

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

March 16, 2021
Via Zoom Conferencing

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via Zoom Conferencing on Tuesday, March 16, 2021 at 3:30PM, prevailing time. Chair McMahon, **Chesterfield**, presiding. The meeting was called to order at 3:30PM.

Mr. Forlenza then took a moment to verify call in phone numbers and rename them to the appropriate member.

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

Rich Wolbert, **Beverly City**
Mike Theokas, **Bordentown Twp.**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield Twp.**
Erin Provencano, **Delanco Twp.**
Jeffrey Hatcher, **Delran Twp.**
Patrice Hansell, **Fieldsboro Boro**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Brandon Umba, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Brandon Shinglefield, *Rep.*, **Mt. Laurel Twp.**
Kyle Tuliano, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp.**after roll call
John Gural, **Palmyra Boro**
Donna Mull, **Pemberton Boro**
Dan Hornickel, **Pemberton Twp.**
Meghan Jack, **Riverside Twp.**
David Matchett, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Doug Cramer, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Boro**

Absent Fund Commissioners were:

Amanda Somes, **Bass River Twp.**
Tom Pullion, **Edgewater Park**
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*
Lou Romero, *Technology Risk Services*.....after roll call

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:

Insurance Agency Mgmt.

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

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair McMahan presented the Open & Closed session meeting minutes of the February 16, 2021 meeting of the Fund, as found in the agenda packet and as provided to the Executive Committee prior to the Executive Committee meeting, for approval.

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

Motion by Mr. Gural seconded by Mr. Cramer to approve the Open & Closed session meeting minutes of the February 16, 2021 meeting. All in Favor. Motion carried by majority vote.

The Closed Session minutes of the February 16, 2021 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.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He then highlighted the following items from his report:

Mr. Forlenza referenced the most recent Certificates of Insurance reports which included February 2021 certificates and asked the members to please review for accuracy and be sure they were issued to the correct organizations with the correct limits and types of coverage.

Mr. Forlenza asked for members to review their OSB, Wellness, and EPL/Cyber Risk Management Budget balances included in the agenda. A consolidated announcement letter including instructions on how to collect your 2021 Optional Safety Budget allowance; Wellness allowance, and EPL/Cyber Risk allowance was emailed to all members the week of February 22, 2021. He noted in regards to the 2020 Safety Award Money, a letter from his office will be emailed to all members in the next few weeks.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy. He noted that January 1st is a popular time for employees to retire, so be sure to check the list and make sure any new employees are listed. He reminded the members that the bond is for the individual, not the position, and if you would like to check the status of an application, please contact Ed Cooney, Fund Underwriter.

Mr. Forlenza noted the 2022-2023 MEL EPL Risk Management Plan had been revised and in July 2020 the Model Employment Practice Policies and Employee Handbook were placed on the NJ MEL's website (NJMEL.org). Adopting the revised policies and handbook are one of steps required by all members to become/remain in compliance with the MEL EPL Risk Management Plan. He stated the June 1, 2021 deadline has been extended to November 1, 2021, however please do not wait until the last minute to complete your trainings and other requirements. Use the extra allotted time wisely.

In regards to the Police Command Staff Training, a hybrid training process is being planned. Chief Hummel will be hosting the training in person with the Police Chiefs, and then doing a virtual session for the remaining Command Staff. We are looking to start up these training in June and additional information will be forthcoming.

Mr. Forlenza reminded that members that the in person Managerial & Supervisory Trainings have been cancelled due to the COVID-19 pandemic and the required social distancing guidelines. These sessions will now be held via Webinar. The trainings will be presented by Armando Riccio and include AM and PM sessions with a limit of 100 participants per session. He noted numerous dates have been establish for April and May and a notification of the dates was emailed to all members earlier today. In addition to those dates, and due to several requests, two (2) evening training classes have been scheduled on April 27 and May 27, 2021 starting at 6:30 pm. Additional information regarding those two trainings was emailed out earlier today to all Fund Commissioners and Risk Management Consultants.

In regards to Non-Supervisory EPL Employee Training, Mr. Forlenza stated on November 23, 2020, a memorandum was sent to all members notifying them of the availability of non-supervisory employee training through the MEL Safety Institute (MSI). A required element of compliance with the MEL's 2022-2023 Employment Practices Liability (EPL) Risk Management Plan, all members are required to notify their non-supervisory employees of the availability of this training, though not required to take it. The training module is entitled *Building a Safe Workplace: Anti-Harassment and Discrimination* and is approximately 20 minutes in length. The memorandum provided specific directions on how to access the training module in the MSI. All members should document the notification of the availability of this training to their employees and the notification should go out as soon as possible. Again, the deadline to comply with all aspects of the EPL Risk Management Plan has been extended to November 1, 2021

Mr. Forlenza noted, again, this year, the Fund is sponsoring Elected Officials training and it will be conducted online. The MEL will reduce each member's 2021 MEL Assessment by \$250 for each municipal elected official who completes one of the online training sessions. 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 2021 MEL Assessment. On November 23, 2020 a memorandum including detailed directions on how to access this training through the MSI was emailed to Municipal Clerks, Fund Commissioners, and Risk Management Consultants. Mr. Forlenza stated the participant count across all there JIF's is very low and he emphasized not to lose that \$250 credit per attendee and reiterated the May 1, 2021 deadline. He noted that a reminder regarding this training was sent to all members earlier in the month.

Mr. Forlenza stated on or about March 1, 2021, a notice was sent to all Fund Commissioners and Municipal Clerks announcing the availability of additional training dates for the *Protection & Safe Treatment of Minors* webinars which will be conducted by Armando Riccio through the MSI. He emphasized it is strongly recommended that all Managers & Supervisors complete this training as soon as possible if not already completed. Completion of this training will assist in defending the municipality and their employees should they be named in a SAM claim. Mr. Forlenza noted that this training is separate and distinct from the Managers & Supervisors employment training that must be completed for compliance with the MEL EPL Risk Management Plan.

In regards to Payroll Audits, Mr. Forlenza stated on or about February 11, 2021 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2020 payrolls. These payroll figures will serve as the basis for your 2022 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit and members were asked to review and update this spreadsheet upon receipt. Members were asked to send the required payroll data to the auditors for processing either via mail or electronically no later than March 11, 2021. Details on how the data can be sent were included in the February 11, 2021 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

Mr. Forlenza noted that on or about February 14, 2021, each member and their RMC's received a notification from his office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2021 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 23, 2021.

In regards to the Annual Planning Retreat, Mr. Forlenza noted the Retreat has been tentatively scheduled for Tuesday May 4th & Thursday, May 6th. The Retreat will be held via webinar and will include approximately two (2) hours of presentations each day beginning at 10:00 AM. Each day's presentations will be different. Mr. Forlenza also reminded the members that participation in one of the days is a requirement of the Safety Incentive Program and mandatory to qualify for your SIP funds. If both days are attended, you will qualify for an SIP enhanced reward. Additional information, along with the invitation and list of presentations, will be emailed out to all members in early April.

Mr. Forlenza noted an email inquiring about interest in attending the New Fund Commissioner Orientation was emailed to all Fund Commissioners, Alternate Fund Commissioners and Risk Management Consultants on or about February 12, 2021. We received quite a few responses from all three JIF's. We will be conducting New Fund Commissioner Orientation training in April. An email notification with further details will be sent out to all Fund Commissioners, Alternate Fund Commissioners, and RMC's who indicated an interest in attending later this week.

Mr. Forlenza stated the Loss Ratio Snapshots valued as of December 31, 2020, inclusive of Fund Years 2014-209 have been uploaded into Origami. Ms. Tracy Forlenza noted she had recently sent out an email explaining an easier way to access the reports and if anyone had any issues they could contact her.

Lastly, Mr. Forlenza noted with some members voicing concern or frustration with all of the training deadlines, Mr. Miola is putting together a memo with all of the training requirements needed and completion dates for the 2021 Fund year. He has also included hyperlinks within the document for ease in accessing details for each of the trainings. Once it is complete, it will be emailed to all members as a tool to assist in keeping compliant with the trainings.

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

SOLICITOR'S REPORT

Closed Claims Report

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

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese reminded the members to please review the attached list of authorized contacts for the *MEL Employment Practices Helpline* and that members can appoint up to **two (2)** municipal representatives who will be permitted to contact the *Helpline* attorneys with their inquiries. The appointment of the municipal representatives must be made by Resolution of the Governing Body. 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.

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 included in the agenda and is self-explanatory. He then highlighted the following:

Mr. Saville noted his report included a list of the Safety Director Bulletins and Safety Announcements issued during the month.

Mr. Saville noted the MSI in-classroom training continues to be suspended due to the requirements for social distancing, but you may want to take advantage of one of the upcoming webinars currently being offered, or try the video streaming service through MSI as training requirements must still be met while dealing with the pandemic. The Applicable CEUs and TCH credits are available for those who attend the webinars. Group registrations are available for those with limited internet capabilities.

Mr. Saville asked to please make the appropriate personnel review the Law Enforcement Bulletins as they are distributed.

In regards to the Police One Training, Mr. Saville reported that 16 of the 20 law Enforcement agencies in the BURLCOJIF are actively participating in the program. Activity has remained unchanged from last month's report. As of 3/12/21 members have participated in 1,205 classes. If anyone is interested in the details you may email him and he will provide that information.

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 March which reviewed *Tree OPS Safety*. He then highlighted the following in order to keep claims at a minimum:

- Ensure only qualified personnel direct tree related operations and that they immediately correct any identified hazard or improper work practices.
- Workers involved in tree related operations must be given instruction as to all hazards related to the work including fall prevention, methods of communication, first aid and CPR, roadway safety, Electrocutation prevention and other rescue procedures.
- Be aware of surroundings such as debris, tripping hazards, falling limbs and power lines in which the assumption should be made that it is a live wire.
- Wear all applicable personal protective equipment

Mr. Roselli then discussed an example of how a costly claim could have been prevented if everyone involved had taken the initiative to be a part of the safety culture.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer stated her report is included in the agenda packet and highlighted the following:

All municipalities should have received the updated Wellness Incentive Flyer, providing a list of the ideas of what is approved or not as it relates to spending your wellness funds.

As mentioned at the 2020 JIF Safety Breakfast, reimbursement for food (i.e. luncheons) is a difficult request to support. She noted the following:

- No food will be covered under the Wellness Budget but will be reimbursed under your SIP funds. We have listed a few items (including snack bars) that will be covered to help take away the guesswork on your part.
- Gift cards are not looked upon favorably. However, gift certifications or vouchers for Farmer Markets are acceptable! Please keep in mind that when we are giving out these cards, they should always be connected to a wellness initiative such as participation in a challenge, a teachable moment with an educational handout, door prizes, etc.

Ms. Schiffer noted she is always open to consider onsite visits based on each individual situation, and in addition is always willing to attend a safety meeting via teleconference and/or video conference.

If you have not yet planned a meeting to discuss wellness ideas for this year with Ms. Schiffer, please reach out to her with some available dates.

Municipality Activity Thus Far:

Bordentown Township – bingo challenge and Baseball Homerun challenge

Florence Township – bingo challenge

Mt. Laurel – Weight Loss Fundraiser challenge: The buy-in for participating in the challenge will be donated to the Unity Ride Fundraising event in May. This challenge runs March 15 – June 15 with weekly weigh ins and prizes awarded for the person with the highest *percentage* of weight loss and the Department with the highest *percentage* of weight loss as a combined group.

Ms. Schiffer asked if you are planning or have held a wellness initiative that is not listed, please let her know as she would like to share all ideas so other towns can benefit should they be looking for something different to do.

Mindfulness Practice – Another mindful practice is scheduled for March 11th.

Ms. Schiffer is launching a new program which she is calling *Powered through Plants*, which falls in line with this month's theme "National Nutrition Month".

- Hosting several virtual introductions in March to let folks know what to expect should they want to sign up for the workshops.
- Six (6) weekly workshops with specific topic to address
- Program also highlights benefits of going plant-strong and will bust some of the myths about nutrition and food. The goal is to bring awareness, education and help to set folks up for success.
- Attending one of four introductions will allow your employees to make the decision for themselves as to whether this is right for them.

Lastly Ms. Schiffer noted the March *Targeting Wellness* Newsletter is all about how food and sleep play a huge role in not only weight management but also in preventing the risk of chronic disease:

- The challenges of weight loss and where to start
- How sleep affects weight and the time you eat is just as important as what you eat
- Understanding food labels
- Some tips for meal planning in a busy life
- Is organic healthier and safer?
- Nutritional Bites: Calorie density vs. portion control
- Recipe of the Month: 30-minute Quinoa "fried rice"

Also included was Stretching for Flexibility, along with a listing of JIF Approved Wellness Items and Activities.

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

MANAGED HEALTH CARE REPORT

Lost Time v. Medical Only Cases

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

	February	YTD
<i>Lost Time</i>	9	12
<i>Medical Only</i>	13	23
<i>Report Only</i>	28	65
<i># of New Claims Reported</i>	50	100
<i>Report Only % of Total</i>	56%	65%
<i>Medical Only/Lost Time Ratio</i>	59:41	66:34
<i>Average Days to Report</i>	6.4	4.8

Ms. Beatty noted the Average Days to Report is running high due to the COVID claims and how long it takes to contract trace to confirm who may have been exposed.

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	330
<i>Transitional Duty Days Worked</i>	277
<i>% of Transitional Duty Days Worked</i>	84%
<i>Transitional Duty Days Not Accommodated</i>	53
<i>% of Transitional Duty Days Not Accommodated</i>	16%
<i>\$ Saved by Accommodating</i>	\$28,222
<i>\$ Lost by Not Accommodating</i>	\$5,489

Ms. Beatty presented a report that depicts the number of cases related to COVID-19 from January 2021 to February 2021 by town and month. The highlights of this report are as follows:

Total Cases in the BURLCOJIF:	70
Indemnity:	10
Medical Only:	9
Report Only:	51

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	February
<i>Bill Count</i>	136
<i>Original Provider Charges</i>	\$503,929

<i>Re-priced Bill Amount</i>	<i>\$134,298</i>
<i>Savings</i>	<i>\$369,632</i>
<i>% of Savings</i>	<i>73%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>94%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>93%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>91%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>80%</i>

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero noted in regards to the phishing emails for the month of February there were 652 phishing emails issued with 10 clicked, or 1.5%, which is very good. Mr. Romero noted again, there are some firewalls that are blocking the phishing email exercises, and asked the members to please ask your IT service provider to whitelist the IP address that Pivot Point uses to launch their simulated phishing emails. He also noted he will continue to send reports to the Fund Commissioners so they can see which employees are clicking on the phishing emails.

In regards to the MEL Cyber Risk Management Compliance, 22 of our 28 members are certified in Tier 1, and 20 of the 28 are completely certified. He noted a revised program will be rolled out for 2021 and will include a third Tier. He is working on webinars, a worksheet and a new assessment process which will include new findings, recommendations and guidance as he explained some controls have moved between Tiers and some have become more stringent. Mr. Romero noted he will be presenting a training presentation for the upcoming virtual Retreat and additional information will be forthcoming.

Mr. Romero noted that Pivot Point Security was able to continue with their Vulnerability Scanning of member firewalls and gateways this month after being shut down for a bit due to the failure of a server. He noted that the issue has been corrected and everyone should have received their Vulnerability Report for this month.

Lastly, Mr. Romero noted to be careful of emails indicating they are from the IRS, or related to taxes as cyber criminals are trying to get you to believing they are sending you legitimate tax documents, or insist you owe the IRS money. He also noted cyber criminals have now started attacking QR Codes. If a QR Code has been hacked, and you have utilized it, it can direct a user to a fake website, capture personal data, or install malicious software on your smartphone, so be aware of what QR Codes you utilize. In regards to phishing emails, if you are unsure of an email, contact him and he will assist you with any questions or concerns.

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for the month of February 2021, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of February 28, 2021 for Closed Fund Years 1991 through 2016, and Fund Years 2017, 2018, 2019, 2020, and 2021.

Investment Interest

Interest received or accrued for the reporting period totaled \$12,249.84. This generated an average annual yield of .75%. However, after including an unrealized net loss of \$5,354.49 in the asset portfolio, the yield is adjusted to .42% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$48,509.72 as it relates to current market value of \$3,751,446.36 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$4,763,071.25.

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

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$0	\$769.81
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	
FY 2021 Premium Receipts	\$1,630,109.00	

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

Delran Township	\$16,195.00
Chesterfield Township	\$1,114.00
Bordentown City	\$70,419.00
Bordentown Township	\$63,824.00
Westampton Township	\$10,426.00

Cash Activity for the Period

During the reporting period the Fund’s “Cash Position” changed from an opening balance of \$19,380,982.12 to a closing balance of \$19,709,007.04 showing an increase in the fund of \$328,024.92.

Loss Run Payment Register – February 2021

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 \$246,445.87. The claim detail shows 339 claim payments issued.

Bill List – March, 2021

For the Executive Committee’s consideration, Mr. Tontarski presented the March 2021 Bill List in the amount of \$99,611.29.

Chair McMahan entertained a motion to approve the February 2021 Loss Run Payment Register and the March 2021 Bill List, as presented.

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

Motion by Mr. Gural seconded by Mr. Ingling to approve the *February 2021 Loss Run Payment Register and the March 2021 Bill List* as presented.

ROLL CALL *Yeas* Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Boro.**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Rich Wolbert, **Beverly City**

John Gural, *Secretary, Palmyra Boro.*
Glenn McMahon, *Chair, Chesterfield Twp.*

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Strategic Planning Meeting Minutes – February 16, 2021

Mr. Gural noted the Strategic Planning Committee met on February 16, 2021 and the detailed minutes of that meeting were included in the agenda packet for your review and are self-explanatory. Mr. Gural stated all members were present and the next meeting will be on May 18, 2021.

Mr. Gural reminded the members there has been discussion and review in regards to the proposed *JIF Preferred Auto Repair Facility Program* that has been quarterbacked by Mr. Miola. He noted it is a great program and thanked Mr. Miola for his time and effort in regards to this money saving program. Mr. Gural asked if there were any questions. No questions were entertained.

With that said, Mr. Gural asked for a Motion to authorize the adoption of the *JIF Preferred Auto Repair Facility Guidelines*.

Motion by Mr. Ingling, seconded by Mr. Mascia to authorize the adoption of the *JIF Preferred Auto Repair Facility Guidelines*. All in favor. Motion carried.

Safety Committee Meeting Minutes – March 16, 2021

Mr. Cramer noted the Safety Committee met earlier today and the detailed minutes of that meeting will be included in the agenda packet next month for your review. He then highlighted the following from the meeting.

He noted the committee reviewed and discussed the latest Loss Ratio Reports for the JIF, MEL and EPL valued as of 12/31/20, Safety Bulletins; Police Training MEL Safety & Education Committee minutes from November 2020 and January 2021; Wellness initiatives; and PEOSHA updates and their most cited citations. Mr. Cramer noted that concluded his report unless there were any questions. No questions were entertained.

MEL/RCF/E-JIF REPORT

Mr. Forlenza referenced a flyer in the agenda packet from the MEL announcing the Annual MEL, MRHIF & NJHIF Educational Seminar which will be held virtually on May 14 and May 21, 2021. Mr. Forlenza noted the seminars are eligible for CEU credits, and there is no cost to attend, so this is a good time to acquire extra CEU's if you need them, and the flyer lists those that are eligible. Mr. Forlenza noted you may register by contacting PERMA and that information is included on the flyer.

Next Mr. Forlenza noted also included in the agenda was a MEL Bulletin which was an FAQ on the Model Policies Procedure Manual and Employee Handbook. He noted as there are such differences in the new format of the Handbook, the MEL has been releasing Bulletins on the most frequently asked questions, so please read through this information and hopefully it will

provide additional guidance. Mr. Forlenza also noted there is a video recording on the MEL website of a webinar where attorneys responded to questions regarding the updated policies.

MISCELLANEOUS BUSINESS

Mr. Forlenza noted with the uncertainty of the social distancing guidelines over the next few months, after reaching out to both the Fund Chair and Secretary, it was recommended to continue to meet virtually via Zoom through July. This will allow, hopefully, most people to receive the vaccine and feel more comfortable meeting as a group in September. Once we see how things are moving along with the pandemic, and what the social distancing guidelines are come July, we will make a decision on the format of the September meeting. With that said, Mr. Forlenza asked for a Motion to authorize the Executive Directors office to re-advertise the April, May, June, and July 2021 Executive Committee Meetings to a Zoom meeting format.

Motion by Mr. Ingling, seconded by Mr. Mascia to re-advertise the meetings as discussed. All in favor. Motion carried.

Next Meeting

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, April 20, 2021 at 3:30 PM** via Zoom Conferencing.

PUBLIC COMMENT

Motion by Mr. Cramer, seconded by Mr. Wolbert to open the meeting to the public. All in favor. Motion carried.

Chair McMahon opened the meeting to the public for comment.

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

Motion by Ms. Kosko, seconded by Mr. Gural, to close the meeting to the public. All in favor. Motion carried.

EXECUTIVE SESSION MEETING – Resolution #2021-19

Chair McMahon 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 Ms. Kosko, seconded by Mr. Gural to Adopt ***Resolution #2021-19***

ROLL CALL	<i>Yeas</i>	Doug Cramer, Tabernacle Twp. James Ingling, Wrightstown Boro. Paula Kosko, Hainesport Twp. Jerry Mascia, Mt. Laurel Twp. Rich Wolbert, Beverly City John Gural, <i>Secretary</i> , Palmyra Boro. Glenn McMahon, <i>Chair</i> , Chesterfield Twp.
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Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

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 McMahon entertained a motion to reopen the public portion of the meeting.

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

APPROVAL OF CLAIMS PAYMENTS

Chair McMahon 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>
<i>MLT-2021229556</i>	<i>2019163048</i>
<i>2021222201</i>	<i>2020207625</i>
<i>2020208362</i>	<i>2021230242</i>

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

Motion by Mr. Gural, seconded by Mr. Wolbert, to approve the following claims as discussed in *Closed Session*.

ROLL CALL *Yeas* Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Boro.**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Rich Wolbert, **Beverly City**
John Gural, *Secretary*, **Palmyra Boro.**
Glenn McMahon, *Chair*, **Chesterfield Twp.**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was one (1) claim(s) presented for abandon subrogation:

2020194285

Chair McMahon asked for a motion to abandon subrogation on the following claims as presented in Closed Session.

Motion by Mr. Ingling, seconded by Mr. Mascia, to approve the following claims as discussed in *Closed Session*.

ROLL CALL *Yeas* Doug Cramer, **Tabernacle Twp.**
James Ingling, **Wrightstown Boro.**
Paula Kosko, **Hainesport Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Rich Wolbert, **Beverly City**
John Gural, *Secretary*, **Palmyra Boro.**
Glenn McMahon, *Chair*, **Chesterfield Twp.**

Nays: None

Abstain: None

Motion carried by unanimous vote.

As presented and discussed in Closed Session by Mr. DeWeese, Chair McMahon asked for a Motion to authorize the settlement offer on Qual-Lynx file # 2019175858

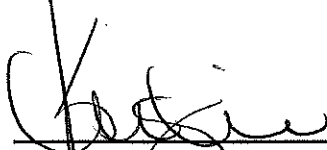
Motion by Mr. Cramer, Seconded by Mr. Wolbert to authorize the settlement offer on file # 2019175858 as presented. All in Favor. Motion carried.

MOTION TO ADJOURN


Chair McMahon entertained a motion to adjourn the March 16, 2021 meeting of the BURLCO JIF.

Motion by Mr. Mascia, seconded by Ms. Kosko to adjourn the March 16, 2021 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:49 PM.



Kristie,
Recording Secretary for



John Garat, SECRETARY