

## BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

October 19, 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, October 19, 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*

James Renwick, **Bass River Twp.**  
Rich Wolbert, **Beverly City**  
Maria Carrington, **Bordentown Twp.**  
Grace Archer, **Bordentown City**  
Glenn McMahon, **Chesterfield**  
Erin Provenzano, **Delanco Twp.**  
Jeffrey Hatcher, **Delran Twp.**  
Tom Pullion, **Edgewater Park**  
Patrice Hansell, **Fieldsboro Boro.**  
Steve Fazekas, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Ed Dellorco, **Lumberton Twp.**  
Linda Semus, *Representative*, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Brandon Shilingford, *Alternate*, **Mt. Laurel Twp.**  
Kyle Tuliano, **New Hanover Twp.**  
Mary Picariello, **North Hanover Twp**  
John Gural, **Palmyra Boro.**  
Donna Mull, **Pemberton Boro.**  
Dan Hornickel, **Pemberton Twp.**  
Mike Mansdoerfer, **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:

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*

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 and Fund Professionals:

N/A

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

Motion to move up Grace Archer, Bordentown City to the Executive Committee in the absence of Jerry Mascia, Mt. Laurel. Motion by Mr. Cramer, seconded by Mr. Wolbert. All in Favor.  
Motion carried by unanimous vote.

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

Chair McMahon presented the Open & Closed session meeting minutes of the September 21, 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 McMahon asked if there were any questions at this time. No questions were entertained.

Motion by Mr. Cramer seconded by Ms. Kosko to approve the Open & Closed session meeting minutes of the September 21, 2021 meeting. All in Favor. Motion carried by majority vote.

The Closed Session minutes of the September 21, 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 Lost Time Accident Frequency Report noting a .86 rate for 2021 to date. This puts the BURLCO JIF 2nd in the State for its Lost Time Accident Frequency for the MEL affiliated JIFs.

Mr. Forlenza asked members to again review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances included in the agenda. He noted all funds need to be claimed by November 30, 2021. If you encumber your funds, they must be claimed by February 1, 2022. Mr.

Forlenza emphasized not to wait until the last moment to claim/encumber your funds. Mr. Forlenza stated there are still quite a few towns who have not utilized their funds yet, and reiterated to them that those towns that encumber these funds will not receive an additional reminder from his office regarding the claiming of these funds.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy and be sure to check the list to 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 reminded the members that 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. The date for completing the necessary steps for compliance with the MEL EPL Risk Management Plan is November 1, 2021 and noted most members seem to be close to completion. Mr. Forlenza then referenced an updated 2022 EPL Checklist that was a handout. He stated that as of October 19, 2021 there are only 5 members who have completed and submitted their EPL Checklist. He reiterated the importance of getting the checklist completed and submitted by November 1, 2021. He stated if you are unable to submit it until November 2 or 3 due to your meeting dates, that is fine, but do not wait any longer than that as you could be subject to higher deductibles and or a surcharge on your EPL premium. If you have any questions, please reach out to the Executive Director's office.

Mr. Forlenza reminded everyone that completion of the Police Command Staff training by the members of your Police Department's Command Staff is a required element for compliance with the MEL's 2022-2023 Employment Practices Liability Plan of Risk Management. The sign-in sheets from the June 3, June 8<sup>th</sup>, and June 23<sup>rd</sup> dates have been taken off of the websites. It seems there was some concern with having officer's signatures on the website, and giving people the ability to possibly copy those signatures. The sign in sheets are available upon request from his office. The last training date is being held October 25, 2021 and is being sponsored by the Camden JIF in Collingswood.

Mr. Forlenza noted that since April 15, 2021, the ACM, BURLCO, & TRICO JIFs have sponsored 20 Managers & Supervisor's Employment Liability Training sessions, with almost 1,000 participants among all three JIF's. These trainings were held via webinar and were presented by Armando Riccio, Esq. Participation by your managers & supervisors in this training is required for compliance with the 2022-2023 MEL EPL Plan of Risk Management. A list of the attendees at each session is available on the JIF website; [www.burlocojif.org](http://www.burlocojif.org). Please contact the Executive Director's office if you have any questions.

In regards to Non-Supervisory EPL Employee Training, Mr. Forlenza stated on November 23, 2020 and again on April 14<sup>th</sup>, 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 stated on July 13, 2021, a notice was sent to all Fund Commissioners, Municipal Clerks, & Risk Managers announcing the availability of additional training dates for the *Protection & Safe Treatment of Minors* webinars. 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. Please remember 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 the 2021-2022 Elected Officials Training, Mr. Forlenza stated he felt this training was much more effective in person, and noted again this year the MEL will reduce each member's 2022 MEL Assessment by \$250 for each municipal elected official who attends one of the 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 2022 MEL Assessment. Information on the training is pending due to the social distancing guidelines in place due to the pandemic. Once information is available regarding the training, a notice will be sent out to all members. Currently the first in-person training is scheduled for Dec 7, 2021, however, it may be decided to hold off until January 2022 and hold 4-5 in-person (hopefully) trainings January through April 2022. He noted the session at the League of Municipalities will count as credit towards this program.

Mr. Forlenza stated on or about October 8, 2021, a model RFQ for Risk Management Services was sent to all Fund Commissioners, Municipal Clerks, and Risk Managers. This model RFQ was developed by the Strategic Planning Committee to assist members in prioritizing the securing of necessary risk management services from an insurance professional for their municipality instead of the price for these services. Any members with questions regarding these documents can contact Tracy Forlenza at the Executive Directors office.

Regarding the 2022 RMC Resolutions and Agreements, Mr. Forlenza stated on or about October 11, 2021, a memo and sample copies of the JIF RMC Resolution and Agreement for the 2022 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, its' requested that the form be copied and one set executed for each municipality represented. Once his office receives this documentation, payment can be issued for the 2022 fees at the February 2022 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. He also noted that 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 the Executive Directors office.

Lastly, Mr. Forlenza stated referenced a report detailing attendance records through the 3rd quarter of the 2021 Fund year in the agenda for review. As the attendance is taken directly from the minutes, please contact Kris Kristie at the Executive Directors office with any questions.

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 three (3) closed case(s) since the last meeting:

*Worrell v. Township of Florence*

*Brinn v. Township of Mount Laurel*  
*Miles v. Township of Riverside*

***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 are actually appointed. Mr. DeWeese stated calls have diminished significantly, he hopes that means things are going smoothly with employees in the municipalities, but reminded everyone the Helpline is available.

Lastly, Mr. DeWeese stated the Finance Committee members were the recipients of the Defense Panel General Liability and Workers Compensation RFQ responses. On October 1, he sent out two separate emails, one for General Liability responses and one for Workers Compensation responses to those members, which included ZIP files of all responses received. Also included in the emails was correspondence from him that contained his recommendations as to appointments to the Panel as well as score sheets for the members to utilize in scoring the responses. A follow up email was sent out from Mr. DeWeese stating he would like to receive the completed Score sheets back by Friday, October 29<sup>th</sup>.

Mr. DeWeese asked if there were any questions. 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. He noted if anyone is not receiving these updates, please contact the Safety Directors office.

MSI training continues to be provided through the Zoom Webinar Format due to the restrictions brought about from the pandemic. Training requirements must still be met while dealing with the pandemic and that PEOSHA is actively conducting compliance visits and they seem to still be calling ahead for now. It is recommended that you review the hierarchy reports for your town in the learning management system to be sure your trainings are up to date. Mr. Saville noted to take advantage of the MSI Live Virtual classes or the videos offered through MSI Now, noting that we must abide by the State agency's rules that issued the designation, including that attendees of the class must attend the whole session. Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion. Group registrations are available for those with limited internet capabilities, and remember that PEOSH considers any training more than three years old to be outdated.

Lastly, Mr. Saville reminded everyone to please fill out the Supervisors Incident Report whenever an incident occurs as this helps him to understand exactly what happened and to help get to the root cause of the incident, and to review your Hierarchy reports to be sure all training requirements are up to date.

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 his *Lessons Learned from Losses* which reviewed Indemnity Agreements. He highlighted the following to keep in mind to help protect against future liabilities:

- Consult with your town's Solicitor.
- Consult with your RMC as they have an excellent understanding of identifying exposures and the transferring of risk.
- Check current indemnification agreements and contracts to ensure that they clearly indicate where responsibilities lie, and make certain that they have been signed by all parties.
- If your town was to be named as an additional insured in a Certificate of Insurance or Contract, confirm that the Insurer has your town named as an additional insured by way or an endorsement to the policy. Do not assume that the other party carried through with their obligation.
- Confirm receipt of Certificates of Insurance and keep them where they can be easily located.

Mr. Roselli then discussed a claim where the Indemnification Agreement had not been signed and the Certificates of Insurance had not been received. If these documents had been secured, the City would have been able to transfer the defense of this claim to the event organizer. He noted to please consult with your RMC, City Solicitor, or Mr. DeWeese if you need assistance in regarding these types of Agreements and Certificates.

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:

She stated that the deadline to use or encumber your Wellness Funds is approaching, so if you are struggling with appropriate ways to utilize your remaining balances, please contact her and she will help you brainstorm. She then reviewed some other ideas:

- Prizes for Biggest Loser Challenge winners (Crushing Pitcher and cups for smoothie making, Blender, Air fryer)
- Gift cards to Farmers Markets, Day Spas, Dick's Sporting Goods, Local Pro Shops – note that if these are not given as a challenge or door prize, they must be combined with some wellness education. For example, Pro Shop along with information on benefits of hiking and outdoors activities.
- Pre-approved snack boxes (mixed nuts or approved bars only)
- Water bottle re-filling station and Water Coolers suggest supporting these with hydration information or water challenge
- WALKtober challenge
- Chair Massages
- Wellness days with guest vendors, chair massage, team building games, demonstrations
- Yoga "challenge" with a daily yoga stretch offered each day. Participants receive a yoga mat.
- Scavenger hunt with set tasks that employees need to complete. Some are via selfies others are items to be collected (inspirational quote, recipe, etc.)
- Flu/Phenomena/COVID vaccine clinics

- Football challenge related to physical activity
- Pedometers
- Misfit Markets Delivery (contact me if you are interested in getting started)

### **Transformational Leadership and Crisis Response – Dr. Elias Pilot Program**

Ms. Schiffer noted New Jersey is currently going through some changes to address policing. Our member Chiefs have shared with Keith Hummel the demands and requirements being placed on their officers to attend ABLE, Use of Force and other mandated training programs by the end of the year. It is therefore, recommended at this time, to place this pilot program on hold until the beginning of 2022. Ms. Schiffer stated she will work with Dr. Elias to pull together a summary of what has transpired in our first Cohort, which can be used to generate more interest in the New Year.

### **October Targeting Wellness Connection Newsletter:**

Ms. Schiffer noted, Autumn is a great time to reset and refocus on your health through getting your immune system "fall ready". The *Targeting Wellness Newsletter* this month is focused on fighting autoimmune disease through simple lifestyle choices. Topics addressed include:

1. What is autoimmune disease?
2. The connection between this and your gut health
3. How to get your immune system Fall ready
4. Main components that support your immune system
5. Starting a "gratitude movement" at work
6. Nutritional Bites: All about Tofu
7. Two Recipes shared: Tofu Power Scramble and Homemade Ranch Dressing

In addition, due to popular demand, she included a Bingo challenge called "*Fall into Wellness*"

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)*:

	<i>September</i>	<i>YTD</i>
<i>Lost Time</i>	2	47
<i>Medical Only</i>	17	98
<i>Report Only</i>	22	164
<i># of New Claims Reported</i>	40	309
<i>Report Only % of Total</i>	55%	53%
<i>Medical Only/Lost Time Ratio</i>	89:11	68:32
<i>Average Days to Report</i>	4.5	4.2

### ***Claims Report by Type***

Ms. Beatty presented a report which broke out and depicted the number of Indemnity, Medical Only, and Report Only Claims for both COVID related and Non COVID related claims for the month of September 2021 and Year to Date 2021. Ms. Beatty noted there were 14 related claims for the month of September. She noted the number of COVID claims is starting to slowly rise again.

September 2021 COVID Related Average Days to Report: 6.6

September 2021 Non COVID Related Average Days to Report: 3.3

**Transitional Duty Report**

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	2,055
<i>Transitional Duty Days Worked</i>	1,522
<i>% of Transitional Duty Days Worked</i>	74%
<i>Transitional Duty Days Not Accommodated</i>	533
<i>% of Transitional Duty Days Not Accommodated</i>	26%
<i>\$ Saved by Accommodating</i>	\$135,799
<i>\$ Lost by Not Accommodating</i>	\$61,537

Ms. Beatty also provided a listing of sample Transitional Assignments to be used as a guide when bringing back employees for Transitional Duty by Job Title, Injury and Assignment.

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>September</i>
<i>Bill Count</i>	143
<i>Original Provider Charges</i>	\$178,601
<i>Re-priced Bill Amount</i>	\$73,109
<i>Savings</i>	\$105,495
<i>% of Savings</i>	59%
<i>Participating Provider Penetration Rate - Bill Count</i>	97%
<i>Participating Provider Penetration Rate – Provider Charges</i>	98%
<i>EPO Provider Penetration Rate - Bill Count</i>	96%
<i>EPO Provider Penetration Rate – Provider Charges</i>	97%

**Prescription Benefit Program:**

Ms. Beatty stated this report depicts by month the savings incurred by utilizing the Prescription Benefit Program. This report is broken down by Script Count, Billed Amount, U&C Amount, Generic Utilization %, Cost per patient, Cost per Script, Opioid Cost %, and Opioid Script %. The Year to Date savings total from January 1, 2021 to present utilizing this program is \$7,878 based on 138 prescriptions filled.



***Comorbidity Report:***

Ms. Beatty stated this report depicts the addition cost to claims based on specific comorbidities including Diabetes, High Blood pressure, High Cholesterol, Obesity, and Smoker versus a claim with no comorbidity associated with it, noting the costs at least triple for claimants with a comorbidity. Ms. Beatty noted next month's report will be more detailed and be exclusive of COVID related cases,

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

***TECHNOLOGY RISK SERVICES REPORT***

Mr. Romero reported it is National Cyber Awareness month, and focuses on Passwords. He noted the password requirements will be changing and no longer requiring a number/special character. He advised to start changing passwords to a 16 letter or longer password, such as *ilovethepepperonipizzafromJoespizzeria*. He also advised not to use the same password across sensitive websites, including banks, medical facilities, DMV, etc.

Mr. Romero stated in regards to the WIZER Training, the training course is approximately 25-30 minutes long and the FCs or clerks have been designated as the Point of Contact who will receive weekly status reports and stated you are responsible for ensuring compliance within your municipality. If you are not receiving these reports, please contact him. If changes need to be made, please send them to him and he will forward to the vendor. He then referenced the report in the agenda stating at the time this report went out, the BURLCOJIF was at 32% complete, and now the BURLCOJIF is at 62% complete, so keep it up.

In regards to Phishing and Vulnerability Scanning, 647 total emails have been sent out with only a 1.2% clicked, so it is going well.

In regards to the MEL's Cyber Risk Management Program, security questionnaires have been sent out to all the IT contacts for them to complete and send back to him in an effort to start assessing where you are in the program. The next step is to review the findings with you and your IT professional and develop a roadmap towards certification.

Mr. Romero stated that some members may have submitted the MEL's cyber security questionnaire through Origami. Submitting the questionnaire does not necessarily mean that you are automatically certified and in compliance with the program. The questionnaire needs to be validated by your IT professional to ensure all the requirements are in place. The best way to ensure compliance is to use the Certification Checklist which requires the signatures from the administration and their IT professional.

As a quick reminder, Mr. Romero noted to be on the lookout for fraudulent hurricane and disaster recovery emails as there have been several cyber incidents this summer that included ransomware. Make sure you report any cyber incident quickly and to the appropriate parties and follow the JIF's Incident Report Roadmap.

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 September 2021, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of September 30, 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 \$23,645.11. This generated an average annual yield of 1.53%. However, after including an unrealized net loss of \$84,669.52 in the asset portfolio, the yield is adjusted to -3.94% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$14,025,048.85. This current market value, however, when considering the total accrued income at month end is \$14,032,614.48.

Mr. Tontarski explained he has received questions on the significance of the unrealized net loss. He noted that the JIF has always reported on unrealized gains and losses since we started with an investment portfolio. He noted that the JIF is required to report unrealized net losses and gains, but the JIF maintains its investment portfolio to maturity so the unrealized net gains and losses is nothing more than a reporting requirement. If we needed to liquidate our portfolio immediately for some unforeseen reason, then this month's unrealized net loss of \$84,669.52 would become an issue, however that has not been the case in the JCMI program. The entire unrealized net loss and gain is structured on what is considered to be the market fluctuation in the net asset value at month end.

Our asset portfolio with Wilmington/Trust consists of two (2) obligations with maturities less than one year.

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$114,210.50	\$147,850.28
Salvage Receipts	\$5,150.00	
Overpayment Reimbursements	\$0.00	
FY 2021 Premium Receipts	\$682,081.00	

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

Delran Township	\$16,299.00
Chesterfield Township	\$1,121.00
Bordentown City	\$70,871.00
Bordentown Township	\$64,233.00
Westampton Township	\$10,493.00
E-JIF Dividends	\$126,834.68

**Cash Activity for the Period**

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$18,422,625.89 to a closing balance of \$18,746,726.97 showing an increase in the fund of \$324,101.08.

**Loss Run Payment Register – September 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 \$320,475.05. The claim detail shows 332 claim payments issued.

***Bill List - October 2021 (revised)***

For the Executive Committee's consideration, Mr. Tontarski presented a **revised** October 2021 Bill List in the amount of \$88,535.81 which was emailed out to all members prior to the meeting. The revised Bill List now included an AELCF payment of \$30,000 to Bordentown City.

Mr. Forlenza noted that should the resolution authorizing the release of \$30,000 from Bordentown City's share of funds in the AELCF not be approved later in the agenda, the payment will be held.

Chair McMahon entertained a motion to approve the September 2021 Loss Run Payment Register and the October 2021 Bill Lists, as presented.

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

Motion by Mr. Gural, seconded by Mr. Ingling to approve the *September 2021 Loss Run Payment Register the October 2021 Bill Lists* as presented.

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp**  
James Ingling, **Wrightstown Boro**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Boro**  
Grace Archer, **Bordentown City**  
Glenn McMahon, *Chair*, **Chesterfield**

*Nays:*                    None

*Abstain:*                None

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

***Strategic Planning Committee Meeting Minutes – October 19, 2021***

Mr. Gural noted the Strategic Planning Committee met earlier today and detailed minutes would be included in the November agenda. He then stated there were discussions on the Elected Officials Training, and the MEL EPL Compliance as covered by Mr. Forlenza in his earlier report and the Technology Risk update was discussed by Mr. Romero in his report. Other discussions included Renewals and the Visitation Program and Mr. Gural noted all members up for renewal have renewed and submitted their paperwork, as well as Mr. Forlenza completing all of the renewal visits to those members, whether in –person or virtually.

There are ongoing discussions regarding the December Dinner Meeting, so more information will be forthcoming as to if and where. Also, we are hoping to meet in-person in November and more information will be forthcoming in regards to that as well.

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

***MEL/RCF/EJIF REPORTS***

There were no MEL/RCF/EJIF meetings prior today, however Mr. Romero reviewed a MEL Cyber Task Force Bulletin. As stated last month, the MEL will be releasing weekly Bulletins in October due to it being *Cyber Security Month*, and Mr. Romero referenced the latest bulletin included in the agenda packet. He stated there are discussions on the JIF level about producing mouse pads with Cyber Security Tips on them for the employees, so more information will be forthcoming.

Mr. Forlenza noted his office has also been sending out these bulletins each week to the membership and they are posted on the website. Please review them as there are some helpful tips included in these bulletins.

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

### **MISCELLANEOUS BUSINESS**

#### **Resolution #2021-38**

Chair McMahon entertained a motion to approve **Resolution 2021-38** Authorizing the Release of \$30,000 of the City of Bordentown's Share of the Aggregate Excess Loss Contingency Fund

Motion by Mr. Ingling, seconded by Mr. Wolbert to Adopt **Resolution #2021-38 as presented**

<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> Rich Wolbert, <b>Beverly City</b> John Gural, <b>Palmyra Boro</b> Grace Archer, <b>Bordentown City</b> Glenn McMahon, <i>Chair</i> , <b>Chesterfield</b>
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*Nays:* None

*Abstain:* None

Motion carried by unanimous vote.

#### **AGRiP Attendee Report – David Matchett, Shamong**

Mr. Matchett attended the AGRiP Conference in Minneapolis, MN from October 3-6, 2021, and referenced his detailed report included in the agenda. He noted attendance was light this year at approximately 150 attendees, down from the usual 650+ attendees. He also stated, offered at the conference were three different colored lanyards to indicate to others your preference with personal touch, such as handshakes, or no personal touch at all.

Mr. Matchett also noted the sessions were limited to 30 minute sessions, so it was difficult to delve too deeply into any topic, but they included Claim Management, Investing in Law Enforcement Accreditation, Child COVID Trauma, and Cyber Security and then discussed those courses briefly with the members. He stated if anyone had any questions, please feel free to reach out to him.

Mr. Miola asked if there were any handouts, particularly from the Claims Management section, as we are having some concern in regards to our adjuster file counts. Mr. Matchett responded there were no handouts, but information can be found on the AGRiP website.

#### **Next Meeting**

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, November 23, 2021 at 3:30 PM** either in-person in Hainesport, or via Zoom. More information to follow.

#### **PUBLIC COMMENT**

Motion by Ms. Kosko, 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.

Hearing no comment from the public, Chair McMahon entertained a motion to close the public portion of the meeting.

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

***EXECUTIVE SESSION MEETING – Resolution #2021-39***

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 Mr. Ingling, seconded by Mr. Gural to Adopt ***Resolution #2021-39***

**ROLL CALL**    *Yeas*    Doug Cramer, **Tabernacle Twp**  
James Ingling, **Wrightstown Boro**  
Paula Kosko, **Hainesport Twp.**  
Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Boro**  
Grace Archer, **Bordentown City**  
Glenn McMahon, *Chair*, **Chesterfield**

*Nays:*                None  
*Abstain:*            None

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. Cramer, seconded by Ms. Archer 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.

<b><i>Workers' Compensation</i></b>	<b><i>Property</i></b>	<b><i>Auto</i></b>
<i>2022244354</i>	<i>2022242875</i>	<i>2021234676</i>
<i>2022244532</i>		
<i>2019163514</i>		
<i>2020205875</i>		

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

Motion by Mr. Gural, seconded by Mr. Ingling, 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.**

Rich Wolbert, **Beverly City**  
John Gural, **Palmyra Boro**  
Grace Archer, **Bordentown City**  
Glenn McMahon, *Chair*, **Chesterfield**

*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

***AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL***

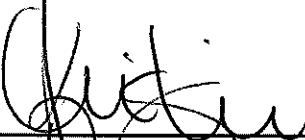
There were zero (0) claim(s) presented for abandon subrogation:


***MOTION TO ADJOURN***

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

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

The meeting was adjourned at 5:15 PM.

  
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Kris Kristie  
Recording Secretary for

  
\_\_\_\_\_  
~~John Gural~~, SECRETARY  
Acting.