

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

JANUARY 19, 2021  
Via Zoom Conferencing

## *OPEN SESSION MINUTES*

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The *Reorganization* Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via Zoom Conferencing on Tuesday, January 19, 2021 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*

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 of 2020 FUND COMMISSIONERS*

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.**  
Kyle Tuliano, **New Hanover Twp.**  
Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Boro**  
Debbie Vallari, *Alternate*, **Pemberton Boro**  
Dan Hornickel, **Pemberton Twp.**  
Meghan Jack, **Riverside Twp.**  
David Matchett, **Shamong Twp.**  
Kathy Hoffman, **Southampton 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**  
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*

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.*

#### ***APPROVAL OF THE OPEN & CLOSED SESSION MINUTES***

Chair Jack presented the meeting minutes of the December 15, 2020 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. Cramer, seconded by Mr. Mascia, 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 15, 2020 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.

#### ***ADJOURN THE SINE DIE MEETING***

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

Mr. Forlenza welcomed all in attendance to the *2021 Reorganization Meeting of the BURLCO JIF*. He then asked the Recording Secretary for a roll call of the 2021 Fund Commissioners.

***ROLL CALL of 2021 FUND COMMISSIONERS***

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.**  
Kyle Tuliano, **New Hanover Twp.**  
Mary Picariello, **North Hanover Twp.**  
John Gural, **Palmyra Boro**  
Debbie Vallari, *Alternate*, **Pemberton Boro**  
Dan Hornickel, **Pemberton Twp.**  
Mike Mansdoerfer, **Riverside Twp.**  
David Matchett, **Shamong Twp.**  
Kathy Hoffman, **Southampton 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**  
Maryalice Brown, **Woodland Twp.**

***ELECTION OF 2021 OFFICERS***

***2021 Nomination Slate***

Mr. Forlenza presented for the membership's consideration the 2021 Nomination Slate. The Nominating Committee met in November 2020 and presented the 2021 Nomination Slate at the November & December 2020 Executive Committee Meetings.

Chair:	Glenn McMahon, <b>Chesterfield Township</b>
Secretary:	John Gural, <b>Palmyra Borough</b>
Executive Committee:	Rich Wolbert, <b>Beverly City</b>
	Douglas Cramer, <b>Tabernacle Township</b>
	James Ingling, <b>Wrightstown Borough</b>
	Jerry Mascia, <b>Mt. Laurel Township</b>
	Paula Kosko, <b>Hainesport Township</b>

Executive Committee Alternates:

- #1 Grace Archer, **Bordentown City**
- #2 Mike Theokas, **Bordentown Township**
- #3 Dave Matchett, **Shamong Township**
- #4 Brandon Umba, **Lumberton Township**
- #5 Steve Ent, **Westampton Township**
- #6 Vacant
- #7 Vacant

Mr. Forlenza asked if there were any nominations from the floor for a position on the 2021 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*

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.**  
Kyle Tuliano, **New Hanover Twp.**  
Mary Picariello, **North Hanover Twp.**  
Debbie Vallari, *Alternate*, **Pemberton Boro**  
Dan Hornickel, **Pemberton Twp.**  
Mike Mansdoerfer, **Riverside Twp.**  
David Matchett, **Shamong Twp.**  
Kathy Hoffman, **Southampton Twp.**  
J. Paul Keller, **Springfield Twp.**  
Doug Cramer, **Tabernacle Twp.**  
Steve Ent, **Westampton Twp.**  
James Ingling, **Wrightstown Boro**

*Nays:*            None

*Abstain:*        John Gural, **Palmyra Boro**

Motion carried by unanimous vote.

Mr. Forlenza again asked if there were any nominations from the floor for a position on the 2021 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***

<b>ROLL CALL</b>	<b><i>Yeas</i></b>	Rich Wolbert, <b>Beverly City</b> Mike Theokas, <b>Bordentown Twp.</b> Grace Archer, <b>Bordentown City</b> Glenn McMahon, <b>Chesterfield Twp.</b> Erin Provensano, <b>Delanco Twp.</b> Jeffrey Hatcher, <b>Delran Twp.</b> Patrice Hansell, <b>Fieldsboro Boro</b> Steve Fazekas, <b>Florence Twp.</b> Paula Kosko, <b>Hainesport Twp.</b> Brandon Umba, <b>Lumberton Twp.</b> Mike Fitzpatrick, <b>Mansfield Twp.</b> Kathy Burger, <b>Medford Twp.</b> Jerry Mascia, <b>Mt. Laurel Twp.</b> Kyle Tuliano, <b>New Hanover Twp.</b> Mary Picariello, <b>North Hanover Twp.</b> John Gural, <b>Palmyra Boro.</b> Debbie Vallari, <i>Alternate</i> , <b>Pemberton Boro</b> Dan Hornickel, <b>Pemberton Twp.</b> Mike Mansdoerfer, <b>Riverside Twp.</b> David Matchett, <b>Shamong Twp.</b> Kathy Hoffman, <b>Southampton Twp.</b> J. Paul Keller, <b>Springfield Twp.</b> Doug Cramer, <b>Tabernacle Twp.</b> Steve Ent, <b>Westampton Twp.</b> James Ingling, <b>Wrightstown Boro</b>
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***Nays:*** None  
***Abstain:*** None

Motion carried by unanimous vote.

***OATHS OF OFFICE***

*Oaths of Office* were administered visually and virtually by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2021 Fund Year. Mr. DeWeese congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election.

All *Oaths of Office* were signed and the Executive Committee members were instructed to forward the oaths to the Fund Solicitor for counter-signature.

At this time, Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election and asked Fund Chair Glenn McMahon, *Chesterfield* to conduct the 2021 Reorganization Meeting of the Fund.

***ORGANIZATIONAL RESOLUTIONS***

The following 2021 Organizational Resolutions were presented for adoption by Fund Chair McMahon.

R2021-01	Confirming the Election of a Fund Chair and Fund Secretary
R2021-02	Confirming the Election of an Executive Committee and Alternates

- R2021-03 Appointing Professional Staff
- R2021-04 Awarding Contracts to Workers' Compensation Assigned Defense Counsel and Approved Associates
- R2021-05 Awarding Contracts to General Liability Assigned Defense Counsel and Approved Associates
- R2021-06 Recommending the Employment Practices Liability and Public Officials Liability Defense Panel
- R2021-07 Adopting Procedures in Compliance with the Open Public Meetings Act
- R2021-08 Adopting Fiscal Policies
- R2021-09 Designating Executive Director as Public Agency Compliance Officer
- R2021-10 Cash Management and Investment Policy
- R2021-11 Establishing a Fund Records Program
- R2021-12 Establishing the 2021 Plan of Risk Management
- R2021-13 Designation of Certifying and Approving Officer for Payment of Claims
- R2021-14 Authorizing participation in the MEL Names Storm Deductible Risk Sharing Program

Chair McMahon asked if there were any questions on the Resolutions presented.

Mr. Hornickel inquired why there were three (3) new vendors listed in Resolution 2021-03 of which he was unfamiliar. Mr. Forlenza explained the Bank of New York is the holding bank used by the JCMI, or Joint Cash Management Investment of the MEL which the JIF will be joining. Clearbrook Global is one of their Financial Advising Groups, as well as is NW Financial Group. Mr. Forlenza noted he has spoken with the Fund Solicitor in regards to adding them to the Resolution even though the JIF does not have a direct contractual relationship with these companies. The Solicitor opined that these firms are doing business with the MEL and the JCMI and will be receiving large sums of money from the JIF for investment purposes, therefore we felt it best to list them on the Resolution. Mr. Hornickel thanked Mr. Forlenza for his explanation.

Chair McMahon entertained a motion to adopt the *Organizational Resolutions 2021-01 through 2021-14* as presented.

Motion by Mr. Gural seconded by Mr. Ingling, to adopt *Organizational Resolutions 2021-01 through 2021-14*.

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

*Abstain:* None

Motion carried by unanimous vote.

Chair McMahon presented Resolution 2021-15 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences

Motion by Ms Kosko, seconded by Mr. Wolbert, to adopt *Organizational Resolution 2021-15* 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.

### ***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 his staff and RPA/AJG for the 2021 re-appointment as Administrator. He then highlighted the following items from his report:

Mr. Forlenza stated that the annual Disclosure Statement from Arthur J Gallagher Risk Management Services was included in his report for the members to review as it identifies the sources of income received from the BURLCO JIF as a result from our roll as the Fund Administrator. He asked that it be made a part of the minutes of today's meeting.

Mr. Forlenza noted as it is common this time of year for the Certificates of Insurance report to be delayed as the end of the year is a popular time to renew Certificates of Insurance. The Fund Underwriter has been working on the certificates, so if you have not received yours, please reach out to the Fund Underwriter or the Executive Directors office and we will assist you. He noted once we receive this report, his office will distribute to the membership.

Mr. Forlenza noted for members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances. If you encumbered unspent funds by the November 30, 2020 deadline, there are many items/situations in regards to COVID-19, the cost of which could be offset by one or more of these programs. He noted his office will not be sending out any more reminders regarding available balances and if you have a question, please contact his office. All encumbered funds must be claimed by February 1, 2021. He noted, in total for all of these programs, there is close to \$40,000 of encumbered funds, so please do not allow your monies to go unclaimed.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy. He noted that December 31<sup>st</sup> is a popular time for employees to retire. 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 early July 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 reminded the members to please be cognoscente of the June 1, 2021 deadline.

In regards to the Police Command Staff Training, it is still hopeful that we will be able to hold this training in person late Spring 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 and it has been decided to hold them via Webinar. The trainings will be presented by Armando Riccio and include AM and PM sessions. He noted numerous dates have been establish for April and May and a Save the Date will be forthcoming in the next few weeks.

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. 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. The deadline to comply with all aspects of the EPL Risk Management Plan is June 1, 2021.

Mr. Forlenza noted, again, this year, the Fund will be 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 a memo and sample copies of the JIF RMC Resolution and Agreement for the 2021 Fund Year were e-mailed to all Risk Management Consultants in October. Once our office receives this documentation, payment can be issued for the 2021 fees at the February 2021 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.

Mr. Forlenza stated the first installment bills were emailed to member Municipal Clerks, with a copy to the Fund Commissioner and Risk Management Consultant on or about December 30, 2020. Please note that the first installment is due by February 16, 2021.

Mr. Forlenza stated that a report detailing attendance records through the end of 2020 was included in his report and this information is taken directly from the monthly minutes. Should you have any questions, please contact the Executive Directors office.

Lastly, Mr. Forlenza noted on or about December 22, 2020, Tracy Forlenza sent an email to all members notifying them that the 9/30/2020 Loss Ratio Snapshots for the JIF, MEL, & EPL/POL were loaded into Origami. Instructions on how to access these reports were included with the email. He noted the format is slightly different, but does contain all of the same information. If you have any questions on how to access the reports in Origami, please contact Tracy in the Executive Directors office. If you have any questions regarding the information contained in the report or a specific claim, please contact the adjuster listed in the report.

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 2021 re-appointment as Fund Solicitor.

#### ***Closed Claims Report***

Mr. DeWeese thanked the membership on behalf of himself and his staff for their reappointment and he looks forward to working with everyone in 2021.

With that said, Mr. DeWeese stated that there were three (3) closed cases since the last meeting:

*Middleton v. Township of Bordentown*  
*Cresong (minor) v Township of Mt. Laurel*  
*Bowman & Diaz v. Township of Mt. Laurel*

***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 stated of the three attorneys on the MEL Helpline panel, he is receiving the most calls by far, and the volume of continues to be heavy, mainly due to COVID issues. He noted everyone he has spoken with in regards to the *Helpline* has been pleased with the results and have followed the advice of the Attorneys, thus he believes the conversations are helping to prevent future claims, which is the ultimate goal.

Lastly, Mr. DeWeese noted Mr. Forlenza had sent an email out earlier today which contained a Legal Bulletin prepared in conjunction with Mr. Forlenza, Mr. Miola, other Executive Directors of the MEL and Labor Counsel in regards to mandatory or voluntary requirements of receiving the COVID 19 vaccine. He noted a number of inquiries have been received on this matter.

Mr. DeWeese believes this Legal Bulletin provides sound guidance on this topic and it is strongly recommended to meet with your Solicitor and Labor Counsel before any decision is made on behalf of your municipality when it comes to mandating this vaccine. He noted he believes all of the Legal issues have been identified and laid out in regards to making the vaccine either mandatory or voluntary and to please reach out to him should you need any further guidance.

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

### ***SAFETY DIRECTOR'S REPORT***

Mr. Saville began by thanking the membership for the re-appointment and wished everyone a safe and happy New Year. 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. Feedback for the webinars has been positive. 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. Three (3) members have provided their rosters, but have not completed any trainings as of yet, and one (1) member has not activity as of yet. As of 1/15/21 members have participated in 1,203 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 – January***

Mr. Roselli thanked the members for the reappointment of Qual-Lynx on behalf of himself and his staff.

Mr. Roselli presented the *Lessons Learned from Losses* for January which reviewed *Winter Safety*. He then highlighted the following in order to keep winter weather claims at a minimum:

- Consider who is performing snow and ice removal and whether they are capable of performing these actions safely. As an example, have they had previous injuries that could be worsened by shoveling?
- Pre-treat parking lots and sidewalks when snow or ice is expected.
- Plan where to pile snow as subsequent melting/refreezing cycles create icy patches
- Discuss footwear with employees
- Provide caution/wet floor signs at all entrances.
- Maintain heat and consider those colder areas of the building where heat may not easily reach as these areas are prone to pipe breaks

Mr. Roselli then presented two costly claims that could have been avoided had the employees working in winter conditions taken a bit more care in preparing the areas they were working in.

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 is looking forward to seeing everyone at some point in 2021. She then noted that her report is detailed in the agenda packet. She highlighted the following:

She stated she is planning to reach out to all of the Wellness Coordinators by the end of this month to set up their first wellness-planning meetings and begin formulating a “plan” for implementing effective wellness initiatives for 2021. The goal is to allocate the wellness funds early in the year to avoid last minute spending or worse yet, losing funds all together! *Failing to plan is planning to fail.*

**Other goals for the year:**

- Continue with the monthly Targeting Wellness Newsletter – Good News for Good Health
- Solicit employee feedback through conducting periodic Focus Groups and/or surveys
- Introduce new workshops, presentations, demonstrations that can be done virtually and eventually in-person
- Continue seeking new and appropriate resources for membership consideration
- Offer confidential individual and/or group virtual coaching sessions to all municipal employees
- Work on building a “library” of tips, exercises, and such that can be posted on the JIF website for convenient access.

Ms. Schiffer stated the last date to claim encumbered Wellness Funds is February 1<sup>st</sup>, 2021, so please try to have all receipts and vouchers to Tracy Forlenza at RPA (Tracy\_Forlenza@RiskProgramAdministrators.com) by Jan 31<sup>st</sup>.

She noted the January Targeting Wellness Newsletter discussed:

- Ideas for setting your sights on a new challenge
- A self-improvement challenge tracker you can use
- Nutritional Nuggets - New section (Survey Link included in the text)
- Fitting Fitness In Every Day
- To Dare - Poem to inspire you

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 2020*.

**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>	7	58
<i>Medical Only</i>	17	164
<i>Report Only</i>	110	683
<i># of New Claims Reported</i>	134	907
<i>Report Only % of Total</i>	82%	75%
<i>Medical Only/Lost Time Ratio</i>	71:29	74:26
<i>Average Days to Report</i>	5.1	3.1

**Transitional Duty Report**

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

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	2,463
<i>Transitional Duty Days Worked</i>	1,465
<i>% of Transitional Duty Days Worked</i>	59%
<i>Transitional Duty Days Not Accommodated</i>	998
<i>% of Transitional Duty Days Not Accommodated</i>	41%
<i>\$ Saved by Accommodating</i>	\$158,131
<i>\$ Lost by Not Accommodating</i>	\$102,080

Ms. Beatty presented a report that depicts the number of cases related to COVID-19 from January 2020 to present by town and month. The highlights of this report are as follows:

Total Cases in the BURLCOJIF: 903  
 Indemnity: 58  
 Medical Only: 160  
 Report Only: 685

She stated there has been an uptick in the number of reported COVID claims and she is expecting the same in the coming months. Ms. Beatty also noted, with the uptick in COVID claims, the hospitals are getting filled up again, and there have been five (5) area Urgent Cares temporarily closed so the employees there can go to work in the hospitals. She is expecting to see more of this as well in the coming months and will keep the members updated.

Ms. Beatty also reported that with *MedExpress* becoming *Riverside*, there was some concern in regards if the negotiated contracts, pricing, etc. the Qual Care has with them would be honored with *Riverside*, and she can now confirm they will, so you may continue to send your employees to *Riverside*. She concluded by stating if anyone would like details on their town's cases, please contact her.

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<b>PPO Penetration Rate</b>	<b>Dec</b>
<i>Bill Count</i>	128
<i>Original Provider Charges</i>	\$107,032
<i>Re-priced Bill Amount</i>	\$44,945
<i>Savings</i>	\$62,087
<i>% of Savings</i>	58%
<i>Participating Provider Penetration Rate - Bill Count</i>	96%
<i>Participating Provider Penetration Rate - Provider Charges</i>	97%

<i>EPO Provider Penetration Rate - Bill Count</i>	<i>98%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>99%</i>

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

***TECHNOLOGY RISK SERVICES REPORT***

Mr. Romero wished everyone a Happy New Year and thanked the membership for his reappointment for 2021.

Mr. Romero noted there are still three (3) members where all employees still have not completed the basic Cyber Security course, though they are very close between 85-98%. In regards to the *Safe Computing Practices at Work & Home* course, seven (7) members still have employees that have not completed that training, and he will be following up with those members and pushing for completion.

Mr. Romero noted in regards to the phishing emails for the month of December there were 653 phishing emails issued with 72 clicked, or 2.6%, which is very good, but higher than the previous month. 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, so it is slowly getting better. He noted a revised program will be rolled out for 2021 and will include a third Tier. He will be working on webinars, a worksheet and a new assessment which will include new findings and recommendations. More information will be forthcoming.

Pivot Point Security continues to do the Vulnerability Scanning of your firewalls and gateways, and included in the agenda is their most recent activity report. Mr. Romero 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.

Mr. Romero expressed it was his hope to be able to start up personal visits with the municipalities in January, but if not, due to social distancing guidelines, he is looking forward to starting that up again as soon as he is able.

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. There are quite a few phishing emails going around, especially this time of year. If you are unsure of an email, contact him and he will assist you with any questions or concerns.

Lastly, Mr. Romero warned of an advanced virus whereas included in an email, it looks as if there is an eyelash, or a speck of dust, and if you have a touchscreen computer screen and go to wipe away the speck, it is actually a touch link and will release a virus once the speck is touched. This is a very advanced way of circulating a virus, so please be aware as the cyber criminals are getting more advanced.

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 **December 2020**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of December 31, 2020 for Closed Fund Years 1991 to 2015, and Fund Years 2016, 2017, 2018, 2019 and 2020.

**Investment Interest**

Interest received or accrued for the reporting period totaled \$11,942.25. This generated an average annual yield of .76%. However, after including an unrealized net loss of \$5,963.81 in the asset portfolio, the yield is adjusted to .38% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$58,363.34 as it relates to current market value of \$4,458,880.14 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$4,475,373.45.

Our asset portfolio with Wilmington/Trust consists of 1 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	\$9,056.00	\$122,408.12
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	

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

Delran Township	\$31,166.00
Chesterfield Township	\$1,112.00
Bordentown City	\$70,334.00
Bordentown Township	\$63,747.00
Westampton Township	\$10,413.00
E-JIF Allocation	\$126,513.91

**Cash Activity for the Period**

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$19,174,602.86 to a closing balance of \$18,312,537.08 showing a decrease in the fund of \$862,065.78

**Loss Run Payment Register – December 2020**

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 \$283,281.39. The claim detail shows 241 claim payments issued.

**Bill List –January, 2021**

For the Executive Committee's consideration, Mr. Tontarski presented the January 2021 Bill List in the amount of \$595,116.76

Chair McMahan entertained a motion to approve the December 2020 Loss Run Payment Register and the January 2021 Bill List as presented.

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

Motion by Mr. Ingling seconded by Mr. Mascia, to approve the *December 2020 Loss Run Payment Register and January 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**

### ***COMMITTEE CHAIRS MEETING***

Chair McMahon noted that the minutes from the January 7, 2021 meeting along with the 2021 Committee Appointments were included in the agenda packet for the members to review and were self-explanatory. He noted the only real change this year was the appointment of a Co-Chair for each Committee, so in the absence of the Chair, they could run the meeting, review the minutes, and have an overall experience of being the Committee Chair, so once that position is filled again, they would be the next choice.

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

### ***MEL/RCF/E-JIF REPORT***

#### ***MEL/EJIF Meeting – January 6, 2021***

Ms. Jack reported that the MEL and EJIF met and held their Reorganizational meetings on January 6, 2021 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet.

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

#### ***RCF Meeting – January 6, 2021***

Mr. Matchett reported that the RCF met and held their Reorganizational meeting on January 6, 2021 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.

**MISCELLANEOUS BUSINESS**

Chair McMahan entertained a motion to accept *Resolution 2021-17* Honoring Meghan Jack, Riverside Township. Chair McMahan then read a copy of the Resolution to the membership and thanked Ms. Jack for her time served.

Motion by Mr. Cramer, seconded by Mr. Wolbert to accept *Resolution 2021-17*. All in Favor.  
Motion carries.

Mr. Forlenza noted a Plaque and executed Resolution will be delivered to Ms. Jack in the next week or so, along with a copy mailed to her Governing Body.

***Next Meeting***

Chair McMahan noted that the next meeting of the BURLCO JIF will take place on **Tuesday, February 16, 2021 at 3:30 PM** via Zoom Conferencing.

**PUBLIC COMMENT**

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

Chair McMahan opened the meeting to the public for comment.

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

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

**EXECUTIVE SESSION MEETING – Resolution #2021-16**

Chair McMahan 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. Ingling to Adopt *Resolution #2021-16*.

<b>ROLL CALL</b>	<b>Yeas</b>	Doug Cramer, <b>Tabernacle Twp</b> James Ingling, <b>Wrightstown Boro</b> Paula Kosko, <b>Hainesport Twp</b> Jerry Mascia, <b>Mt. Laurel Twp</b> Rich Wolbert, <b>Beverly City</b> John Gural, <i>Secretary</i> , <b>Palmyra Boro</b> Glenn McMahan, <i>Chair</i> , <b>Chesterfield Twp</b>
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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 McMahan 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 McMahon asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

<i>Workers' Compensation</i>	<i>General Liability</i>
2021214072	2019150650
2019154157	
2021211846	

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

Motion by Mr. Wolbert, seconded by Mr. Cramer, 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 were three (3) claim(s) presented for abandon subrogation:

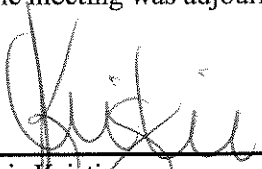
2020181062  
2020183229  
2019174109

**MOTION TO ADJOURN**

Chair McMahon entertained a motion to adjourn the January 19, 2021 meeting of the BURLCO JIF.

Motion by Mr. Mascia, seconded by Mr. Ingling to adjourn the January 19, 2021 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:08pm.

  
Kris Kristie,  
Recording Secretary for

  
John Gural, SECRETARY