosure Vulnerability	4.3	Medium	50.239.106.115:443/tcp
SSL/TLS: Certificate Signed Using A Weak Signature Algorithm	4.0	Medium	173.161.251.118:3389/tcp 50.239.106.115:9000/tcp 50.239.106.115:5389/tcp 50.239.106.115:4006/tcp 50.239.106.115:3389/tcp 50.239.106.115:443/tcp 73.198.60.103:8080/tcp 73.198.60.103:3389/tcp
SSL/TLS: Diffie-Hellman Key Exchange Insufficient DH Group Strength Vulnerability	4.0	Medium	50.239.106.115:9000/tcp 50.239.106.115:5389/tcp 50.239.106.115:4006/tcp 50.239.106.115:3389/tcp 50.239.106.115:443/tcp 73.198.60.103:3389/tcp

Hosts Scanned
50.239.106.114, 50.239.106.118, 50.239.106.117, 50.239.106.116, 50.239.106.115, 173.161.251.118, 73.198.60.103, 69.142.193.213, 69.142.42.87

Need an excuse to avoid doing real work for another 5 minutes?

[What Batman and Alfred Reveal about Information Security Project Management](#)

Have **Questions?**

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November 12, 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 October 31, 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 \$ 24,063.59. This generated an average annual yield of 1.48%. However, after including an unrealized net gain of \$ 13,519.18 in the asset portfolio, the yield is adjusted to 2.32% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$18,399.01 as it relates to current market value of \$ 16,084,170.69 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$16,172,973.17.

Our asset portfolio with Wilmington/Trust consists of 2 obligations with maturities greater than one year and 7 obligations with maturities less than one year.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 8,528.16 w/YTD Total \$ 135,033.93 (detailed in my report)
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 1,125.00
FY 2019 Premium Assessments \$ 59,750.00

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 \$ 233,769.59. The claims detail shows 279 claim payments issued.

A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END: (\$153. Interest Allocated)

Delran Township	\$30,714.00
Chesterfield Township	\$ 1,096.00
Bordentown City	\$53,535.00
Bordentown Township	\$28,210.00
Westampton Township	\$10,226.00

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 \$ 19,579,044.38 to a closing balance of \$ 19,365,439.06 showing a decrease in the fund of \$ 213,605.22. 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 - NOVEMBER 2019

	Payee	FY 2020	FY 2019	FY 2018	Clsd Yrs	JIF Appropriation	Description
1	The Actuarial Advantage		300.00			Application Fees	New Hanover Actuarial Consulting Fee
2	The Actuarial Advantage		4,540.00			Contingency	Loss Fund Allocation by LOC (one time)
3	Arthur J. Gallagher Risk Management Services, Inc.		29,661.00			Prof Services/Administration	Nov 2019 Fee
4	Arthur J. Gallagher Risk Management Services, Inc.		240.18			Misc/Postage/Copies/Faxes	Oct 2019 postage/copies expenses
5	Arthur J. Gallagher Risk Management Services, Inc.		56.00			Misc/JIF Website	Flipsnack yr subscript for website for large reports
6	Arthur J. Gallagher Risk Management Services, Inc.		78.99			Misc/Meeting Expense/Dinner Mtg	Reimbursement for F/B finance comm mtg 8/29/19
7	Arthur J. Gallagher Risk Management Services, Inc.	501.00				Wellness Program	Wellness calendars; split with other JIFs
8	The DeWeese Law Firm, P.C.		5,833.00			Prof Services/Attorney	Nov 2019 Fees
9	Qual-Lynx		16,742.00			Prof Services/Claims Admin.	Nov 2019 Fees
10	Joyce Media		375.00			Misc/JIF Website	Nov 2019 Fees
11	Kris Kristie		375.00			Misc/Recording Secretary	Nov 2019 Fees
12	J. A. Montgomery Risk Control Services		10,945.00			Prof Services/Safety Director	Nov 2019 Fees
13	J. A. Montgomery Risk Control Services		1,916.57			Training/Training	10/8 DER -Inv#501689/502234 S. Ferris/books/F/B
14	Pivot Point Security		732.00			EPL/CYBER/Technology Risk Management Service	Nov 2019 Fees
15	Secure Data Consulting Services, LLC		3,713.00			Prof Services/Technology Risk Serv Dir	Nov 2019 Fees
16	Tom Tontarski		930.00			Prof Services/Treasurer	Nov 2019 Fees
17	Conner Strong & Buckelew		659.00			Prof Services/Underwriting Mgr	Nov 2019 Fees
18	Debby Schiffer		2,494.00			Wellness Program	Nov 2019 Fees
19	ARC Reprographics		325.50			Misc/Printing	Inv#276312 Land use; #276237 JIF envelopes
20	Iron Mountain		75.20			Misc/Record Retention Service	Inv#CBWZ521 Storage 11/1-30/19; Service 9/25-10/29/19
21	Postmaster	308.00				Misc/Postage/Copies/Faxes	PO Box 489 Annual Fee 11/30/19-11/30/20
22	City of Beverly		799.37			Optional Safety Budget	Safety gear, clothes
23	Township of Delanco		500.00			EPL/CYBER/EPL/Cyber Incentive Program	Update employee handbook with cyber policy

24	Township of Delran		1,782.50			Optional Safety Budget	Cones, rails, bars
25	Township of Florence		500.00			EPL/CYBER/EPL/Cyber Incentive Program	Endpoint essentials software
26	Township of Florence		2,660.00			Optional Safety Budget	road signs
27	Township of Florence			916.49		Safety Incentive Program	Special Recognition award
28	Hainesport Township		995.00			Optional Safety Budget	Safety vest, light bar, power lift Ambulance
29	Lumberton Township		2,660.00			Optional Safety Budget	Fire company gear
30	Lumberton Township		500.00			EPL/CYBER/EPL/Cyber Incentive Program	update cyber security
31	Mansfield Township				25,937.00	Closed Years-Return of Surplus	Full dividend check
32	Borough of Palmyra				8,645.00	Closed Years-Return of Surplus	Full dividend check
33	Shamong Township		500.00			EPL/CYBER/EPL/Cyber Incentive Program	cyber items and policy update
34	Shamong Township		993.94			Optional Safety Budget	safety items and training
35	Springfield Township		500.00			EPL/CYBER/EPL/Cyber Incentive Program	update cyber security
36	Springfield Township		500.00			Wellness Program	water cooler; water testing
37	Woodland Township				3,013.00	Closed Years-Return of Surplus	Full dividend check
38	Woodland Township		104.06			Wellness Program	Healthy meal
39	Wrightstown Borough		995.00			Optional Safety Budget	Tree removal after storm
	TOTAL	\$809.00	\$93,981.31	\$916.49	\$37,595.00		

JIF Bill List Total \$133,301.80
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***Strategic Planning Committee Meeting Minutes
October 15, 2019 at 2:00pm
Hainesport Municipal Building
Hainesport, NJ***

A meeting of the Burlington County Municipal Joint Insurance Fund's Strategic Planning Committee was held on October 15, 2019 at 2:00pm in Hainesport, NJ. Those in attendance were:

Kathy Burger, *Chair, Medford Township*
Glenn McMahon, *Chesterfield Township*
Brandon Umba, *Lumberton Township*
Dave Matchett, *Shamong Township*
Doug Cramer, *Tabernacle Township*
Paul Miola, CPCU, ARM, Executive Director, *Arthur J. Gallagher Risk Management Services*
Paul Forlenza, Deputy Executive Director, *Arthur J. Gallagher Risk Management Services*
Sheila Ortiz, Account Representative, *Arthur J. Gallagher Risk Management Services*

Those unable to attend:

Mike Theokas, **Bordentown Township**

These minutes may not represent the order in which some items were discussed.

I. Minutes of the July 16, 2019 Meeting

Mr. Forlenza noted that the minutes from the Committee's July 16, 2019 meeting were emailed to the Committee on October 1, 2019, and he will be discussing some of the follow-up items from that meeting at today's meeting.

II. Membership Renewals

Mr. Forlenza noted that all members up for renewal effective January 1, 2020 have renewed their membership with the Fund. He noted that the agreements will be filed with DOBI & DCA once the few remaining agreements are executed at this evening's meeting. A copy of the fully executed agreement will be sent back to the renewing member for their records.

Membership Renewal Realignment

Mr. Forlenza reminded the Committee that three (3) years ago the Fund began a process of asking certain members to renew their membership with the Fund one year early to balance out the amount of member loss funding that renews each year in the three-year cycle. He noted that this JIF now has an equal share of loss funding and is in a good position for member renewals for 2020.

III. Membership Visitation Program

Mr. Forlenza stated that he has completed all of the renewing visits for those members that are renewing their Fund membership effective January 1, 2020.

Membership Updates

Mr. Forlenza mentioned that Membership updates were e-mailed to those members that were not up for renewal in mid-September.

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

IV. Membership Growth

Mr. Forlenza indicated that his office received an application for New Hanover Township. He noted their application is currently under review. Mr. Forlenza anticipates a New Member Review Meeting to be scheduled sometime in November.

Mr. Matchett suggested that the new member compile and submit a history of their previous insurance carriers should there ever be a "S.A.M" complaint. Mr. Forlenza responded that he will ask the new member to compile a list of previous insurance carriers for their town. The Committee agreed with Mr. Matchett.

2021 Prospects

Mr. Forlenza mentioned that Cinnaminson, Eastampton and Mount Holly, are up for renewal in their existing programs effective January 1, 2021. He noted that Cinnaminson has had a change in government and a new broker. Mr. Forlenza mentioned that the Deputy Mayor for Cinnaminson is a current Public Works employee with Palmyra Borough.

Ms. Burger indicated that Eastampton previously expressed an interest with the JIF; has there been a change. Mr. Forlenza responded that he has not received any information in regards to Eastampton wanting to join the JIF.

Mr. Forlenza mentioned that Mount Holly has had a change in government. As a result, Brian Monaghan, RMC for Mount Holly reached out to him and scheduled a meeting with Josh Brown the Administrator for the Township. Mr. Forlenza stated that he will keep the Committee informed.

V. December Executive Committee Meeting/Holiday Dinner Meeting

Mr. Forlenza indicated that the December Executive Committee meeting will be held on December 17, 2019 at 3:30pm at Ramblewood Country Club. The December Dinner meeting will follow at approximately 4:45pm at Ramblewood Country Club in Mt. Laurel, NJ.

Mr. Matchett mentioned that he attended an event and he was concerned with the amount of noise that was coming from another room. Ms. Burger commented that if noise is concern this year, we will search for another location for 2020. The Committee agreed with Ms. Burger.

Mr. Forlenza mentioned that the Fund Professionals will jointly sponsor the cocktail hour.

Mr. Forlenza asked that Committee for authorization to re-advertise the meeting location for the December Executive Committee Meeting at tonight's meeting. The Executive Committee gave the Executive Director's office to re-advertise the December meeting.

VI. Executive Committee Meetings

Mr. Forlenza referred the Committee to page one (1) to a copy of the proposed 2020 Executive Committee Meeting Dates. He then asked the Committee if they would like to continue to have the monthly Executive Committee meeting at the Hainesport Municipal Building on the 3rd Tuesday of each month at 3:30pm with no August meeting. The Committee agreed.

Mr. Forlenza mentioned an issue was brought to his attention in regards to the PRIMA Conference scheduled for June 14-17, 2020. He noted that June Executive Committee Meeting is scheduled for

June 16th; which is during the PRIMA Conference. Mr. Forlenza asked if this Committee would like to reschedule the June Meeting. Discussion ensued.

Following a brief discussion, the Committee agreed to re-schedule the meeting from June 16, 2020 to June 23, 2020. Mr. Forlenza indicated that his office will reach out to Ms. Kosko to ensure that the Hainesport Municipal Building will be available to hold the meeting. The Committee agreed with this approach.

VII. JIF Records Retention

Mr. Forlenza reported that the BURLCO JIF is now registered with Artemis. He noted that he will begin the process to destroy old records with Qual-Lynx. At the last meeting, the Committee authorized the destruction of Qual-Lynx's old records.

VIII. Fund Commissioner Attendance

Mr. Forlenza referred the Committee to page two (2) of the agenda packet to review the attendance spreadsheet for the Executive Committee meeting. He noted that this attendance report is through September 2019. Mr. Forlenza stated that attendance is doing pretty well with the exception of Southampton Township and Woodland Township. He noted that during his renewal visit to Southampton Township he expressed his concern regarding their attendance and participation with the Fund. Mr. Forlenza stated that he would like to send the attendance letter provided on page three (3) of the agenda packet in order to document the process. He noted that the attendance letter is mailed to the Municipal Clerk addressed to Mayor and Council. The Committee members are concerned that the attendance letters are not being forwarded to Mayor and Council.

Mr. Forlenza mentioned that the attendance letter asks the Municipal Clerk to consider the letter as official correspondence to the governing body and listed on the next Council Meeting agenda.

Following a brief discussion, the Committee asked the Executive Director's office to send the attendance letter to Southampton Township and Woodland Township. The Committee also asked that the letter include a copy of the minutes from today's meeting addressing the Attorney and Deputy Mayor of Southampton and Woodland Township.

IX. Elected Officials Training

Mr. Forlenza referred the Committee to a *Save the Date* for the Elected Officials Training that will be held in conjunction with the ACM & TRICO JIFs. Invitations for the sessions will be e-mailed to all Municipal Clerks and Fund Commissioners in early November.

Mr. Forlenza indicated that the MEL's Elected Officials Training will be geared toward *Land Use, Sexual Molestation (SAM), EPL and Cyber*. Mr. Forlenza asked the Committee for authorization to engage and compensate speakers to present at the Elected Officials Trainings if necessary. The Committee authorized the Executive Director's office to engage speakers and compensate them for their time at the Elected Officials Trainings if necessary.

X. Land Use Training

Mr. Forlenza mentioned that additional copies of the revised training materials will be distributed during tonight's Executive Committee Meeting. He then referred the Committee to page five (5) to the memorandum that was sent to the Municipal Clerk asking them to provide the *Land Use Training Materials* to their Land Use Board Secretary. Mr. Forlenza mentioned that the letter

addresses the Land Use Board Secretary, which includes the “*Certification of Completion*” to be completed by the Land Use Board Attorney.

XI. Technology Risk Management

Mr. Forlenza included a copy of Mr. Romero’s Risk Management Report beginning on page eight (8) of the agenda packet. Mr. Romero briefly reviewed the Media Training Report and mentioned that there are currently only five (5) member towns not in compliance. Those towns are Mansfield, Southampton, Palmyra, Beverly and Medford Township.

Ms. Burger commented that in her defense, Medford Township ensures that all Volunteer Firefighters and EMS are included in the training. She mentioned that computer access for a few volunteer Fire and EMS workers have been restricted, as they have not completed Media Pro Training. Once the volunteers have completed training, access will be re-activated.

Mr. Umba commented that Fire and EMS for Lumberton Township do not have direct access to Lumberton Township’s server as they placed a firewall for safety reasons.

Mr. Romero reported that during September: 577 phishing emails were sent to members, with only eight (8) clicked. This is 1.4% of the emails, which is well below average. He stated that he can run individual reports, so if you would like to see who clicked on what and when, please see him for your detailed report.

Mr. Romero noted that he will continue to send out phishing emails, but in a more sophisticated fashion, as the BURLCO JIF is doing really well, it’s time to make the emails a little more difficult to detect. He noted this will be a continuing process, as these types of email scams are always changing.

Mr. Romero commented there are six (6) members that are not in compliant with the MEL’s Cyber Risk Management Plan. Those towns are Mansfield Township, Mount Laurel Township, Springfield Township, Tabernacle Township, Woodland Township and Wrightstown Borough. He noted that his goal is to have every member compliant by November 15th, so if you are currently not in compliance, you will be hearing from him.

Mr. Romero then reviewed the *Vulnerability Scanning* report with the Committee. The report will not be sent from Pivot Point; it will be sent from a specific email which is system generated. He noted he will send correspondence to all of the BURLCO JIF members explaining the process as to what to look for when the email arrives. Discussion ensued.

Mr. Romero reported members will be receiving a scanning report and to please share with your IT personnel.

XII. Cyber Liability Coverage

Mr. Forlenza indicated that the Cyber Liability Coverage for the 2020 Renewal continues to change. The primary coverage is through XL with a \$6 million dollar limit with a \$10,000 deductible and the second layer of coverage is through Beazley with an additional \$6 million. He noted that collectively there are \$12 million dollars’ worth of limits. Mr. Forlenza stated that it appears that there is a 25% rate increase in the base policy and the second layer of coverage is flat. He stated that the deductibles seem to be the concern at the MEL Level. There are a number of small municipalities and housing authorities that could feel a burden if the MEL increases their deductible. Mr. Forlenza stated that the MEL is trying to find a balance between rate increases and deductible amounts. He noted that the MEL does not want to put a town in a financial situation where the members will not turn in a claim. Mr. Forlenza indicated that the MEL has not made a

decision regarding the increase at this time. He noted that he will keep the membership informed of any information pertaining to Cyber Liability Coverage.

XIII. BURLCO JIF Website

Mr. Forlenza mentioned that at the last meeting this Committee authorized the Executive Director's office to purchase the WordPress ADA Compliance Check software program. He noted that our Website Manager is currently updating the website and are approximately 90% ADA compliant.

XIV. Annual Reports

Mr. Forlenza noted that the 2019 Annual Reports are in development at this time and will be distributed in December. Each town will receive eight (8) copies. He noted that the copies will be sent to the Clerk asking them to distribute them to their governing body.

XV. 2020 Conferences

Mr. Forlenza state that email notifications will be sent to those Fund Commissioners with the highest priority to attend these conference in January 2020.

- PRIMA: June 14 – 17, 2020 | Nashville, Tennessee
- AGRIP: Spring Conference | March 1 – 4, 2020 | Orlando, FL
- AGRIP: Fall Conference | October 4 – 7, 2020 | Dallas, TX

XVI. Annual Planning Retreat

Mr. Forlenza reminded the Committee that at their last meeting, they agreed to hold the 2020 Annual Planning Retreat on Tuesday, April 21, 2020. He then mentioned that the Committee asked the Executive Director's office to research a few potential venues for next year's planning retreat. As a result, Ms. Ortiz contacted several venues, and provided the following information to the Committee:

- Medford Village Country Club | pricing too high
- Scottish Rite, Bordentown Twp. | Facility is a hall; catering options would be difficult
- Matoris, Bordentown Twp. | room not large enough for event
- Ramblewood Country Club | date available
- Madison Café – did not reach out; pending the outcome of Ramblewood Country Club for December Dinner

Mr. Umba suggested holding the retreat at Bradford Estates in Hainesport. Mr. Forlenza explained that the JIF used to hold the Safety Breakfast there every year. Since then we have had no success with anyone calling us back for dates and pricing. Ms. Burger stated that she also reached out to Bradford Estates last year with no return call.

Mr. Umba stated that he has held four (4) dinners at Bradford Estates. He indicated they have had multiple changes with their Banquet Manager. As a result, he will contact Bradford Estates to request information to hold our Annual Planning Retreat for 2020. Mr. Umba stated that he will follow-up with Ms. Ortiz once he receives information from Bradford Estates.

Mr. Forlenza stated that his office will not reserve a facility pending the outcome of the December Dinner Meeting at Ramblewood Country Club and follow-up from Mr. Umba in regards to Bradford Estates. The Committee agreed with this approach.

XVII. Nominating Committee Representative

Mr. Forlenza referred the Committee to pages 14-15 to a copy of the Nominating Committee Charter. He explained that the Nominating Committee is comprised of one member from each Standing Committee to be selected by the members of that Standing Committee. It has been the JIF's practice to conduct the Nominating Committee Meeting via conference call. Ms. Ortiz stated that with process of elimination, Ms. Burger would represent the Coverage Committee and Mr. Umba would represent the Strategic Planning Committee. Ms. Burger and Mr. Umba both agreed to sit on the Nominating Committee conference call to develop the 2020 Executive Committee Slate. Ms. Ortiz indicated the conference call is scheduled for Thursday, November 7, 2019 at 3pm.

XVIII. Next Meeting

Mr. Forlenza stated that the next meeting will be held in the Spring of 2020 with the date and location to be determined after the Fund Reorganizes. The Committee Agreed.

There being no further business, the meeting adjourned 3:04 PM.

File:	BURLCO/2019/Strategic Planning Committee	Tab:	10/15/2019
	BURLCO/Gen/Strategic Planning Committee	Tab:	10/15/2019



***Finance Committee Meeting
Friday, November 1, 2019
Via Conference Call at 9:00 am***

A meeting of the Burlington County Municipal Joint Insurance Fund's Finance Committee was held on Friday, November 1, 2019 at 9:00 am via conference call.

Jeff Hatcher, *Committee Chair*, **Delran Township**
Mike Theokas, **Bordentown Township**
Richard Brook, **Florence Township**
Kathy Burger, **Medford Township**
John Gural, **Palmyra Borough**
Dave Matchett, **Shamong Township**
Paul Keller, **Springfield Township**
Paul A. Forlenza, MGA, Executive Director, **AJGRMS**
Paul J. Miola, CPCU, ARM, Deputy Executive Director, **AJGRMS**
Jodi Palmeri, Sr. Financial Analyst, **AJGRMS**
Tracy Forlenza, Financial Analyst, **AJGRMS**

Those unable to attend were:

Donna Mull, **Pemberton Borough**

These minutes do not necessarily reflect the order in which these matters were discussed.

Interim Financial Summary September 30, 2019

Ms. Palmeri reviewed the Historical Operating Results Summary valued as of September 30, 2019. She reviewed each line of coverage for Fund Years 2015 through 2019 and made the following observations:

All Fund Years – Ms. Palmeri noted that as of 09/30/19 there was a total of \$119,026,839 in contributions. The Fund has paid \$97,394,850 in Claims and Payments, including excess insurance. Investment income totals \$4,420,514 with a return surplus of \$8,637,127, leaving the JIF with a Cash Position of \$17,415,376. The Fund currently maintains \$3,382,925 in Case Reserves in the open years with \$2,565,133 in IBNR for a Net Current Surplus of \$11,467,318 which is an improvement of \$459,139 since 6/30/19.

Fund Year 2019 – Ms. Palmeri noted there was \$5,692,609 in total contributions which represents 75% of the total anticipated contributions for the year and \$3,735,876 in Claims and Payments, including excess insurance. There is investment income of \$39,711. This leaves the Fund Year with a Cash Position of \$1,996,444. There are Case Reserves of \$744,059 and \$1,190,636 in IBNR, resulting in a slight surplus \$61,749, an improvement of \$175,478 since 6/30. Ms. Palmeri reminded the Committee that there is a deficit in the EPL/POL line because they are only recognizing 75% of contributions, but have paid a full year of the EPL premium. She noted that at this valuation point in 2018, the 2018 Fund Year had a deficit position of \$112,000 and Fund Year 2017 had a \$611,000 surplus. There are 294 claims for 2019. At this same period in 2018, there were 290 claims and 237 claims in 2017.

Fund Year 2018 – Ms. Palmeri noted there was a total of \$7,494,652 in contributions to date. The Fund has paid out \$6,069,250 in Claims and Payments, including excess insurance. Investment income totals \$92,398 resulting in a Cash Position of \$1,517,800. She stated that the

MEL Retro Liability payment of \$188,080 was transferred to the MEL Retro Account so as to not double count these funds as surplus. The Fund currently maintains \$895,994 in Case Reserves and \$1,003,611 in IBNR for a Net Current Deficit position of \$381,805, which has improved by \$227,256 since 6/30/19. There were no (0) new claims reported in the period.

Fund Year 2017 – Ms. Palmeri noted there is a total of \$7,800,316 in contributions to date. The Fund has paid out \$5,055,478 in Claims and Payments, including excess insurance. Investment income totals \$119,744, resulting in a Cash Position of \$2,864,582. She stated that the MEL Retro Liability payment of \$91,135 was transferred to the MEL Retro account. The Fund currently maintains \$695,262 in Case Reserves and \$181,567 in IBNR for a Net Current Surplus of \$1,987,753, which deteriorated by \$77,518 since 6/30/19. She noted that there was one new GL claim this period. Her office inquired with Qual-Lynx as to the new claims and she will update the Committee once she receives a response.

Fund Year 2016 – Ms. Palmeri noted there is a total of \$7,887,845 in contributions to date. The Fund has paid out \$5,569,072 in Claims and Payments, including excess insurance. Investment income totals \$102,452, resulting in a Cash Position of \$2,421,225. She stated that the MEL Retro Liability payment of \$90,709 was transferred to the MEL Retro Account. The Fund currently maintains \$654,194 in Case Reserves and \$131,141 in IBNR for a Net Current Surplus of \$1,635,890, which has deteriorated by \$43,365 since 6/30/19.

Fund Year 2015 – Ms. Palmeri stated there is a total of \$7,895,259 in contributions to date. The Fund has paid out \$6,301,761 in Claims and Payments, including excess insurance. Investment income totals \$84,901 resulting in a Cash Position of \$1,678,399. The Fund currently maintains \$391,403 in Case Reserves and \$58,178 in IBNR for a Net Current surplus position of \$1,228,818, which has improved by \$137,390 since 6/30/19. There were no new claims reported in the period. She reminded the members that beginning last year, the Fund transfers the oldest Fund Year to the RCF valued as of 12/31.

Closed Years Contingency Fund – Ms. Palmeri noted that for the Closed Years Fund (1991-2014) there were \$82,256,158 in Total Contributions, \$70,663,414 in Total Payments, and \$3,970,718 in Investment Income. She noted there is a small amount of Case Reserves, \$2,013, which is attached to a property claim and will not change until the 12/31/2019 audit. The surplus position is \$6,924,322 in the Closed Years Fund. The only development since last review is investment income.

MEL JIF Retro Contingency Fund – Ms. Palmeri noted that over the past three years, \$369,924 was transferred into the MEL JIF Retro Account and earned \$10,591 in Investment Income. She stated that there is a Cash Position of \$380,515. The surplus position is \$10,591 after the liability is removed as to not overstate the surplus. This has improved by \$2,023 since 6/30/19 due to investment income.

A copy of the 09/30/2019 Historical Operating Results are attached and incorporated herein.

Intrafund Transfers

Ms. Palmeri noted that a transfer of \$200,000 from 2019 Deductible to 2019 Property is recommended at this time. She provided a report on page 11 of the agenda detailing the 2019 property claims with an incurred value over \$10,000 noting there are (13) claims in total. She noted that these are driving the deficit in the property line. She stated that a resolution for the transfer will be presented at the November Executive Committee meeting if the Committee was comfortable. The Committee agreed to recommend a transfer of \$200,000 from 2019 the Deductible to 2019 Property line.

Retrospective Candidate Analysis

Bordentown City – Ms. Palmeri noted that their contractual obligation for 2015 was completed as of June 30, 2019 although the Fund Year has not been transferred to the RCF. She stated that they participated in 2016 and have a loss ratio of 79.5%.

Bordentown Township – Ms. Palmeri reviewed the retrospective analysis noting that Bordentown Township participated in 2016 and 2017 and their loss ratios are very low so there is no concern.

Ms. Palmeri reminded the members that there was no members on the retro program for 2018 and 2019.

Calendar of Events

Ms. Palmeri stated that all processes are on target. She reminded the members of the email recently sent informing them that Origami has been reopened since the rollover of exposures.

2020 Draft Budget

Ms. Palmeri noted that the only change in the Loss Funding section of the draft budget is the impact of the selected Assessment Strategy as there is sometimes a slight variation in the amount of loss funding due to rounding of the percentages in each stratification in the Assessment Strategy. She noted that applying the Assessment Strategy chosen by the Committee resulted in generating \$500 more than needed so this will be placed in the Loss Fund Contingency line. She stated that there was no change to the Operating Expense portion of the budget.

Ms. Palmeri noted that the RMC budget was developed using the 2019 contracts and will be adjusted in 2020 via budget amendments once contracts are received.

Ms. Palmeri then directed the Committee to the MEL line item. She stated that the BURLCO performance within the MEL has deteriorated, resulting in a ten year average loss ratio of 56.4%. Although it is below the MEL average of 60.3%, the BURLCO JIF will be negatively experience rated (1%). As the JIF loss ratio is below the MEL average, the JIF will continue to be capped at the 100% Retro Max. She reminded the Committee that in the past, the BURLCO JIF usually had a positive experience rating to reduce the loss funding obligation within the MEL WC and Liability loss funds. She stated that the MEL rate table is on page 16 and depicts a 0.4% increase prior to exposure growth, not a 2% increase as originally proposed. She reported that the MEL discovered that they were double budgeting for boiler and machinery coverage in both line 16 and the excess MEL Property line. She stated that the MEL rate table is on page 17 of the agenda. She noted that although the liability line item is increasing, the Optional Excess lines are being held flat. She further stated that the Excess WC is being reduced; Property is increasing between 5-6% for the MEL retention and Excess Property is increasing approximately 15%.

Ms. Palmeri noted that the cyber increase is 25% at the primary level; however, the excess cyber and VDO are remaining flat.

2020 EPL/POL Draft Premiums

Ms. Palmeri reminded the Committee that when this coverage was moved into the commercial market in 2011, the commercial insurer accepted each JIF's premium for 2011. Since 2011, each JIF's premium increased, decreased, or remained flat based on the JIF's overall performance.

She stated that at that time, BURLCO JIF was a good performing JIF within the MEL system and received decreases most years. She noted that over the past few years her office has recognized that this process resulted in good performing members in poor performing JIFs becoming over assessed and poor performing members in good performing JIFs were under assessed as they were not paying premiums equal to their risk. She also noted that good performing small members were not necessarily covering their risk as their premium did not cover the exposures they have.

Ms. Palmeri noted that this year her office worked with the MEL, and the insurer to change the process by which member EPL premiums are derived. She explained that each member's premium will be determined by multiplying the number of employees times a rate per employee. She explained that different types of employees (police, non-police, volunteers, etc.) will have different rates per page 18 of the Agenda. Once this base rate is determined, an experience rating factor will be applied to the member premiums also noted on page 18. Each JIF's EPL assessment will now be determined by adding up JIF member's assessments instead of determining a JIF's EPL assessment and then dividing up the assessment amongst the members of the JIF.

Mr. Brook asked for further explanation of how this is justified that a good member will need to pay more. Mr. Forlenza noted that originally the insurer and underwriter used a statewide calculation for each JIF trying to fund the entire premium needed using the JIF's loss ratio as a determining factor. He noted that with such a drastic change in the way EPL premiums are now calculated, it is going to take a while to balance out member premiums; especially in regards to the experience rating factors.

Ms. Palmeri noted that the BURLCO JIF will ultimately recognize a 9.75% increase in the EPL/POL/Land Use portion of their premium in 2020. The new process is being phased in (referred to as "smoothing") over five years so as to bring all premiums in line with where they should be. She then directed the members to page 19 which was developed by the Fund Underwriter based upon the formula previously explained. She explained that the Committee should compare the purple column (2019 Total EPL/POL/LU QBE) to the green column (the 5 year phase in -- smoothing), adding in cyber and VDO and totaling it in the orange column (2020 Total Premium) to determine member's final 2020 premiums for these lines of coverage.

Ms. Palmeri then directed the members to page 20 which are the recommended deductibles and co-insurance limits for EPL/POL. She noted that this is not yet finalized. She stated that the carrier is still considering some other factors that might impact their final decision in regards to individual deductibles.

Model OE

Ms. Palmeri noted that on page 21 is an excerpt from the last meeting noting the transition of the allocation of operating expenses in the budget. She reminded the Committee that they utilized 60% loss funding and 40% member payroll when allocating these costs in 2019 and will use the final phase in of 50% loss funding and 50% member payroll for 2020. She then directed the members to pages 22-24 for the Model OE spreadsheets. She then referenced the bottom of the Model OE spreadsheet where it depicts the difference between the current year and the prior year operating expenses. She stated that last year the Police online training, Cyber online training, Technology Risk Management Services, and Technology Risk Services Director were all paid out of the Contingency line item. The Contingency line is allocated as a proportionate share of loss funding. In the 2020 model OE, these expenses are now being allocated based upon police

counts, payroll, and a per member fee so this change will impact some members. She further stated that Right-to-Know was discussed during vendor review noting previously the costs were allocated based upon a proportion of payroll; however, this was not a true depiction of how it should be allocated so this was changed to a number of site visits per member. She also noted that in 2019, there was a safety training line item. For 2020, it was rolled into the general training line and will impact some members as the allocation is now all members based on payroll.

Ms. Palmeri asked the members if they were comfortable with the 50% loss funding and 50% member payroll and the reallocation of costs as described. The Committee agreed to use this method of allocating Operating Expenses and approved this Model OE.

Assessment Comparison Reports

Ms. Palmeri then reviewed the Assessment Comparison Report on pages 26 and 27 with the members noting that page 26 is the 2019 versus 2020 assessment comparison with dollar impact and page 27 is the percentage impact. She noted the JIF assessment is inclusive of loss funding and operating expenses, but does not include RMC fees. She stated that any significant increases over the JIF average were researched by her office and can be explained.

Miscellaneous

Additional Release of Surplus

Ms. Palmeri directed the members to page 28 in the agenda. She noted that with the EPL/POL premium increasing for most members, the impact of the operating expense reallocations, and the addition of the negative experience rating at the MEL level, her office was discussing ways to lessen the impact of the changes on the members' assessments. She stated that one way is to liquidate additional surplus to be applied as a direct credit against the members' 2020 premium. She explained that the Fund currently has more than \$11 million in surplus so liquidating some surplus to help lessen the impact of these changes is being recommended. She noted that three options were prepared for the Committee's consideration \$50,000, \$150,000 and \$250,000.

Mr. Forlenza commented that the factors affecting the budget are the EPL/POL premiums, the experience rating factor on the MEL premium, and transitioning to the reallocation of operating expenses. He feels this release will cushion the impact of increases in this year's assessment. He noted that a resolution can be approved at the November meeting directing the release to only be used as a credit on the 2020 assessment. Mr. Hatcher asked if next year the assessments will still go up. Mr. Forlenza reported that the model OE adjustments will be done and the MEL retro program will hopefully have the experience rating removed since there is now a surplus floor. He noted; however, that the members will continue to be impacted for the next few years by the transition of how EPL premiums are derived. Mr. Forlenza then explained again why the BURLCO JIF EPL/POL premium is increasing even though they are a good performer.

Ms. Palmeri reminded the committee that there were years when the BURLCO JIF had reductions in this line of coverage. Mr. Brook inquired if the other JIFs were experiencing the same issues and wanted to make sure BURLCO would not have their premiums increased due to another JIF's poor performance. Mr. Forlenza noted that all JIFs are undergoing the same process and each member's EPL premium will be determined using the same methodology as described earlier. Mr. Keller inquired about the amount that would keep the JIF budget at a 2% cap. Ms. Palmeri noted that if the Committee were to remove the \$49,000 that was allocated to increase the Property line confidence level, the budget increase would be approximately 2%. Mr. Theokas commented that his concern was that some of these expenses will be here each year and surplus only goes so far. A discussion regarding the additional surplus ensued.

Following a lengthy discussion, the committee agreed to release Option 2, \$150,000 additional surplus to be used as a direct credit towards the 2020 assessment. Ms. Palmeri noted that a resolution authorizing the additional release to be used only as a credit on the 2020 assessment will be presented at the November Executive Committee meeting.

2019 MEL Retro

Ms. Palmeri directed the members to page 31 which is an estimate of the 2019 MEL Retrospective Program. She stated that she will be requesting the final numbers prior to the December Executive meeting so the resolution for the transfer of the money into the MEL Retro account can be presented. She stated that this is the differential between what the Fund budgeted vs what has been paid at 85% which is \$188,080. She noted that if the Committee opted to only transfer the differential from the 85%-100% (the MEL Retro Liability), we would transfer \$84,356 to the MEL Retrospective Account; however, the Committee could transfer the full balance of \$188,080 into the MEL Retrospective Account allowing an extra \$103,724 for any unforeseen costs. The Committee agreed to transfer the full surplus balance of \$188,080.

RCF Resolution to Transfer Oldest Fund Year

Ms. Palmeri noted that the Resolution transferring the 2015 Fund Year to the RCF valued as of 12/31/19 will be presented at the November meeting. The Committee agreed to present this resolution in November.

RCF Financial Fast track as of June 30, 2019

Ms. Palmeri noted that the RCF Financial Fast Track for June 30, 2019 is on page 33. The surplus is \$7,765,409.

Ms. Palmeri noted that the RCF surplus strengthening of \$3 million will be an additional assessment to fund the deficit years from oldest to newest. She reminded the members that the MEL had always increased the confidence level of the claims being transferred into the RCF by \$2 million. With the addition of the surplus floor in the RCF, all MEL affiliated JIFs will have to fund an additional \$1 million. Since this additional \$1 million is spread across the (19) MEL affiliated JIFs, it has a minimal impact on the JIF's finances. Ms. Palmeri noted that the MEL currently does not meet the requirements to trigger the surplus strengthening process.

She noted that at the end of 2020 an analysis will be done of the Firefighter claims that impact the RCF. At that time, the JIFs will get billed back based on number of firefighters and it will most likely be paid out of closed years funds. Mr. Miola stated that a few firefighter cancer claims have been submitted; however, they were denied as their cancer did not meet the requirements of the law. She also noted that the SAM claims will also be evaluated at that time as to their impact on the JIF/MEL/RCF to determine whether they will trigger the MEL or RCF surplus strengthening provisions. She noted that as the RCF deficit years were paid, they would be transferred into the legacy account.

RCF Draft Budget

Ms. Palmeri stated that the RCF draft budget is included in the agenda packet. The budget has a slight reduction of .8% over the 2019 budget. She reminded the members that the RCF release's surplus to offset the following year's operating expenses.

Unclaimed Property

Ms. Palmeri stated that the Fund Treasurer, Mr. Tontarski, has provided a copy of the annual State submission regarding unclaimed property filed on October 29, 2019.

Administrator/Treasurer/TPA Fidelity Bond

Mr. Forlenza explained that currently the Fund carries a Fidelity Bond in the amount of \$250,000, with a \$2,500 deductible, for an annual premium of \$1,068. She stated that recommended amount by the Auditor is approximately \$99,000 for the Fund Treasurer, \$159,000 for the TPA, and \$125,000-\$150,000 for the Administrator. The Committee agreed to leave the current bond limits in place.

Second Installment Payment Date

Mr. Forlenza stated that over the last few years members reported that there have been delays with the County striking their tax rate which has delayed the issuance of third quarter tax bills and in turn has hindered some members in paying their second installment billing on time. He noted that the JIF has allowed an extension of the second installment due date without penalty by motion to compensate for this delay from August 15 to September 15. He stated that the billing due dates are established at the Annual Reorganization meeting by resolution. He is inquiring if the Fund would like to permanently change the due date of the second installment. A discussion ensued. The Committee requested to leave the second installment due date as August 15 and change by motion only as necessary.

Defense Panel Report

Mr. Forlenza noted that the Defense Panel Report had been emailed to all committee members yesterday. He advised that Mr. DeWeese will be presenting his report at the November Executive Committee meeting, however, we provide his report to the Finance Committee prior. He noted that Mr. DeWeese lays out the performance of the Defense Panel, open and closed cases, etc., in his report. Mr. DeWeese is not recommending any rate changes as the contracts were following an RFP process last year and there were rate increases effective January 1, 2019. He asked if anyone had questions regarding the report. No questions were entertained.

Next Meeting Date

Ms. Palmeri noted the next meeting would be sometime in May 2020.

Ms. Palmeri reminded the Committee that at November's Executive Committee meeting, the Fund would be introducing the 2020 Draft Budget, the 2020 Assessment Allocation Policy, and the 2020 Assessment Certifications.

Seeing no other business, the meeting was adjourned at 10:07 am.

File: BURLCO/GEN/Finance Committee Tab: 11/01/19
BURLCO/2019/Finance Committee Tab: 11/01/19

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Interim Financial Statement Summary

For the Period Ended September 30, 2019

**Prepared By:
Arthur J. Gallagher Risk Management Services, Inc.
Fund Administrator**

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
All Fund Years
September 30, 2019

	Total
Earned Contributions & MEL / RCF Dividends	\$119,026,839
Claims Paid (Net of Subrogation) & RCF Premiums	(38,777,070)
Excess Recoveries	252,211
Excess Insurance Premiums Paid	(33,158,585)
Operating Expenses Paid	(20,065,878)
Residual Claims Fund Premiums Paid	(5,645,529)
Total Payments	(97,394,850)
Position After Expenses	21,631,988
Investment Income (per Treasurer)	4,420,514
Transfers	-
Return of Surplus	(8,637,127)
MEL Retro Transfer - Regular Contributions	-
MEL Retro Transfer - Excess Premiums Paid	-
CASH POSITION	17,415,376
Case Reserves	(3,382,925)
Position After Case Reserves	14,032,451
IBNR Reserves	(2,565,133)
Aggregate Excess Recoverable	-
Net Current Surplus	11,467,318
Valued as of 06/30/19	\$11,008,179
NET CHANGE	\$459,139
Claim Count: 09/30/19 (Open Fund Years)	1,819
Claim Count: 06/30/19 (Open Fund Years)	1,626
Net Change	193

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Fund Year 2019
September 30, 2019

	Property	General Liability	Automobile	Workers' Comp.	Deductible	Loss Fund Contingency	MEL / EJIF EPL/POL	Expense & Cont.	Total
Earned Membership Contributions	\$200,813	\$338,921	\$94,350	\$1,464,803	\$370,479	\$0	\$2,055,392	\$1,167,251	\$5,692,009
Other Contributions/ Retro payments								\$600	\$600
Total Contributions	\$200,813	\$338,921	\$94,350	\$1,464,803	\$370,479	\$0	\$2,055,392	\$1,167,851	\$5,692,609
Claims Paid (Net of Subrogation)	(313,998)	(9,631)	(4,076)	(383,321)					(711,026)
Excess Recoveries									-
Excess Insurance Premiums Paid							(2,089,233)		(2,089,233)
Operating Expenses Paid								(935,617)	(935,617)
Total Payments	(313,998)	(9,631)	(4,076)	(383,321)	-	-	(2,089,233)	(935,617)	(3,735,876)
Position After Expenses	(113,186)	329,290	90,274	1,081,482	370,479	-	(33,841)	232,235	1,956,733
Investment Income (per Treasurer)	617	214	996	13,601	4,021		9,056	11,208	39,711
Transfers									-
Return of Surplus	-	-	-	-	-	-	-	-	-
MEL Retro Transfer - Regular Contributions	-	-	-	-	-	-	-	-	-
MEL Retro Transfer - Excess Premiums Paid	-	-	-	-	-	-	-	-	-
CASH POSITION	(112,569)	329,504	91,270	1,095,082	374,500	-	(24,785)	243,443	1,996,444
Case Reserves	(279,143)	(85,154)	(25,501)	(354,261)					(744,059)
Position After Case Reserves	(391,712)	244,350	65,769	740,821	374,500	0	(24,785)	243,443	1,252,385
IBNR Reserves	(1,000)	(303,960)	(81,427)	(804,249)					(1,190,636)
Aggregate Excess Recoverable		-	-	-	-	-	-	-	-
Net Current Surplus/(Deficit)	(\$392,712)	(\$59,610)	(\$15,658)	(\$63,428)	\$374,500	\$0	(\$24,785)	\$243,443	\$61,749
RECOMMENDED TRANSFERS	200,000				(200,000)				-
Valued as of 06/30/19	(\$344,465)	(\$39,669)	(\$10,540)	(\$44,896)	\$249,232	\$0	(\$176,661)	\$253,270	(\$113,728)
NET CHANGE	(48,247)	(19,941)	(5,118)	(18,532)	125,268	-	151,876	(9,827)	175,478
Claim Count: 09/30/19 (Open Fund Years)	63	92	17	122					294
Claim Count: 06/30/19 (Open Fund Years)	26	31	3	42					102
Net Change	37	61	14	80					192

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Fund Year 2018
September 30, 2019

	Property	General Liability	Automobile	Workers' Comp.	Deductible	Loss Fund Contingency	MEL / EJIF EPL/POL	Expense & Cont.	Total
Earned Membership Contributions	\$270,300	\$451,350	\$125,800	\$2,011,950	\$507,802	\$0	\$2,594,140	\$1,533,310	\$7,494,652
Other Contributions/Retro Payments									\$0
Total Contributions	\$270,300	\$451,350	\$125,800	\$2,011,950	\$507,802	\$0	\$2,594,140	\$1,533,310	\$7,494,652
Claims Paid (Net of Subrogation)	(328,196)	(274,269)	(55,821)	(1,470,808)					(2,129,094)
Excess Recoveries									-
Excess Insurance Premiums Paid							(2,568,089)		(2,568,089)
Operating Expenses Paid								(1,372,067)	(1,372,067)
Total Payments	(328,196)	(274,269)	(55,821)	(1,470,808)	-	-	(2,568,089)	(1,372,067)	(6,069,250)
Position After Expenses	(57,896)	177,081	69,979	541,142	507,802	-	26,051	161,243	1,425,403
Investment Income (per Treasurer)	1,434	4,339	2,674	30,863	16,410	-	14,942	21,735	92,398
Transfers	100,000				(100,000)				-
Return of Surplus									-
MEL Retro Transfer - Regular Contributions	-	-	-	-	-	-	(188,080)	-	(188,080)
MEL Retro Transfer - Excess Premiums Paid	-	-	-	-	-	-	188,080	-	188,080
CASH POSITION	43,538	181,420	72,653	572,005	424,212	-	40,994	182,978	1,517,800
Case Reserves	(4,501)	(211,812)	(11,724)	(667,957)					(895,994)
Position After Case Reserves	39,037	(30,392)	60,929	(95,952)	424,212	0	40,994	182,978	621,806
IBNR Reserves	-	(446,390)	(91,487)	(465,734)					(1,003,611)
Aggregate Excess Recoverable									-
Net Current Surplus/(Deficit)	\$39,037	(\$476,782)	(\$30,558)	(\$561,686)	\$424,212	\$0	\$40,994	\$182,978	(\$381,805)
RECOMMENDED TRANSFERS									-
Valued as of 06/30/19	\$23,162	(\$521,479)	(\$46,797)	(\$720,498)	\$421,424	\$0	\$40,915	\$194,211	(\$609,061)
NET CHANGE	15,875	44,697	16,239	158,812	2,787	-	79	(11,233)	227,256
Claim Count: 09/30/19 (Open Fund Years)	56	149	39	157					401
Claim Count: 06/30/19 (Open Fund Years)	56	149	39	157					401
Net Change	0	0	0	0					0

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Fund Year 2017
September 30, 2019

	Property	General Liability	Automobile	Workers' Comp.	Deductible	Loss Fund Contingency	MEL / EJIF EPL/POL	Expense & Cont.	Total
Earned Membership Contributions	\$256,700	\$470,050	\$123,250	\$2,153,161	\$530,873	\$107,867	\$2,863,205	\$1,495,210	\$7,800,316
Other Contributions/Retro Payments									\$0
Total Contributions	\$256,700	\$470,050	\$123,250	\$2,153,161	\$530,873	\$107,867	\$2,863,205	\$1,495,210	\$7,800,316
Claims Paid (Net of Subrogation)	(203,459)	(112,870)	(18,662)	(932,250)	-	-	-	-	(1,267,241)
Excess Recoveries	-	-	-	-	-	-	-	-	-
Excess Insurance Premiums Paid		-	-	-	-	-	(2,490,955)	-	(2,490,955)
Operating Expenses Paid	-	-	-	-	-	-	-	(1,297,282)	(1,297,282)
Total Payments	(203,459)	(112,870)	(18,662)	(932,250)	-	-	(2,490,955)	(1,297,282)	(5,055,478)
Position After Expenses	53,241	357,180	104,588	1,220,911	530,873	107,867	172,250	197,928	2,744,838
Investment Income (per Treasurer)	2,324	15,826	4,192	54,975	21,301	4,135	6,813	10,178	119,744
Transfers	-	-	-	-	-	-	-	-	-
Return of Surplus	-	-	-	-	-	-	-	-	-
MEL Retro Transfer - Regular Contributions	-	-	-	-	-	-	(91,135)	-	(91,135)
MEL Retro Transfer - Excess Premiums Paid	-	-	-	-	-	-	91,135	-	91,135
CASH POSITION	55,665	373,006	108,780	1,275,886	552,174	112,002	179,063	208,106	2,864,582
Case Reserves	(6,795)	(190,666)	-	(497,801)	-	-	-	-	(695,262)
Position After Case Reserves	48,770	182,340	108,780	778,085	552,174	112,002	179,063	208,106	2,169,320
IBNR Reserves	-	(92,160)	(12,836)	(76,571)	-	-	-	-	(181,567)
Aggregate Excess Recoverable	-	-	-	-	-	-	-	-	-
Net Current Surplus/(Deficit)	\$48,770	\$90,180	\$95,944	\$701,514	\$552,174	\$112,002	\$179,063	\$208,106	\$1,987,753
RECOMMENDED TRANSFERS									
Valued as of 06/30/19	\$48,108	\$88,170	\$88,460	\$793,178	\$549,238	\$111,406	\$178,113	\$208,596	\$2,065,270
NET CHANGE	661	2,010	7,484	(91,665)	2,936	596	950	(491)	(77,518)
Claim Count: 09/30/19 (Open Fund Years)	55	114	40	124					333
Claim Count: 06/30/19 (Open Fund Years)	55	113	40	124					332
Net Change	0	1	0	0					1

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Fund Year 2016
September 30, 2019

	Property	General Liability	Automobile	Workers' Comp.	Deductible	Loss Fund Contingency	MEL / EJIF EPL/POL	Expense & Cont.	Total
Earned Membership Contributions	\$275,084	\$510,765	\$119,721	\$2,225,415	\$552,833	\$100,147	\$2,589,363	\$1,514,397	\$7,887,725
Other Contributions								\$120	\$120
Total Contributions	\$275,084	\$510,765	\$119,721	\$2,225,415	\$552,833	\$100,147	\$2,589,363	\$1,514,517	\$7,887,845
Claims Paid (Net of Subrogation)	(315,204)	(212,843)	(13,068)	(1,333,551)	-	-	-	-	(1,874,666)
Excess Recoveries					-	-	-	-	-
Excess Insurance Premiums Paid					-	-	(2,367,012)		(2,367,012)
Operating Expenses Paid					-	-		(1,327,394)	(1,327,394)
Total Payments	(315,204)	(212,843)	(13,068)	(1,333,551)	-	-	(2,367,012)	(1,327,394)	(5,569,072)
Position After Expenses	(40,120)	297,922	106,653	891,864	552,833	100,147	222,351	187,123	2,318,773
Investment Income (per Treasurer)	2,810	18,602	4,280	39,659	19,915	3,604	5,648	7,933	102,452
Transfers	120,000	-	-		(120,000)				-
Return of Surplus	-	-	-	-	-	-		-	-
MEL Retro Transfer - Regular Contributions	-	-	-	-	-	-	(90,709)	-	(90,709)
MEL Retro Transfer - Excess Premiums Paid	-	-	-	-	-	-	90,709	-	90,709
CASH POSITION	82,690	316,524	110,933	931,523	452,748	103,751	227,999	195,057	2,421,225
Case Reserves	-	(489,357)	-	(164,837)		-	-	-	(654,194)
Position After Case Reserves	82,690	(172,833)	110,933	766,686	452,748	103,751	227,999	195,057	1,767,031
IBNR Reserves	-	(76,070)	-	(55,071)	-	-	-	-	(131,141)
Aggregate Excess Recoverable	-	-	-	-	-	-	-	-	-
Net Current Surplus/(Deficit)	\$82,690	(\$248,903)	\$110,933	\$711,615	\$452,748	\$103,751	\$227,999	\$195,057	\$1,635,890
RECOMMENDED TRANSFERS									
Valued as of 06/30/19	\$82,250	(\$209,979)	\$110,343	\$722,289	\$450,341	\$103,200	\$226,790	\$194,021	\$1,679,255
NET CHANGE	440	(38,924)	590	(10,674)	2,407	552	1,209	1,036	(43,365)
Claim Count: 09/30/19 (Open Fund Years)	73	114	38	163					388
Claim Count: 06/30/19 (Open Fund Years)	73	114	38	163					388
Net Change	0	0	0	0					0

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Fund Year 2015
September 30, 2019

	Property	General Liability	Automobile	Workers' Comp.	Deductible	Loss Fund Contingency	MEL / EJIF EPL/POL	Expense & Cont.	Total
Earned Membership Contributions	\$249,200	\$518,600	\$127,146	\$2,342,661	\$591,217	\$100,000	\$2,452,570	\$1,500,655	\$7,882,049
Other Contributions/Retro Payments					\$13,210				\$13,210
Total Contributions	\$249,200	\$518,600	\$127,146	\$2,342,661	\$604,427	\$100,000	\$2,452,570	\$1,500,655	\$7,895,259
Claims Paid (Net of Subrogation)	(289,251)	(186,139)	(39,592)	(2,143,416)					(2,658,398)
Excess Recoveries									-
Excess Insurance Premiums Paid							(2,339,694)		(2,339,694)
Operating Expenses Paid								(1,303,669)	(1,303,669)
Total Payments	(289,251)	(186,139)	(39,592)	(2,143,416)	-	-	(2,339,694)	(1,303,669)	(6,301,761)
Position After Expenses	(40,051)	332,461	87,554	199,245	604,427	100,000	112,876	196,986	1,593,498
Investment Income (per Treasurer)	3,116	16,180	3,852	17,801	23,642	3,936	6,695	9,679	84,901
Transfers	100,000				(100,000)				-
Return of Surplus	-	-	-	-	-	-	-	-	-
MEL Retro Transfer - Regular Contributions	-	-	-	-	-	-	-	-	-
MEL Retro Transfer - Excess Premiums Paid	-	-	-	-	-	-	-	-	-
CASH POSITION	63,065	348,641	91,406	217,046	528,069	103,936	119,571	206,665	1,678,399
Case Reserves	-	(100,628)	-	(290,775)		-	-	-	(391,403)
Position After Case Reserves	63,065	248,013	91,406	(73,729)	528,069	103,936	119,571	206,665	1,286,996
IBNR Reserves	-	(7,630)	-	(50,548)			-	-	(58,178)
Aggregate Excess Recoverable	-	-	-	-	-	-	-	-	-
Net Current Surplus/(Deficit)	\$63,065	\$240,383	\$91,406	(\$124,277)	\$528,069	\$103,936	\$119,571	\$206,665	\$1,228,818
RECOMMENDED TRANSFERS									-
Valued as of 06/30/19	\$62,729	\$231,790	\$90,920	(\$247,159)	\$525,262	\$103,383	\$118,937	\$205,566	\$1,091,428
NET CHANGE	335	8,594	486	122,882	2,808	553	634	1,099	137,390
Claim Count: 09/30/19 (Open Fund Years)	91	109	42	161					403
Claim Count: 06/30/19 (Open Fund Years)	91	109	42	161					403
Net Change	0	0	0	0					0

[2015 Property includes 1 catastrophe]

Compiled by Arthur J. Gallagher Risk Management Services, Inc., Public Sector Practice from Actuarial, Claims Administrator & Treasurer reports valued as of September 30, 2019

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Closed Years Contingency Fund
September 30, 2019

	1991-2014
Earned Contributions & MEL / RCF Dividends	\$82,256,158
Claims Paid (Net of Subrogation)	(30,136,645)
Excess Recoveries	\$252,211
Excess Insurance Premiums Paid	(21,303,602)
Residual Claims Fund Premiums Paid	(5,645,529)
Operating Expenses Paid	(13,829,849)
Total Payments	(70,663,414)
Position After Expenses	11,592,744
Investment Income (per Treasurer)	3,970,718
Transfers	\$0

Return of Surplus	(8,637,127)
MEL Retro Transfer - Regular Contributions	\$0
MEL Retro Transfer - Excess Premiums Paid	\$0
CASH POSITION	\$6,926,335
Case Reserves - Property	(\$2,013)
Position After Case Reserves	6,924,322
IBNR Reserves - Property	\$0
Current Surplus/(Deficit)	\$6,924,322
Open Property Claim Count: 09/30/19	1
Open Property Claim Count: 06/30/19	1
Net Change	0

Compiled by Arthur J. Gallagher Risk Management Services, Inc., Public Sector Practice from
Actuarial, Claims Administrator & Treasurer reports valued as of September 30, 2019

Burlington County Municipal Joint Insurance Fund

Historical Operating Results Summary

MEL JIF RETRO Contingency Fund

September 30, 2019

		Fund Year(s) 2016- 2018
MEL Retro Transfer - Contributions		369,924
MEL Retro Transfer - Excess Premiums Paid		0
Position After Expenses		369,924
Investment Income (per Treasurer)		10,591
Transfers		
Return of Surplus		
CASH POSITION		\$380,515
MEL Retro Transfer - Excess Premiums Liability		(369,924)
Current Surplus/(Deficit)		\$10,591
Valued as of 06/30/19		\$8,567
NET CHANGE		\$2,023

Compiled by Arthur J. Gallagher Risk Management Services, Inc., Public Sector Practice from Actuarial, Claims Administrator & Treasurer reports valued as of September 30, 2019

Burlington County Municipal Joint Insurance Fund
Open Years Comparative Operating Results Summary
September 30, 2019

FUND YEAR 2019	Property	GL	Automobile	WC	Deductible	Loss Contingency Fund	ME/LE/JIF/EPL/POL	Operating	Total
CASH POSITION	\$ (112,569)	\$ 329,504	\$ 91,270	\$ 1,095,082	\$ 374,500	\$ -	\$ (24,785)	\$ 243,443	\$ 1,996,444
Net Current Surplus/(Deficit)	\$ (392,712)	\$ (59,610)	\$ (15,658)	\$ (63,428)	\$ 374,500	\$ -	\$ (24,785)	\$ 243,443	\$ 61,749
RECOMMENDED TRANSFERS	\$ 200,000	\$ -	\$ -	\$ -	\$ (200,000)	\$ -	\$ -	\$ -	\$ -
Valued as of 06/30/19	\$ (344,465)	\$ (39,669)	\$ (10,540)	\$ (44,896)	\$ 249,232	\$ -	\$ (176,661)	\$ 253,270	\$ (113,728)
NET CHANGE	\$ (48,247)	\$ (19,941)	\$ (5,118)	\$ (18,532)	\$ 125,268	\$ -	\$ 151,876	\$ (9,827)	\$ 175,478

FUND YEAR 2018	Property	GL	Automobile	WC	Deductible	Loss Contingency Fund	ME/LE/JIF/EPL/POL	Operating	Total
CASH POSITION	\$ 43,538	\$ 181,420	\$ 72,653	\$ 572,005	\$ 424,212	\$ -	\$ 40,994	\$ 182,978	\$ 1,517,800
Net Current Surplus/(Deficit)	\$ 39,037	\$ (476,782)	\$ (30,558)	\$ (561,686)	\$ 424,212	\$ -	\$ 40,994	\$ 182,978	\$ (381,805)
RECOMMENDED TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Valued as of 06/30/19	\$ 23,162	\$ (521,479)	\$ (46,797)	\$ (720,498)	\$ 421,424	\$ -	\$ 40,915	\$ 194,211	\$ (609,061)
NET CHANGE	\$ 15,875	\$ 44,697	\$ 16,239	\$ 158,812	\$ 2,787	\$ -	\$ 79	\$ (11,233)	\$ 227,258

FUND YEAR 2017	Property	GL	Automobile	WC	Deductible	Loss Contingency Fund	ME/LE/JIF/EPL/POL	Operating	Total
CASH POSITION	\$ 55,565	\$ 373,006	\$ 108,780	\$ 1,275,886	\$ 552,174	\$ 112,002	\$ 179,063	\$ 208,106	\$ 2,864,582
Net Current Surplus/(Deficit)	\$ 48,770	\$ 90,180	\$ 95,944	\$ 701,514	\$ 552,174	\$ 112,002	\$ 179,063	\$ 208,106	\$ 1,987,753
RECOMMENDED TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Valued as of 06/30/19	\$ 48,108	\$ 88,170	\$ 88,460	\$ 793,178	\$ 549,238	\$ 111,406	\$ 178,113	\$ 208,596	\$ 2,065,270
NET CHANGE	\$ 661	\$ 2,010	\$ 7,484	\$ (91,665)	\$ 2,936	\$ 596	\$ 950	\$ (491)	\$ (77,518)

FUND YEAR 2016	Property	GL	Automobile	WC	Deductible	Loss Contingency Fund	ME/LE/JIF/EPL/POL	Operating	Total
CASH POSITION	\$ 82,690	\$ 316,524	\$ 110,933	\$ 931,523	\$ 452,748	\$ 103,751	\$ 227,999	\$ 195,057	\$ 2,421,225
Net Current Surplus/(Deficit)	\$ 82,690	\$ (248,903)	\$ 110,933	\$ 711,615	\$ 452,748	\$ 103,751	\$ 227,999	\$ 195,057	\$ 1,635,890
RECOMMENDED TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Valued as of 06/30/19	\$ 82,250	\$ (209,979)	\$ 110,343	\$ 722,289	\$ 450,341	\$ 103,200	\$ 226,790	\$ 194,021	\$ 1,679,255
NET CHANGE	\$ 440	\$ (38,924)	\$ 590	\$ (10,674)	\$ 2,407	\$ 552	\$ 1,209	\$ 1,036	\$ (43,365)

Fund Year 2015	Property	GL	Automobile	WC	Deductible	Loss Contingency Fund	ME/LE/JIF/EPL/POL	Operating	Total
CASH POSITION	\$ 63,065	\$ 348,641	\$ 91,406	\$ 217,046	\$ 528,089	\$ 103,936	\$ 119,571	\$ 206,665	\$ 1,678,399
Net Current Surplus/(Deficit)	\$ 63,065	\$ 240,383	\$ 91,406	\$ (124,277)	\$ 528,089	\$ 103,936	\$ 119,571	\$ 206,665	\$ 1,228,818
RECOMMENDED TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Valued as of 06/30/19	\$ 62,729	\$ 231,790	\$ 90,920	\$ (247,159)	\$ 525,262	\$ 103,383	\$ 118,937	\$ 205,566	\$ 1,091,428
NET CHANGE	\$ 335	\$ 8,594	\$ 486	\$ 122,862	\$ 2,808	\$ 553	\$ 634	\$ 1,099	\$ 137,390

FUND YEAR 2020 DRAFT BUDGET

The attached \$7,532,217 JIF, MEL, EPL/POL/CYBER, and EJIF budget represents a 2.50% increase over last year's combined annualized budget of \$7,348,767. As in years past, individual member assessments will fluctuate above or below the estimated range based on member claims experience as outlined in the JIF *Assessment Allocation Policy*. The 2020 draft JIF Budget of \$4,668,076 represents an increase of 1.30% (\$59,832) over last year's \$4,608,244 annualized budget. Budgeted loss funds increased by \$30,318 (0.92%). Operating Expenses increased \$29,514 (2.24%) over 2019, while the excess premiums, inclusive of the MEL, EPL/POL/CYBER, and EJIF policies, are projected at \$2,864,141 in comparison to \$2,740,523 for 2019, an increase of \$123,618 (4.51%).

Revaluation Program

Beginning with Fund Year 2011, the Finance Committee implemented a program that allows the Fund to lower a good performing member's loss funding budget if they have been a "net giver" to the Fund over the most recent six-year period. The reasons for this review included ever-increasing pressure on the loss fund budget, tighter municipal budgets, and outside competition due to a prolonged *soft* insurance market. This program is thoroughly explained in the attached *Assessment Allocation Policy*. Each year, the Finance Committee reviews renewing members' pricing to make sure their assessment accurately reflects their loss exposure to the Fund. This Revaluation program continued in the development of the 2020 Budget.

Retrospective Assessment Program

In addition, beginning in 2011, the Finance Committee introduced a *Retrospective Assessment Program* that identifies members that are the driving force behind the Loss Funding increases year to year and removes the risk they place on the Fund by placing these members in a min/max loss-funding contract. Again, this program is thoroughly explained in the attached *Assessment Allocation Policy*.

The five members (Delanco Township, Edgewater Park Township, Palmyra Borough, Riverside Township, Westampton Township) in the Retrospective Assessment Program for 2020 received a 7% increase in their minimum loss-funding assessment. The differential between the minimum loss funding increase and the maximum assessment increase (as determined by the Finance Committee) becomes the sole obligation of the member should their claims costs exceed their minimum loss funding assessment.

BUDGET FACTORS

Loss Funds

Loss Funds represent money used for the payment of member claims.

Each summer, the Fund Actuary, Actuarial Advantage, reviews member exposures and loss experience and projects the total incurred claims for the Fund Year ahead. Assuming no change in the SIR for Fund Year 2020, the Actuary recommended a 0.9% increase in the overall loss funding budget utilizing anticipated exposure growth of 0% for Auto & General Liability and Workers' Compensation and 4% for Property utilizing the "central" confidence level as utilized historically. Due to the negative performance in the Property line in more recent Fund Years, the Finance Committee opted to utilize the "high" confidence level funding recommendation for the Property line, placing the difference between the "central" and "high" confidence levels in the Loss Fund Contingency Account. The loss funding as provided by the Fund Actuary was reduced by the differential of the Retrospective Contract Min and Contract Max (\$49,020); since the liability is with the members on the Retrospective Program, the remaining members benefit from not having to generate the additional funding. The net impact result is a loss funding increase of 0.92% (\$30,318).

1. **Workers' Compensation** loss funding decreased 1.70% (\$33,235). Over the past several years, the Fund has implemented a number of cost control measures that have helped to stem the increase in workers' compensation claims. Cost control measures include monitoring the number of days it takes each member to report a claim, the use of transitional duty days, and the use of the Fund's managed care EPO. Each of these items is tracked and reported to the membership on a monthly basis. Fund Year 2020 also marks the eighth year that the Fund has invested in a Wellness Program. Numerous national studies indicate that healthy employees are less likely to suffer a workers' compensation claim; and, when they are injured, the injury is less severe and the employee recovers faster. In addition, the Fund has recognized a decrease in its lost time accident frequency over the past several years. This trend is an indication that the Fund's emphasis on safety training and management of claims is paying off; however, the Fund is aware that medical and wage inflation continues to put pressure on the workers' compensation claims costs and the Fund budget.
2. **General Liability** loss funding increased 2.98% (\$13,476). After several years of loss funding reductions in this line item, a minimal increase in funding for the general liability line has been included in the 2020 loss funding budget. It should be noted that the Fund continues to encourage its members to include model indemnification, defense, and hold harmless language in all municipal contracts including inter-local service agreements. Fund members also have access to a TULIP (**T**enant **U**ser **L**iability **I**nsurance **P**rogram) that allows private users of municipal facilities to secure short term, low cost, liability insurance policies over the internet. These policies automatically name the municipality as an *Additional Insured* and provide an added layer of protection to the members. Our claims adjusters are continuing to do a fine job in investigating, settling, and defending liability claims brought against our members. In addition, the Fund's defense attorneys continue to be successful in defending our members in these matters. Finally, it should be noted that the Fund is aware of recent adverse jury decisions against Police Officers and Departments that might have an impact on the Fund's strategy in defending and settling police related claims in the future.
3. **Auto Liability** loss funding, while not a major component of Loss Funds, is decreasing 1.93% (\$2,428). Although accidents involving police and other emergency response vehicles continue to be a major factor driving this line of coverage, the efforts of the Safety Director and Fund members in controlling this risk are resulting in savings. The Safety Director is continuing to monitor losses in this line of coverage and develop additional strategies to help reduce accidents.
4. **Property** loss funding is increasing 2.35% (\$6,280). The Fund continues to recognizing small annual increase in this line of coverage including 2020. In addition, over the past several years, the Fund has seen an increase in the number of property claims exceeding the Fund's SIR, hitting the MEL and excess layer. Recently, the Executive Director's office in conjunction with the Safety Director have embarked on a study to determine the main causes of loss including police related auto accidents and loss of to municipally owned property due to a lack of maintenance.
5. **Loss Fund Contingency** loss funding (\$49,148) is included in the 2020 Budget in recognition of the poor performance in the BURLCO JIF Property line of coverage. The Finance Committee opted to utilize the "high" confidence level funding recommendation for the Property line, placing the difference between the "central" and "high" confidence levels in the Loss Fund Contingency Account.

Operating Expenses

The operating expense portion of the budget has increased by \$29,514 (2.24%) and is comprised of the costs required to operate the Fund. Increases in professional fees averaged 2.00%; however, the Claims Administration was approved for a 4.0% rate increase resulting in a line item increase of 3.96%, the Right to Know fee was approved at a 21.74% (\$5,601) increase, and the Technology Risk Services Director increased 20.73% (\$9,179). It is noteworthy to point out that the Fund's operating expenses represent approximately

17% of the combined JIF, MEL, and EPL/POL/CYBER budget, which is significantly below the typical 30-40% insurance industry-operating ratio and below the 20% average operating expense ratios for pools nationwide.

It is noteworthy to highlight the allocation of four (4) new Budget line items that were created via Budget Amendment to the 2019 Budget that will affect individual member allocations. During the 2019 Fund Year, the funding for these line items were transferred from the Risk Control Contingency line to create more specific budget line items (Police On-Line Training, Cyber On-Line Employee Training, Technology Risk Management Services, and Technology Risk Services Director). The allocation on a per member basis for Contingency is a proportionate share of Loss Funding; whereas the new line items are a proportionate share of Police Counts, Payroll, and per member, respectively. Right to Know fees were previously allocated as a proportionate share of Payroll; however, per the Safety Director's recommendation, the 2020 fee will be based as a proportionate share of site visits. Lastly, during the 2019 Fund Year, the funding for Safety Training (which was allocated to those members based on their Safety Director Size Category) was rolled into a general Training line item that is allocated based on a proportionate share of payroll. As a result, members will see fluctuation in their operating expenses.

Each year the Finance Committee evaluates the allocation of the Operating Expenses to ensure each member is paying their fair share of these costs. After reviewing the impact of the *Revaluation Program* on some members' share of operating expenses, it was decided that the allocation of the Administrator, Attorney, and Claims Administrator should not be allocated solely based on a proportionate share of Loss Funding. Because the *Revaluation Program* can decrease a member's loss funding allocation, it automatically decreases a member's share of those operating expenses allocated using loss funding. As a result, operating expenses that used to be paid by that member are shifted to the other non-renewing members of the Fund. After reviewing this situation, the Committee unanimously agreed to phase in the process to where a portion of operating expenses for these Fund Professionals are allocated based on a proportionate share of Payroll. For the 2019 Budget, the Committee decided to allocate these line items utilizing 60% Loss Funding and 40% Payroll. For the 2020 Budget, the Committee decided to allocate these line items utilizing 50% Loss Funding and 50% Payroll.

MEL

The JIF participates in the Municipal Excess Liability Joint Insurance Fund to provide catastrophic protection over its local loss fund budget. For 2020, the MEL Budget is projected to increase 0.4% prior to exposure growth. A copy of the proposed 2020 MEL Budget and rate table is enclosed.

Beginning in 2016, the MEL implemented a *Retrospective Program* on all member JIFs in addition to an experience rating process based on the prior ten years MEL experience for WC and Liability claims funding. Although the BURLCO JIF has been a net "giver" to the MEL over the prior ten years, the more recent performance has been trending negatively and the BURLCO JIF's ten year average (56.4%) is nearing the overall MEL average (60.5%) resulting in a 1% experience rating applied to their WC and Liability claims funding. Pursuant to the *MEL Retrospective Program*, each JIF will be invoiced 85% of WC and Liability claims funding while being contractually bound to a maximum assessment (100% to 125%) based on the prior ten years MEL experience. Each JIF will be contractually bound to the Retrospective Program for the respective Fund Year for ten (10) years. Again, as the BURLCO JIF has been a net giver to the MEL over the prior ten years, the maximum obligation for Fund Year 2020 under the Retrospective Program is 100%. The Finance Committee has opted to fully fund this line up at to the 100% maximum obligation.

Overall, the net impact on the MEL Assessment produces a budget increase of \$68,441 (3.62%).

EPL/POL/CYBER/VDO

For Fund Year 2020, the JIF EPL/POL insurer QBE is receiving a 1% statewide premium increase.

Recently, representatives from each MEL affiliated Fund created a Task Force. The goal of the Task Force is to ensure the EPL/POL premium is allocated on a JIF by JIF basis in a fair and equitable manner. The Task Force recognizes that the current structure for allocating JIF premiums was not fair and equitable. As a result,

good performing members in poor performing JIFs were paying more premium than necessary while poor performing members in good performing JIFs were not paying enough premium to cover their exposures. To combat this trend, the Task Force removed the JIF performance factor and created a process that allows each member to be priced individually based upon their exposures and performance. Member premiums are now created by determining a base premium for all members based on their individual exposures (population for POL, and FTE, PTE, Seasonal, and Volunteers for EPL) times applicable rates per the attached rate table. Each individual member will have an experience rating factor per the attached utilizing five years' experience with claims capped at \$400,000 gross incurred, valued as of June 30, 2019. Another experience-rating factor of the Statewide 1% increase is also applied to each member's premium. The JIF total premium is now determined by the sum of the individual member premiums. In an effort to phase in the new allocation process over five (5) years, there are several smoothing factors applied: such as capping individual member decreases, capping overall JIF premium decreases, and preventing poor performing members with an average loss ratio of 75% or higher from having a premium decrease. The net impact of the premium allocation results in a premium increase of 9.75% (\$54,555) for 2020.

Volunteer, Directors and Officers Liability Coverage remains with QBE at expiring rates.

CYBER

Cyber Liability Coverage (a \$834 per member 2019 fee) will remain with XL Insurance with a 25% increase. The Excess Cyber Liability Coverage (a \$414 per member 2019 fee) will remain with Beazley at expiring terms. The 25% increase in the base rate is an indication of the increasing number of cyber liability claims being reported by local governments throughout the State. At the end of 2017, the MEL Cyber Task Force released the MEL Cyber Risk Management Plan. Comprising two tiers, the Plan seeks members' compliance with technology risk standards that if implemented will result in an 80% reduction in the likelihood that the entity will suffer a cyber-related claim. To entice members to come into compliance with the standards, the MEL offered a reimbursement of a portion of the member's \$10,000 deductible should they suffer a cyber-related attack while in compliance with these standards. Unfortunately, many members do not comply with the MEL Cyber Risk Management Plan. As noted earlier, the JIF has added several programs in 2018 & 2019 to assist the members in complying with the Plan.

All of the above factors results in an overall increase of 9.96% or \$56,493 in the EPL/POL/CYBER premium for 2020.

E-JIF

Effective January 1, 2006, the JIF became a member of the Environmental Risk Management Joint Insurance Fund (E-JIF). The E-JIF provides its members with a defined Environmental Liability coverage package along with strong risk management programs and other member services including educational and training seminars. The E-JIF rate for 2020 is decreasing over 2019 with an overall decrease of \$5,033 (2.04%) over 2019. E-JIF assessments are allocated based upon a member's population.

FUND YEAR 2020 ASSESSMENT STRATEGY

Each year the Finance Committee refines the process by which member assessments are determined to make sure that members are paying their equitable share of the overall Fund Budget. Details outlining the process are documented in the *2020 Assessment Allocation Strategy*. The Finance Committee will make its final 2020 assessment allocation recommendation at the November Executive Committee Meeting. In comparison to the 2019 loss funding assessments, the 2020 JIF loss funding assessments range from decreases of -8% for renewing members with a six year average loss ratio below 20%, to an increase of 0.92% for new members (less than three years) with no experience with the BURLCO JIF. Members with a six-year average loss ratios above 135% will receive a 6% increase in their loss funding assessment and members in the Retrospective Program will receive a 7% loss funding increase.

We will ask the Fund to certify the assessments at the December Executive Committee meeting.

MEL/RCF DIVIDENDS

As members are aware, the MEL will not release a dividend this year. Although the MEL's financial position continues to improve since placing the Public Officials and Employment Practices Liability coverage in the commercial market, the MEL continues to be very conservative in its approach to a possible surplus release.

Due to recent changes in State Law, public entities now have the potential exposure to increased workers compensation cost resulting from fire fighters who meet certain requirements and develop certain types of cancer having compensable claims. In addition, public entities now have the potential exposure to increased liability resulting from sexual abuse and molestation claims. Among other changes, the new State law allows claimants to file claims for incidents previously barred by the statute of limitations, clarifies that public entities are responsible for claims resulting from negligent hiring, and emphasizes that Title 59 immunities cannot be applied in the defense of these claims.

In recognition of the potential financial impact these statutory changes could have on the MEL & RCF, the MEL and the RCF have developed a mechanism to ensure the overall financial stability of the two Funds. The claims generated by the Cancer Presumption law will be paid through the RCF and billed back to MEL affiliated JIFs for all expenses incurred based on established rates for Fire Fighters: full time, part time, and volunteers. However, depending on the Sexual Abuse and Molestation claims loss date, these claims will either be paid as a standard GL claim for occurrences in open Fund Years or they will be handled by the RCF if the Fund Year where the incident occurred has been transferred to the RCF. The difference between these two types of claims is that there was never WC coverage for the cancer presumption claims whereas claims of sexual abuse and molestation have always been covered under the JIF's GL policy. As a result, sexual abuse claims will go through the JIF & MEL retention, or will be handled directly by the RCF depending on the loss date.

To guarantee the ongoing financial viability of these two Funds, the MEL and RCF, with the assistance of the Fund Actuary, have developed the *Surplus Strengthening Program*. This Program includes the implementation of a "Surplus Floor" of 12.5% representing the ratio of surplus to the open reserves. If at any time this ratio drops below 12.5%, the shortfall will be addressed via the issuance of an additional assessment to the member JIFs.

Specific to the RCF, which currently does not meet the 12.5% surplus floor ratio, the RCF will be issuing an additional assessment based upon deficit Fund Years at the same time they issue invoices for the transfer of the 2015 Fund Year into the RCF. The issuance of the additional assessment will guarantee compliance with the surplus floor requirements, address deficit Fund Years in the RCF, bolster the overall surplus position of the RCF, and free up additional cash to be utilized to fund fire fighter cancer presumption claims.

E-JIF DIVIDENDS

The E-JIF has proposed to release \$2,000,000 in dividends from Fund Years 1997, 1998, 2007 and 2008. The BURLCO JIF will receive \$42,957 as their proportionate share. The Finance Committee opted to transfer E-JIF member dividends into each member's Aggregate Excess Loss Contingency (A.E.L.C.F) Account. Each member has the option to leave the money in the account to earn investment income, liquidate the funds any time to offset deductibles/co-insurance payments, Retro Liabilities, and/or any reason necessitated by the member. The Committee voted to transfer the \$42,957 into the A.E.L.C.F on a per member basis as a proportionate share for the dividends being released.

JIF DIVIDENDS

The Finance Committee made a recommendation to release varying amounts of surplus from Fund Years 2006 through 2014. In arriving at the amount of surplus to be released, the Finance Committee continued its practice of examining the financial development of the most current years so as to guarantee future consistent releases of surplus to the membership while providing a cushion against unforeseen events. After examining its current surplus position, the Committee recommended a release of \$750,000, which is the same amount that released last year. In taking this approach, the Committee is confident that the JIF will have a safety cushion against unforeseen events and will be able to release consistent amounts of surplus for years

to come. Following the Finance Committee's recommendation, the Executive Committee authorized the release of JIF surplus at its September 2019 Executive Committee meeting. Members again have the option to take the JIF dividend in the form of a check, have it credited to their Fund Year 2020 JIF/MEL/EPL-POL/E-JIF assessment, apply the funds to the Aggregate Excess Loss Contingency Fund, or apportion the funds to one or more of the available options.

Due to the increase in confidence level for Property loss funding, the reallocation of several operating line items, the reallocation of the EPL/POL premiums as noted above, and the implementation of an experience rate of 1% on the MEL liability and workers compensation loss funding, the Finance Committee opted to release an additional \$150,000 in surplus which will be utilized as a premium credit in the member's first installment invoice. Following the Finance Committee's recommendation, the Executive Committee authorized the release of JIF surplus at its November 2019 Executive Committee meeting.

Risk Management Consultant Fees

Members of the Fund contract independently with their respective Risk Management Consultant. The fees associated with these services are built into member assessments and the expense is passed through the Fund budget.

FUND YEAR 2020 BUDGET

The attached draft budget is being submitted for your review and consideration. A Public Hearing on the Budget will be held at the December 17, 2019 Executive Committee meeting.

File: BURLCO/2020/Budget Development
BURLCO/2020/Budget

Tab: Budget Message
Tab: Budget Message

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
FUND YEAR 2020 BUDGET
\$300K SIR (WC/GL/AL) - \$100K SIR (PR)

	ANNUALIZED 2019	DRAFT BUDGET 2020	CHANGE \$	CHANGE %
PROPERTY	267,750	274,030	6,280	2.35%
GENERAL LIABILITY	451,926	465,402	13,476	2.98%
AUTO LIABILITY	125,800	123,372	(2,428)	-1.93%
WORKERS' COMPENSATION	1,953,313	1,920,078	(33,235)	-1.70%
DEDUCTIBLE	494,020	491,097	(2,923)	-0.59%
LOSS FUND CONTINGENCY	-	49,148	49,148	100.00%
TOTAL CLAIM LOSS FUNDS	3,292,809	3,323,127	30,318	0.92%
CLAIMS ADMINISTRATION	202,906	210,942	8,036	3.96%
SAFETY PROGRAMS	180,523	187,544	7,021	3.89%
- Optional Safety Budget	51,295	51,295	-	0.00%
- Safety Incentive Program	86,967	86,967	-	0.00%
- Training	42,261	49,282	7,021	16.61%
- Police On-Line Training	7,780	9,200	1,420	18.25%
- Right to Know	25,761	31,362	5,601	21.74%
- Training	8,720	8,720	-	0.00%
PROFESSIONAL SERVICES	293,774	299,648	5,874	2.00%
- Actuary	25,092	25,594	502	2.00%
- Administrative Consultant	27,746	28,301	555	2.00%
- Attorney	70,000	71,400	1,400	2.00%
- Auditor	18,870	19,247	377	2.00%
- Safety Director	133,000	135,659	2,659	2.00%
- Treasurer	11,163	11,386	223	2.00%
- Underwriting Manager	7,903	8,061	158	2.00%
ADMINISTRATION	354,545	361,636	7,091	2.00%
CLAIMS AUDITOR	5,275	5,275	-	0.00%
EPL / CYBER	27,712	27,712	-	100.00%
- Cyber On-Line Employee Training	5,428	5,428	-	0.00%
- EPL/Cyber Incentive Program	13,500	13,500	-	100.00%
- Technology Risk Management Services	8,784	8,784	-	0.00%
PAYROLL AUDITOR	11,006	11,232	226	2.05%
PROPERTY APPRAISER	25,000	25,000	-	0.00%
RISK CONTROL CONTINGENCY	23,663	20,000	(3,663)	-15.48%
TECHNOLOGY RISK SERVICES DIRECTOR	44,281	53,460	9,179	20.73%
WELLNESS/WELLNESS INCENTIVE	60,000	60,000	-	0.00%
CONTINGENCY	30,000	25,000	(5,000)	-16.67%
MISCELLANEOUS	56,750	57,500	750	1.32%
- AGRIP/ PRIMA	12,000	12,000	-	0.00%
- Annual Planning Retreat	6,000	6,500	500	8.33%
- Fidelity Bond (Admin/TPA/Treasurer)	1,200	1,200	-	0.00%
- JIF Website	5,000	5,250	250	5.00%
- Legal Notices	1,800	1,800	-	0.00%
- Meeting Expense/Dinner Meeting	3,000	3,000	-	0.00%
- Office Supplies	2,300	2,300	-	0.00%
- Other	10,000	10,000	-	0.00%
- Performance Bond (TPA)	750	250	(500)	-66.67%
- Postage/Copies/Fax	3,200	3,200	-	0.00%
- Printing	6,000	6,500	500	8.33%
- Record Retention Service	1,000	1,000	-	0.00%
- Recording Secretary	4,500	4,500	-	0.00%
TOTAL EXPENSES	1,315,435	1,344,949	29,514	2.24%
SUB TOTAL JIF BUDGET	4,608,244	4,668,076	59,832	1.30%
MUNICIPAL EXCESS LIABILITY JIF	1,889,163	1,957,604	68,441	3.62%
- MEL Excess WC & Liability	1,422,738	1,422,738	-	0.00%
- MEL Excess Property	466,425	534,866	68,441	14.67%
- Property	456,272	524,713	68,441	15.00%
- Fidelity	10,153	10,153	-	0.00%
EPL/POL/CYBER PREMIUM	567,237	623,730	56,493	9.96%
EPL/POL/CYBER COMMISSION - AJG	18,520	20,349	1,829	9.88%
EPL/POL/CYBER COMMISSION - CONNER STRONG	18,520	20,349	1,829	9.88%
EPL/POL SURCHARGE	189	248	59	31.22%
ENVIRONMENTAL JIF	246,894	241,861	(5,033)	-2.04%
SUB TOTAL PREMIUMS	2,740,523	2,864,141	123,618	4.51%
SUB TOTAL JIF & EXCESS BUDGET	7,348,767	7,532,217	183,450	2.50%
RISK MANAGEMENT CONSULTANTS	248,056	253,855	5,799	2.34%
TOTAL JIF BUDGET	7,596,823	7,786,072	189,249	2.49%

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

ASSESSMENT ALLOCATION STRATEGY

Prepared By:
Arthur J. Gallagher Risk
Management Services
Fund Administrator

Revised: December 2019

BUDGET DEVELOPMENT

BUDGET PROCESS

The BURLCO JIF Budget Process begins in July each year when the Risk Management Consultants (RMCs) are asked to update their member **exposures** (e.g. insurable property values, vehicle lists, appropriations, payrolls, etc.). This data is required by the Actuary in order to calculate the **loss fund** demands for the new budget year. Beginning with the 2013 Renewal process, the Fund implemented an on-line exposure data management system that provides members and their Risk Management Consultants with real time direct access to their exposure data. The system allows members to update their exposure data throughout the year and complete the Annual Renewal Process in a fraction of the time compared to prior years. The system also allows Fund Professionals direct access to the exposure information and will increase the accuracy of the Fund's Underwriting data.

In July, all vendors are invited to submit renewal proposals for the coming Fund Year. The Finance Committee reviews these proposals for acceptance, negotiation, and/or other action. The Finance Committee then makes their recommendation regarding contract renewal to the Executive Committee.

BUDGET COMPONENTS

The budget consists of five (5) major categories that are described below:

A. **Loss Funds** - Portion of budget developed by an actuarial review based upon the JIF's aggregate exposures, claims history, and risk factors. It takes into account all costs associated with the payment of members' claims on an accrual basis. The JIF fully funds losses to "Ultimate" expected payout.

B. **Operating Expenses** - Pays all expenses associated with operating the Fund (fund professionals, meeting expenses, printing expenses, etc.), member benefits (payroll audits, property appraisals, various training programs, etc.), and member reimbursement programs (Wellness, Safety Incentive Program, etc.).

C. **EPL/POL Premiums** – In recognition of the ongoing statewide poor loss experience for members in the Employment Practices Liability line of coverage, in the Fall of 2010, the MEL, who had previously provided this coverage, decided to place this coverage in the commercial market. While the MEL acts as the lead negotiator with the commercial market to provide uniform coverage terms on behalf of the MEL affiliated JIF's, the Fund Administrator will bind the

coverage on behalf of the Fund. The premium for this coverage will be collected as part of each member's assessment and will be paid directly to the commercial insurer by the JIF.

D. MEL Assessment – The JIF belongs to the Municipal Excess Liability Joint Insurance Fund (MEL). The MEL provides excess property, liability and workers' compensation coverage beyond the JIF SIR. This budget item is developed by the MEL and transmitted to the JIF in November.

E. E-JIF Assessment – The JIF is a member of the Environmental Risk Management Joint Insurance Fund (E-JIF). The E-JIF provides first and third party liability coverage to its members. The E-JIF provides training and strong risk management programs in the area of environmental hazards. E-JIF assessments are based upon a per capita rate.

F. Stand Alone Policies – The JIF group purchases Cyber coverage through the commercial market. The premium for this coverage is a per member premium for both the standard and excess policies purchased on behalf of the members. Each member is able to purchase Volunteers, Directors, & Officers (VDO) policies at a per policy premium which varies based upon the policy limits and deductibles chosen by the member.

ASSESSMENT ALLOCATION STRATEGY

Once the JIF budget is developed, a formula for allocating individual members' shares must be developed. For an assessment allocation formula to be successful it must be easily understood, easy to administer, and perceived as fair and equitable by the members. The Finance Committee meets each year and establishes the formula that will be used.

The JIF currently uses a loss ratio methodology to allocate the annual budget. Each member's expiring assessment is adjusted by a set percentage that correlates to a range of loss ratios. Loss ratio is defined as the ratio that loss dollars incurred bears to the member loss fund contributions. During the Fall of 2010, the Fund Administrator and Actuary recommended utilizing a six-year average loss ratio rather than the three-year average loss ratio used in prior years to depict a better overall picture of a member's Loss Ratio performance. The six-year loss ratio (excluding the current year), valued as of June 30th of the current year, is used in the formula for determining a member's percentage increase in loss funds for the upcoming year. Members with lower loss ratios will receive a lower percentage increase than members with higher loss ratios. This percentage will vary each year based upon the

percentage increase in the JIF budget. Members with less than three years' experience may receive an increase equivalent to the overall JIF budget increase. An anomaly loss, which is one loss that accounts for more than 50% of a member's total losses for the six-year period would have their proposed assessment dropped by one category. Members with anomaly losses are usually small members and the reduction of a single category does not have an impact on the assessment strategy.

Beginning with Fund Year 2011, the Fund implemented a Reward/Revaluation Program for Renewing Members who over the past six years (excluding the current year) have been a net giver to the Fund. This concept is more fully discussed on **pages 6 and 7**.

Also beginning with Fund Year 2011, the Finance Committee opted to introduce a *Retrospective Assessment Program* that identifies those members that are the driving force behind the Loss Funding increases year to year and remove the risk they place on the Fund by capping these members in a min/max contract. This concept is more fully discussed on **pages 7 and 8**.

The following table is indicative of the current strategy:

6 Year Average Loss Ratio				Increase in Loss Funds	Members Affected
RETRO ASSESSMENT PROGRAM				7.00%	5
ABOVE	135%			6.00%	0
BETWEEN	95%	and	135%	4.00%	3
BETWEEN	75%	and	95%	1.00%	2
NEW MEMBERS LESS THAN 3 YEARS				0.92%	0
BETWEEN	45%	and	75%	0.75%	5
BETWEEN	20%	and	45%	0.50%	5
BELOW			20%	0.00%	2
RENEWING MEMBERS WITH LR BETWEEN 45% & 75%				-2.00%	2
RENEWING MEMBERS WITH LR BETWEEN 20% & 45%				-4.00%	1
RENEWING MEMBERS BELOW 20%				-8.00%	2
					27

Risk Management Consulting Fees are negotiated individually by each member and are added to the member's assessment after the above factors are applied.

The following pages present a history of past Assessment Allocation Strategies.

THE EARLY YEARS - EQUALIZATION

During its early years, the JIF allocated assessments using a simple formula called "**equalization**". Under this scenario each member's renewal assessment rose by approximately the same amount as the JIF budget regardless of changes in their operations or their claims experience. Many pools use this approach during their formative years and the BURLCO JIF was no exception.

EXPOSURES - In comparing the JIF's membership data over time, however, it became apparent that some members' exposures were changing at a different rate than others. For example, a growing municipality may have had to build a new municipal building, while another member eliminated their entire police department. The result was that growing members received subsidies at the expense of the other members. This concept is more fully discussed on **pages 10 and 11**.

EXPERIENCE - A review of the members' claims histories also revealed the potential for inequities. One member, for example, may have incurred a relatively low ratio of claims compared to their budgeted assessment while others incurred higher claims ratios. Clearly, the "**Equalization**" strategy offered no inducement to control losses and, in fact, may have rewarded members with poor experience. **Pages 11 and 12** more fully discusses this topic.

After several years of "**Equalization**" the Finance Committee realized that if this strategy continued, inequities would develop and the JIF could lose members. Unfortunately, the first to leave the JIF would be those members whose good experience was subsidizing the JIF.

1993 - COMBINED ALLOCATION STRATEGY

In 1992, after reviewing all of the above facts, the Finance Committee recommended that an Assessment Allocation Strategy be adopted which incorporated both an Exposure Allocation and Experience Rating strategy taking all of the above factors into consideration. This strategy took effect with the 1993 Fund Year.

1997 - EXPERIENCE BASED ALLOCATION STRATEGY

In the Fall of 1996, the Finance Committee again examined the relationship between members' assessments and their claims experience. The Committee agreed that the Combined Allocation strategy did not place enough weight upon a members' claims history. The Committee therefore recommended that a more simplified assessment allocation method be adopted in which members' renewal assessments are modified based upon their preceding three full years' claims experience. The Finance Committee recommended that the chart, which appears on **page 12**, be simplified and that members' **overall** three-year claims experience be used in lieu of individual lines of coverage. That is the strategy in effect today.

2006 – MODEL OPERATING EXPENSES

In the fall of 2005, the Finance Committee examined the way JIF Operating Expenses were allocated to the members. While the above “Experience Based Allocation Strategy” appeared equitable, it was recognized that members’ share of JIF Operating Expenses should not be affected by their loss ratio. Therefore, in consultation with the Fund Administrator, The Finance Committee adopted an Assessment Allocation Strategy that applies the above “Experience Based Allocation Formula to **LOSS FUNDS ONLY** and proposes that a members’ Operating Expenses be allocated more in line with their actual cost to the Fund. Therefore, those expenses that are directly attributable to a member (Direct Expenses) e.g. Optional Safety Budget, EPL Consulting Service, Loss Control Service, etc. will be charged to a member’s assessment. Those expenses that cannot be directly attributable to a member (Indirect Expenses) such as Actuarial Fees, Claims Audit Fees, Financial Audit Fees, etc. shall be charged to a member’s assessment in the same proportion that their Loss Fund Contributions, Property Values, or Payroll figures, whichever bases is most appropriate, bear to the entire JIF. Thus, if a member contributes 5% to the JIF Loss Fund budget, they will receive a 5% share of a specified JIF indirect Operating Expense.

2011 – SIX-YEAR LOSS RATIO, REWARD / REVALUATION PROGRAM & RETRO ASSESSMENT PROGRAM

In the fall of 2010, the Finance Committee undertook an in depth analysis to determine whether the Three Year Average loss ratio was still a good indicator of a member’s exposure to the Fund. The Fund Actuary reviewed the current process utilized to decide member loss funding assessments and rendered an opinion that even though the Three Year loss ratio was a good indicator of a member’s overall performance the utilization of a longer time period, six or nine years, would be a more accurate indicator of a member’s long term performance in the Fund. Based upon this analysis, the Finance Committee decided to utilize a six year average loss ratio when determining the Fund’s Assessment Allocation Strategy and adjustments to member’s assessments on an annual basis.

In conjunction with this change, the Finance Committee also decide to implement a program that allows the Fund to reduce a good performing member’s loss funding budget if they have been a “net giver” to the Fund over the same six year period. Beginning with the 2011 Fund Year, the Finance Committee examined each member during their Renewing Year to make sure that their assessment accurately reflects their exposure to the Fund. In cases where a good performing member is a net giver to the Fund over the preceding six year period (not inclusive of the current year), the Finance Committee will consider reducing the member’s loss funding assessment to better reflect their exposure to the Fund. The Finance Committee recognizes that

failure to provide financial relief to the good performing members will cause them to become over assessed and an attractive member to a competing Fund. The Fund recognizes that if good members leave the Fund a greater financial burden will be placed on the remaining members. This process continues to repeat itself until all the good members have left the Fund leaving the Fund with only poor performing members resulting in "adverse selection." This program allows for the Fund to remain competitive in the pricing of the good performing members.

Beginning in Fund Year 2011, the Finance Committee also opted to introduce a *Retrospective Assessment Program* that identifies those members that are the driving force behind the Loss Funding increases year to year and remove the risk they place on the Fund by capping these members in a min/max contract.

Each year the Fund performs an analysis of the each member's performance over the prior three and six year periods to determine those members that are having the greatest negative impact on the Fund's surplus position. Once these members are identified, the Fund Actuary re-prices these members as if they were stand-alone members in the Fund. The Fund can then reduce the amount of the Loss Funding Budget by the difference between the member's loss funding assessment and the Actuary's loss funding assessment or a percentage amount as determined by the Finance Committee. Each remaining member of the Fund is then slotted into their appropriate assessment increase/decrease category based upon their performance.

Those members in the *Retrospective Assessment Program* are then given an increase equal to the increase in the loss funding budget had they remained in the original loss funding formula. The difference between the Actuary's stand-alone pricing, or a percentage amount as determined by the Committee, and the poor performer(s) pricing with the standard increase becomes the obligation of the poor performing member(s) should the funding be needed to offset losses incurred by this member. Members participating in the *Retrospective Assessment Program* are required to adopt a resolution and accompanying Policy Endorsement that outlines the member's minimum and maximum loss funding allocation under the program.

Those members in the *Retrospective Assessment Program* have their incurred losses evaluated at 18, 30, and 42 months after the inception of the Fund Year to determine if they are obligated to pay any of the additional loss funding between the amount the originally contributed to the Fund and their maximum loss funding assessment as determined by the Finance Committee. Any additional loss funding due from a member enrolled in this program can be billed to the member at any time following the conclusion of the Fund Year. All additional loss funds due and owing under this program must be paid to the Fund at the time the Fund transfers the obligations of the Fund Year to the Residual Claims Fund or the member leaves the Fund.

The *Retrospective Assessment Program* benefits both the good and poor performing members of the Fund. Poor performing members benefit in that they are able to spread potentially large increases in loss funding over a number of years easing a potential burden on their local budget, providing them time to address claims and loss issues, and providing a financial incentive to improve their performance. Good performing members of the Fund also benefit in that they are no longer supplementing the poor performing members since the Actuary reduces the loss funding budget by the total amount between the minimum and maximum obligations of those members in the *Retrospective Assessment Program*. As a result, the assessment allocation strategy for the good performing members is lower than it would be if the poor performing members were included in the strategy.

2011 – 2019 - EPL/POL PREMIUM ALLOCATION

Due to the deteriorating performance in this line of coverage over the prior years, the MEL, on behalf of its member JIF's, negotiated EPL/POL coverage with a private insurer.

In prior years, the MEL allocated member premiums strictly as a rate (police vs. non-police) multiplied by employee counts. In addition, members that were poor performers in this line of coverage were surcharged by the MEL. These surcharges carried through to the specific members during the 2011-2012 JIF Premium assessment with the private insurer.

For the 2013 Fund Year, in an effort to transition to a process that emphasized recent claims experience, the Finance Committee decided to allocate fifty percent (50%) of the JIF premium across the membership based on a rate (police vs. non-police) multiplied by employee counts and the remaining fifty percent (50%) allocated based on the member's six year loss experience for these lines of coverage. For the 2014 Fund Year, the Finance Committee allocated twenty-five percent (25%) of the JIF premium across the membership based on a rate (police vs. non-police) multiplied by employee counts and the remaining seventy-five percent (75%) allocated based on the member's six year loss experience. For the 2015 Fund Year, the Finance Committee fully transitioned to an allocation based on the member's five year loss experience.

Finally, it should be noted that beginning in 2013, Volunteer, Directors and Officers Liability (optional) was transitioned from the MEL coverage to a commercial carrier. Also in 2013, Cyber Liability Coverage was added also through a commercial carrier.

2012 – EXCESS PROPERTY PREMIUM ALLOCATION

The Finance Committee undertook an in depth analysis of the allocation of Excess Property Premiums. Excess Property Premiums have been included in the JIF Loss

Funding portion of the budget; so therefore, members receive a proportionate share of the Excess Property Premiums based on their proportionate share of the JIF Loss Funding Budget. During the analysis, significant variances arose when comparing the Excess Property Premiums to those determined by the MEL (rate times exposure based). In preparation for the 2012 Budget, the Finance Committee opted to remove the Excess Property from the Loss Funding portion of the Budget and include it with the Excess Coverage. In doing so, the Finance Committee elected to transition from the proportionate share allocation to the MEL allocation by utilizing one fourth of the MEL Premium and allocating the remaining funds based on a proportionate share of Loss Funds (as done in years past). It took four years to transition to the MEL's allocation process.

2013 – EXCESS PREMIUM ALLOCATION

Beginning in 2013, the MEL implemented several changes to how excess premiums are calculated. Population is used by the MEL as the basis for the allocation of Liability premiums. Beginning in 2013, the MEL phased in changes in population from the 2000 census to the 2010 census data over a three year period (1/3 each year for 3 years). The BURLCO JIF members experienced an increase in population of 5.54% which had an impact on member assessments. Also, beginning in 2013, the MEL began experience rating member JIFs based upon the JIF's performance over the prior five years at the MEL level. As the BURLCO JIF has been a net giver to the MEL over the prior five years, the JIF will see a reduction in their MEL Assessment prior to the impact of the 2014 rate changes. The implementation of an experience factor is subject to review on an annual basis.

2016 – 2020 - EXCESS PREMIUM ALLOCATION

Beginning in 2016, the MEL implemented a *Retrospective Program* on all JIFs in the MEL System in addition to continuing to experience rate JIFs based on the prior ten years' MEL experience for WC and Liability claims funding. As the BURLCO JIF has been a net giver to the MEL over the prior ten years, the JIF will see an experience rating decrease in their WC and Liability claims funding. Under the Retrospective Program, each JIF will be invoiced 85% of WC and Liability claims funding while being contractually bound to a value (100% to 125%) based on the prior ten years' MEL experience. Each JIF will be contractually bound to the *Retrospective Program* for the respective Fund Year for ten (10) years.

2020 – EPL/POL/Land Use Premium Allocation

In the Fall of 2019, an EPL/POL Task Force was created at the MEL level consisting of Executive Directors of the MEL affiliated JIFs. As noted for Fund Years 2011-2019, the MEL affiliated JIFs premiums were increased or decreased based on the JIF's

performance in the MEL program. The goal of the Task Force is to ensure the EPL/POL premium is allocated on a JIF by JIF basis in a fair and equitable manner. The Task Force recognizes that the current structure for allocating JIF premiums was not fair and equitable. As a result, good performing members in poor performing JIFs were paying more premium than necessary while poor performing members in good performing JIFs were not paying enough premium to cover their exposures. To combat this trend, the Task Force removed the JIF performance factor and created a process that allows each member to be priced individually based upon their exposures and performance. Member premiums are now created by determining a base premium for all members based on their individual exposures (population for POL, and FTE, PTE, Seasonal, and Volunteers for EPL) times applicable rates per the attached rate table. Each individual member will have an experience rating factor per the attached utilizing five years' experience with claims capped at \$400,000 gross incurred, valued as of June 30, 2019. Another experience-rating factor of the Statewide 1% increase is also applied to each member's premium. The JIF total premium is determined by the sum of the individual member premiums. In an effort to phase in the new allocation process over five (5) years, there are several smoothing factors applied: such as capping individual member decreases, capping overall JIF premium decreases, and preventing poor performing members with an average loss ratio of 75% or higher from having a premium decrease.

EXPOSURE ALLOCATION STRATEGY

An "exposure" unit is a measure of the magnitude of a loss exposure. For example property values are a measure of the risk of fire. The greater a member's property values, the greater the potential loss.

Appropriations, on the other hand, are traditionally viewed as the measure of liability risk for municipalities. The greater the appropriations, the more activities there are and the higher the likelihood of injury and thus the more likely a law suit to develop.

The exposure unit, therefore, serves as a yardstick to measure the cost of risk and can be easily measured and utilized used to allocate assessment contributions.

The JIF self-insures four areas of risk:

1. Property
2. Liability
3. Automobile
4. Workers' Compensation

Each of these areas of risk is easily measured through the use of exposure units.

PROPERTY

The Finance Committee recommended that total insurable values be used to allocate property insurance costs. Neither the actuary nor the excess carriers differentiate between buildings, contents, equipment, etc. and we have seen no trend in our losses to weight any one item more heavily than the other. The following example describes how the formula actually works.

Example: If the JIF members have a total of \$100,000,000 in insurable property values and member "A" has \$10,000,000 in insurable values then Member "A" will be allocated 10% of the property loss funds.

LIABILITY

In allocating liability costs, the Finance Committee elected to use appropriations. Both the actuary and other JIFs rate on this basis. Neither the actuary nor other JIFs charge for any special exposures such as Police, Fire, etc. Our review of liability claims supports this approach.

Example: If the JIF members have total appropriations of \$100,000,000 and member "A" has appropriations of \$5,000,000 then member "A" will be allocated 5% of the liability loss funds.

AUTOMOBILE

In this area, vehicle counts were used. Again, neither the actuary nor the excess carriers differentiate between types of vehicles. Our instinct tells us that police cars should have a greater potential for loss, however, further analyses indicates that this affects the potential *value* of the loss not the *frequency*, and is therefore more of an issue for the excess carrier than it is for us.

Example: If the JIF members own 500 vehicles and member "A" owns 25 vehicles then member "A" will be allocated 5% of the automobile loss funds.

WORKERS' COMPENSATION

Traditionally, workers' compensation payrolls have been separated into categories of employment with different rates for each; "police", "Clerical, etc. Our analyses and recommendation was to support this more traditional approach. The Committee, therefore decided to accept the Workers' Compensation Rating bureau "relativities" and assign these weights to the workers' compensation assessment allocation formula.

Example: If the "Manual" Workers' Compensation premium for the JIF as a whole is \$2,000,000 and member "A" has a "Manual" Workers' Compensation premium of

\$200,000 then member "A" will be allocated 10% of the workers' compensation loss funds.

EXPERIENCE RATING

For any assessment allocation to be successful it must recognize the potential for some members to incur more claims than others relative to their assessments. Addressing this issue can eliminate the problems associated with the perception that the Fund is subsidizing some members' claims experience at the expense of others.

One method, studied by the Fund, is a simplified experience-rating program that does not impose harsh penalties on members but recognizes adverse claims experience over time. This is accomplished through the application of an experience adjustment factor. The experience adjustment factor is determined from a chart that lists the appropriate factor for a given loss ratio in each line of coverage offered by the JIF. The experience adjustment factor is applied to the member's assessment by line of coverage. The chart below illustrates this concept:

Line of Coverage	Assessment	Experience Factor	Modified Assessment
Property	\$ 2,500.00	.90	\$ 2,250.00
Liability	\$15,000.00	.95	\$14,250.00
Automobile	\$12,000.00	.94	\$11,280.00
Workers' Comp.	\$20,000.00	1.02	\$20,400.00
Total	\$49,500.00	N/A	\$48,180.00

Since it takes several years for claims to develop to their full potential the committee may decide to defer experience rating on members until they have been in the JIF for three full years.

OPERATING EXPENSE ALLOCATION

The JIF's operating expenses are broken down into two categories:

- A. Allocated - These expenses can be directly attributed to a specific member's participation in the JIF. An example of this type of expense is the Safety Director who charges a fee based upon the size of the member.
- B. Unallocated - These expenses that cannot be directly attributable to a member (Indirect Expenses) shall be charged to a member's assessment in the same proportion that a member's individual exposure relates to the Fund total. Examples of exposure data that are used to distribute unallocated operating expenses across the membership include Loss Fund Contributions, Property Values, and Payroll figures, whichever basis is most appropriate. Thus, if a

member has 5% of the total property values for the Fund, this member will pay 5% of the total property appraisal costs for that year.

Under this assessment strategy, the JIF charges allocated operating expenses directly to the members. Unallocated expenses are spread across the membership based upon the individual member's share of the exposure to the total for the Fund.

Risk Management Consulting Fees

Risk Management Consulting Fees are negotiated individually by each member and are added to the members' assessment after all of the above factors and the Cap Strategy (described below) are applied.

CAP STRATEGY

The Finance Committee realized that one of the major reasons member municipalities formed a JIF was to avoid the harsh cycles associated with the traditional insurance market. Without some type of capping mechanism in place, members' assessments could swing wildly from one year to the next. That is why a capping strategy was developed.

A capping strategy begins with a decision to set an upward percentage limit on the amount of any individual member's assessment increase. Naturally, the imposition of a cap on individual members' assessments will create some compression within the overall assessment allocation strategy. This must be addressed in order for the sum of the members' assessments to equal the budget figure for the JIF. In some cases this could mean that a member whose assessment formula results in a decrease could actually receive a modest increase in their assessment. The trade-off in this scenario is that all members know that they are being protected from large increases should their experience turn sour in a particular year.

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
2020 BUDGET FOR RATE DEVELOPMENT
MUNICIPALITIES ONLY - CURRENT DATA

		A	B	B-A	B-A
		BUDGET	BUDGET	\$	%
APPROPRIATIONS		2019 RATES	2020 RATES	CHANGE	CHANGE
I. CLAIMS AND EXCESS INSURANCE PREMIUMS		MUNIS ONLY	MUNIS ONLY		
CLAIMS					
Excess Liability:					
1	To 500K	2,108,206	2,188,309	80,103	3.8%
2	1.5MIL Ex 500K	4,616,782	4,773,773	156,991	3.4%
3	Excess WC	7,012,946	6,023,624	(989,322)	-14.1%
4	Excess Property Claims	2,779,016	2,954,909	175,893	6.3%
5	POL/EPL Land Use	1,039,794	1,039,794	-	0.0%
6	Aggregate Excess LFC	14,070	13,920	(150)	-1.1%
7	JIF Faithful Performance Bond	195,348	195,348	-	0.0%
8	Surety Bond	293,501	293,501	-	0.0%
9	Sub Total	18,059,663	17,483,178	(576,485)	-3.2%
10	PREMIUMS				
11	3MIL ex 2MIL	3,118,259	3,118,259	0	0.0%
12	Optional Excess Liability	2,190,181	2,190,181	-	0.0%
13	Optional Excess POL/EPL	599,692	599,692	-	0.0%
14	Excess WC	2,692,150	2,442,003	(250,147)	-9.3%
15	Excess Property	7,949,983	9,023,602	1,073,619	13.5%
16	Boiler and Machinery	665,825	-	(665,825)	-100.0%
17	Loss Fund Contingency	1,167,809	1,564,954	397,145	34.0%
18	Sub Total	18,383,899	18,938,691	554,792	3.0%
19	Total Claims & Premiums	36,443,562	36,421,869	(21,693)	-0.1%
20					
21	II. EXPENSES				
22	Claims Adjustment	1,051,044	1,072,065	21,021	2.0%
23	Property Adjustment	169,793	173,189	3,396	2.0%
24	Administration	1,199,776	1,223,772	23,996	2.0%
25	Loss Fund Management	135,607	138,319	2,712	2.0%
26	Actuary	51,118	52,140	1,022	2.0%
27	Attorney	46,005	46,925	920	2.0%
28	Deputy Attorney	1,535	1,566	31	2.0%
29	Attorney-OPRA	17,319	17,665	346	2.0%
30	Auditor	29,316	29,902	586	2.0%
31	Treasurer	25,919	26,437	518	2.0%
32	Underwriting Manager	539,595	550,387	10,792	2.0%
33	Reinsurance Manager	311,594	317,826	6,232	2.0%
34	Safety and Education Committee	202,124	206,166	4,042	2.0%
35	Computer Services	143,585	146,457	2,872	2.0%
36	Legislative Committee	27,476	28,026	550	2.0%
37	Internal Audit Committee	60,193	61,397	1,204	2.0%
38	Strategic Planning Committee	30,097	30,699	602	2.0%
39	Coverage Committee	39,866	40,663	797	2.0%
40	Communications Committee	123,890	126,368	2,478	2.0%
41	Misc Expense	66,561	66,561	-	0.0%
42	Subtotal	4,272,413	4,356,531	84,118	2.0%
43					
44	MEL Safety Institute	965,134	1,051,986	86,852	9.0%
45	Total Appropriations	41,681,109	41,830,386	149,277	0.4%

MEL RATE TABLES

Budget Line	RATING BASE (1) Rate per capita (2010 Census) (2) Rate per employee (3) Rate per \$100 payroll (4) Rate per \$100 value	2019 as Certified	2019 actual (Premiums)	2019 Minimums	2020	2020 Minimums			Discounts/ Surcharges
							CHANGE \$	CHANGE%	
JIF Attachment To 500K									
0 EX 500K	(1)	-			-		-	-	10%
100K EX 400K	(1)	0.1887			0.19591		0.0072	3.8%	10%
150K EX 350K	(1)	0.3837			0.39829		0.0146	3.8%	10%
200K EX 300K	(1)	0.5843			0.59571		0.0214	3.8%	10%
250K EX 250K	(1)	0.7449			0.77393		0.0291	3.9%	10%
300K EX 200K	(1)	1.0383			1.07942		0.0412	4.0%	10%
1.5MIL EX 500K	(1)	0.9061			0.93687		0.0308	3.4%	10%
1.25MIL EX 750K	(1)	0.5461			0.55871		0.0126	2.3%	10%
1MIL EX 1MIL	(1)	0.3134			0.35337		0.0399	12.7%	10%
S - 477	% of base premium				6%				
Fire Fighters Cancer Presumption									
Career (7711)					841				
Non-Career (7711B)					85				
Loss Fund Contingency	(1)	0.2472			0.331200		0.0841	34.0%	
3MIL ex 2MIL	(1)	0.6838	0.8547	\$918	0.683800	\$1,150	-	0.0%	10%
MEL XS GL Co-Insurance	(1)	0.1709			0.170900		-	0.0%	
POLEPL Land Use	(1)	0.219095			0.219095		-	0.0%	
Optional Excess Liability	(1)								
2 MIL EX 5 MIL		0.1650	0.1601		0.1650		-	0.0%	10%
5 MIL EX 5 MIL		0.3327	0.3228		0.3327		-	0.0%	10%
10 MIL EX 5 MIL		0.4977	0.4829	\$761	0.4977	\$761	-	0.0%	10%
15 MIL EX 5 MIL		0.5890	0.5714	\$1,267	0.5890	\$1,267	-	0.0%	10%
Shared Aggregate (Requires 15 Optional)	% of base premium	30%			30%		-	0.0%	
Optional Excess POL/EPL	(1)								
1MIL EX 2MIL		0.0365	0.0456	\$455	0.0365	\$376.00	-	0.0%	
2MIL EX 2MIL		0.0604	0.0756	681.91	0.0604	\$562.00	-	0.0%	
3MIL EX 2MIL		0.0777	0.0972	907.89	0.0777	\$749.00	-	0.0%	
4MIL EX 2MIL		0.0917	0.1147	1,136.25	0.0917	\$937.00	-	0.0%	
8MIL EX 2MIL		0.1835	0.2293	3,772.88	0.1835	\$3,109.00	-	0.0%	
MEL Opt XS POL/EPL Co-Insurance	(1)								
1MIL EX 2MIL		0.0091			0.0091	\$94.00	-	0.0%	
2MIL EX 2MIL		0.0151			0.0151	\$141.00	-	0.0%	
3MIL EX 2MIL		0.0194			0.0194	\$188.00	-	0.0%	
4MIL EX 2MIL		0.0229			0.0229	\$235.00	-	0.0%	
8MIL EX 2MIL		0.0459			0.0459	\$778.00	-	0.0%	
CLAIMS : Excess WC	(3)								
JIF Attachment to									
1800K EX 200K		0.004359			0.003750		(0.0006)	-14.0%	
1750K EX 250K		0.003760			0.003233		(0.0005)	-14.0%	
1,700K x 300K		0.003119			0.002679		(0.0004)	-14.1%	
1650K EX 350K		0.002748			0.002359		(0.0004)	-14.2%	
1600Kx400		0.002538			0.002177		(0.0004)	-14.2%	
1550Kx450		0.002259			0.001937		(0.0003)	-14.3%	
1500k EX 500k		0.001956			0.001676		(0.0003)	-14.3%	
1400k EX 600k		0.001012			0.000876		(0.0001)	-13.4%	
1250k EX 750k		0.001170			0.001001		(0.0002)	-14.4%	
750k EX 1250k		0.000435			0.000396		(0.0000)	-9.0%	
PREMIUMS : Excess WC	(3)	0.000945	0.085687		0.000857		(0.0001)	-9.3%	
CLAIMS : Excess Property Claims	(4)								
JIF Attachment to									
MEL Retention Option (1=500K, 2=750K, 3=1MIL)					1				
Property 150K EX 100K		0.0176			0.0186		0.0010	5.6%	
Property 100K EX 150K		0.0081			0.0086		0.0005	6.6%	
Property 50K EX 200K		0.0031			0.0033		0.0002	5.9%	
Property 250K EX 250K		0.0069			0.0074		0.0005	6.9%	
PREMIUMS : Excess Property	(4)								
Excess Property		0.0642	0.06940		0.0729		0.0087	13.5%	
Excess Flood - \$25m x \$50 m		0.0030	0.00300		0.0035		0.0005	15.0%	
Excess Flood - \$25m x \$75m		0.0019	0.00190		0.0022		0.0003	15.0%	
Boiler and Machinery		0.0058			-		(0.0058)	-100.0%	
Faithful Performance Bond	(2)	6.3405			6.3405		-	0.0%	
EXPENSES		0.1150			0.1150		-	0.0%	
MEL Safety Institute		29.67			32.34		2.6700	9.0%	

2020 EPL/POL/LU Rates Experience Rating Factors

Population Rate	EPL Rates
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Municipal			
-	1.0800	Other FT	204.1000
10,001	1.0530	Other PT/Seas.	142.8700
15,001	1.0004	Police	714.35
20,001	0.9003		
30,001	0.7653		
40,001	0.6122		
50,001	0.4592		

Loss Ratio Modifiers	
LR Range	Rate Change

Member	
0%	0%
20%	0%
30%	1%
40%	2%
50%	4%
60%	6%
70%	8%
80%	10%
90%	12%
100%	15%
120%	25%
150%	50%
200%	100%
300%	200%

<p align="center">BURLCO JIF - 2020 Budget Assessment Certification</p>
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Bass River Township	61,679
Beverly City	204,938
Bordentown City	314,213
Bordentown Township	405,421
Chesterfield Township	154,798
Delanco Township	154,984
Delran Township	581,853
Edgewater Park Township	239,167
Fieldsboro Borough	28,920
Florence Township	407,359
Hainesport Township	121,329
Lumberton Township	325,208
Mansfield Township	263,637
Medford Township	799,327
Mount Laurel Township	1,038,281
North Hanover Township	170,263
Palmyra Borough	290,723
Pemberton Borough	112,172
Pemberton Township	915,882
Riverside Township	257,008
Shamong Township	79,356
Southampton Township	187,302
Springfield Township	100,176
Tabernacle Township	130,203
Westampton Township	328,756
Woodland Township	70,860
Wrightstown Borough	42,256
27	7,786,072

RESOLUTION NO. 2019 -

RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND AUTHORIZING REFUND OF CLOSED YEAR ACCOUNTS (2007-2014) SURPLUS

WHEREAS, N.J.A.C. 11:15-2.21 provides that a municipal joint insurance fund may seek approval from the Commissioner of Banking and Insurance for a refund of excess monies from any fund year upon compliance with certain requirements; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund, hereinafter referred to as "FUND" has obtained a calculation from its Actuary and Executive Director as to the amount of money which is available for distribution consistent with the aforementioned regulations and the financial integrity of the FUND; and

WHEREAS, the Executive Committee of the FUND has determined that it would be in the best interest of the FUND and its member municipalities to make certain refunds;

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the FUND, as follows:

1. Section B of N.J.A.C. 11:15-2.21 provides that the FUND may seek approval for refunds from any claim fund that has been completed for not less than twenty-four months. Based upon this requirement, and the closure of Fund years **2007 through 2014**, surplus monies in Closed Year Accounts are eligible for refunds at the discretion of the FUND, the Department of Banking and Insurance and the Department of Community Affairs.
2. The Executive Committee has balanced the interests of the member municipalities in obtaining the benefit of such monies as are available for refund against the need for the FUND to protect and preserve its financial integrity. Because the reserve figures and the IBNR figures utilized by the FUND's actuary are conservative, and because the Department of Banking and Insurance and the state regulations require a thirty-five percent margin of error, and since the Fund transferred its liabilities to the Residual Claims Fund, it is the conclusion of the Executive Committee that **\$150,000** representing closed years surplus can be refunded at this time.
3. The Executive Director is, therefore, authorized and directed to submit such documents as the regulations require to the Departments of Banking and Insurance and Community Affairs for the approval of the refunds in the amounts set forth above.

4. This authorization is based upon the Fund's annual certified audit as of December 31, 2018. The aforementioned refund monies shall be allocated, as required and necessary, from the various loss and contingency funds for the respective years, all in accordance with the Actuary's analysis of available monies.
5. Upon receipt of written documentation of approval or acquiescence of these refunds from the Departments of Banking and Insurance and Community Affairs, the FUND's Executive Director is authorized to apply the appropriate share of the aforementioned refunds due to each member municipality, for the years from which the surplus is being released, in the same ratio as said municipalities were assessed for the years from which the surplus is being released, as a credit against the members' 2020 assessment billing.

**BURLINGTON COUNTY
MUNICIPAL JOINT INSURANCE FUND**

Meghan Jack, Fund Chair

ATTEST:

Glenn McMahon, Fund Secretary

Date

RESOLUTION 2019 -

**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
TO TRANSFER TO
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND**

WHEREAS, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,

WHEREAS, the Executive Committee of the **Atlantic County Municipal Joint Insurance Fund** determined that membership in the Residual Claims Fund is in the best interests of the member local units and joined the Residual Claims Fund in 1995.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the **Atlantic County Municipal Joint Insurance Fund** does hereby resolve and agree to transfer the following residual risks:

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>JIF Member Fund S.I.R.</u>
2015	WC/GL/AL	\$300,000

BE IT FURTHER RESOLVED that the actual transfer of liabilities and premium to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 12/31/19
Less Net Claim Payments from 01/01/20 to the date of closure

Net claim Payments are defined as claim payments, less voids, refunds and recoveries. All voids, refunds, and recoveries received after the date of closure for the closed fund years shall be paid to the Municipal Excess Liability Residual Claims Fund as well.

This resolution was duly adopted by the Atlantic County Municipal
Joint Insurance Fund at a public meeting held on November 18, 2019

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

BY: _____ ATTEST: _____

CHAIRPERSON

SECRETARY

RESOLUTION 2019-

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
TO TRANSFER TO
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND**

WHEREAS, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,

WHEREAS, the Executive Committee of the **Burlington County Municipal Joint Insurance Fund** determined that membership in the Residual Claims Fund is in the best interests of the member local units and joined the Residual Claims Fund in 1995.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the **Burlington County Municipal Joint Insurance Fund** does hereby resolve and agree to transfer the following residual risks:

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>JIF Member Fund S.I.R.</u>
2015	WC/GL/AL	\$300,000

BE IT FURTHER RESOLVED that the actual transfer of liabilities and premium to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 12/31/19
Less Net Claim Payments from 01/01/20 to the date of closure

Net claim Payments are defined as claim payments, less voids, refunds and recoveries. All voids, refunds, and recoveries received after the date of closure for the closed fund years shall be paid to the Municipal Excess Liability Residual Claims Fund as well.

This resolution was duly adopted by the Burlington County Municipal Joint
Insurance Fund at a public meeting held on November 26, 2019.

BY: _____ ATTEST: _____

CHAIRPERSON

SECRETARY

RESOLUTION NO. 2019-

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND
TO TRANSFER TO MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND**

WHEREAS, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,

WHEREAS, the Executive Committee of the **Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund** determined that membership in the Residual Claims Fund is in the best interests of the member local units and joined the Residual Claims Fund in 1995.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the **Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund** does hereby resolve and agree to transfer the following residual risks:

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>JIF Member Fund S.I.R.</u>
2015	WC/GL/AL	\$300,000

BE IT FURTHER RESOLVED that the actual transfer of liabilities and premium to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 12/31/19
Less Net Claim Payments from 01/01/20 to the date of closure

Net claim Payments are defined as claim payments, less voids, refunds and recoveries. All voids, refunds, and recoveries received after the date of closure for the closed fund years shall be paid to the Municipal Excess Liability Residual Claims Fund as well.

This resolution was duly adopted by the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund at a public meeting held on November 25, 2019.

BY: _____	ATTEST: _____
CHAIRPERSON	SECRETARY

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
TRANSFER OF FUNDS
RESOLUTION NO. 2019-

WHEREAS, the Burlington County Municipal Joint Insurance Fund is duly constituted as a Municipal Joint Insurance Fund pursuant to N.J.S.A. 40A:10 et seq; and

WHEREAS, the Fund's cash analysis as of September 30, 2019 indicates the need for interfund transfers as follows:

Amount	From	To
\$200,000	2019 Deductible	2019 Property

WHEREAS, there are sufficient funds in the above accounts to effect said transfers;

NOW, THEREFORE BE IT RESOLVED, that the Executive Committee of the Burlington County Municipal Joint Insurance Fund does hereby transfer the sums set forth above.

Pursuant to N.J.A.C. 11:5-2.13, a copy of this Resolution shall be forthwith sent to the Departments of Banking and Insurance and Community Affairs affording them thirty (30) days in which to object to the aforementioned transfer. If no objection is received in writing within said thirty (30) day period, the Administrator and Treasurer shall affect said transfer. The Executive Committee shall, prior to making a said transfer, complete the certification below.

Chairperson

Secretary

Date

ROLL CALL

VOTE ____ Yes ____ No ____ Abstain

A copy of this Resolution was sent to the Department of Banking and Insurance and the Department of Community Affairs on the _____ day of _____, 2019.

As of the ____ day of _____, 2019, no objection has been received.

As of the ____ day of _____, 2019, written approval was received.

BY: _____



NOMINATING COMMITTEE MEETING MINUTES

November 7, 2019 at 3:00pm

via conference call

A meeting of the Nominating Committee of the Burlington County Municipal Joint Insurance Fund was held on Thursday, November 7, 2019 at 3:00pm via conference call.

Those in attendance were

Paul Keller, **Springfield Township**, *Past Fund Chair*
Jeffrey Hatcher, **Delran Township**, *Rep. Finance Committee*
Brandon Umba, **Lumberton Township**, *Rep. Strategic Planning Committee*
Mary Picariello, **Fieldsboro Borough**, *Rep. Safety Committee*
Kathy Burger, **Medford Township**, *Rep. Coverage Committee*
Paul J. Miola, CPCU, ARM, Deputy Executive Director, **Gallagher**
Paul A. Forlenza, MGA, Executive Director, **Gallagher**
Sheila Ortiz, Account Rep, **Gallagher**

Those not in attendance were:

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

The meeting was called into order at 3:04 pm.

I. Nominating Committee Meeting Minutes of October 31, 2018

Mr. Forlenza directed the Committee to the minutes of the October 31, 2018 meeting located in the *Appendix* of the agenda packet. He explained that the minutes provide a narrative of the process that the Committee followed last year in developing the 2019 Executive Committee slate.

II. Nominating Committee Charter, Adopted April 15, 2008

Mr. Forlenza directed the Committee to a copy of the Committee Charter contained in the agenda packet. He explained that the Charter outlines the makeup of the Committee and the process that the Fund follows in developing a slate of candidates for the Executive Committee.

Mr. Forlenza indicated that if the Committee has any suggested changes to the Charter to contact the Executive Director's Office following today's meeting.

A. Selection of a Committee Chair

Mr. Forlenza indicated that the Charter requires that the Committee select a Chairperson. The main responsibility of the Chair will be to present the minutes from today's meeting and the recommended Executive Committee Slate to the membership at the November Executive Committee meeting. In addition, the Committee Chair will be asked to reach out to the individuals nominating for the 2020 Slate to make sure they are interested in

serving. Brandon Umba volunteered to take the position of Nominating Committee Chair.

III. Executive Committee Election Process

A. Timetable

Mr. Forlenza directed the Committee to the Executive Committee Election process timeline that was included in the agenda packet. Mr. Forlenza indicated that normally, a draft Nomination Slate is presented to the membership at the November Executive Committee meeting. The election of the 2020 Executive Committee members and Alternates will be held at the January 21, 2020 Reorganization meeting.

B. Development of a Nomination Slate

Mr. Forlenza referred the Committee to the Succession Plan Chart located in the Agenda Packet. The chart displayed the current members and alternate members of the Executive Committee.

Mr. Forlenza then explained that several years ago, the Fund began a process of nominating the same individual to sit as the Fund Chair for two (2) consecutive years. At the end of the second year, the Chair steps down and the Secretary moves up to the position of Fund Chair, then all other Executive Committee Members move up one spot. This process helps build the knowledge base of members that will eventually move up to the position of Chair. Mr. Forlenza noted that Ms. Jack is just completing her first year as Fund Chair; therefore, if the Committee is comfortable continuing with the change every two years, Meghan Jack would be eligible to continue to sit as Fund Chair, and Glenn McMahon will continue as Fund Secretary for 2020. He then asked the Committee if they are comfortable with this process.

The Committee agreed to keep Meghan Jack as Fund Chair and Glenn McMahon as Fund Secretary in 2020. Mr. Forlenza then asked the Committee members for their recommendation and/or suggestions for the remainder of the 2020 Executive Committee nomination slate. Following a discussion, the Committee agreed to keep the Executive Committee members and Alternates the same they were in 2019.

The Committee recommended the following Nomination Slate for 2020:

Chair:	Meghan Jack, Riverside Township	
Secretary:	Glenn McMahon, Chesterfield Township	
Executive Committee Members:		
	John Gural, Palmyra Borough	(#1)
	Richard Wolbert, Beverly City	(#2)
	Doug Cramer, Tabernacle Township	(#3)
	James Ingling, Wrightstown Borough	(#4)
	Jerry Mascia, Mount Laurel Township	(#5)
Executive Committee Alternates:		
	Mike Templeton, Delanco Township	(#1)
	Paula Kosko, Hainesport Township	(#2)

Grace Archer, Bordentown City	(#3)
Mike Theokas, Bordentown Township	(#4)
Amanda Somes, Bass River Township	(#5)
Dave Matchett, Shamong Township	(#6)
Vacancy	(#7)

Mr. Forlenza stated that once the meeting minutes are complete, Ms. Ortiz will forward them to Mr. Umba to review and ask that he report on the Committee's recommendations at the November 26, 2019 Executive Committee Meeting.

Mr. Umba stated that he would contact the "draft" slate of candidates for the 2020 Executive Committee and Alternates to be sure they are comfortable taking on the positions for which they have been nominated.

(Attached is the Draft Slate of the 2020 Executive Committee & Alternates.)

There being no further business, the meeting was adjourned at 3:11 pm.

File: BURLCO/2019/Nominating Committee
BURLCO/Nominating Committee

Tab: 11/07/2019
Tab: 11/07/2019

2020 NOMINATION SLATE

Chair: **Meghan Jack**, Riverside Township

Secretary: **Glenn McMahon**, Chesterfield Township

Executive Committee: **John Gural**, Palmyra Borough
Rich Wolbert, Beverly City
Douglas Cramer, Tabernacle Township
James Ingling, Wrightstown Borough
Jerry Mascia, Mount Laurel Township

Alternates:

- #1 **Mike Templeton**, Delanco Township
- #2 **Paula Kosko**, Hainesport Township
- #3 **Grace Archer**, Bordentown City
- #4 **Mike Theokas**, Bordentown Township
- #5 **Amanda Somes**, Bass River Township
- #6 **David Matchett**, Shamong Township
- #7 **Vacancy**

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2019-_____

APPOINTING MEGHAN JACK AS THE FUND'S REPRESENTATIVE
TO THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND AND THE NEW
JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND AND
DAVID MATCHETT AS THE FUND'S REPRESENTATIVE TO THE RESIDUAL
CLAIMS JOINT INSURANCE FUND AND AS THE ALTERNATE REPRESENTATIVE TO
THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND AND THE NEW
JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND
FOR THE 2020 FUND YEAR

Whereas, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to NJSA 40A:10-36, et seq.; and

Whereas, the Burlington County Municipal Joint Insurance Fund is a member of the Municipal Excess Liability Joint Insurance Fund, the Residual Claims Joint Insurance Fund and the New Jersey Municipal Environmental Risk Management Fund; and

Whereas, as a member of each of these Funds, the Burlington County Municipal Joint Insurance Fund actively participates in the meetings and operations of each of these Funds through the appointment of a representative to each Fund; and

Whereas, the appointment of the representative to each of these Fund's is at the discretion of the Chair of the Burlington County Municipal Joint Insurance Fund; and

Whereas, Meghan Jack, Fund Commissioner from the Township of Riverside, has served as the Burlington County Municipal Joint Insurance Fund's Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund during the 2019 Fund Year; and

Whereas, David Matchett, Fund Commissioner from the Township of Shamong, has served as the Burlington County Municipal Joint Insurance Fund's Representative to the Residual Claims Joint Insurance Fund during the 2019 Fund Year; and

Whereas, David Matchett, Fund Commissioner from the Township of Shamong, has served as the Burlington County Municipal Joint Insurance Fund's Alternate Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund during the 2019 Fund Year; and

Whereas, the Fund Chair has determined that it is in the best interest of the Burlington County Municipal Joint Insurance Fund to reappoint Ms. Jack as the Fund's Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund; and reappoint Mr. Matchett as the Fund's Representative to the Residual Claims Joint Insurance Fund and as the Fund's Alternate Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund for the 2018 Fund Year.

Now, Therefore, be it Resolved by the Fund Commissioners of the Burlington County Municipal Joint Insurance Fund that Meghan Jack, Fund Commissioner from the Township of Riverside, is hereby reappointed as the Burlington County Municipal Joint Insurance Fund's Representative to the Municipal

Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund for the 2020 Fund Year; and

Be it Further Resolved that David Matchett, Fund Commissioner from the Township of Shamong, is hereby reappointed as the Burlington County Municipal Joint Insurance Fund's Representative to the Residual Claims Joint Insurance Fund and as the Alternate Representative to the Municipal Excess Liability Joint Insurance Fund and the New Jersey Environmental Risk Management Fund for the 2020 Fund Year; and

Be it Further Resolved that each of these appointments shall be effective January 1, 2020; and

Be it Further Resolved that a fully executed copy of this resolution be forwarded to the Municipal Excess Liability Joint Insurance Fund, Residual Claims Joint Insurance Fund and the New Jersey Environmental Risk Management Fund

This resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on November 26, 2019.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

By: _____
CHAIRPERSON

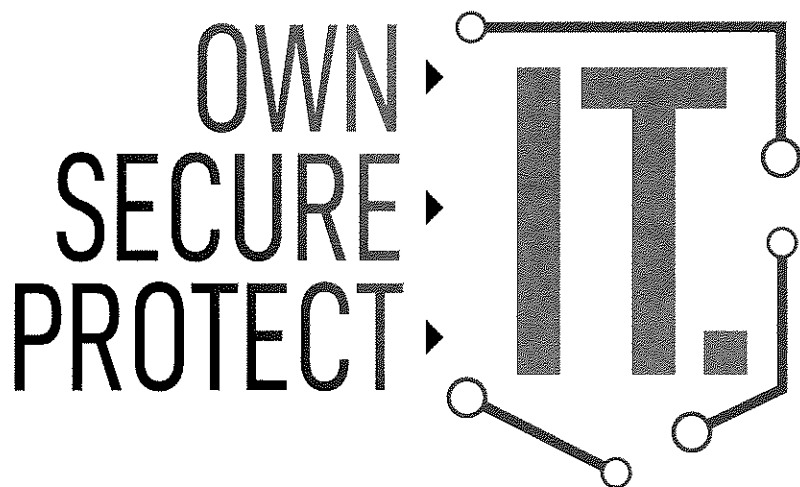
Attest: _____
SECRETARY

Date: _____

MEL CYBER TASK FORCE UPDATE

2019 Cybersecurity Awareness Month

This October is the 16th anniversary National Cybersecurity Awareness Month, created and supported by the US Department of Homeland Security and the National Cyber Security Alliance. The overall goal is simply to promote better cybersecurity practices amongst the citizens and throughout organizations. 2019's specific theme is entitled "Own IT. Secure IT. Protect IT."



OCTOBER 2019
National Cybersecurity
Awareness Month
#BeCyberSmart

Own IT.

- ✓ Never click and tell: staying safe on social media
- ✓ Update privacy settings
- ✓ Keep tabs on your apps: best practice for device applications

Secure IT.

- ✓ Shake up your passphrase protocol: create strong, unique passphrases
- ✓ Double your login protection: turn on multi-factor authentication
- ✓ Shop safe online
- ✓ Play hard to get with strangers: how to spot and avoid phish

Protect IT.

- ✓ If you connect, you must protect: updating to the latest security software, web browser and operating systems
- ✓ Stay protected while connected: Wi-Fi safety
- ✓ If you collect it, protect it: keeping customer/consumer data and information safe

Visit the National Cyber Security Alliance's website for more details: <https://staysafeonline.org/ncsam/>

For details, contact the MEL Underwriting
Manager or your local JIF Executive Director



MEL

MEL CYBER TASK FORCE UPDATE

**** Important Security News ****

Windows 7 – End of Life

Microsoft will be ending support for its Windows 7 operating system on January 14, 2020. Aside from the lack of technical support and updates, of most important is the **end of any security updates or fixes**. Security patching is a critical cyber risk management step and a required part of the MEL Cyber Compliance program. Please review the message from Microsoft: <https://www.microsoft.com/en-us/windows/windows-7-end-of-life-support-information>

Social Engineering Holiday Scams

Should you click on that UPS email even though you didn't order anything? Should you click on that pop-up ad? With the holiday season upon us, social engineering spikes, and these are just a few of the questions you should be asking yourself to stay safe online. Check out the guide from Stop.Think.Connect:

<https://www.stopthinkconnect.org/resources/preview/cyber-safe-holiday-shopping-resource>

NJ Municipalities Publication

The MEL JIF and Rutgers' Bloustein Local were featured in the recent publication of NJ Municipalities, both discussing local government cyber risk. The MEL article discusses the current state of cyber risk and addresses the cybersecurity solutions we promote, and the Bloustein article dovetails it with a guide to better technology management. Find both articles here: <http://go.rutgers.edu/qyhxidl4>

US Utilities Targeted

There have been multiple imminent warnings from federal agencies of cyberattacks against US Utilities. In early 2019, although we did not see many downstream effects as citizens, it was confirmed state-sponsored actors infiltrated major US Utilities. And this event is only one of many in the past year. Aside from MEL material, review the information and solutions provided by these other agencies: ICS-CERT (<https://www.us-cert.gov/ics>), Water ISAC (<https://www.waterisac.org/>), and Electric ISAC (<https://www.nerc.com/pa/CI/ESISAC/Pages/default.aspx>).

Security for your IoT (Internet of Things) Devices

Keep your home or office secure with a camera doorbell that you can watch on your phone from anywhere in the world. Ask your connected speaker to play your favorite song. There are tons of useful and fun devices like these in the marketplace, expected to spike to over 20 Billion by 2020. While they add convenience, safety and entertainment into our lives, they can present major cybersecurity challenges if not managed properly. Your IT manager can help with advanced security for these devices, but here are three basics anyone can do at work or at home, provided by Stay Safe Online: <https://staysafeonline.org/wp-content/uploads/2017/09/Internet-of-Things-Infographic.pdf>

For details, contact the MEL Underwriting
Manager or your local JIF Executive Director

