

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
Via Conference Call

May 19, 2020

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via conference call on Tuesday, May 19, 2020 at 3:30 PM, prevailing time. Chair Jack, **Riverside**, presiding. The meeting was called to order at 3:30 PM.

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.**
Grace Archer, **Bordentown City**
Mike Theokas, **Bordentown Twp.**
Glenn McMahon, **Chesterfield Twp.**
Erin Provanzano, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Tom Pullion, **Edgewater Park Twp**
Patrice Hansell, **Fieldsboro Borough**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Chris Ridings, *Alternate*, **Mt. Laurel Twp.**
John Gural, **Palmyra Borough**
Daniel Hornickel, **Pemberton Township**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Rich Wolbert, **Beverly City**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp.**
Donna Mull, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp.**
Maryalice Brown, **Woodland Twp**

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*

In regards to all sub-committee meetings scheduled for the next 30 days or so, we believe they will be held via conference call and his office will send out the agendas, as well as any pertinent handouts and the dial-in information prior to those meetings. We will keep the Fund updated on any changes to this process.

Mr. Forlenza noted the Fund has had difficulty scheduling the Annual Planning Retreat due to the social distancing parameters set forth due to the pandemic. After discussions with the Chairs and Secretaries of the BURLCO and TRICO JIFS, it has been decided to combine the BURLCO Retreat with the July 30-31, 2020 TRICO Annual Planning Retreat at Auletto's Caterers in Deptford. Mr. Forlenza stated a Save the Date had been emailed out to all members, RMC's and Professional on May 14, 2020. Mr. Forlenza noted there are a lot of good presentations planned and an official Invitation will be mailed out shortly.

Mr. Forlenza noted that on March 30, 2020, his office notified all Fund Commissioners, and Fund Professionals, via email, of their requirement to complete the FDS process due to their role with the JIF. All FDS must be submitted by July 31, 2020 which is an extension of its original deadline of April 30th. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie.

Lastly, Mr. Forlenza reiterated if anyone should have any questions, or needs assistance; please reach out at any time to any one of the Fund Professionals, either via phone or email, as we are here to help you.

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

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese reminded the members to please review the list of authorized contacts for the *MEL Employment Practices Helpline*. He noted some towns do not have any authorized contact listed and how important it is to appoint at least one person should you need the services. He then stated he is still receiving calls in regards to COVID-19 questions. He also noted he has been trying to stay abreast of the COVID-19 issues in the State of NJ and has sent out various Bulletins and Notices with information he learns. He is hopeful the correspondence is helpful to the members, and if anyone has any questions or concerns to reach out to him and he will be happy to assist the best he can.

Lastly, Mr. DeWeese presented a Letter and Resolution for consideration by the Executive Committee to authorize the Release of Fund Year 2018 Closed Session Meeting Minutes. He explained the 2018 Closed Session minutes were previously released with redactions due to ongoing litigation; however, after review of the 2018 Closed Session Minutes again, those redactions may now be released as noted in his letter.

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

Resolution 2020-24 Authorizing the Release of Fund year 2018 Closed Session Executive Committee Meeting Minutes Inclusive of Previous Redacted Discussions Due to Ongoing Litigation that May Now Be Released as Recommended by the Fund Solicitor.

- Keep all receipts and rental agreements

He then presented an example of a claim that was rather costly to a town due to the fact they did not secure a Flood Policy on their Municipal Building prior to a flood. The town had to pay several hundred thousand dollars in damages themselves because they did not secure a Flood Policy. He reiterated the importance of making sure ALL of your locations are listed in Origami to ensure you have coverage.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer referenced her report in the agenda packet, noting that events for May have been postponed due to the current situation and social distancing.

Weekly, Ms. Schiffer has been sending out "A note from your Wellness Director" in an effort to provide words of positivity and to remind everyone to take care of yourself first!

Ms. Schiffer stated it is highly recommended that all employees are reminded about and encouraged to utilize any EAP (Employee Assistance Program) of which they have access. In addition, police chaplains or contracted PD psychologist are in place to support them as well as their families. She has had some towns reach out to her for recommendations and she has put them in touch with Cooper Hospital and she has received a lot of positive feedback on this program. You can use your wellness funds to offset the cost of your EAP program.

Ms. Schiffer noted May is Mental Health Awareness month and stated it is important to stay connected with your employees: check in with coworkers or plan periodic meetings via phone or video just to make sure everyone is doing okay. Maybe try a remote, online meditation together. Stay active through the day regardless of where you are: Encourage movement breaks.

Ms. Schiffer noted that she continues to do a "Workout Wednesday" at 10am and 1:45pm and Reflection Friday at 10am. She is working with Megan Matro and planning to record some of her workouts and presentations to be uploaded to YouTube and linked to the JIF site. Please contact her if you might be interested in participating so she can send the link to join Zoom. She also noted she has completed one video on Resiliency and Adaptability that was highlighted in this month's newsletter and is open to all municipal employees who have access to a computer

May Targeting Wellness Newsletter

This month is Mental Health Month so please make sure your employees have received a copy of her Newsletter. Ms. Schiffer noted included in her report was a Tabata workout which she had guided folks through in one of her Workout Wednesdays, as well as two (2) word searches and two (2) articles on the higher risk associated with obesity and contracting COVID-19 and the need for more acute care. Obesity makes up 40% of our population.

Lastly, Ms. Schiffer noted to please reach out to her via email, phone or text so she can assist in helping employees through resource recommendations.

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 April 2020.

Lost Time v. Medical Only Cases

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

constantly being provided so their staff has all the information they need and CDC guidelines are being practiced at all of our provider facilities. She noted they are starting to see a decline in telehealth appointments for Physical Therapy either due to patients wanting to get out, or not having the equipment at home to properly perform their exercises.

Ms. Beatty noted to date they have received 191 COVID-19 claims reported with 178 being Report only claims and nine (9) Loss Time Claims for the BURLCO JIF. Mt. Laurel and Westampton have the most reported claims. She stated next month she will include a COVID-19 Claims report to include in the agenda.

In response to the COVID-19 outbreak, Qual-Care introduced the Virtual Care Initiative. Virtual Care includes streamlined access to the medical providers who offer tele-medicine and tele-therapy services. Patients can be seen by physicians, safely and securely, and continue their medical treatment plan from their homes, workplaces or on the go.

Ms. Beatty noted some medical facilities are starting to schedule appointments/surgeries in anticipation of reopening soon.

Ms. Beatty noted they are receiving information daily on provider practices, including office hour changes, telehealth capabilities, and office closures. As far as treatment, she has received good feedback, whether the patient is being seen virtually or in person. Updated lists are constantly being provided so their staff has all the information they need and CDC guidelines are being practiced at all of our provider facilities. She noted they are starting to see a decline in telehealth appointments for Physical Therapy either due to patients wanting to get out, or not having the equipment at home to properly perform their exercises.

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

TECHNOLOGY RISK SERVICES REPORT

In Mr. Romero's absence, Mr. Forlenza reported on the Technology Risk Services Report. Mr. Romero is currently receiving his certification as a Government Chief Information Officer from Rutgers and had to do a virtual presentation today. He then congratulated Mr. Romero on his accomplishment.

Mr. Forlenza then noted there are still eight (8) members who have still not completed last year's basic Cyber Security course, and he will be following up with those members; and twelve (12) members are below 70% in regards to the latest Cyber Hygiene training course titled *Best Practices for Work and Home*. We have asked that all members complete this training by May 29, 2020, so please consider this as a reminder.

Mr. Forlenza noted in regards to the phishing emails for the month of April, there were 653 phishing emails sent out with 12 clicked, or 1.8%, which is great and lower than where we were at the beginning of the year. He then noted we are in the process of updating the "fake" emails and you will see them coming out from different sources, challenging your employees.

In regards to the MEL Cyber Risk Management Compliance, 20 of our 28 members are certified in Tier 1, and 18 of the 28 are completely certified.

PivotPoint Security continues to do the Vulnerability Scanning of your firewalls and gateways, and included in the agenda is that report. Mr. Forlenza asked that the members please review the report and be sure the person listed to receive these reports is still the proper person to receive these reports on a monthly basis.

He reminded the members to be aware of the numerous Covid-19 email scams that are circulating noting a big increase in COVID-19 related domain names. Please be sure emails received are coming from a trusted source. If you have any question regarding this, Mr. Romero had

Chair Jack entertained a motion to approve the April 2020 Loss Run Payment Register and approve the May 2020 Bill List in the amount of \$135,873.53 as presented

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

Motion by Mr. McMahon, seconded by Mr. Gural to approve the *April 2020 Loss Run Payment Register and approve the May 2020 Bill List* as presented.

ROLL CALL *Yeas:* Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Borough**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield Twp.**
Meghan Jack, **Riverside Twp.**
Paula Kosko, **Hainesport Twp.**
Grace Archer, **Bordentown City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

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

COMMITTEE REPORTS

Finance Committee Report - Mr. Hatcher noted that the 2020 Budget Amendment will be re-advertised for Public Hearing and Adoption at either the June or July Executive Committee Meeting assuming one of them is an in person meeting. The membership agreed.

MEL/RCF/EJIF REPORTS

Chair Jack noted the MEL report of May 1, 2020 was included in the agenda packet and is self-explanatory.

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

MISCELLANEOUS BUSINESS

Mr. Forlenza noted that due to the current situation and uncertainty of COVID-19, he would like to ask for a Motion, after consultation with the Fund Chair, Secretary, & Solicitor to re-advertise the June Executive Committee Meeting to a conference call, if needed. He noted he would prefer to have authorization to re-advertise, as it is an uncertainty right now.

Chair Jack asked for a Motion to re-advertise the June Executive Committee Meeting as outlined by Mr. Forlenza.

Motion by Mr. Ingling, seconded by Mr. McMahon to re-advertise the June 2020 Executive Committee Meeting. All in Favor. Motion carried.

Next Meeting

Mr. Forlenza noted originally the June Executive Committee Meeting was going to be moved to June 23, 2020 due to the dates of the PRIMA Conference; however, with the PRIMA Conference being cancelled, we are able to keep the originally authorized date of June 16th, 2020 if the membership is ok with keeping that original date. If so, no action is needed. The membership agreed. Chair Jack noted that the next meeting of the BURLCO JIF will more than likely be a conference call on Tuesday, June 16, 2020 at 3:30 PM unless otherwise noted.

