



Date: February 22, 2021
Attention: Fund Commissioner and Safety Coordinator
Member: «Municipality»
From: Sheila Ortiz, Account Representative
Subject: 2021 OSB, Wellness, and EPL/ Cyber Money

Below, please find your 2021 allocation for the above referenced BURLCO JIF Reimbursement Programs. In addition to the amount of your allocation, we have also included information pertaining to expenses that meet each Program's criteria, instructions and deadlines for seeking reimbursement, as well as contact information for Fund Professionals that can answer your questions about each Program.

Optional Safety Budget: «OSBBALANCE»

Purpose

The Optional Safety Budget Program is designed to assist members in meeting their own safety objectives by providing financial reimbursement for safety related items or safety training programs purchased by the member municipality.

Safety Item Suggestions

- Safety Signs & Posters
- AEDs, Eyewash Stations, Vaccinations
- Safety Equipment, Crossing Guard Equipment
- Trench Box, Lift Gates, SCBA Equipment, Bullet Proof Vests

Safety Training Suggestions

- Subscriptions for Tool Box Topics
- Monthly Newsletters
- Safety Manuals
- Supplemental Training – not covered by the MSI
- Purchased Safety Videos/DVD's

Inadmissible Reimbursements

Batteries, office supplies, office equipment, or janitorial supplies.

Any questions regarding ideas on how to spend your Optional Safety Budget funds should be directed to Rob Garish at rgarish@jamontgomery.com or 856-552-4650. Questions regarding what is an allowable expense should be directed to Tracy Forlenza at 856-446-9143 or Tracy_Forlenza@riskprogramadministrators.com.

Wellness Incentive Program Budget: «WELLBALANCE»

Purpose

The *Wellness Incentive Program* is designed to assist members in meeting their own Wellness objectives by providing financial reimbursement for wellness and health related items or programs purchased by your municipality.

Examples of Wellness related expenses include:

- Fitness Trackers & Exercise Items
- Employee Challenge Incentives, Awards, & Door Prizes
- Stress Management (chair massages, yoga sessions, quiet rooms, puzzles, etc.)
- Wellness Promotional Items
- Health Fairs , Flu Clinics, & Biometric Screenings
- Guest Speakers, Nutritionists, & Demonstrations (educational topics,

exercise/stretching demos, cooking demos, etc.) *All healthy cooking demos must be pre-approved by Wellness Director prior to event.*

- *Snack Items are limited to fresh vegetables, fruits, nuts, and seeds only.
- Farm/Veggie Stand Gift Certificates and CSAs

- *Healthy Bars are limited to only Primal Kitchen Protein Bars, RX Bars, Bulletproof Bars, GoMacro Bars, Health Warrior Pumpkin Seed Superfood Bar, KIND Protein from Real Food (NO other brands will be accepted)

****See the full list of approved wellness activities and items on www.BURLCOJIF.org***

Inadmissible Reimbursements

*No lunches or foods except those specific items listed above. Microwaves, refrigerators, supermarket & restaurant gift cards are NOT permissible under this program.

Any questions regarding what is an allowable expense or if you are seeking ideas for the use of these funds, contact Debby Schiffer at Debby_schiffer@targetingwellness.com or 856-322-1220.

EPL & Technology Liability Risk Management Budget: «EPLBALANCE»

Purpose

The *EPL & Technology Liability Risk Management Budget Program* is designed to assist members by reimbursing eligible costs associated with employment related matters and the risk associated with the use of technology by municipalities.

Examples of eligible EPL related expenses include:

- Attorney fees for employment related legal advice
- Attorney fees for the updating of employment policies & procedures
- Employee training not available through the JIF or MSI
- Fees associated with arbitration/mediation and other mitigation processes

Examples of eligible Technology Risk related expenses include:

- Security enhancing software & hardware
- Employee cyber hygiene training not available through the JIF or MSI
- IT training related to network security
- Network security testing
- Development of technology risk related policies & procedures

Inadmissible Reimbursements

- Non-EPL related legal expenses, travel expenses, etc.
- Computers and other non-security related computer hardware & software

Any questions regarding what is an allowable expense, or if you are seeking ideas for the use of these funds, should be directed to Tracy_Forlenza@riskprogramadministrators.com at 856-446-9143.

Reimbursement Instructions

Payments will be processed on a monthly basis as individual reimbursement requests are made by members. Instructions for reimbursement are as follows:

1. After you have completed your purchase, you must forward supporting documentation (purchase orders, vouchers, invoices, course outlines, descriptions, etc.) along with a voucher (*original signatures not required*) and proof of payment to:

Attn: Tracy Forlenza

Email: Tracy_Forlenza@riskprogramadministrators.com

2. Upon receipt of the above documentation, a check will be issued. All items must be received by first Friday of the month in order to be paid that month.

In order to avoid accounting problems for your vendors and the JIF, all purchases must be made by and paid for by the municipality. The JIF cannot pay vendors on your behalf or the individual directly.

Deadline for Reimbursement Requests

Please plan your expenditures so that your requests for reimbursement are submitted no later than **November 30, 2021**. The Executive Safety Committee enforces this cutoff date. If you are planning to purchase reimbursable items after the **November 30, 2021** cutoff date; you may encumber your money by sending a letter to the Executive Director's office announcing your intent by the **November 30, 2021** deadline.

All encumbered Funds must be claimed by **February 1, 2022**. The JIF will strictly adhere to the program cutoff date.

SIP Note: A letter with your total amount and explaining how to claim your *2020 Safety Incentive Program Award* will be emailed to you following the Annual Safety Kickoff Breakfast.

Cc: «COORDINATOR», Safety Coordinator
«CFO», CFO
«RMC», Risk Management Consultant

File: BURLCO JIF/2021/Optional Safety Budget
BURLCO JIF/2021/Wellness Incentive Funds
BURLCO JIF/2021/EPL & Cyber Funds

Tab: Reimbursement Procedures
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