

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

JANUARY 21, 2020

OPEN SESSION MINUTES

The ***Reorganization*** Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Township Municipal Building, 1 Hainesport Centre, Rte. 537, Hainesport, New Jersey, on Tuesday, January 21, 2020 at 3:30PM, prevailing time. Chair Jack, **Riverside**, presiding. The meeting was called to order at 3:30PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

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

ROLL CALL of 2019 FUND COMMISSIONERS

Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**... arrived after Roll Call
Glenn McMahon, **Chesterfield Twp**
Mike Templeton **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Rich Wolbert, **Beverly City**
Amanda Somes, **Bass River Twp**
Patrice Hansell, **Fieldsboro Boro**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**

Those also in attendance were:

Paul Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*
Paul Miola, CPCU, ARM, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
John Saville, Safety Director, *J.A. Montgomery Risk Control*
Chris Roselli, Claims Administrator, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

Also present were the following Risk Management Consultant agencies:

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

Absent Risk Management Consultant agencies:

N/A

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

MONTHLY MEETING CONDUCT

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

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

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair Jack presented the meeting minutes of the December 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. Ingling, to approve the Open & Closed session meeting minutes of the December 17, 2019 meeting of the Fund as presented.

Motion carried.

The Closed Session minutes of the December 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 December 17, 2019 meeting were collected at this time.

ADJOURN THE SINE DIE MEETING

Chair Jack entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Mc Mahon, seconded by Mr. Mascia, to adjourn the Sine Die Meeting. All in favor. Motion carried.

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

Mr. Forlenza welcomed all in attendance to the *2020 Reorganization Meeting of the BURLCO JIF*.

ROLL CALL of 2020 FUND COMMISSIONERS

Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**...arrived after Roll Call
Glenn McMahon, **Chesterfield Twp**
Erin Provenzano, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Kyle Tuliano, **New Hanover Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Rich Wolbert, **Beverly City**
Amanda Somes, **Bass River Twp**
Patrice Hansell, **Fieldsboro Boro**
Kathy Hoffman, **Southampton Twp**
Maryalice Brown, **Woodland Twp**

ELECTION OF 2020 OFFICERS

2020 Nomination Slate

Mr. Forlenza presented for the membership's consideration the Revised 2020 Nomination Slate. The Nominating Committee met in November 2019 and presented the 2020 Nomination Slate at the November & December 2019 Executive Committee Meetings. Mr. Forlenza noted that Mr. Templeton was originally Executive Committee Alternate #1, however, we were made aware that Mr. Templeton would not be reappointed as Fund Commissioner of Delanco Township this year, so it was discussed with the Nominating Committee, and as is common practice, they moved up the remaining Alternates to create the Revised 2020 Nomination Slate you have before you.

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, **Mt. Laurel Township**

Executive Committee Alternates:

#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 Vacant
#7 Vacant

Mr. Forlenza asked if there were any nominations from the floor for a position on the 2020 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza asked for a Roll Call Vote of the full membership for an Election of a Chairman and Secretary as presented.

Election of a Chairman and Secretary

ROLL CALL *Yeas* Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Erin Provenzano, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Kyle Tuliano, **New Hanover Twp.**

Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Mr. Forlenza again asked if there were any nominations from the floor for a position on the 2020 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza then asked for a Roll Call Vote of the full membership for an *Election of Executive Committee/Alternates* as presented.

Election of Executive Committee/Alternates

ROLL CALL *Yeas*

Mike Theokas, **Bordentown Twp**
Glenn McMahon, **Chesterfield Twp**
Erin Provenzano, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2020 Fund Year. Mr. DeWeese congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election.

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

At this time, Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election and asked Fund Chair Meghan Jack, *Riverside* to conduct the 2020 Reorganization Meeting of the Fund.

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

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

ORGANIZATIONAL RESOLUTIONS

The following 2020 Organizational Resolutions were presented for adoption by Fund Chair Jack.

- R2020-01 Confirming the Election of a Fund Chair and Fund Secretary
- R2020-02 Confirming the Election of an Executive Committee and Alternates
- R2020-03 Appointing Professional Staff
- R2020-04 Awarding Contracts to Workers' Compensation Assigned Defense Counsel and Approved Associates
- R2020-05 Awarding Contracts to General Liability Assigned Defense Counsel and Approved Associates
- R2020-06 Recommending the Employment Practices Liability and Public Officials Liability Defense Panel
- R2020-07 Adopting Procedures in Compliance with the Open Public Meetings Act
- R2020-08 Adopting Fiscal Policies
- R2020-09 Designating Executive Director as Public Agency Compliance Officer
- R2020-10 Cash Management and Investment Policy
- R2020-11 Establishing a Fund Records Program
- R2020-12 Establishing the 2019 Plan of Risk Management
- R2020-13 Designation of Certifying and Approving Officer for Payment of Claims
- R2020-14 Authorizing participation in the MEL Names Storm Deductible Risk Sharing Program

Chair Jack entertained a motion to adopt the *Organizational Resolutions 2020-01* through *2020-14* as presented.

Motion by Mr. Cramer, seconded by Mr. Ingling, to adopt *Organizational Resolutions 2020-01* through *2020-14*.

ROLL CALL *Yeas*

Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**
Glenn McMahan, **Chesterfield Twp**

Erin Provenzano, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Chair Jack presented Resolution 2020-15 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences

Motion by Mr. Gural, seconded by Mr. Ingling, to adopt *Organizational Resolution 2020-15* as presented.

ROLL CALL *Yeas* Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**
Erin Provenzano, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**

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

Nays: None
Abstain: None

Motion carried by unanimous vote.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He thanked the membership on behalf of AJG for the 2020 re-appointment as Administrator. Mr. Forlenza also noted that the 2020 Safety Calendars had arrived and were placed at each member's seat this evening, along with a handout announcing the MEL Annual JIF/HIF Seminar. He noted this was a great opportunity to obtain CEU credits and is free of charge. He then highlighted the following items from his report:

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

Certificates of Insurance – Mr. Forlenza noted this report is a handout for tonight's meeting and asked everyone to please review it for accuracy and that the limits and named additional insured are correct and were issued properly.

2018 Safety Incentive Program Awards – Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2019 and if you had encumbered these funds, they must be claimed by February 1, 2020.

2019 Optional Safety Budget - Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 30, 2019 and if you encumbered these funds, they must be claimed by February 1, 2020.

2019 Wellness Incentive Program Allowance – Mr. Forlenza stated that a report detailing the available balance for each member for the 2018 Wellness Incentive Program was included in the agenda packet. He stated that the deadline for claiming or encumbering the funds was November 30, 2019 and if you had encumbered these funds they must be claimed by February 1, 2020.

EPL/Cyber Allowance -Mr. Forlenza noted the JIF has budgeted \$500 for each member to help offset employment practice and cyber security related expenses and asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was 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 or ecooney@connerstrong.com.

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 as some of those on the list might have retired at year end. Please remember the coverage is for the individual, not the position. Any questions on the status of an application or about a bond listed on the report should be directed to Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

Elected Officials Seminar Save the Dates – Mr. Forlenza stated the Fund is 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. The sign-in sheets from December 5, 2019 seminar are posted on the JIF website. The remaining trainings have been scheduled on the following dates

January 29, 2020 - Merighi's Savoy Inn, Vineland
February 6, 2020 - Auletto Caterers, Deptford
March 24, 2020 - Merighi's Savoy Inn, Vineland

Police Command Staff Training – Mr. Forlenza stated Risk Management Training for Police Personnel has been scheduled. Attendance at this training by Police Command Staff is required for compliance with the MEL's 2021/2022 EPL Plan of Risk Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 8, 2020. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The training dates are scheduled as follows:

February 5, 2020 – Merighi's Savoy Inn
April 21, 2020 – Auletto Caterers, Deptford
September 22, 2020 – O'Connors, Eastampton
October 15, 2020 - Merighi's Savoy Inn, Vineland

RMC Resolutions & Agreements – Mr. Forlenza stated 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. 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.

2020 1st Installment Billing – First installment bills were emailed to member Municipal Clerks, with a copy to the Fund Commissioner and Risk Management Consultant on or about December 14, 2019. Please note that the first installment is due by February 14, 2020.

PRIMA/AGRIP Conferences – Mr. Forlenza stated this year BURLCO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2020 Budget includes funding for four (4) attendees in total. The BURLCO JIF has adopted an Attendance Conference Policy that establishes clear guidelines and preferences for Commissioner Attendance. Those Fund Commissioners who have first priority for attendance at these conferences received information on the AGRIP Conferences from our office on or about December 16, 2019. Information on the PRIMA Conference will be emailed out later this month.

2019 Attendance Records– Mr. Forlenza stated that a report detailing attendance records through the end of 2019 was included in his report and this information is taken directly from the monthly minutes.

Safety Breakfast Kickoff/Safety Coordinator & Claim Coordinator Roundtable - The Fund is scheduled to hold its Annual Safety Breakfast on March 5, 2020 at Old York Country Club in Chesterfield, beginning at 8:30 AM. Originally the Breakfast was scheduled for March 3, 20120, however we had to move the dates around due to a scheduling conflict, and it is now scheduled for March 5, 2020

Land Use Training Certification – Mr. Forlenza reminded the members that 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. Attached for your review is a list of members that have provided a certification to the Fund Underwriter indicating that this training has been completed. Mr. Forlenza also reminded the members that new board members need to be trained as soon as possible. If you have any questions, please do not hesitate to contact Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

Mr. Forlenza asked if any members had any questions. No questions were entertained.

SOLICITOR'S REPORT

Mr. DeWeese thanked the membership on behalf of his firm and his team for the 2020 re-appointment as Fund Solicitor.

Closed Claims Report

Mr. DeWeese stated that there were no (0) closed case since the last meeting.

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese reminded the Committee about the MEL EPL Helpline and asked the members to please review the list of authorized contacts for the *MEL Employment Practices Helpline*. Mr. DeWeese stated all of the assigned attorneys are still receiving calls and believes that the conversations are preventing claims. 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 individuals permitted to access this service, so please review the list and be sure who you would like appointed as the contacts is actually appointed.

Lastly, Mr. DeWeese discussed a recent Appellate Division decision rendered on January 13, 2020 that ruled the employer and their Workers Compensation carriers are responsible for and to reimburse employees for the costs of medical marijuana. He noted this may be appealed to the Supreme Court of New Jersey, but nothing has been filed to date and should we see these types of claims come up they will be dealt with on a case by case basis. Mr. DeWeese referenced the case *Hager v. M&K Construction* where the employee suffered a significant back injury, and he was given the choice of either opioids or medical marijuana for pain management. To avoid the dangers of side effects from the opioids, he choose medical marijuana. Originally the Workers Compensation carrier denied the medical marijuana prescription, and the case went to the Superior Court, and then the Appellate Division where the ruling was made.

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

SAFETY DIRECTOR'S REPORT

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

MEL Video Library – He noted no members utilized the Library for December and asked that it please continue to be utilized. If a copy of the video library titles is needed, you can find it at the MEL or JIF website. He noted the email address: melvideolibrary@jamontgomery.com, and phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there were three (3) bulletin(s) included in the agenda:

- *Snow Emergencies*
- *First Amendment Audit Best Practices*
- *Domestic Violence for Public Employer*

MSI Class Listing – Mr. Saville referenced the list of MSI Classes that are available in January and February 2020 that are included in the agenda packet. He noted that a current list of MSI Training Administrators needs to be kept up to date, so if there are any changes in regards to the Training Administrator, please advise afelip@jamontgomery.com.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – January

Mr. Roselli thanked the members for the reappointment of Qual-Lynx.

Mr. Roselli presented the *Lessons Learned from Losses* for January which discussed Winter Safety. He then highlighted the following in regards to the serious impact winter weather can have on claims and how they can be minimized with the right preparation and monitoring of problem areas:

- Consider who is doing the snow removal; have they had previous injuries that shoveling may worsen
- Pre-Treat parking lots and walkways
- Discuss footwear with employees
- Provide Caution/Wet Floor signs at all entrances
- Maintain heat and be cautious of pipe breaks.

He then presented examples of claims that may have been prevented with the proper preparation.

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

WELLNESS DIRECTOR'S REPORT

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

Ms. Schiffer noted she has reached out to everyone and may have responded with meeting dates, or we have already met to plan for 2020 Wellness. Her hope is to have everyone scheduled by the end of February.

Ms. Schiffer noted in the agenda she had included a list of ideas for work place wellness initiatives which should help with the meetings and coming up with ideas in how to best utilize your Wellness funds. She noted food can no longer be the focal point of Wellness funds, and

reminded the Committee if you had encumbered your funds you have until February 1, 2020 to claim them, so please don't lose it.

Ms. Schiffer referenced her Targeting Wellness newsletter which focuses on changing our minds to change habits until it becomes involuntary, and then referenced the topics for this month.

In regards to the Recipe Corner, she noted a mistake in the Chicken Enchiladas that it omitted the crumbled blue cheese and blue cheese dressing.

Ms. Schiffer referenced her "Intention Calendar" to go along with the efforts to change habits, and the "Wheel of Life" to assist in getting a clearer picture of those areas in your life that may need more attention.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty thanked the Fund for Qual Care's re-appointment and reviewed the Managed Care Report for *December 2019*.

Lost Time v. Medical Only Cases

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

	<i>Dec</i>	<i>YTD</i>
<i>Lost Time</i>	<i>1</i>	<i>20</i>
<i>Medical Only</i>	<i>6</i>	<i>130</i>
<i>Report Only</i>	<i>4</i>	<i>64</i>
<i>Total Intakes</i>	<i>11</i>	<i>214</i>
<i>Report Only % of Total</i>	<i>36.4%</i>	<i>29.9%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>86:14</i>	<i>87:13</i>
<i>Average Days to Report</i>	<i>3</i>	<i>2.2</i>

Transitional Duty Report

Ms. Beatty presented the Year-to-Date Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>2,569</i>
<i>Transitional Duty Days Worked</i>	<i>1,493</i>
<i>% of Transitional Duty Days Worked</i>	<i>58.1%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>1,076</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>41.9%</i>

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>Dec</i>
<i>Bill Count</i>	103
<i>Original Provider Charges</i>	\$574,922
<i>Re-priced Bill Amount</i>	\$155,854
<i>Savings</i>	\$419,068
<i>% of Savings</i>	72.9%
<i>Participating Provider Penetration Rate - Bill Count</i>	95.1%
<i>Participating Provider Penetration Rate – Provider Charges</i>	99.4%
<i>EPO Provider Penetration Rate - Bill Count</i>	98.7%
<i>EPO Provider Penetration Rate – Provider Charges</i>	99.9%

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero reported that during December: 653 phishing emails were sent to members, with 21 being clicked. This is 3.2% of the emails which is well below average; however, a spike for us as last month the BURLCOJIF was at 1.8%. Palmyra Borough was high with 8 phishing emails being clicked, however Mr. Romero reminded the members that some firewalls will open an email prior to sending it on to the recipient as a safeguard, so that could be happening in some cases. 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 stated that in regards to the Media Pro Cyber Training twenty-four (24) municipalities are 100% compliant and three (3) are 80-99% compliant, and he will be setting up a meeting with New Hanover shortly. All members should be receiving these stats at the beginning of the month in an emailed report. He also noted that come February, new trainings are going to be rolled out, so he would like to get everyone up to 100% prior to the new training being released.

In regards to the MEL Cyber Risk Management Program he is happy to report that 70% of members are Tier 1 certified, and 63% are Tier 2 certified. He encouraged everyone to get their certifications to him and reminded the members there is now a \$25,000 deductible, no longer \$10,000, however with both Tier 1 & Tier 2 certification, you could be eligible for reimbursement of a portion of that deductible.

In regards to the Vulnerability Scanning report, he referenced he has sent everyone an Excel spreadsheet of their current roster and stated it is important to review and be sure the person receiving the report is actually getting it, and is the correct person to receive the report. If there are any changes to what was presented in the spreadsheet, please let Mr. Romero know so he can correct it.

Mr. Romero noted at everyone's seat were copies of the new Cyber Security poster, and he gave kudos to Megan Matro of the Executive Directors office for her assistance in creating these posters. It is important for everyone to be aware, and what to do and what to look for in regards to Cyber Attacks.

Mr. Romero noted at the height of Tax season, be wary of IRS Scams. The IRS will never contact you via email, so do not click on those types of emails.

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 noted a topic that will be rolling out shortly in the Newsletter will cover "How to manage the risk of 3rd Parties", including what to look for, what questions to ask, and how to know if they are secure.

Lastly, Mr. Romero reminded the committee that Windows 7 is no longer supported; however, Microsoft has extended a service contract, though he does not recommend doing this. In regards to Windows 10, the National Security Agency has issued a notice that hackers could take advantage of a flaw in the digital signatures, so talk to your IT professionals and make sure your software has the latest updates and patches.

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

TREASURER'S REPORT

Mr. Tontarski thanked the Fund for his re-appointment and presented an overview of the Treasurer's Report for month ending **December 31, 2019**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the reporting period totaled \$22,551.50. This generated an average annual yield of 1.45%; however, after including an unrealized net gain of \$5,904.89 in the asset portfolio, the yield is adjusted to 1.82% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$15,353.10 as it relates to current market value of \$16,092,260.54 vs. the amount we have invested. This current market value; however, when considering the total accrued income at month end is \$16,133,292.88.

Our asset portfolio with Wilmington/Trust consists of 5 obligations with maturities greater than one year and 4 obligations with maturities less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$146.62	\$135,266.27
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$4,668.39	
E-JIF FY 2019 Dividend		\$42,957.00

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

Delran Township	\$30,801.00
Chesterfield Township	\$1,099.00
Bordentown City	\$69,509.00
Bordentown Township	\$28,290.00
Westampton Township	\$10,291.00
E-JIF Allocation	\$79,894.11

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$19,006,998.85 to a closing balance of \$18,370,180.99 showing a decrease in the fund of \$636,817.86.

Loss Run Payment Register – December 2019

Mr. Tontarski stated that the report included in the agenda packet shows net claim activity during the reporting period for claims paid by the Fund and claims payable by the Fund at period end in the amount of \$326,842.85. The claim detail shows 247 claim payments issued.

Bill List – January, 2020

For the Executive Committee's consideration, Mr. Tontarski presented the January 2020 Bill List in the amount of \$225,430.49

Chair Jack entertained a motion to approve the December 2019 Loss Run Payment Register and the January 2020 Bill List as presented.

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

Motion by Mr. Cramer, seconded by Mr. Mascia, to approve the *December 2019 Loss Run Payment Register and January 2020 Bill List* as presented.

ROLL CALL *Yeas* Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**
Erin Provenzano, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**

Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

SAFETY COMMITTEE MEETING

Mr. Cramer noted that the minutes are included in the agenda packet and are self-explanatory.

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

COMMITTEE CHAIRS MEETING

Chair Jack noted that the minutes from the January 8, 2020 meeting along with the 2020 Committee Appointments were included in the agenda packet for the members to review. She asked that everyone please take note of what Committee they have been assigned to, and to please contact the Executive Director's office if any Fund Commissioner would like to be reassigned to a different committee.

Chair Jack noted in regards to Committee Chairs, the following changes have been made:

- Ms. Burger will serve as Coverage Committee Chair
- Mr. McMahan will serve as Strategic Planning Committee Chair
- Mr. Hatcher will remain as Finance Committee Chair

Chair Jack asked if there is any member that has not volunteered and wished to do so, please contact her or the Executive Directors office.

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

MEL/RCF/E-JIF REPORT

MEL Meeting – January 6, 2020

Chair Jack reported that the MEL met on January 6, 2020 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet. She noted there was a handout on the MEL Annual Seminar, which is a free Seminar and a good opportunity to earn CEU's, and also a short memo included in the agenda in regards to the MEL 2020 Insurance Renewal.

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

RCF Meeting – January 6, 2020

Mr. Matchett reported that the RCF met on January 6, 2020 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet.

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

EJIF Meeting – January 6, 2020

Chair Jack reported that the EJIF also met on January 6, 2020 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet.

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

MISCELLANEOUS BUSINESS

Chair Jack entertained a motion to accept *Resolution 2020-17*, Honoring Mike Templeton, Delanco Township. Chair Jack then presented a plaque and a copy of the Resolution to Mr. Templeton.

Motion by Mr. Ingling, seconded by Mr. McMahon to accept *Resolution 2020-17*. All in Favor. Motion carries.

Chair Jack entertained a Motion to approve the Revised JIF Crime Policy as presented in the agenda packet.

Motion by Mr. McMahon, seconded by Mr. Ingling, to approve the revised JIF Crime Policy as presented. All in favor. Motion carried.

Next Meeting

Chair Jack noted that the next meeting of the BURLCO JIF will take place on **Tuesday, February 18, 2020 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ.

PUBLIC COMMENT

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

Chair Jack opened the meeting to the public for comment.

Chair Jack entertained a motion to close the public portion of the meeting.

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

EXECUTIVE SESSION MEETING – Resolution #2020-16

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. McMahon, seconded by Mr. Cramer, to Adopt ***Resolution #2020-16***. All in favor. Motion carried.

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

REOPEN PUBLIC PORTION OF THE MEETING

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

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

APPROVAL OF CLAIMS PAYMENTS

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

<i>Workers' Compensation</i>	<i>Property</i>
2018121619	2020188188
2020187376	2020190487
2020189571	2020182783
2019154159	

Chair Jack entertained a Motion to accept the proposed settlement on File# 2020182783. Motion by Mr. McMahon, seconded by Mr. Gural to accept the proposed settlement on File # 2020182783 as presented by Mr. DeWeese. All in Favor. Motion carried by unanimous vote.

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 *Yeas* Mike Theokas, **Bordentown Twp**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp**
Erin Provenzano, **Delanco Twp**
Jeffrey Hatcher, **Delran Twp**
Tom Pullion, **Edgewater Park**
Richard Brook, **Florence Twp**
Paula Kosko, **Hainesport Twp**
Brandon Umba, **Lumberton Twp**
Mike Fitzpatrick, **Mansfield Twp**
Rich Meder, *Alternate*, **Medford Twp**
Jerry Mascia, **Mt. Laurel Twp**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro**
Debbie Vallari, *Alternate*, **Pemberton Boro**
Michelle Brown, *Alternate*, **Pemberton Twp**
David Matchett, **Shamong Twp**
Meghan Jack, **Riverside Twp**
J. Paul Keller, **Springfield Twp**
Doug Cramer, **Tabernacle Twp**
Steve Ent, **Westampton Twp**
James Ingling, **Wrightstown Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

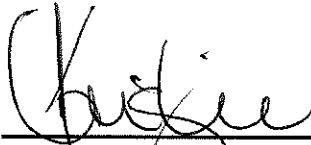
There were no (0) claim(s) presented for abandon subrogation.

MOTION TO ADJOURN

Chair Jack entertained a motion to adjourn the January 21, 2020 meeting of the BURLCO JIF.

Motion by Mr. Mascia, seconded by Mr. Ingling to adjourn the January 21, 2020 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:45pm.



Kris Kristie,
Recording Secretary for



Glenn McMahon, SECRETARY