

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

January 18, 2022
Via Zoom Conferencing

OPEN SESSION MINUTES

The *Reorganization* Meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via Zoom Conferencing on Tuesday, January 18, 2022 at 3:30PM, prevailing time. Chair McMahon, **Chesterfield**, 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 2021 FUND COMMISSIONERS

Jay Renwick, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Glenn McMahon, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Patrice Hansell, **Fieldsboro Boro.**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Kyle Tuliano, **New Hanover Twp.**
Donna Mull, **Pemberton Boro.**
Mike Mansdoerfer, **Riverside Twp.**
J. Paul Keller, **Springfield Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Boro.**

Absent Fund Commissioners were:

Mike Theokas, **Bordentown Twp.**
Jeffrey Hatcher, **Delran Twp.**
Tom Pullion, **Edgewater Park**
Ed Dellorco, **Lumberton Twp.**
Mary Picariello, **North Hanover Twp**
John Gural, **Palmyra Boro.**
Dan Hornickel, **Pemberton Twp.**
David Matchett, **Shamong Twp.**
Kathy Hoffman, **Southampton Twp**
Doug Cramer, **Tabernacle 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.*
Kamini Patel, MBA, CIC, CPCU, *Pooling Administrator, 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, Account Manager, *Qual-Lynx*
Karen Beatty, Account Manager, *QualCare*
Debby Schiffer, *Wellness Director*
Lou Romero, *Technology Risk Services*
Chris Winter, *Law Enforcement Risk Management Consultant*

Also present were the following Risk Management Consultant agencies:

Conner Strong & Buckelew
EPIC 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.

APPROVAL OF THE OPEN & CLOSED SESSION MINUTES

Chair McMahan presented the Open & Closed session meeting minutes of the December 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 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 Open & Closed session meeting minutes of the December 21, 2021 meeting. All in Favor. Motion carried by unanimous vote.

The Closed Session minutes of the December 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.

ADJOURN THE SINE DIE MEETING

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

Mr. Forlenza welcomed all in attendance to the *2022 Reorganization Meeting of the BURLCO JIF*. He then asked the Recording Secretary for a roll call of the 2022 Fund Commissioners.

ROLL CALL of 2022 FUND COMMISSIONERS

Jay Renwick, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Glenn McMahan, **Chesterfield**
Erin Provenzano, **Delanco Twp.**

Patrice Hansell, **Fieldsboro Boro.**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Jay Springer, **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...** arrived after roll call
Rita Jackson, *Alternate*, **Palmyra Boro.**
Donna Mull, **Pemberton Boro.**
Michelle Brown, *Alternate*, **Pemberton Twp.**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Kathy Hoffman, **Southampton Twp.**
J. Paul Keller, **Springfield Twp.**
Casey English, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Boro.**

Absent Fund Commissioners were:

Delran Twp.
Tom Pullion, **Edgewater Park**
Dan Hornickel, **Pemberton Twp.**
Maryalice Brown, **Woodland Twp.**

ELECTION OF 2022 OFFICERS

2022 Nomination Slate

Mr. Forlenza presented for the membership's consideration the 2022 Nomination Slate explaining that since the Nomination Slate was last presented in December 2021, his office has been notified that Mike Theokas, Bordentown Township, was not re-appointed as the Fund Commissioner. As has been the Fund's past practice in similar circumstances, the remaining Alternates were simply moved up one position, resulting in a vacancy in the Alternate Executive Committee position #6 and #7. As a result, the Revised 2022 Nomination Slate is as follows:

Chair: **Glenn McMahon**, Chesterfield Township
Secretary: **John Gural**, Palmyra Borough

Executive Committee: **Rich Wolbert**, Beverly City
James Ingling, Wrightstown Borough
Jerry Mascia, Mount Laurel Township
Paula Kosko, Hainesport Township
Grace Archer, Bordentown City

Alternates: #1 **Steve Ent**, Westampton Township
#2 **Daniel Hornickel**, Pemberton Township
#3 **Erin Provenzano**, Delanco Township
#4 **Mike Mansdoerfer**, Riverside Township
#5 **Mary Picariello**, North Hanover Township
#6 **Vacant**
#7 **Vacant**

Mr. Forlenza then asked if there were any nominations from the floor for the position of Fund Chair or Fund Secretary. Hearing none, Mr. Forlenza asked for a Roll Call Vote of the full membership for an Election of a *Fund Chair* and *Secretary* as presented.

Election of a Fund Chair and Secretary

ROLL CALL of 2022 FUND COMMISSIONERS

ROLL CALL	Yeas	
		Jay Renwick, Bass River Twp.
		Rich Wolbert, Beverly City
		Grace Archer, Bordentown City
		Maria Carrington, Bordentown Twp.
		Glenn McMahon, Chesterfield
		Erin Provenzano, Delanco Twp.
		Patrice Hansell, Fieldsboro Boro.
		Steve Fazekas, Florence Twp.
		Paula Kosko, Hainesport Twp.
		Jay Springer, Lumberton Twp.
		Mike Fitzpatrick, Mansfield Twp.
		Kathy Burger, Medford Twp.
		Jerry Mascia, Mt. Laurel Twp.
		Kyle Tuliano, New Hanover Twp.
		Donna Mull, Pemberton Boro.
		Mike Mansdoerfer, Riverside Twp.
		Susan Onorato, Shamong Twp.
		Kathy Hoffman, Southampton Twp.
		J. Paul Keller, Springfield Twp.
		Casey English, Tabernacle Twp.
		Steve Ent, Westampton Twp.
		James Ingling, Wrightstown Boro.

Nays: None

Abstain: None

Motion carried by unanimous vote.

Mr. Forlenza then asked if there were any nominations from the floor for a position on the 2022 Executive Committee Slate. Hearing none, Mr. Forlenza then asked for a Roll Call Vote of the full membership for the Election of the *Executive Committee & Alternates* as presented.

Election of Executive Committee & Alternates

ROLL CALL	Yeas	
		Jay Renwick, Bass River Twp.
		Rich Wolbert, Beverly City
		Grace Archer, Bordentown City
		Maria Carrington, Bordentown Twp.
		Glenn McMahon, Chesterfield
		Erin Provenzano, Delanco Twp.
		Patrice Hansell, Fieldsboro Boro.
		Steve Fazekas, Florence Twp.
		Paula Kosko, Hainesport Twp.
		Jay Springer, Lumberton Twp.
		Mike Fitzpatrick, Mansfield Twp.
		Kathy Burger, Medford Twp.
		Jerry Mascia, Mt. Laurel Twp.

Kyle Tuliano, **New Hanover Twp.**
Donna Mull, **Pemberton Boro.**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Kathy Hoffman, **Southampton Twp.**
J. Paul Keller, **Springfield Twp.**
Casey English, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Boro.**

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 2022 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 elections and asked Fund Chair Glenn McMahon, *Chesterfield* to conduct the 2022 Reorganization Meeting of the Fund.

Chair McMahon asked for a motion to move up Rich Wolbert, Beverly City, to Acting Secretary, in the absence of John Gural, Palmyra, and Steve Ent, Westampton Township, to the Executive Committee for voting purposes. Motion by Mr. Ingling seconded by Ms. Archer. All in Favor. Motion carried by unanimous vote

ORGANIZATIONAL RESOLUTIONS

The following 2022 Organizational Resolutions were presented for adoption by Fund Chair McMahon.

- R2022-01: Confirming the Election of a Chairman and Secretary
- R2022-02: Confirming the Election of an Executive Committee and Alternates
- R2022-03: Appointing Professional Staff
- R2022-04: Awarding Contracts to Assigned Defense Counsel and Approved Associates
- R2022-05: Recommending the Employment Practices Liability and Public Officials Liability Defense Panel
- R2022-06: Appointing Joseph Nardi, III Esq. as Conflict Attorney
- R2022-07: Adopting Procedures in Compliance with the Open Public Meetings Act
- R2022-08: Adopting Fiscal & Administrative Policies and Procedures
- R2022-09: Designating the Executive Director as the Public Agency Compliance Officer
- R2022-10: Cash Management and Investment Policy
- R2022-11: Establishing a Conflict of Interest Policy
- R2022-12: Establishing a Fund Records Program
- R2022-13: Designation for Certifying and Approving Officer for Payment of Claims
- R2022-14: Authorizing Participation in the MEL Named Storm Deductible Risk Sharing Program
- R2022-15: Establishing the 2022 Plan of Risk Management

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

Chair McMahon entertained a motion to adopt the *Organizational Resolutions 2022-01 through 2022-15* as presented.

Motion by Mr. Wolbert, seconded by Ms. Kosko, to adopt *Organizational Resolutions 2022-01 through 2021-15*.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Jerry Mascia, **Mt. Laurel Twp**
Paula Kosko, **Hainesport Twp**
Grace Archer, **Bordentown City**
Rich Wolbert, **Beverly City**
Glenn McMahon, *Chair*, **Chesterfield Twp**
Steve Ent, **Westampton Twp**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Chair McMahon presented *Resolution 2022-16 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences*

Motion by Ms Kosko, seconded by Mr. Wolbert, to adopt *Organizational Resolution 2022-16* as presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Jerry Mascia, **Mt. Laurel Twp**
Paula Kosko, **Hainesport Twp**
Grace Archer, **Bordentown City**
Rich Wolbert, **Beverly City**
Glenn McMahon, *Chair*, **Chesterfield Twp**
Steve Ent, **Westampton Twp**

Nays: None
Abstain: None

Motion carried by unanimous vote.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza thanked the membership on behalf of his staff and RPA/AJG for the 2022 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 resulting from AJG/RPA's roll as the Fund Administrator. He asked that it be made a part of the minutes of today's meeting.

Mr. Forlenza referenced a report showing the Certificates of Insurance issued for December, and asked that members please review for accuracy.

Mr. Forlenza asked members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances included in the agenda. He noted all funds had to either be claimed or encumbered by November 30, 2021. If you encumbered your funds, they must be claimed by February 1, 2022. He reiterated that those towns that encumbered their 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. He noted that December 31st is a popular time for employees to retire and the Statutory Bond is not automatic. 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 referenced the EPL Compliance status and noted those who were not in compliance by November 1, 2021, received a letter indicating they will receive a 20% surcharge on their EPL premium going into the New Year, however, there was a grace period until January 1, 2022 in order to submit your checklist.

Mr. Forlenza noted the first Elected Officials Seminar was scheduled to be in person in late January, COVID restrictions pending, and with the new variant still rampant, it has been decided to hold these trainings again this year virtual. Each session will be limited to 100 participants, and the deadline to complete these trainings is May 1, 2022. He stated 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. More information on the training will be forthcoming.

Mr. Forlenza noted there were no new updates in regards to the Land Use Training, however, he noted that some new Land Use Board members might have been recently appointed during members' reorganization meetings. He reminded the members that the Land Use Board members that complete the training process will be eligible for enhanced coverage should they be personally named in a Land Use claim, reiterating that only the Board members that have completed the training are eligible for the enhanced coverage. If anyone needed any materials to complete the training, please reach out to his office.

Mr. Forlenza noted in the near future, each member will receive a list that includes all of the names and email addresses for the employees that Wizer has on file that each member has identified as having to complete the cyber hygiene training. All members are asked to review their employee roster and advise as to any additions, deletions or changes. In addition, in the near future each member will receive a notification of IP addresses and domains that must be "whitelisted" by your network administrator or IT professional so that "phishing" exercises can be sent to your employees. Lou Romero will provide additional information during his report.

Mr. Forlenza remind the Committee D2 has been contracted by the JIF to complete external network scanning and external network penetration testing of all members' computer systems. Before beginning this process, each member is required to complete a questionnaire that provides basic information on your network. Each member should review and complete this questionnaire with their network administrator or IT professional. In addition, in the near future, each member will be receiving a service agreement that must be executed by each member before the penetration testing can begin. Lou Romero will provide additional information during his report.

Regarding the 2022 RMC Resolutions and Agreements, Mr. Forlenza reminded the Committee 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. 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.

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 January 2, 2022. Please note that the first installment is due by February 15, 2022.

Mr. Forlenza stated that a report detailing attendance records through the end of 2021 was included in his report and this information is taken directly from the monthly minutes. He asked that everyone please review this report and should you have any questions, please contact the Executive Directors office.

Lastly, Mr. Forlenza reported at this time, the Executive Director's office and the Safety Director's office are evaluating the ability to hold a traditional Safety Kickoff Breakfast & Claims Coordinator Roundtable due to the ongoing pandemic. Additional information will be forthcoming.

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

SOLICITOR'S REPORT

Mr. DeWeese thanked the membership on behalf of his firm and his team for the 2022 re-appointment as Fund Solicitor.

Closed Claims Report

Mr. DeWeese stated that there were no (0) closed case(s) 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 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.

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

SAFETY DIRECTOR'S REPORT

Mr. Saville stated on behalf of himself and the J.A. Montgomery team, thank you for the reappointment in 2022.

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 via the NJ MEL App, as well as the MSI Now, MSI Live, and DVD Services. 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 pandemic, however, there will be a limited number of in-person training offered as part of the training expos being conducted this year. Training requirements must still be met while dealing with the pandemic and that PEOSHA is actively conducting compliance visits and they still 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. 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 they need to keep the list of MSI Training Administrators up to date, so if there are any changes, deletions, or a new Training Administrator needs to be appointed, please advise his office.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter thanked the members for his appointment, which is new for 2022 in which he will be visiting member towns Police Departments to assist with Training, policies and procedures, etc. He then presented his first report.

Mr. Winter noted he has sent an introductory email to all police agencies in an effort to schedule a meeting with them, tour the agencies and identify potential risks, review current policies and procedure manuals, as well as discuss training opportunities. Mr. Winter stated in the month of December he has completed visits with five (5) towns. These towns have discussed and requested assistance with policies and Mr. Winter provided information on current Best Practices, NJAG Guidelines, and L/E Accreditation requirements. He reported his visits have been well received and the agencies seem appreciative of any assistance he can offer.

Mr. Winter also attended four (4) JIF associated meetings in December, including the Police Ad-Hoc meeting and the Health and Wellness Regional Training.

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

CLAIMS ADMINISTRATOR'S REPORT

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

Lessons Learned from Losses

Mr. Roselli presented his *Lessons Learned from Losses* for January which reviewed Transition Duty noting that the cost of Workers' Compensation claims continues to rise steadily. The maximum temporary total disability (TTD) rate in 2022 is \$1,065.00, up from \$969.00 in 2021, which is a 9.9% increase. He noted one way to combat these rising costs is through the use of a Transitional Duty program:

- The longer an employee is out of work due to a work related injury, the more difficult it can be to get that employee back to work.
- A Workers' Compensation Judge will often use the length of time the employee is out of work to measure the significance of an injury.
- A transitional duty assignment is temporary and not designed to create a new position for the employee. This assignment may last as long as 3 to 6 months.
- Transitional Duty boosts morale, saves money and the employee experiences faster recoveries, both physically and psychologically.

Mr. Roselli noted members can utilize the Sample Transitional Duty Job Bank in the Transitional Duty Policy on the JIF website under the Claims tab for great information.

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

Accident Investigation Report

Mr. Roselli reminded the Committee that after noticing on the PARs that Accident Investigation Reports are not being completed by all towns, Mr. Miola requested a report from Qual-Lynx, which will be included quarterly in the Claims Agenda depicting those towns that are/not completing a *Supervisors Incident Report* when reporting claims. He believes that these reports are a valuable tool when investigating accidents and stated Mr. Miola sends this report to J.A. Montgomery, who in turn uses it as a coaching tool when they visit with the member town to discuss the importance of completing the Accident Investigation Report. Mr. Miola asked Mr. Garish if he is finding these reports helpful and what reasons he might have heard from members as to why these reports are not being submitted. Mr. Garish reported it is usually just an oversight on the member's part.

Mr. Roselli referenced the current report included in the agenda packet and stated there was only one incident where the report was not filled out which is a very good result.

NOC Report

Mr. Roselli noted that the Adjustors have been doing a great job identifying the claims on the attached NOC (Not Otherwise Classified) Report. When comparing the reports for liability claims, the % of claims with the NOC classification has dropped significantly, and this helps the Loss Control team do a better job of risk analysis.

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer thanked the Fund for her re-appointment and is looking forward to seeing everyone at some point in 2022.

Ms. Schiffer stated her report is included in the agenda packet and highlighted the following: She expressed her gratitude to all the municipalities who put forth an effort to implement wellness initiatives using their Wellness Funds. She stated she will doing one last effort to assist those who have encumbered funds to spend.

Ms. Schiffer then listed the following towns that still have a balance of 2021 Wellness funds. For a few it is nearly, if not ,the entire amount *:

- Fieldsboro
- Florence *
- Lumberton *
- Mount Laurel
- New Hanover
- North Hanover
- Pemberton Boro
- Riverside *
- Springfield *
- Tabernacle
- Westampton
- Woodland *
- Wrightstown *

Ms. Schiffer noted she will be starting to reach out to the Wellness Coordinators in February to set up their first wellness-planning meeting for 2022. Please let her know if any changes have taken place in terms of the role of Wellness Coordinator for your municipality. She reiterated the importance that this role be assigned to someone interested in working on wellness initiatives. Although not a lot of time needs to be invested in fulfilling this role, there needs to be a commitment to working with her on the best way to utilize wellness funds. She noted it can be challenging, but the effort needs to be made to try and spread its use throughout the year so you don't have to stress to figure out how to use all your funds at once or lose it come November, and waiting until year end takes away from the true purpose of the Wellness Program, that being to create a culture of wellness all year.

January Targeting Wellness Newsletter

In this month's Targeting Wellness Newsletter, Ms. Schiffer offered some additional insight into discovering and claiming your "Why" in life; that which makes you come alive; that which keeps you motivated to move forward when things get tough.

Here is a snapshot of the topics covered:

1. Finding your "why"
2. The Wheel of Life
3. Questions to ask yourself
4. Make a commitment to yourself
5. Fit fitness in - easy and fun ways!
6. Nutritional Bites: Power up your immune system
7. Poem - Look Back
8. Recipe Corner - Smoky Black Eyed Pea Soup (for good luck)

Additional Items:

Ms. Schiffer noted attached is one of two Observance Calendars: Jan-May, with June-Dec to follow. They contain additional ideas for topics/themes you might want to use when formulating wellness initiatives to share with the municipal employees throughout 2022. These are just ideas to get you started and to please reach out if you don't hear from her first.

Challenge Ideas for 1st Qtr:

1. Touchdown Challenge - the rules and scorecards are attached.
2. Mile-A-Day Challenge - the rules are attached and can be modified based on the needs of your municipality
3. Create your own - Let her know how she can help you succeed

Goals for the year:

- Continue with monthly Targeting Wellness Newsletter – Good News for Good Health. She is always open to feedback and suggestions on improvements.
- Solicit employee feedback and assist with brainstorming ideas at scheduled meetings throughout the year
- Continue to Introduce new workshops, presentations, demonstrations with a mix of recorded virtually and in-person
- Ms. Schiffer continues in seeking new and appropriate resources for your consideration
- The offer continues for confidential individual and/or group virtual coaching sessions for interested municipal employees. Coaching allows for a partnership, an alliance, in helping individuals reach their goals by tapping into their own inner strengths and values.
- Work on building a “library” of tips, tools and techniques that can be posted on the JIF website for convenient access.

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>December</i>	<i>YTD</i>
<i>Lost Time</i>	<i>4</i>	<i>69</i>

<i>Medical Only</i>	12	124
<i>Report Only</i>	49	254
<i># of New Claims Reported</i>	65	447
<i>Report Only % of Total</i>	75%	25%
<i>Medical Only/Lost Time Ratio</i>	75:25	
<i>Average Days to Report</i>	2.0	3.9

Claims Report by Type

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

December 2021 COVID Related Average Days to Report: 2.9

December 2021 Non COVID Related Average Days to Report: 0

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>	2,547
<i>Transitional Duty Days Worked</i>	1,789
<i>% of Transitional Duty Days Worked</i>	70%
<i>Transitional Duty Days Not Accommodated</i>	758
<i>% of Transitional Duty Days Not Accommodated</i>	30%
<i>\$ Saved by Accommodating</i>	\$182,475
<i>\$ Lost by not Accommodating</i>	\$81,988

Ms. Beatty also included a report this month in the agenda that depicted examples, categorized by profession, of different duties that could be performed by employees who are released to transitional duty and are on a temporary job assignment due to injury. These included such duties as, answering phones, inventory, desk duty, dispatch, light office clean up, etc.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>December</i>
<i>Bill Count</i>	72
<i>Original Provider Charges</i>	\$127,763
<i>Re-priced Bill Amount</i>	\$42,048
<i>Savings</i>	\$85,715
<i>% of Savings</i>	67%
<i>Participating Provider Penetration Rate - Bill Count</i>	89%

<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>94%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>91%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>69%</i>

Prescription Benefit Program:

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 for the BURLCO JIF total from January 1, 2021 to December 31, 2021 utilizing this program is \$10,123 based on 176 prescriptions filled.

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

TECHNOLOGY RISK SERVICES REPORT

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. He further stated that 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 the BURLCOJIF is to date 90% complete. He then reported WIZER seemed to transition to a new platform in the beginning of January, and it seems they may not have captured the training numbers correctly. If you believe you have completed the training, or are further along than the report in the agenda depicts, please contact him.

In regards to the MEL's Cyber Risk Management Program, there are currently four (4) members approved in all three (3) Tiers, and eight (8) members approved in Tier's 1 & 2. He stated he continues to focus on working with all the members and their IT service providers to achieve Tier 1, 2, or 3 certification and ensure the training roster is accurate and current. If you have an employee who works in multiple municipalities, please let me know so they don't retake the training in the other towns.

He also prevented a more detailed report which depicted where exactly member towns are in the certification process. Waiting for Questionnaire

- Risk Questionnaire to be Reviewed
- Waiting for Certification Checklist
- Checklist submitted to the MEL
- Incomplete
- Submitted to MEL, not by Mr. Romero
- Submitted to MEL and validated by Mr. Romero

Mr. Romero noted the new Cyber Claims Deductible eligibility reimbursements take effect January 1, 2022:

- Tier 1: \$10,000
- Tier 2: \$20,000
- Tier 3: \$25,000

He also noted that in order to receive the deductible reimbursement, you must complete and submit the MEL Cyber Risk Management Deductible Reimbursement Form at the time of the claims and provide proof of compliance, and included a check list in the agenda packet of required documentation needed to be in compliance.

Next, Mr. Romero noted the JIF is already planning a new training course to be launched in the Spring, so make sure all current training is completed as soon as possible.

The Wizer training program will incorporate phishing simulations to gauge the program's effectiveness and knowledge of your employees. You will need to work with your IT service provider to ensure that Wizer's IP address and web domains are white listed from each municipality's network so the phishing emails pass your firewalls. A more detail email communication will follow.

In regards to Network Security, Mr. Romero reported the JIF has contracted D2 Cybersecurity to provide network vulnerability scanning and annual penetration testing with relevant reporting and findings. The penetration testing or "ethical hacking" exercise will use the same tactics as bad actors to test your network's security controls. Reports will be provided with findings via a secure portal that you can review with your IT service provider. A more detail email communication will follow.

Mr. Forlenza noted in the next couple of weeks Mr. Romero will be working with our office, D2, and Wizer to collect quite a bit of information from the members. This information is needed to undertake and complete the phishing exercises and network scanning. As you start to receive these emails and you have any questions, please reach out to his office. He continued you may need the assistance of your IT personnel, unless you know your IP addresses. He reiterated there will be an agreement for each member to sign prior to undertaking the penetration testing, but his office has reviewed these agreements with Mr. DeWeese to be sure it meets the JIF standards and requirements.

Mr. Romero noted he will be sending the email request directly to the IT personnel if he knows who they are, including the Clerk and try to gather the information that way.

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 2021, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of December 31, 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 \$12,533.90. This generated an average annual yield of .86%. However, after including an unrealized net loss of \$31,152.11 in the asset portfolio, the yield is adjusted to -1.27% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$16,455,201.91. This current market value, however, when considering the total accrued income at month end is \$16,461,472.81

Our asset portfolio with Wilmington/Trust consists of one (1) obligations with a maturity of less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$423.00	\$150,170.18
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	

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

Delran Township	\$16,337.00
Chesterfield Township	\$2,221.00
Bordentown City	\$40,989.00
Bordentown Township	\$57,192.00
Westampton Township	\$10,517.00
E-JIF Dividend	\$104,203.15

Cash Activity for the Period

During the reporting period the Fund’s “Cash Position” changed from an opening balance of \$18,066,732.14 to a closing balance of \$17,089,476.21 showing a decrease in the fund of \$977,255.93.

Loss Run Payment Register – December 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 \$247,013.74. The claim detail shows 240 claim payments issued.

Bill List – January 2022

For the Executive Committee’s consideration, Mr. Tontarski presented the January 2022 Bill List in the amount of \$821,964.67 which was sent out to all members prior to the meeting.

Chair McMahon entertained a motion to approve the December 2021 Loss Run Payment Register and the January 2022 Bill List as presented.

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

Motion by Mr. Mascia seconded by Mr. Ingling to approve the *December 2021 Loss Run Payment Register the January 2022 Bill List* as presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Jerry Mascia, **Mt. Laurel Twp**
Paula Kosko, **Hainesport Twp.**
Grace Archer, **Bordentown City**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Steve Ent, **Westampton Twp.**

Nays: None

Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Committee Chairs Meeting Minutes – January 12, 2022

Chair McMahon noted that the minutes from the January 12, 2022 meeting along with the 2022 Committee Appointments were included in the agenda packet for the members to review and are self-explanatory. He stated there were also discussions on the Budget allocated for conference attendance by members, as well as the creation of a Claims Review Committee which should help to streamline the Executive Committee Meetings, as well as a Wellness Ad-Hoc Committee. He then thanked the RMC’s for always actively participating in the sub-committee meetings and thanked the current sub-committee chairs who volunteered this year to head up each sub-committee.

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/EJIF REPORTS

Ms. Jack reported that the MEL, RCF, and EJIF met and held their Reorganizational meetings on January 6, 2022 and copies of the meeting minutes, which are self-explanatory, are included in the agenda packet. She did note that the MEL also released the 2022 MEL Bulletins, the list of which was included in the agenda packet, and could be found in their entirety on the MEL website.

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

MISCELLANEOUS BUSINESS

Chair McMahon entertained a motion to accept **Resolution 2022-17 Authorizing the Creation of the MEL Unencumbered Surplus Account, the Fund Treasurer to Transfer any Remaining Balances from the MEL Retrospective Account to the MEL Unencumbered Surplus Account, and Authorizing the Fund Treasurer to Transfer \$144,742 from the Fund Year 2021 MEL Liability & Workers Compensation Budget Line Item and \$10,562 from the MEL Excess Property Line Item to the MEL Unencumbered Surplus Account and Close the MEL Retrospective Account**

Motion by Mr. Wolbert, seconded by Mr. Mascia, to approve **Resolution 2022-17** as presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Jerry Mascia, **Mt. Laurel Twp**
Paula Kosko, **Hainesport Twp.**
Grace Archer, **Bordentown City**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Steve Ent, **Westampton Twp.**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Chair McMahon entertained a motion to accept **Resolution 2022-18** Honoring David Matchett, Shamong Township. Chair McMahon then referenced a copy of the Resolution to the membership and publically thanked Mr. Matchett for his time served.

Motion by Mr. Ingling, seconded by Ms. Archer to accept **Resolution 2022-18**. All in Favor. Motion carries.

Mr. Forlenza noted a Plaque and executed Resolution will be delivered to Mr. Matchett with a copy mailed to his Governing Body.

Next Meeting

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, January 18, 2022 at 3:30 PM** via Zoom.

PUBLIC COMMENT

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

Chair McMahan opened the meeting to the public for comment.

At this time, Mr. Forlenza stated his office has received questions in regards to the increase in their 2022 Assessments. Mr. Forlenza has noted before there are many items outside the control of our local members that are having a significant impact on our 2022 Budget. As a result, his office will be sending correspondence to the Clerks that highlights what is impacting the JIF Budget and member assessments and will emphasize the need to control what we can at the local level. Also included will be a copy of the Budget Message which goes into greater detail into what drives the JIF Budget. We want to be sure the Elected Officials understand what is driving the JIF Budget. Mr. Forlenza noted one example is the 10% increase in the TTD rate for 2022, noting the impact on the 2022 WC loss funding budget.

Mr. Forlenza noted that once you receive the correspondence, please share it with your Elected Officials and if you have any questions, do not hesitate to reach out to his office.

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

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

EXECUTIVE SESSION MEETING – Resolution #2022-19

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 Mr. Ingling, seconded by Mr. Wolbert to Adopt ***Resolution #2022-19***

ROLL CALL	<i>Yeas</i>	James Ingling, Wrightstown Boro Jerry Mascia, Mt. Laurel Twp Paula Kosko, Hainesport Twp. Grace Archer, Bordentown City John Gural, Palmyra Borough Glenn McMahan, Chesterfield Steve Ent, Westampton 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 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 McMahan asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

<i>General Liability</i>	<i>Property</i>
2018142478	2022242899
001256269	

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

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

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Jerry Mascia, **Mt. Laurel Twp**
Paula Kosko, **Hainesport Twp.**
Grace Archer, **Bordentown City**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Steve Ent, **Westampton Twp**

Nays: None
Abstain: None

All in Favor. Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were three (3) claim(s) presented for abandon subrogation since the last meeting.

2021222201

2020190226

2021217043

Chair McMahon asked for a Motion to Abandon Subrogation on the claims as presented.

Motion by Mr. Wolbert, seconded by Mr. Ingling, to authorize abandonment of subrogation on the claims presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Boro**
Jerry Mascia, **Mt. Laurel Twp**
Grace Archer, **Bordentown City**
John Gural, **Palmyra Borough**
Glenn McMahon, **Chesterfield**
Steve Ent, **Westampton Twp**

Nays: None
Abstain: Paula Kosko, **Hainesport Twp.**


All in Favor. Motion carried by majority vote.

MOTION TO ADJOURN

Chair McMahon entertained a motion to adjourn the January 18, 2022 meeting of the BURLCO JIF.

Motion by Mr. Ingling, seconded by Mr. Wolbert to adjourn the January 18, 2022 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 5:20 PM.


Kris Kristie,
Recording Secretary for


Rich Wolbert, Acting SECRETARY