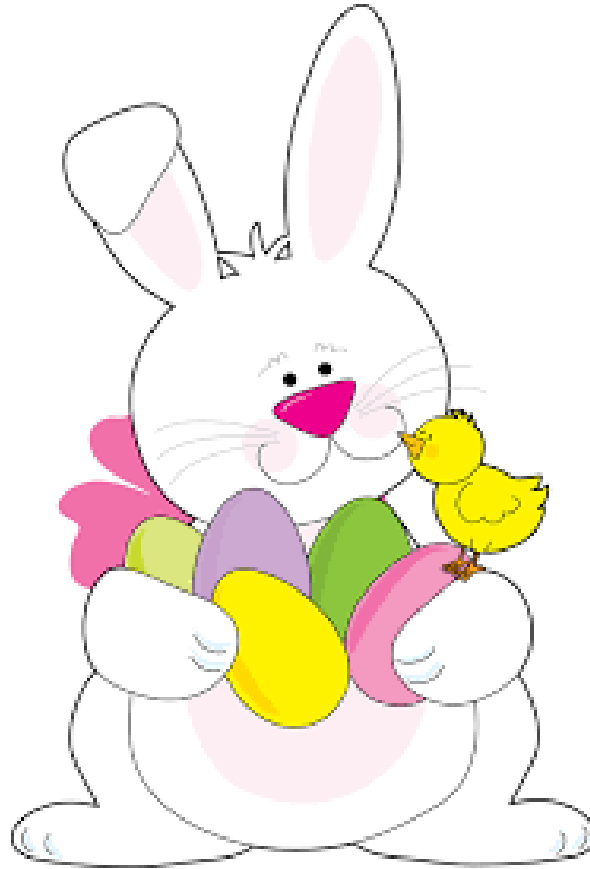


AGENDA PACKET



Tuesday, April 19, 2022 at 3:30 PM

*Hainesport Municipal Building
Hainesport, NJ*

WWW.BURLCOJIF.ORG

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Tuesday, April 19, 2022 – 3:30 PM
Hainesport Municipal Building
Hainesport, NJ

AGENDA

- I. Meeting called to order by Chairman
- II. Salute the Flag
- III. Statement of Compliance with Open Public Meetings Act
 - A. Notice of this meeting was given by:
 - 1. Sending sufficient notice herewith to the ***Burlington County Times***, Mount Holly, and ***Courier Post***, Cherry Hill NJ;
 - 2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
 - 3. Posting notice on the public bulletin boards of all member municipalities of the BURLCO JIF.
- IV. Roll Call
 - A. Fund Commissioners
 - B. Fund Professionals
 - C. Risk Management Consultants
 - D. Move up Alternates (*if necessary*)
- V. Allow that this monthly meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners – **Motion – All in Favor**
- VI. Approval of Minutes
 - A. Adoption of the **March 15, 2022** Meeting Minutes.....Pages 1- 15
 - B. Adoption of the **March 15, 2022** Closed Session Minutes.....Handout

Motion to Adopt the above meeting minutes – **Motion – All in Favor**

The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining confidential is no longer applicable and the Fund Solicitor has an opportunity to review them.
- VII. Claims Review Committee Report: Open Session Items – April 12, 2022.....Handout
- VIII. Executive Director's Report..... Pages 16-41
 - A. Lost Time Accident Frequency.....Pages 20-21
 - B. Certificates of Insurance.....Pages 22-23
 - C. Financial Fast Track Report
 - D. Regulatory Filing Checklists.....Pages 24-25
 - E. 2021 Safety Incentive Program Awards.....Page 26
 - F. 2022 Optional Safety Budget.....Page 27
 - G. 2022 Wellness Incentive Page.....Page 28
 - H. 2022 EPL/Cyber Risk Management Budget.....Page 29
 - I. EPL Compliance StatusPage 30
 - J. Statutory Bond Status.....Pages 31-32
 - K. Skateboard Park Approval Status.....Page 33
 - L. Capehart Scatchard Updates.....Pages 34-36
 - M. Elected Officials Training.....Page 37
 - N. Land Use Training Certification.....Page 38

O.	Annual Planning Retreat Invite.....	Page 39
P.	Safety, Wellness and Claims Coordinator Roundtable	
Q.	Financials Disclosure Statements Filing	
R.	New Fund Commissioner Orientation	
S.	RMC Roundtable	
T.	Special Law Enforcement Training.....	Page 40
U.	Quarterly Attendance.....	Page 41
V.	Website	
W.	New Member Activity	
IX.	Solicitor's Report	
A.	MEL Helpline and Contact List.....	Pages 42-43
B.	Resolution 2022 - _____ Authorizing the Release of Fund Year 2015 Closed Session Executive Committee Meeting Minutes – Motion – Roll Call	Pages 44-45
C.	Resolution 2022 - _____ Authorizing the Release of Fund Year 2019 Closed Session Executive Committee Meeting Minutes – Motion – Roll Call	Pages 46-47
D.	Resolution 2022 - _____ Authorizing the Release of Fund Year 2020 Closed Session Executive Committee Meeting Minutes – Motion – Roll Call	Pages 48-49
E.	Resolution 2022 - _____ Authorizing the Release of Fund Year 2021 Closed Session Executive Committee Meeting Minutes – Motion – Roll Call	Pages 50-51
X.	Safety Director's Report	
A.	Activity Report	Pages 52-54
XI.	Claims Administrator's Report	
A.	Lessons Learned from Losses	Page 55
XII.	Law Enforcement Risk Management	
A.	Report.....	Pages 56-58
XIII.	Wellness Director Report	
A.	Monthly Activity Report.....	Pages 59-60
B.	Targeting Wellness Newsletter	Pages 61-69
C.	Wellness AdHoc Meeting Minutes.....	Pages 70-75
D.	Motion to Approve the Wellness Advisory Committee Charter Motion -All in Favor	Pages 76-77
XIV.	Managed Health Care Report	
A.	BURLCOJIF Summary.....	Page 78
B.	Average Days to Report.....	Page 79
C.	Claims Reported by Type.....	Page 80
D.	Transitional Duty Reports/Assignment Examples.....	Pages 81-82
E.	PPO Savings and Penetration Reports.....	Pages 83-84
F.	Top 10 Providers & Paid Provider by Specialty.....	Page 85
G.	Nurse Case Management Report.....	Page 86
H.	Managed Care Quick Notes.....	Pages 87-89
I.	Prescription Benefit Management Program.....	Page 90
XV.	Technology Risk Services	
A.	Report.....	Pages 91-97

- XVI. Treasurer's Report as of March 31, 2022Pages 98-125
- A. Investment Report
 - B. Investment JCMI
 - C. Loss Run Payment Registers
 - D. Fund Status
 - E. Disbursements
 - F. March Bill List.....Page 126
- Motion to approve the Payment Register & Bill List– **Motion – Roll Call**

- XVII. Committee Report
- A. Safety Committee Meeting Minutes – March 29, 2022.....Verbal

- XVIII. MEL/RCF/E-JIF Reports
- A. MEL Report – March 25, 2022.....Pages 127-128
 - B. RCF Report – March 25, 2022.....Page 129
 - C. EJIF Report – March 25, 2022.....Pages 130-131

- XIX. Miscellaneous Business

<p style="text-align: center;">The next meeting of the BURLCOJIF will be held on Tuesday, May 17, 2022 at 3:30 PM at Hainesport Municipal Building, Hainesport</p>

- XX. Meeting Open to Public Comment
- A. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
 - B. Motion to Close Meeting to Public Comment – **Motion - All in Favor**
- XXI. Closed Session – Resolution 2022-_____ Authorizing a Closed Session of the Burlington County Municipal Joint Insurance Fund to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations – **Motion -Roll Call**
- A. Professionals' Reports
 - 1. Claims Administrator's Report
 - 2. Executive Director's Report
 - 3. Safety Director's Report
 - 4. Solicitor's Report
 - B. Reopen Public Portion of Meeting – **Motion – All in Favor**
- XXII. Approval of Claims Payments – **Motion – Roll Call**
- XXIII. Authorization to Abandon Subrogation (if necessary) – **Motion – Roll Call**
- XXIV. Motion to Adjourn Meeting – **Motion – All in Favor**

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

March 15, 2022
Hainesport Municipal Building

OPEN SESSION MINUTES

The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at Hainesport Municipal Building, Hainesport, NJ, Tuesday, March 15, 2022. Chair McMahon, **Chesterfield**, presiding. The meeting was called to order at 3:30 PM.

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

Amanda Somes, *Alternate*, **Bass River Twp.**
Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Glenn McMahon, **Chesterfield**
Joe Bellina, **Delran Twp.**
Patricia Cahall, *Alternate*, **Edgewater Park**
Patrice Hansell, **Fieldsboro Boro.**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Jay Springer, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Brandon Shillingford, *Alternate*, **Mt. Laurel Twp.**
Susan Jackson, *Alternate*, **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.**
Susan Onorato, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Craig Farnsworth, *Alternate*, **Westampton Twp.**
James Ingling, **Wrightstown Boro.**

Absent Fund Commissioners were:

Erin Provenzano, **Delanco Twp.**
Kathy Hoffman, **Southampton Twp.**
Casey English, **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, Deputy Executive Director, *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*
Steve McNamara, Account Manager, *QualCare*
Debby Schiffer, *Wellness Director*
Lou Romero, *Technology Risk Services*
Chris Winter, *Law Enforcement RMS*

Also present were the following Risk Management Consultant agencies:

EPIC Insurance
Hardenberg Insurance Group
Insurance Agency Mgmt.
Conner Strong & Buckelew

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

APPROVAL OF MINUTES

Chair McMahon presented the Open session meeting minutes of the February 15, 2022 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. Gural, seconded by Mr. Wolbert to approve the Open session meeting minutes of the February 15, 2022 meeting. All in Favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT –March 15, 2022

Ms. Burger reported that a Claims Committee meeting was held earlier today, Tuesday, February 15, 2022, in person.

The Committee reviewed six (6) claims. Of the claims reviewed, there were four (4) Workers' Compensation, and two (2) Property PARs recommended for approval of settlement or continuing defense.

She also stated that the Committee reviewed last month's minutes, the Managed Care Report, as well as two (2) newly opened, one (1) recently closed claims and multiple EPL/POL Cases. She noted a discussion was had in regards to the scheduling of the BURLCO Claims Committee Meeting, and, in order to get the minutes out to the membership for review prior to approving the PARs at the Executive Committee meeting, it was decided to hold the BURLCO Claims Committee Meeting on the 2nd Tuesday of the month at 9:00 AM via Zoom. This will allow enough time for the minutes to be completed and made available as a handout to all members prior to the Executive Committee Meeting.

Questions will be addressed during Closed Session if necessary.

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 a report showing the Certificates of Insurance issued for December 22, 2021 – January 22, 2022-February 22, 2022, and asked that members please review for accuracy.

Mr. Forlenza noted for the OSB, Wellness, and EPL/Cyber Risk Management Budget balances, a consolidated announcement letter, including instructions on how to collect your 2022 funds was emailed

to all members on February 7, 2022. He then referenced the allowance reports included in the agenda. He noted all funds need to either be claimed or encumbered by November 30, 2022, with encumbered funds needing to be claimed by February 1, 2023. In regards to the SIP funds, a letter from his office will be sent in the next few weeks. He emphasized to please not wait until November to claim your 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/bonds are listed. He reminded the members that the bond is for the individual, not the position, and if you would like to check the status of an application, please contact Ed Cooney, Fund Underwriter.

Mr. Forlenza noted that again, this year, the Fund will be sponsoring Elected Officials training. 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. The Executive Director's office is currently holding this training virtually and an invitation was emailed to all Fund Commissioner's, Municipal Clerks and Risk Management Consultants on February 16, 2022. The first session was March 9, 2022 and the attendance list has been posted to the JIF websites. The remaining dates are as follows: April 6th, April 11th, April 27th and April 28th. Each sessions is limited to 95 participants. Please contact the Executive Director's office if you have any questions.

Regarding Payroll Audits, on February 11, 2022 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2021 payrolls. These payroll figures will serve as the basis for your 2023 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically no later than March 11, 2022. Details on how the data can be sent were included in the February 11, 2022 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

Regarding Property Appraisals, Mr. Forlenza stated on or about February 14, 2022, each member and their RMC's received a notification from his office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2022 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 21, 2022.

Mr. Forlenza stated after discussion with the Strategic Planning Committee it was decided to hold the Annual Planning Retreat on April 26, with the Executive Committee Meeting following that days Retreat session, however, some conflicts had arisen, and Mr. Forlenza asked the members if they were ok with holding the Retreat on Tuesday, May 3, 2022 at Café Madison. The Executive Committee Meeting for April would take place on the regular scheduled day of April 19th, and the May Executive Committee Meeting would take place on the regular scheduled day of May 17th. The members agreed.

Mr. Forlenza stated the Safety & Wellness Coordinator Roundtables are tentatively scheduled to take place on April 5, 2022 via Zoom Conferencing. A Save the Date and registration information will be forth coming from the Safety Director's office. The date of the Claims Coordinator Roundtable is still

pending. Information on the Claims Coordinator Roundtable will be sent to all members once a date is finalized.

Mr. Forlenza noted some years ago the Division of Local Government Services began using an “on line” process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file as their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from our office once we are notified of their assignment. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director’s office, or has any questions, should contact Kris Kristie. He reminded the members you would need to enter your PIN number that was assigned to you, as that ties to your Fund Commissioner Status to the filing. He then concluded, as the filing cycle runs April to April, additional information will be forthcoming once the 2022 Financial Disclosure forms are available on the site to file.

Mr. Forlenza stated an email inquiring about interest in attending the New Fund Commissioner Orientation was emailed to all Fund Commissioners, Alternate Fund Commissioners and Risk Management Consultants on or about February 15, 2022. We received quite a few responses from all three JIF’s. We will be conducting New Fund Commissioner Orientation training in April via Zoom Conferencing. The training will be virtual, run approximately 90 minutes, and is open to all members who would like to learn more about the JIF and how it operates. If you, or anyone in your municipality is interested in participating, please contact Kris Kristie and she will set you up to receive the training information. More information will be forthcoming to those who responded.

Lastly, Mr. Forlenza stated A Risk Management Consultant’s Roundtable has been tentatively scheduled for May 19, 2022 at Merighi’s, Vineland NJ. During these sessions, attendees will be provided important information on a variety of topics including coverage provided by the JIF and the Annual Renewal process. Attendees will also have an opportunity to ask questions on any subject of importance to them. Additional information will be forthcoming as details are finalized.

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

SOLICITOR'S REPORT

Open/Closed Claims Reports

Mr. DeWeese noted the Clams Committee met earlier today, and stated that there was one (1) closed case(s) since the last meeting.

Riley v. Township of Pemberton

Mr. DeWeese stated that there were two (2) new case(s) since the last meeting.

Brown v. Township of Mt. Laurel

Tambe 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 be sure that who you want to have access to the Helpline are listed on this report, as calls can only be fielded from those on the list. He reminded the members that they 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 he had received a question on how cases are assigned to the members of the Defense Panel. He explained in regards to General Liability cases, when a complaint is received, he reviews it and asks Qual-Lynx to provide to him whatever information they may have on the file and then Mr. DeWeese will make a determination to whoever he feels is appropriate on the panel to defend the case. It is not a rotating list, as he does not feel it is appropriate to assign cases based on who is up next; they are assigned based upon the claim type. He explained some Defense Panel members may be more experienced than others in certain types of cases: Auto, Trip and Fall, etc, so there isn't an even distribution of files among members of the assigned Defense Panel.

On the Workers Compensation side, there is a rotating list, but there is a variant to that as well. He explained, as an example, should a Workers Compensation case come in and the petitioner in the complaint has had previous workers compensation cases and one of the members of our Defense Panel handled those previous cases, typically they will be reassigned the new file, as it is the same person so they already have a good bit of information about the claimant and he feels it is more cost effective to assign them that case. Also, some WC cases that are more complex than others, and if that is identified, may go to a particular Defense Panel member over another, though this is a rare incident as our Defense Panel members are the best of the best.

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 via the NJ MEL App, as well as the MSI Now, MSI Live, and DVD Services. He reminded the members the MSI communications will be distributed exclusively through the NJ MEL app, and an MSI Newsletter will be emailed to summarize the communications sent through the app.

Mr. Saville noted in regards to the Safety and Claims Coordinator Roundtables, some different virtual items will be explored such as a virtual tour around the MSI website and forum and explore how to look up records and how to sign up for classes, etc.

Mr. Saville reminded the members it is recommended to review the hierarchy reports for your town in the learning management system to be sure your training is up to date and he noted MSI training continues to be provided through the Zoom Webinar Format and 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. He stated it is also important to keep the list of MSI Training Administrators up to date, so if there are any changes, deletions, or you need to appoint a new Training Administrator, please advise Andrea Felip in his office.

Lastly, Mr. Saville stated they have had several questions regarding the new CDL licensing requirements. He stated they are working with a local municipality and trying to determine if a program can be developed to satisfy the "theory" requirement portion of the training, allowing you to continue to offer on the road training that some members are doing already. He noted he will keep the members posted.

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* for March, which reviewed office safety, including, but not limited to:

- Some of the worst injuries we see occur indoors in a controlled environment.
- Slip, trip, and fall accidents and their subsequent injuries are the most common and costly accidents seen amongst office workers. Common hazards of slip, trip and fall accidents include wet floors, improper footwear, boxes, garbage cans, purses, open drawers and electrical and computer cords.
- Talk to staff frequently about your expectations and their concerns for maintaining a safe workplace.
- Inspect areas for problems, report them, fix them and document these efforts

Mr. Roselli then reviewed two claims where simple housekeeping in the office would have prevented very costly claims.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter stated in the month of February he has completed visits with three (3) towns, with seven (7) agencies left to visit, of which three (3) are pending and four (4) are scheduled. Mr. Winter had discussions with these agencies on identifying potential risks, reviewing current policies and procedure documents and training that is available to them from the JIF. He reported his visits have been well received and the agencies seem appreciative of any assistance he can offer. He continues to collect contact information for newly assigned Chiefs and passing the information along to J.A. Montgomery for their records.

Mr. Winter noted the three (3) agencies he has visited have completed the Cyber Security Training, and additional conversations were had in regards to future training pertaining to Report Writing and Managing Aggressive Behavior.

Lastly, Mr. Winter noted that included in the agenda was Bulletin 22-03 pertaining to K-9 Units and was distributed to all BURLCO Police agencies. The bulletin focused on the revisions to the use of drug detection dogs due to recent law changes involving Marijuana in addition to policy and procedural language recommended for use based on NJ Attorney General Use of Force revisions, K-9 active and closed litigation cases.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer stated her report is included in the agenda packet and highlighted the following and referenced some well-being initiatives and activities:

An invitation was sent to each of the JIF Wellness Coordinators in an attempt to schedule a time to have an idea generating conversation regarding ways to use allocated wellness funds for 2022. Her goal is to have these meetings set up/completed with the majority, if not all, municipal Wellness Coordinators by mid-April.

Ms. Schiffer noted the first meetings of the Wellness Advisory Committee were held on February 24 and February 25 to accommodate schedules. Three (3) member towns from BURLCO attended – Fieldsboro, Palmyra, and Pemberton Twp. She noted the Charter is to be presented at the March 22nd Safety Committee Meeting for approval.

She stated the primary focus of the committee will be to identify ways to expand participation in wellness programs: both our JIF programs as well as any that promote wellbeing.

Ms. Schiffer stated meeting minutes will be included in the agenda packet next month and then highlighted discussions from the meeting included:

- Why wellness is important
- Shared the comorbidity slides provided by the Executive Director's Office
- Common challenge is getting participation
- The need for another employee survey to determine employees various needs

She then noted the next meeting will be in May, two (2) weeks prior to the next Safety Committee Meeting. Also, in the works are Wellness Coordinator Brainstorming Sessions – all the wellness coordinators from the three JIFs will be invited to participate in this brainstorming session to share ideas and challenges while gaining peer support and will be held three (3) times a year in 2022 held virtually, with dates to be announced, with the first one being held possibly during the Roundtable discussions.

Next, Ms. Schiffer noted members should have received a revised version of the 2021 Wellness Approved Items and Activities along with your 2022 Fund balances earlier this month via email.

Ideas for Wellness Challenges Prize (by price ranges) – check out the website for periodic updates on ideas for prizes when you are planning your activities and challenges.

Participation in Safety Committee Meetings – if appropriate and schedule permits, I would welcome the opportunity to attend at least one of your Safety Committee Meetings this year.

Ms. Schiffer noted there were two (2) Virtual workshops in March:

- Hosted a webinar on New Approach to “Weight” Loss – held on 3/16/22
- Sustainable Change Using Mental Fitness – held on 3/10/22

Ms. Schiffer gave an update on the Police Pilot Program, noting the purpose of the program was:

- To determine the effectiveness of a 6 Week Transformational Leadership Group Coaching Program
- For helping Law Enforcement officers become:
 - a. More transformational in their leadership style
 - b. Build resiliency
 - c. Practice formal coaching techniques
 - d. Experience peer support while navigating their personal and professional challenges

She noted the results from the pre and post assessments showed the following:

Hardiness Resiliency Gauge - 77% of participants improved in their hardiness and resilience scores

Managing Stress - 60% of participants experienced decrease in level of self-reported perceived stress; 40% were able to manage their stress to prevent an increase in their existing stress levels

Transformational Leadership to Build Hardy Teams - Leaders experienced increase in transformational leadership with a decrease in transaction and avoidant leadership tendencies.

J.A. Montgomery sent out a letter to the participating Chiefs from the first cohort asking them to think of other Chiefs within the JIF they could recruit to participant in the next Cohort. Any new Chiefs showing interest will be passed along to Dr. Elias for 1:1 conversation on program details.

In regards to the March *Targeting Wellness Newsletter*, Ms. Schiffer noted March is also National Nutrition and National Colorectal Awareness Month and this month's newsletter targeted:

1. The Power of the Mind-Body Connection
2. How Often Do You Stretch?
3. "Spring" into Action - Live Longer & Stronger
4. Focus on Foods to Add Rather Than Avoid
5. Dietary Spectrum Graph
6. Nutrition Word Search - Just for fun!
7. Recipe Corner: Lentil Artichoke Stew

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

In Ms. Beatty's absence, Mr. McNamara presented the BURLCO JIF *Lost Time v. Medical Only Cases (Intake Report)*:

	<i>February</i>	<i>YTD</i>
<i>Lost Time</i>	3	8
<i>Medical Only</i>	8	22
<i>Report Only</i>	9	61
<i># of New Claims Reported</i>	20	91
<i>Report Only % of Total</i>	56%	
<i>Medical Only/Lost Time Ratio</i>	59:41	
<i>Average Days to Report</i>	6.4	5.6

Claims Report by Type

Mr. McNamara explained that this number was running high due to COVID claims and the amount of time it took to track all of those exposed and potential additional positive claims, however, is coming down with COVID claims declining.

Days to Report – Non-COVID Claims: .7 days

Days to Report COVID Claims: 1.7 days

Managed Care Quick Notes

This is a new report which reviews a claim depicting the positive impact an assigned Managed Care Nurse can have on a claim by monitoring all aspects of the case. Mr. McNamara reviewed the case with the committee

Transitional Duty Report

Mr. McNamara presented the Year-to-Date Transitional Duty Report, noting these were great results:

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>241</i>
<i>Transitional Duty Days Worked</i>	<i>212</i>
<i>% of Transitional Duty Days Worked</i>	<i>88%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>29</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>12%</i>
<i>\$ Saved by Accommodating</i>	<i>\$20,469</i>
<i>\$ Lost by not Accommodating</i>	<i>\$1,391</i>

PPO Penetration Report:

Mr. McNamara presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>February</i>
<i>Bill Count</i>	<i>111</i>
<i>Original Provider Charges</i>	<i>\$141,130</i>
<i>Re-priced Bill Amount</i>	<i>\$55,164</i>
<i>Savings</i>	<i>\$85,967</i>
<i>% of Savings</i>	<i>61%</i>
<i>Participating Provider Penetration Rate - Bill Count</i>	<i>96%</i>
<i>Participating Provider Penetration Rate – Provider Charges</i>	<i>98%</i>
<i>EPO Provider Penetration Rate - Bill Count</i>	<i>94%</i>
<i>EPO Provider Penetration Rate – Provider Charges</i>	<i>98%</i>

Top 10 Providers by Specialty: This report breaks down our top 10 providers by specialty e.g. Anesthesia/Pain Management, Facility, and MRI/Radiology as these are the heaviest expenses the Fund incurs.

Nurse Case Assignment Report: The final page of this report depicts the number of open cases each Nurse Case Manager carried for each month to date, along with how many cases were closed for the current month, and how many cases were opened for the current month. The attached report depicts the information through February 2022.

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 and 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. The JIF is already planning a new training course to be launched in the Spring, lets make sure all current training is completed as soon as possible.

The Wizer training program incorporates 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 can pass through your firewalls.

He then referenced the report in the agenda stating the BURLCOJIF, as of March 6, 2022 is 93% complete (1,054 Users).

Mr. Romero then noted that to date only 11 members had confirmed the submission of their IP addresses and domains whitelisted to take advantage of the phishing email program. He stated he will be following up with those towns who have not submitted yet.

In regards to D2 Vulnerability testing, to date only 10 members have submitted their Know Your Client (KYC) questionnaire and Vendor Service Agreement (VSA). Both of these forms must be completed, signed and returned to the JIF's office. Please note that these testing exercises cannot begin until we have received both completed forms from your municipality, so please be sure to get them both in as soon as possible. He then referenced a FAQ memo included in the agenda he had compiled to assist member towns with some of the more common questions. He has been receiving. Also included in the agenda packet was a "scope breakdown" explain the two types of testing: External Vulnerability Scanning and External Penetration Testing.

In regards to the MEL's Cyber Risk Management Program, there are currently six (6) members approved in all three Tiers, and nine (9) members approved in Tier's 1 & 2. Mr. Romero noted he will be reaching out to members to see how he can assist. He noted this is moving in the right direction, but very slowly coming along and he will be reaching out to the members and visiting them to provide assistance with any of the JIF's cyber initiatives.

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 him know so they don't have to retake the training in the other towns where they work.

Mr. Romero presented a Safety Tip noting to help protect sensitive documents and comply with Tier 2 Protect Information Policy, enable BitLocker on your PC's and servers, as BitLocker can encrypt files on your PC and servers. He noted you can ask your IT professional if this can be enabled on your network.

Lastly Mr. Romero stated that all members should register with NJCCIC and MS-ISAC which has many free benefits for your municipality including, but not limited to:

- Weekly top malicious domains and IPs report
- Access to Cybersecurity table top exercises
- Incident response and digital forensics services
- Cyber alerts, bulletins, and training notifications
- And much more

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for the month of February 2022, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are prepared on a "modified cash basis" and relate to financial activity through the one month period ending February 28, 2022 for Closed Fund Years 1991 through 2017, and Fund Years 2018, 2019, 2020, 2021, and 2022.

Investment Interest

Interest received or accrued for the reporting period totaled \$11,874.07. This generated an average annual yield of .79%. However, after including an unrealized net loss of \$93,227.41 in the asset portfolio, the yield is adjusted to -5.39% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$14,696,832.71.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$98.00	\$98.00
Salvage Receipts	\$0.00	
Overpayment Reimbursements	\$0.00	
FY 2022 Premium Assessments	\$1,636,768.00	
FY 2021 MediaPro Settlement	\$2,714.00	

Loss Run Payment Register – February 2022

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 \$169,026.39. The claim detail shows 277 claim payments issued.

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

Delran Township	\$0.00
Chesterfield Township	\$2,225.00
Bordentown City	\$41,054.00
Bordentown Township	\$57,238.00
Westampton Township	\$10,534.00

Cash Activity for the Period

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$17,713,350.39 to a closing balance of \$18,477,712.89 showing an increase in the fund of \$ 764,362.50.

Bill List – March 2022

For the Executive Committee's consideration, Mr. Tontarski presented the March 2022 Bill List in the amount of \$511,488.74 which was sent out to all members prior to the meeting.

Chair McMahon entertained a motion to approve the February 2022 Loss Run Payment Register and the March 2022 Bill List in the amount of \$200,334.05, as presented.

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 *February 2022 Loss Run Payment Register and the February 2022 Bill List*, as presented.

ROLL CALL *Yeas* Amanda Somes, *Alternate*, Bass River Twp.
Rich Wolbert, Beverly City
Grace Archer, Bordentown City
Maria Carrington, Bordentown Twp.
Glenn McMahon, Chesterfield
Joe Bellina, Delran Twp.
Patricia Cahall, *Alternate*, Edgewater Park
Patrice Hansell, Fieldsboro Boro.
Steve Fazekas, Florence Twp.
Paula Kosko, Hainesport Twp.
Jay Springer, Lumberton Twp.
Mike Fitzpatrick, Mansfield Twp.
Kathy Burger, Medford Twp.
Brandon Shillingford, *Alternate*, Mt. Laurel Twp.
Susan Jackson, *Alternate*, 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.
Susan Onorato, Shamong Twp.
J. Paul Keller, Springfield Twp.
Craig Farnsworth, *Alternate*, Westampton Twp.
James Ingling, Wrightstown Boro.

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Strategic Planning Committee Meeting – March 8, 2022

Mr. Gural noted the Strategic Planning Committee met via Zoom on March 8, 2022 and the detailed minutes were a handout at today's meeting and were self-explanatory. He stated a highlight from the meeting was the discussion on holding the Annual Retreat to May 3, 2022 at Café Madison, Riverside, and the next Strategic Planning meeting will be held via Zoom on June 14th.

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

MEL/RCF/EJIF REPORTS

In the absence of Ms. Jack, Mr. Forlenza referenced two (2) MEL Bulletins included in the agenda packet:

MEL/HIF Educational Seminar Announcement: There will be two (2) virtual seminars held specifically for elected officials, Fund Commissioners, County and Authority personnel, risk managers and related professionals. Mr. Forlenza stated there were some great topics inclusive of Cyber issues and COVID safety issues, as well as the opportunity to earn CEU's. He noted you can register on the NJ MEL website.

MEL: Cyber Liability Insurance: Mr. Forlenza stated the MEL is researching the idea of forming a special purpose JIF – the Cyber JIF - to insure Cyber Liability as premiums for this coverage increased 125% for 2022. He noted himself, along with Mr. Cooney, and Mr. Grubb will be working with a special

taskforces to research these concepts. He noted he will keep the Fund updated on the development of this JIF.

MISCELLANEOUS BUSINESS

Next Meeting

Mr. Forlenza stated after discussions with the Strategic Planning Committee and the Fund Professionals, it was decided to hold the Annual Planning Retreat on April 26, with the Executive Committee Meeting following that days Retreat session, however, some conflicts had arisen, and Mr. Forlenza asked the members if they were ok with holding the Retreat on Tuesday, May 3, 2022 at Café Madison. The Executive Committee Meeting for April would take place on the regular scheduled day of April 19th, and the May Executive Committee Meeting would take place on the regular scheduled day of May 17th. The members agreed.

Chair McMahon noted that the next meeting of the BURLCO JIF will take place on **Tuesday, April 19, 2022 at 3:30 PM** in-person in at the Hainesport Municipal Building.

PUBLIC COMMENT

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

Chair McMahon opened the meeting to the public for comment.

Ms. Cahall, Alternate Fund Commissioner, Edgewater Park, complimented Ms. Schiffer on the Health & Wellness meeting noting there were 27 participants and it was a very good meeting and thanked Ms. Schiffer for her efforts.

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

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

At this time, Chair McMahon asked Mr. DeWeese if there was a need for a Closed Session. Mr. DeWeese noted, at this time, there is not a need to hold a closed Session unless anyone had any questions in regard to the PARs. No questions were entertained.

APPROVAL OF CLAIMS PAYMENTS

Chair McMahon asked members for their questions at this time. No questions were entertained.

Chair McMahon entertained a motion to approve the following PARs as reviewed and recommended by the Claims Review Committee.

<i>Workers' Compensation</i>	<i>Property</i>
2021239260	2022263014
2022255819	2022254027
2021219746	
2022262485	

Motion by Mr. Ingling, seconded by Ms. Archer, to approve Payment Authority on the Claims reviewed and recommended by the Claims Review Committee:

ROLL CALL **Yeas** Amanda Somes, *Alternate*, Bass River Twp.
Rich Wolbert, Beverly City

Grace Archer, Bordentown City
Maria Carrington, Bordentown Twp.
Glenn McMahon, Chesterfield
Joe Bellina, Delran Twp.
Patricia Cahall, *Alternate*, Edgewater Park
Patrice Hansell, Fieldsboro Boro.
Steve Fazekas, Florence Twp.
Paula Kosko, Hainesport Twp.
Jay Springer, Lumberton Twp.
Mike Fitzpatrick, Mansfield Twp.
Kathy Burger, Medford Twp.
Brandon Shillingford, *Alternate*, Mt. Laurel Twp.
Susan Jackson, *Alternate*, 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.
Susan Onorato, Shamong Twp.
J. Paul Keller, Springfield Twp.
Craig Farnsworth, *Alternate*, Westampton Twp.
James Ingling, Wrightstown Boro.

Nays: None
Abstain: None

All in Favor. Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were two (2) claim(s) recommended by the Claims Committee for abandonment of subrogation since the last meeting:

2021215075
2021225959

Motion by Mr. Wolbert, seconded by Mr. McMahon to approve the claims for abandonment of subrogation as recommended:

ROLL CALL *Yeas* Amanda Somes, *Alternate*, Bass River Twp.
Rich Wolbert, Beverly City
Grace Archer, Bordentown City
Maria Carrington, Bordentown Twp.
Glenn McMahon, Chesterfield
Joe Bellina, Delran Twp.
Patricia Cahall, *Alternate*, Edgewater Park
Patrice Hansell, Fieldsboro Boro.
Steve Fazekas, Florence Twp.
Paula Kosko, Hainesport Twp.
Jay Springer, Lumberton Twp.
Mike Fitzpatrick, Mansfield Twp.
Kathy Burger, Medford Twp.

Brandon Shillingford, *Alternate*, Mt. Laurel Twp.
Susan Jackson, *Alternate*, 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.
Susan Onorato, Shamong Twp.
J. Paul Keller, Springfield Twp.
Craig Farnsworth, *Alternate*, Westampton Twp.
James Ingling, Wrightstown Boro.

Nays: None
Abstain: None

All in Favor. Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair McMahon entertained a motion to adjourn the March 15, 2022 meeting of the BURLCO JIF.

Motion by Mr. Gural, seconded by Mr. Wolbert to adjourn the March 15, 2022 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:23 PM.

Kris Kristie,
Recording Secretary for

John Gural, SECRETARY



To: Fund Commissioners
From: Paul A. Forlenza, MGA, RMC, Executive Director
Date: April 19, 2022
Re: Executive Director's Report

.....

A. Lost Time Accident Frequency Report – (pgs. 20-21)

The February 2022 Lost Time Accident Frequency Summary and the Statewide Recap for February 2022 are attached for your review.

B. Certificates of Insurance (pgs. 22-23)

A summary of the Certificates of Insurance issued for the period February 22, 2022-March 22, 2022 are attached for your review.

C. Financial Fast Track Report

The Financial Fast Track Report as of January 31, 2022 is not available at this time. The report is generated by PERMA and provides a “snapshot” of the JIF’s financial status.

D. Regulatory Filing Checklists (pgs. 24-25)

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items outlined.

E. 2021 Safety Incentive Program Awards (pg. 26)

A letter describing how to collect your 2021 Safety Award Money was emailed out to all Fund Commissioners, Safety Coordinators, Clerks, RMCs, and the CFO’s on or about April 11, 2022. If you have any questions on how to collect your 2021 Safety Incentive Program Awards, please contact our office. **Please note that the deadline to claim or encumber these funds is November 30, 2022. All encumbered funds have to be claimed by February 1, 2023.**

F. 2022 Optional Safety Budget (pg. 27)

A consolidated announcement letter including instructions on how to collect your 2022 Optional Safety Money was emailed to all members on or about February 7, 2022. If you have any questions on how to collect your 2022 Optional Safety Budget allowance, please contact our office **Please note that the deadline to claim or encumber these funds is November 30, 2022. All encumbered funds have to be claimed by February 1, 2023.**

G. 2022 Wellness Incentive Program Allowance (pg. 28)

A consolidated announcement letter including instructions on how to collect your 2022 Wellness Incentive Program Allowance was emailed to all members on or about February 7, 2022. If you have any questions on how to collect your 2022 Wellness Incentive Program allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 30, 2022. All encumbered**

funds have to be claimed by February 1, 2023.

H. 2022 EPL/Cyber Risk Management Budget (pg. 29)

A consolidated announcement letter including instructions on how to collect your 2022 EPL/Cyber Risk Management monies was emailed to all members on or about February 7, 2022. If you have any questions on how to collect your 2022 EPL/Cyber Risk Management allowance, please contact our office **Please note that the deadline to claim or encumber these funds is November 30, 2022. All encumbered funds have to be claimed by February 1, 2023.**

I. Employment Practices Liability Compliance – (pg. 30)

A report regarding each member's compliance status with the MEL EPL/POL Risk Management Plan is included for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

J. Statutory Bond Status (pgs. 31-32)

The latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy. Any questions on the status of an application or a bond listed on the report should be directed to Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

K. Skateboard Park Approval Status (pg. 33)

The MEL has established a process, outlined in MEL Coverage Bulletin **2022-06**, which must be followed by all members who wish to construct a skateboard park and have the BURLCO JIF and MEL provide the facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward.

L. Capehart Scatchard Updates (pgs. 34-36)

John Geaney, Esq. of the law firm of Capehart Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of his latest updates are included for your information.

M. Elected Officials Training (pg. 37)

Again, this year, the Fund will be sponsoring Elected Officials training. 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. Invitations for this virtual training were emailed to all Fund Commissioners, Municipal Clerks and Risk Management Consultants on February 16, 2022. The trainings of March 9, April 6, and April 11 have been completed and the attendance sheets are posted on the JIF websites. The remaining trainings dates are April 27th and April 28th and each sessions is limited to 95 participants. Please contact the Executive Director's office if you have any questions.

N. Land Use Training Certification (pg. 38)

Attached for your review is a list of members that have provided a certification to the Fund Underwriter indicating that they have completed the Land Use Training process for at least some of their Board Members. 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. Please note that only these Board members that have completed the training are eligible for the enhanced coverage. If you would like additional copies of the Land Use Liability Training Booklets, please contact the Executive Director's office. If you have any questions regarding the individuals that have completed the training, please do not hesitate to contact Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

O. Annual Planning Retreat (pg. 39)

The Annual Planning Retreat is scheduled for May 3, 2022 at Café Madison, Riverside. A *Save the Date* was sent to all members on March 17, 2022 and the invitation was sent to Fund Commissioners, Clerks, and RMCs on April 6, 2022.

P. Safety, Wellness and Claims Coordinator Roundtable

The Safety, Wellness, and Claims Coordinator Roundtables took place on April 5, 2022 via Zoom Conferencing. The roundtable was well attended. If you have any questions on the material covered, please contact the Safety Director's Office, Wellness Director, or Claims Administrator

Q. Financial Disclosure Statement

In 2014, the Division of Local Government Services implemented a new "on line" process for completion and submission of Financial Disclosure Statements (FDS). Each Fund Commissioner has a unique PIN # for which to file for their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from the Executive Director's office once we are notified of their assignment. On or about April 11, 2022, an email, including instruction and a copy of Local Finance Notice 2022-6, was sent to all Fund Commissioners and Fund Professionals, required to complete the FDS process, notifying them of their responsibility to include their role with the JIF on their FDS. All FDS must be submitted by April 30, 2022. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie at 856-446-9136.

R. New Fund Commissioner Orientation

The BURLCO JIF New Fund Commissioner Orientation training was conducted on April 5th via Zoom Conferencing and was well attended. Any questions regarding the material covered should be directed to the Executive Director's office.

S. RMC Roundtable

A Risk Management Consultant's Roundtable has been scheduled for May 19, 2022. During these sessions, attendees will be provided important information on a variety of topics including the annual renewal process and coverages provided by the JIF. Attendees will also have an opportunity to ask questions on any subject of importance to them. Additional information including an invitation will be forthcoming as details are finalized.

T. Special Law Enforcement Officers (SLEO) Training (pg. 40)

The Annual SLEO Training will be provided in two (2) sessions; one on May 17th at Cape May Police Academy County Complex and another on May 26th at Atlantic County Policy Academy. Chris Winter sent an invitation to all Police Chiefs, Fund Commissioners and RMCs on April 6, 2022.

U. Quarterly Attendance (pg. 41)

A report detailing attendance records through the first quarter of the 2022 Fund Year is attached for your review.

V. Website (WWW.BURLCOJIF.ORG)

Please take a moment to explore the BURLCO JIF website, which contains a plethora of information in an easy to read and navigate format. If you have any questions, comments, or feedback, please contact Megan Matro at 856-446-9141 or Megan_Matro@riskprogramadministrators.com.

W. New Member Activity

Nothing to Report

**Burlington County Municipal Joint Insurance Fund
2021 Safety Incentive Program**

Member Municipality	Size	Opening Balance	"Optional" SIP Funds	Jan 2022	Feb 2022	March 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Paid in 2023	Total Paid	Remaining Balance	Date Encumber
Bass River	S	2,100.00	0.00														0.00	2,100.00	
Beverly	M	2,400.00	1,000.00														0.00	3,400.00	
Bordentown City	M	2,400.00	750.00														0.00	3,150.00	
Bordentown Twp	L	2,700.00	1,000.00														0.00	3,700.00	
Chesterfield	S	2,100.00	750.00														0.00	2,850.00	
Delanco	S	2,100.00	1,000.00														0.00	3,100.00	
Delran	L	2,700.00	750.00														0.00	3,450.00	
Edgewater	M	2,400.00	250.00														0.00	2,650.00	
Fieldsboro Boro	S	2,100.00	1,000.00														0.00	3,100.00	
Florence	L	2,700.00	1,000.00														0.00	3,700.00	
Hainesport	S	2,100.00	1,000.00														0.00	3,100.00	
Lumberton	M	2,700.00	250.00														0.00	2,950.00	
Mansfield	M	2,400.00	1,000.00														0.00	3,400.00	
Medford	XL	3,000.00	750.00														0.00	3,750.00	
Mount Laurel	XL	3,000.00	1,000.00														0.00	4,000.00	
New Hanover	S	2,100.00	0.00														0.00	2,100.00	
North Hanover	M	2,400.00	750.00														0.00	3,150.00	
Palmyra	M	2,400.00	1,000.00														0.00	3,400.00	
Pemberton Boro.	S	2,100.00	500.00														0.00	2,600.00	
Pemberton Twp.	XL	3,000.00	1,000.00														0.00	4,000.00	
Riverside	M	2,400.00	750.00														0.00	3,150.00	
Shamong	S	2,100.00	1,000.00														0.00	3,100.00	
Southampton	M	2,400.00	500.00														0.00	2,900.00	
Springfield	S	2,100.00	0.00														0.00	2,100.00	
Tabernacle	S	2,100.00	750.00														0.00	2,850.00	
Westampton	M	2,400.00	750.00														0.00	3,150.00	
Woodland	S	2,100.00	250.00														0.00	2,350.00	
Wrightstown	S	2,100.00	1,000.00														0.00	3,100.00	
Total By Line		\$66,600.00	\$19,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86,350.00	

Must be Claimed or Encumbered by November 30, 2022. All Encumbered Claims Must be Claimed by February 1, 2023

**Burlington County Municipal Joint Insurance Fund
2022 Optional Safety Budget**

Member Municipality	Opening Balance	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	Paid 2023	Total Paid	Remaining Balance	Date Encumbered
Bass River	995.00														0.00	995.00	
Beverly Ctiy	1,595.00														0.00	1,595.00	
Bordentown City	1,595.00														0.00	1,595.00	
Bordentown Twp.	2,660.00				705.00										705.00	1,955.00	
Chesterfield	995.00														0.00	995.00	
Delanco	1,595.00														0.00	1,595.00	
Delran	2,660.00														0.00	2,660.00	
Edgewater Park	1,595.00			49.99											49.99	1,545.01	
Fieldsboro	750.00														0.00	750.00	
Florence	2,660.00														0.00	2,660.00	
Hainesport	995.00														0.00	995.00	
Lumberton	2,660.00														0.00	2,660.00	
Mansfield	1,595.00														0.00	1,595.00	
Medford	4,645.00														0.00	4,645.00	
Mount Laurel	4,645.00														0.00	4,645.00	
New Hanover	750.00														0.00	750.00	
North Hanover	1,595.00														0.00	1,595.00	
Palmyra	1,595.00														0.00	1,595.00	
Pemberton Boro	995.00														0.00	995.00	
Pemberton Twp.	4,645.00														0.00	4,645.00	
Riverside	2,660.00														0.00	2,660.00	
Shamong	995.00														0.00	995.00	
Southampton	1,595.00														0.00	1,595.00	
Springfield	995.00														0.00	995.00	
Tabernacle	995.00														0.00	995.00	
Westampton	1,595.00			675.00											675.00	920.00	
Woodland	995.00														0.00	995.00	
Wrightstown	995.00														0.00	995.00	
Total By Line	52,045	\$0.00	\$0.00	\$724.99	\$705.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1,429.99	50,615.01	
Must be Claimed or Encumbered by November 30, 2022. All Encumbered Claims Must be Claimed by February 1, 2023																	

F:\DATA\Risk\EXCEL\BURLCO\2022\Safety\BURLCO 2022 REIMBURSE.xlsx]OSB

Burlington County Municipal Joint Insurance Fund 2022 Wellness Incentive Program																	
Member Municipality	Opening Balance	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	Paid 2023	Total Paid	Remaining Balance	Date of Encumber
Bass River	500.00														0.00	500.00	
Beverly	750.00														0.00	750.00	
Bordentown City	750.00														0.00	750.00	
Bordentown Twp.	1,000.00				163.35										163.35	836.65	
Chesterfield	500.00														0.00	500.00	
Delanco	750.00														0.00	750.00	
Delran	1,000.00														0.00	1,000.00	
Edgewater Park	750.00														0.00	750.00	
Fieldsboro	500.00														0.00	500.00	
Florence	1,000.00														0.00	1,000.00	
Hainesport	500.00														0.00	500.00	
Lumberton	1,000.00														0.00	1,000.00	
Mansfield	750.00														0.00	750.00	
Medford	1,500.00														0.00	1,500.00	
Mount Laurel	1,500.00														0.00	1,500.00	
New Hanover	500.00														0.00	500.00	
North Hanover	750.00														0.00	750.00	
Palmyra	750.00														0.00	750.00	
Pemberton Boro	500.00														0.00	500.00	
Pemberton Twp.	1,500.00														0.00	1,500.00	
Riverside	1,000.00														0.00	1,000.00	
Shamong	500.00														0.00	500.00	
Southampton	750.00														0.00	750.00	
Springfield	500.00														0.00	500.00	
Tabernacle	500.00														0.00	500.00	
Westampton	750.00														0.00	750.00	
Woodland	500.00														0.00	500.00	
Wrightstown	500.00														0.00	500.00	
Total By Line	\$21,750.00	\$0.00	\$0.00	\$0.00	\$163.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	163.35	21,586.65	
Must be Claimed or Encumbered by November 30, 2022. All Encumbered Claims Must be Claimed by February 1, 2023																	

F:\DATA\Risk\EXCEL\BURLCO\2022\Safety\BURLCO 2022 REIMBURSE.xlsx\WELLNESS

**Burlington County Municipal Joint Insurance Fund
2022 EPL/CYBER Risk Management Budget**

Member Municipality	Opening Balance	January 2022	Feb 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	Paid in 2023	Total Paid	Remaining Balance	Date Encumbered
Bass River	500.00														0.00	500.00	
Beverly	500.00														0.00	500.00	
Bordentown City	500.00														0.00	500.00	
Bordentown Twp.	500.00														0.00	500.00	
Chesterfield	500.00														0.00	500.00	
Delanco	500.00														0.00	500.00	
Delran	500.00														0.00	500.00	
Edgewater Park	500.00														0.00	500.00	
Fieldsboro	500.00														0.00	500.00	
Florence	500.00														0.00	500.00	
Hainesport	500.00														0.00	500.00	
Lumberton	500.00														0.00	500.00	
Mansfield	500.00														0.00	500.00	
Medford	500.00														0.00	500.00	
Mt. Laurel	500.00														0.00	500.00	
New Hanover	500.00														0.00	500.00	
North Hanover	500.00														0.00	500.00	
Palmyra	500.00														0.00	500.00	
Pemberton Boro	500.00														0.00	500.00	
Pemberton Twp.	500.00														0.00	500.00	
Riverside	500.00														0.00	500.00	
Shamong	500.00														0.00	500.00	
Southampton	500.00														0.00	500.00	
Springfield	500.00														0.00	500.00	
Tabernacle	500.00														0.00	500.00	
Westampton	500.00														0.00	500.00	
Woodland	500.00														0.00	500.00	
Wrightstown	500.00														0.00	500.00	
Total By Line	14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00	

Must be Claimed or Encumbered by November 30, 2022. All Encumbered Claims Must be Claimed by February 1, 2023

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ACM, BURLCO & TRICO JIF: 2022 Elected Officials Training

VIRTUAL WEBINARS VIA ZOOM Five Sessions Offered

Topics Covered:

WHAT IS DRIVING OUR PREMIUMS:

- ◆ LEGISLATION & REGULATORY CHANGES (SAM, Firefighters Cancer Presumption, Pension Changes)
- ◆ WORLDWIDE REINSURANCE PRESSURES (Cyber Incidents, Liability Claims, Natural Disasters)
- ◆ SOCIAL INFLATION (Plaintiff-Friendly Judgements and Higher Jury Awards)

HOW IS THE JIF HELPING YOU MANAGE THESE ISSUES?

Registration is required and each participant must be registered individually.

**Each Session Time - 6:00pm-7:30pm
Full Participation is Required for Credit**

[Click HERE to register for the Wednesday March 9th Session](#)

[Click HERE to register for the Wednesday April 6th Session](#)

[Click HERE to register for the Monday April 11th Session](#)

[Click HERE to register for the Wednesday April 27th Session](#)

[Click HERE to register for the Thursday April 28th Session](#)

ALL SESSIONS: 6:00 PM - 7:30 PM

Space is Limited. For more information, contact Paul Forlenza, Executive Director
ACM, BURLCO, TRICO JIFs c/o RPA
p: 856-446-9135 e: Paul_Forlenza@riskprogramadministrators.com

This is an opportunity to qualify for the \$250 credit
per Elected Official/Municipal Manager towards
your municipality's 2022 MEL Assessment.
(Subject to cap set by the MEL)



BURLCO JIF Annual Planning Retreat



All BURLCO JIF Fund Commissioners and/or Alternates, Safety Coordinators, Claims Coordinators, Fund Professionals and Risk Management Consultants are invited to attend.

Reminder:

Criteria for the 2022 SIP Program: Each member is required to send a delegate to at least **“one half-day session”** (*morning or afternoon*) of the Annual Planning Retreat.



Note: If you attend the entire Annual Planning Retreat, you can qualify for additional “Safety Incentive Awards” as noted in the *2022 Safety Incentive Program*

Tuesday, May 3, 2022

Café Madison, 33 Lafayette Street, Riverside, NJ

Schedule

8:00 a.m. Registration / Continental Breakfast
9:00 a.m. Program begins | Morning Session
1:00 p.m. Afternoon Session begins
3:00 p.m. Program ends

**[RSVP by Clicking
this Link](#)**

RSVP by April 22, 2022

This year, in an effort to save paper and keep costs low, we will be providing an electronic version of the Retreat Presentations prior to the event, allowing you to download all materials as a pdf to your device. You will have the option to select the hard copy binder or the electronic version when you complete the registration form.

Should you have any questions or require any additional information, please contact Sheila Ortiz at sheila_ortiz@riskprogramadministrators.com.

We look forward to seeing you at the Retreat.

2022 Special Police Officer Patrol Practices Update

Four Hour Pre-Season Training

Instructed by: Chief Denis E. Connell, Retired

TOPICS:

1. AG Guideline: Core Principles review/pursuit policy update
2. AG Directive: LE Interactions with transgendered community
3. AG Directive: Handle with care/at-risk populations
4. AG Directive: Recording Police Activities
5. New Jersey's Press Shield Law: NJSA 2A:84A-21
6. Recreational marijuana update/recent narcotics legislation
7. Review of effective report writing principles

The course is designed for newly appointed Special Officers Class I, Class II and Veteran Special Officers assigned to seasonal police duty.

NOTE:

All in-person training is conducted at COVID-compliant Academy facilities. State regulations applicable at the time of training will be enforced.



2 Sessions Offered:

Thursday, May 26, 2022

CLASS CAPACITY: 40

6pm-10pm

Atlantic County Police Academy
5033 English Creek Rd, Mays Landing

Tuesday, May 17, 2022

MAX CAPACITY: 90

6pm-10pm

Cape May Police Academy
County Complex

These training seminars are provided free of charge to ACM, BURLCO and TRICO JIF Members on a first come-first serve basis. Register your personnel today!

[**CLICK HERE TO REGISTER**](#)

PLEASE DO NOT CALL THE ACADEMY TO REGISTER

Questions? Contact Sheila Ortiz

Email: Sheila_Ortiz@RiskProgramAdministrators.com | Phone: (856) 446-9137



2022 BURLCO Meeting Attendance																			
Municipality	Name	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	# FC Attended	#ALT Attended	# Meetings	% FC Attended	%ALT Attended	Combined Attendance
(Mtg Occurred=Y)		Y	Y	Y												3			
Bass River	Renwick/Somes	FC	Alt	Alt										1	2	3	33%	67%	100%
Beverly City	Wolbert/Midgette	FC	FC	FC										3	0	3	100%	0%	100%
Bordentown City	Archer/Peak	FC	FC	FC										3	0	3	100%	0%	100%
Bordentown Twp.	Carrington/Theokas	FC	FC	FC										3	0	3	100%	0%	100%
Chesterfield Township	McMahon/Sahol	FC	FC	FC										3	0	3	100%	0%	100%
Delanco Township	Provanzano/Browne	FC	FC	FC										3	0	3	100%	0%	100%
Delran Township	Bellina/Eggers	N/A	N/A	N/A										0	0	3	0%	0%	0%
Edgewater Park Twp.	Pullion/Cahall	N/A	FC	FC										2	0	3	67%	0%	67%
Fieldsboro	Hansell, P./Lewis.C	FC	N/A	N/A										1	0	3	33%	0%	33%
Florence Township	Fazekas/Elrton	FC	FC	FC										3	0	3	100%	0%	100%
Hainesport Township	Kosko/Kilburn	FC	FC	FC										3	0	3	100%	0%	100%
Lumberton Township	Springer/Dellorco	FC	FC	FC										3	0	3	100%	0%	100%
Mansfield Township	Fitzpatrick/Magee	FC	FC	FC										3	0	3	100%	0%	100%
Medford Township	Burger/Bielec	FC	FC	FC										3	0	3	100%	0%	100%
Mt. Laurel	Mascia/Shillingford	FC	FC	FC										3	0	3	100%	0%	100%
New Hanover	Tuliano/Jackson	FC	N/A	N/A										1	0	3	33%	0%	33%
North Hanover	Picariello/Duff	FC	FC	FC										3	0	3	100%	0%	100%
Palmyra Borough	Gural/Jackson	Alt	FC	FC										2	1	3	67%	33%	100%
Pemberton Borough	Mull/Vallari	FC	N/A	N/A										1	0	3	33%	0%	33%
Pemberton Twp.	Hornickel/Brown	Alt	FC	FC										2	1	3	67%	33%	100%
Riverside Township	Mansdoerfer/Jack	FC	FC	FC										3	0	3	100%	0%	100%
Shamong Township	Onorato	FC	FC	FC										3	0	3	100%	0%	100%
Southampton Township	Hoffman	FC	FC	FC										3	0	3	100%	0%	100%
Springfield Township	Keller/Sobotka	FC	FC	FC										3	0	3	100%	0%	100%
Tabernacle Township	English/Sunbury	FC	FC	FC										3	0	3	100%	0%	100%
Westampton Township	Ent/Farnsworth	FC	FC	FC										3	0	3	100%	0%	100%
Woodland Township	Brown/Seeland	FC	N/A	N/A										1	0	3	33%	0%	33%
Wrightstown	Ingling/Gorman	FC	FC	FC										3	0	3	100%	0%	100%
28		26	23	23	28	28	28	28	28	28	28	28	28	68	4	84	81%	5%	86%
		93%	82%	82%	100%	100%	100%	100%	100%	100%	100%	100%	100%						

N/A	No representation for this municipality
FC	Fund Commissioner in attendance
ALT	Alt. Fund Commissioner in attendance



DAVID S. DEWEESE, ESQUIRE
david@deweese-lawfirm.com

D. SCOTT DEWEESE, II, ESQUIRE
scott@deweese-lawfirm.com

JOHN AMENHAUSER, ESQUIRE
john@deweese-lawfirm.com

Phone: (609) 522-5599
Facsimile: (609) 522-3003
www.DeWeeseLawFirm.com

April 4, 2022

Paul A. Forlenza, Executive Director, BURLCOJIF

ARTHUR J. GALLAGHER
RISK MGT. SERVICES, INC.

P.O. Box 530
6000 Sagemore Drive, Suite 6203
Marlton, New Jersey 08053

[via paul_forlenza@riskprogramadministrators.com]

RE: BURLCOJIF 2015 Closed Session Meeting Minutes

Dear Paul:

Please be advised that I have reviewed the redactions from the Closed Session Meeting Minutes from the Fund Year 2015 (January through December) and based upon my review of those redactions, the redactions to the February 20, 2015, June 16, 2015, and September 15, 2015 Closed Session Minutes can now be released.

If you have any questions, or need for additional information please do not hesitate to contact me.

Very truly yours,
THE DEWEESE LAW FIRM, P.C.

David S. DeWeese

DSD/b
cc:

Tracy Forlenza, Recording Secretary, BURLCOJIF
Kris Kristie, Sr. Account Representative, Risk Program Administrators
Kamini Patel, MBA, CIC, CPCU, Pooling Administrator
Chris Roselli, Acct. Mgt., Qual-Lynx
Glenn McMahon, BURLCOJIF Fund Chair

THE DEWEESE LAW FIRM
3200 PACIFIC AVENUE
WILDWOOD, NEW JERSEY 08260

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2022-_____**

**RESOLUTION AUTHORIZING THE RELEASE OF FUND YEAR 2015 CLOSED
SESSION EXECUTIVE COMMITTEE MEETING MINUTES INCLUSIVE OF
PREVIOUS REDACTED DISCUSSIONS DUE TO ONGOING LITIGATION THAT MAY
NOW BE RELEASED AS RECOMMENDED BY THE FUND SOLICITOR**

WHEREAS, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is subject to the provisions of NJSA 10:4-6 the "Open Public Meetings Act"; and

WHEREAS, in 2015, the Executive Committee, during regularly scheduled meetings of the Fund, deemed it necessary to enter into a closed session to discuss matters affecting the safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations as authorized by NJSA10:4-12; and

WHEREAS, in accordance with NJSA10:4-14 minutes of these closed sessions were transcribed by the Fund Recording Secretary and approved by the Executive Committee; and

WHEREAS, in correspondence dated February 15, 2022 the Fund Recording Secretary requested that the Fund Solicitor review the closed session meeting minutes from Fund Year 2015 to make a determination as to whether any of these previous redacted minutes could be released to the public; and

WHEREAS, in correspondence dated April 4, 2022, a copy of which is attached hereto and incorporated herein by reference, the Fund Solicitor advised the Executive Director's Office that previously redacted sections of Closed Session Minutes from the February 20, 2015; June 16, 2015; and September 15, 2015 Executive Committee Meetings can now be released to the public in their entirety as the matters have now been resolved.

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the previously redacted sections of Closed Session Minutes from the February 20, 2015; June 16, 2015; and September 15, 2015 Executive Committee Meetings can now be released in their entirety to the public as the matters have now been resolved; and

BE IT FURTHER RESOLVED that a copy of this Resolution by forwarded to the Fund Recording Secretary and Executive Director for their knowledge and action as required.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on April 19, 2022.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
John Gural, Secretary

By: _____
Glenn McMahon, Chairperson



DAVID S. DEWEESE, ESQUIRE
david@deweese-lawfirm.com

D. SCOTT DEWEESE, II, ESQUIRE
scott@deweese-lawfirm.com

JOHN AMENHAUSER, ESQUIRE
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Facsimile: (609) 522-3003
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April 4, 2022

Paul A. Forlenza, Executive Director, BURLCOJIF
ARTHUR J. GALLAGHER
RISK MGT. SERVICES, INC.
P.O. Box 530
6000 Sagemore Drive, Suite 6203
Marlton, New Jersey 08053

[via paul_forlenza@riskprogramadministrators.com]

RE: BURLCOJIF 2019 Closed Session Meeting Minutes

Dear Paul:

Please be advised that I have reviewed the redactions from the Closed Session Meeting Minutes from the Fund Year 2019 (January through December) and based upon my review of those redactions, the redactions to the July 16, 2019, November 26, 2019, and December 17, 2019 Closed Session Minutes can now be released.

If you have any questions, or need for additional information please do not hesitate to contact me.

Very truly yours,
THE DEWEESE LAW FIRM, P.C.

David S. DeWeese

DSD/b

cc: Tracy Forlenza, Recording Secretary, BURLCOJIF
Kris Kristie, Sr. Account Representative, Risk Program Administrators
Kamini Patel, MBA, CIC, CPCU, Pooling Administrator
Chris Roselli, Acct. Mgt., Qual-Lynx
Glenn McMahon, BURLCOJIF Fund Chair

THE DEWEESE LAW FIRM
3200 PACIFIC AVENUE
WILDWOOD, NEW JERSEY 08260

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2022-_____**

**RESOLUTION AUTHORIZING THE RELEASE OF FUND YEAR 2019 CLOSED
SESSION EXECUTIVE COMMITTEE MEETING MINUTES INCLUSIVE OF
PREVIOUS REDACTED DISCUSSIONS DUE TO ONGOING LITIGATION THAT MAY
NOW BE RELEASED AS RECOMMENDED BY THE FUND SOLICITOR**

WHEREAS, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is subject to the provisions of NJSA 10:4-6 the "Open Public Meetings Act"; and

WHEREAS, in 2019, the Executive Committee, during regularly scheduled meetings of the Fund, deemed it necessary to enter into a closed session to discuss matters affecting the safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations as authorized by NJSA10:4-12; and

WHEREAS, in accordance with NJSA10:4-14 minutes of these closed sessions were transcribed by the Fund Recording Secretary and approved by the Executive Committee; and

WHEREAS, in correspondence dated February 15, 2022 the Fund Recording Secretary requested that the Fund Solicitor review the closed session meeting minutes from Fund Year 2019 to make a determination as to whether any of these previous redacted minutes could be released to the public; and

WHEREAS, in correspondence dated April 4, 2022, a copy of which is attached hereto and incorporated herein by reference, the Fund Solicitor advised the Executive Director's Office that previously redacted sections of Closed Session Minutes from the July 16, 2019; November 26, 2019; and December 17, 2019 Executive Committee Meetings can now be released to the public in their entirety as the matters have now been resolved.

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the previously redacted sections of Closed Session Minutes from the July 16, 2019; November 26, 2019; and December 17, 2019 Executive Committee Meetings can now be released in their entirety to the public as the matters have now been resolved; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Fund Recording Secretary and Executive Director for their knowledge and action as required.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on April 19, 2022.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
John Gural, Secretary

By: _____
Glenn McMahon, Chairperson



DAVID S. DEWEESE, ESQUIRE
david@deweese-lawfirm.com

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April 4, 2022

Paul A. Forlenza, Executive Director, BURLCOJIF

ARTHUR J. GALLAGHER

RISK MGT. SERVICES, INC.

P.O. Box 530

6000 Sagemore Drive, Suite 6203

Marlton, New Jersey 08053

[via paul_forlenza@riskprogramadministrators.com]

RE: BURLCOJIF 2020 Closed Session Meeting Minutes

Dear Paul:

Please be advised that I have reviewed the redactions from the Closed Session Meeting Minutes from the Fund Year 2020 (January through December) and based upon my review of those redactions, the minutes can be released with the following exceptions, there are certain redacted discussions that can now be released which are as follows:

- 1.) The redactions to the June 16, 2020 Closed Session Minutes can now be released.
- 2.) The redactions to the July 21, 2020 Closed Session Minutes can now be released.
- 3.) The redactions to the October 20, 2020 Closed Session Minutes can now be released.
- 4.) The redactions to the November 17, 2020 Closed Session Minutes can now be released.
- 5.) The redactions to the December 15, 2020 Closed Session Minutes can now be released.

If you have any questions, or need for additional information please do not hesitate to contact me.

Very truly yours,
THE DEWEESE LAW FIRM, P.C.

David S. DeWeese

DSD/b

cc: Tracy Forlenza, Recording Secretary, BURLCOJIF
Kris Kristic, Sr. Account Representative, Risk Program Administrators
Kamini Patel, MBA, CIC, CPCU, Pooling Administrator
Chris Roselli, Acct. Mgt., Qual-Lynx
Glenn McMahon, BURLCOJIF Fund Chair

THE DEWEESE LAW FIRM
3200 PACIFIC AVENUE
WILDWOOD, NEW JERSEY 08260

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2022-_____**

**RESOLUTION AUTHORIZING THE RELEASE OF FUND YEAR 2020 CLOSED
SESSION EXECUTIVE COMMITTEE MEETING MINUTES INCLUSIVE OF
PREVIOUS REDACTED DISCUSSIONS DUE TO ONGOING LITIGATION THAT MAY
NOW BE RELEASED AS RECOMMENDED BY THE FUND SOLICITOR**

WHEREAS, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is subject to the provisions of NJSA 10:4-6 the "Open Public Meetings Act"; and

WHEREAS, in 2020, the Executive Committee, during regularly scheduled meetings of the Fund, deemed it necessary to enter into a closed session to discuss matters affecting the safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations as authorized by NJSA10:4-12; and

WHEREAS, in accordance with NJSA10:4-14 minutes of these closed sessions were transcribed by the Fund Recording Secretary and approved by the Executive Committee; and

WHEREAS, in correspondence dated February 15, 2022 the Fund Recording Secretary requested that the Fund Solicitor review the closed session meeting minutes from Fund Year 2020 to make a determination as to whether any of these previous redacted minutes could be released to the public; and

WHEREAS, in correspondence dated April 4, 2022, a copy of which is attached hereto and incorporated herein by reference, the Fund Solicitor advised the Executive Director's Office that previously redacted sections of Closed Session Minutes from the June 16, 2020; July 21, 2020; October 20, 2020; November 17, 2020; and December 15, 2020 Executive Committee Meetings can now be released to the public in their entirety as the matters have now been resolved.

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the previously redacted sections of Closed Session Minutes from the June 16, 2020; July 21, 2020; October 20, 2020; November 17, 2020; and December 15, 2020 Executive Committee Meetings can now be released in their entirety to the public as the matters have now been resolved; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Fund Recording Secretary and Executive Director for their knowledge and action as required.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on April 19, 2022.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
John Gural, Secretary

By: _____
Glenn McMahon, Chairperson



DAVID S. DEWEESE, ESQUIRE
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April 4, 2022

Paul A. Forlenza, Executive Director, BURLCOJIF
ARTHUR J. GALLAGHER
RISK MGT. SERVICES, INC.
P.O. Box 530
6000 Sagemore Drive, Suite 6203
Marlton, New Jersey 08053

[via paul_forlenza@riskprogramadministrators.com]

RE: BURLCOJIF 2021 Closed Session Meeting Minutes

Dear Paul:

Please be advised that I have reviewed the Closed Session Meeting Minutes from the Fund Year 2021 (January through December) and based upon my review of those minutes, the minutes can be released in their entirety.

If you have any questions, or need for additional information please do not hesitate to contact me.

Very truly yours,
THE DEWEESE LAW FIRM, P.C.

David S. DeWeese

DSD/b
cc:

Tracy Forlenza, Recording Secretary, BURLCOJIF
Kris Kristie, Sr. Account Representative, Risk Program Administrators
Kamini Patel, MBA, CIC, CPCU, Pooling Administrator
Chris Roselli, Acct. Mgt., Qual-Lynx
Glenn McMahon, BURLCOJIF Fund Chair

THE DEWEESE LAW FIRM
3200 PACIFIC AVENUE
WILDWOOD, NEW JERSEY 08260

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2022-_____**

**RESOLUTION AUTHORIZING THE RELEASE OF FUND YEAR 2021 CLOSED SESSION
EXECUTIVE COMMITTEE MEETING MINUTES AS RECOMMENDED BY THE
FUND SOLICITOR**

WHEREAS, the Burlington County Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the Burlington County Municipal Joint Insurance Fund is subject to the provisions of NJSA 10:4-6 the "Open Public Meetings Act"; and

WHEREAS, in 2021, the Executive Committee, during regularly scheduled meetings of the Fund, deemed it necessary to enter into a closed session to discuss matters affecting the safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations as authorized by NJSA10:4-12; and

WHEREAS, in accordance with NJSA10:4-14 minutes of these closed sessions were transcribed by the Fund Recording Secretary and approved by the Executive Committee; and

WHEREAS, in correspondence dated February 15, 2022 the Fund Recording Secretary requested that the Fund Solicitor review the closed session meeting minutes from Fund Year 2021 to make a determination as to whether any of these minutes could be released to the public; and

WHEREAS, in correspondence dated April 4, 2022, a copy of which is attached hereto and incorporated herein by reference, the Fund Solicitor advised the Executive Director's Office that the Closed Session Minutes from the 2021 Executive Committee Meetings can be released to the public in their entirety.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the Closed Session Minutes from the 2021 Executive Committee Meetings can be released to the public in their entirety.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Fund Recording Secretary and Executive Director for their knowledge and action as required.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on April 19, 2022.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
John Gural, Secretary

By: _____
Glenn McMahon, Chairperson

SAFETY DIRECTOR REPORT

Burlington County Municipal Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Keith Hummel, JIF Safety Director

DATE: April 6, 2022

J. A. MONTGOMERY CONSULTING SERVICE TEAM & LOSS CONTROL ACTIVITIES

Keith Hummel Associate Director Public Sector Risk Control khummel@jamontgomery.com Office: 856-552-6862 Fax: 856-552-6863	Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18 th Floor Camden, NJ 08102 P.O. Box 99106 Camden NJ 08101	John Saville Assistant Director Public Sector jsaville@jamontgomery.com Office: 732-736-5009 Cell: 609-330-4092
Robert Garish Assistant Director Public Sector rgarish@jamontgomery.com Office: 856-552-4650 Cell: 609-947-9719		Melissa Meccariello Administrative Assistant mmeccariello@jamontgomery.com Office: 856-479-2070 Cell: 609-756-7333

LOSS CONTROL SURVEYS

- Township of Florence on March 8, 2022
- Township of Southampton on March 11, 2022
- Township of Delran Safety Committee Meeting on March 22, 2022
- Township of Mansfield Safety Committee Meeting on March 30, 2022
- Township of Mansfield Member Renewal on March 30, 2022

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- City of Bordentown on March 15, 2022
- Township of North Hanover on March 23, 2022

MEETINGS ATTENDED

- Claims Committee Meeting on March 15, 2022
- Executive Fund Committee Meeting on March 15, 2022
- BURLCO Executive Safety Committee on March 29, 2022

MEL SAFETY INSTITUTE (MSI)

All MSI communications will be distributed exclusively through the NJ MEL app, and an MSI Newsletter will be emailed to summarize the communications sent through the app.

If you would like to receive communications from MEL and MSI related to your position or operations, follow the directions to select from the list of available Push Notification “subscriptions.” Click here for [NJ MEL App Directions](#).

MSI SAFETY DIRECTOR

- How to Receive Push Notifications on the NJMEL Mobile App?
- Training Announcement: Designated Employee Representative (DER) Training
- March 2022: National Ladder Safety Month
- Bus and Van Operations Safety and Risk Management Considerations
- Work Safety and Work Station Ergonomics
- Law Enforcement Risk Analysis: Vehicular Law Enforcement Crash Mitigation Considerations
- 2022 MSI Expo: In-Person Training on April 6, 2022 – Bergen County Law & Public Safety Institute
- Training Announcement: Indoor Air Quality (IAQ) Designated Person Training
- Fire Apparatus Tires Best Practices
- Playground Management
- Batting Cages Best Practices
- MSI LIVE Schedule

MSI LAW ENFORCEMENT MESSAGES

- Monell Claim - Wright vs. City of Euclid
- Sexual Assault and Harassment Awareness Month - April 2022

MSI NOW & MSI DVD

[MSI NOW](#) provides on-demand streaming videos and online classes that can be viewed 24/7 by our members. Topics pertain to many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes.

MSI NOW	
Municipality	Number of Videos
Delran	12
Mansfield	4
Mount Laurel	1
Southampton	1
Westampton	2

[MSI DVD](#) includes a vast library of DVDs topics on many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes. The DVDs can be requested free of charge for MEL members and held for up to 2 weeks so you can view them at your convenience. A prepaid self-addressed envelope is included to return the DVD.

MSI DVD	
Municipality	Number of Videos
Hainesport	1

MSI LIVE

[MSI LIVE](#) features real-time, instructor-led in-person, and virtual classes. Experienced instructors provide an interactive experience for the attendee on a broad spectrum of safety and risk control topics. Most MSI LIVE offerings have been awarded continuing education credits for municipal designations and certifications. The MSI LIVE catalog provides a description of the course, the intended audience, and available credits. The [MSI LIVE Schedule](#) is available for registration. Please register early, under-attended classes will be canceled.

To maintain the integrity of the MSI classes and our ability to offer CEUs, we must abide by the rules of the State agency that issued the designation. Chief among those rules is the attendee 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.**

For virtual classes, the MSI utilizes the Zoom platform to track the time each attendee logs in and logs out. Also, we can track participation, to demonstrate to the State agency the student also participated in polls, quizzes, and question & answer activities during the class. The MSI maintains these records to document our compliance with the State agency.

If you need assistance using the MSI Learning Management System, please call the MSI Helpdesk at 866-661-5120.

NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions, or you need to appoint a new Training Administrator, please advise Andrea Felip at afelip@jamontgomery.com.

LESSONS LEARNED FROM LOSSES

MONTHLY NEWSLETTER – APRIL 2022

POLICE VEHICLE SAFETY



The 2021 National Law Enforcement Memorial and Museum Law Enforcement Officers Fatalities Report recognized that 58 officers were killed in traffic incidents in 2021, a 38% increase from 2020. Of these 58 fatalities, 27 involved the officer being struck by a vehicle, which is an increase of 93% over the year 2020. It is clear that line of duty motor vehicle crashes remains a constant threat for law enforcement.

PLEASE CONSIDER THE FOLLOWING FOR THE SAFETY OF YOUR OFFICERS.

- Make sure officers are wearing their seatbelts at all times inside the vehicle. It is estimated that half of all police officers suffering fatalities in a car crash were not wearing seatbelts.
- Roll Call Briefings reminding officers of the dangers and best practices
- Limit the amount of time the officer is sitting in the police car on the side of the road.
- Limit equipment in the car. Make sure it is properly secured and if it cannot be secured, relocate it or secure it in the trunk.

Examples:

- Officer stopped in the crosshatched median between opposing lanes of traffic to perform paperwork when a driver drifted into this area striking the patrol vehicle. The officer suffered upper back and shoulder injuries resulting in pain management, injections and physical therapy and ultimately surgery for the shoulder, even though he was wearing a seatbelt at the time. The total costs on this claim to this point are a little over \$135,000. Even though this accident is not the fault of the officer, it could have likely been avoided by picking a safer location to perform this work.



DATE: April 01, 2022

To: The Members of the Executive Board of the BURLCO JIF

FROM: Christopher Winter, L/E Risk Management Consultant

RE: BURLCO Activities (March)

During the month of March the following agencies were visited:

Agency	Contact Purpose
Pemberton Twp. PD	Chief Jason Watters Meet / Greet Discuss Program Tour agency.
Palmyra Borough PD	Chief Meghan Campbell Meet / Greet Discuss Program Tour agency.
FlorenceTwp. PD	Chief B. Boldizar Meet / Greet Discuss Program Tour agency.
Bordentown City PD	Chief Shawn Lafferty Meet / Greet Discuss Program Tour agency.
Mount Laurel Twp. PD	Chief Stephen Riedener Meet / Greet Discuss Program Tour agency.

Delran Twp. PD	Chief James Mitchell	Meet / Greet Discuss Program Tour agency.
Pemberton Borough PD	Chief Edward Hunter	Meet / Greet Discuss Program Tour agency.
Mansfield Township PD	Chief Ronald Mulhill	Meet / Greet Discuss Program Tour agency.
Beverly City PD	Sergeant Theresa Davison	Meet / Greet Discuss Program Tour agency.

Comments: BURLCO police agencies continue to be scheduled in an effort to meet with them, tour the agency to identify potential risks, review current policy and procedure documents. Training was discussed as to what is available to them from the JIF. As a result, the above-mentioned agencies were completed. Update: There is one(1) agency that remains to be visited and pending scheduling at this time.

Policy/Procedures: Policy and Procedure requests have been received and have been forwarded to requesting agencies that will contain current L/E best practices, NJ AG Guideline and L/E Accreditation requirements. Some agencies have requested assistance with policy manual revisions and or selected topics for assistance, which is ongoing. A follow-up inquiry was conducted with agencies in regards to Critical Incident Debriefing and Transitional Duty. All agencies above have a process in place for police personnel, excluding Bordentown City and Pemberton Borough.

Training: All of the above agencies have completed the (Wizer)Cyber Security Training. Future training was discussed pertaining to Report Writing and Managing Aggressive Behavior. The Defensive Driving Course on the MEL site was encouraged to all agencies due to the increase of accidents involving officers nationwide in the past two years.



Law Enforcement Bulletins / Newsletters:

No Bulletins were distributed this month.

Meetings Attended:

L/E Consultant Meeting:	03/04/2022
BURLCO Claims Committee Meeting:	03/15//2022
BURLCO Executive Committee Meeting:	03/15/2022
Special Meeting (PTSD Claims)	03/23/2022
BURLCO Safety Committee Meeting	03/29/2022

Sincerely,

Christopher J. Winter Sr. CPM

Law Enforcement RMC

ACM, BURLCO, and TRICO JIF

609-780-4769

chriswinter1429@gmail.com

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

WELLNESS DIRECTOR'S REPORT

To: Municipal Joint Insurance Fund Members and Professionals
From: Debby Schiffer, Targeting Wellness, LLC, JIF Wellness Director
Date of meeting: April 19, 2022 at Hainesport Municipal Building
Email address: debby_schiffer@targetingwellness.com 856-322-1220

April Well-being Initiatives & Activities

I continue to reach out to my Wellness contact in an attempt to schedule time to have an idea generating conversation regarding ways to use allocated wellness funds for 2022. Several towns have already started to either implement or generate ideas for activities later this month or quarter. A lot of shifting of positions has taken place within several towns. Please notify me of any changes with your assigned Wellness Coordinator. Thank you!

Starting an employee garden – multiple benefits: fresh produces and stress relief. Other considerations: have a succulent potting event with approved snacks. Fun craft activities. Team Building activities.

Reflexology – another way to generate stress relief and relaxation to refocus on the day

Chair massages – setting up 10 minutes for employees to find some muscle and tension relief

Weight Loss Challenge - based on percentage of weight loss by individual and overall department. Keep in mind that emphasis needs to be on making lifestyle changes not merely the number on the scale.

Other ideas:

Challenges: sleep hygiene, drink more water, eat more fiber or plants, move more, step (Bingo card, tracking sheet, etc.)

Cooking demonstrations – Food Bank of South Jersey or other resources may be available. If interested, let me know and we can work on this together. May be a resource in your area I can contact on your behalf.

Employee Snack Day – providing pre-approved snack options, fruit for each department

Avenues for Promoting Well-being

Wellness Advisory Committee –

- Charter was approved at last month's Safety Committee Meeting (March 29th)
- Meeting minutes are included in your agenda packet, which I believe I addressed at the March meeting.
- Next meeting date being confirmed and will be announced at the May Executive meeting.

Wellness Coordinator Brainstorming Sessions – First meeting targeted for April 21st at 10am. All the wellness coordinators from the three JIFs have been invited to participate in this brainstorming session to share ideas and challenges while gaining peer support. Frequency – 3x in 2022 held virtually.

List of Approved Wellness Items for Fund Coverage – when ordering snacks or prize ideas, please refer to this list and the website (photos included).

Participation in Safety Committee Meetings – Thank you for your invitations to your safety meetings when appropriate. With notice I will also attend in-person meetings whenever possible.

Verbal Update on Police Pilot Program

Meeting scheduled with Dr. Elias on April 5th. (Keith Hummel and Jordan Simone, ACM JIF)

April Targeting Wellness Newsletter

This month brings more outdoor activities and with it might come the temptation to shorten the sleep time to get in more time that is fun. April is also Stress Awareness Month; stress is also affected by lack of sleep. I have therefore devoted the April Targeting Wellness Newsletter to reminding us all of the important part sleep plays

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
WELLNESS DIRECTOR'S REPORT

not only in managing stress but also in how it is the most critical self-care routines you need to implement and maintain for health and well-being.

With all the distractions and demands put on us (whether self induced or societal pressure) getting enough sleep has become a daily challenge for many. Over 30% of adults report getting less than six hours of sleep a night. Having this occur on a consistent base is setting you up for chronic health concerns. The quantity as well as the quality of sleep impacts our happiness, memory, motivation and many bodily functions.

Here is a snapshot of the topics being addressed in the April issue attached:

- **Getting enough sleep should not be taken lightly** - I share some pretty surprising information on how sleep impacts our body and mind
- **Proven Facts about Sleep** - be sure to check out the section on **memory and learning**
- **Flyer showing the positive results of getting better sleep** - might want to print this page and post it in your employee lounge/break room
- **Sleep Hygiene Checklist** - what are you currently doing and what can you add?
- **Is napping a good idea?** You may be surprised at this answer. Important to read **especially if you are a first responder!**
- **Nutrition Bites:** Fuel your gut with Fiber.
- **Nutrition Bites:** Old advertisements - What were they thinking? **Would we fall for this today?**
- **Recipe Corner: Teriyaki Brussels Sprouts** (highly recommended)





**Burlington County Municipal JIF
Managed Care Summary Report
2022**

Intake	March-22	March-21	2022 March YTD	2021 March YTD
# of New Claims Reported	18	40	113	140
# of Report Only	9	20	72	85
% Report Only	50%	50%	64%	61%
# of Medical Only	5	12	29	33
# of Lost Time	2	8	10	22
Medical Only to Lost Time Ratio	71:29	60:40	74:26	60:40
Claim Petition	2	0	2	0
COVID-19	2	28	2	98
Average Days Reported To Qual-Lynx (Indemnity, Medical Only, Report Only)	1.3	5.3	5.1	5.0
Average Days Reported To Employer (Indemnity, Medical Only, Report Only)	0.2		1.2	

Nurse Case Management	March-22	March-21
# of Cases Assigned to Case Management	23	21
# of Cases >90 days	16	20

Savings	March-22	March-21	2022 March YTD	2021 March YTD
Bill Count	123	218	339	474
Provider Charges	\$244,119	\$400,014	\$484,669	\$990,760
Repriced Amount	\$127,923	\$192,933	\$231,786	\$361,418
Savings \$	\$116,196	\$207,081	\$252,883	\$629,341
% Savings	48%	52%	52%	64%

QualCare Provider Network Penetration Rate	March-22	March-21	2022 March YTD	2021 March YTD
Bill Count	97%	95%	95%	95%
Provider Charges	99%	96%	97%	95%

Exclusive Provider Panel Penetration Rate	March-22	March-21	2022 March YTD	2021 March YTD
Bill Count	94%	96%	92%	95%
Provider Charges	97%	93%	97%	86%

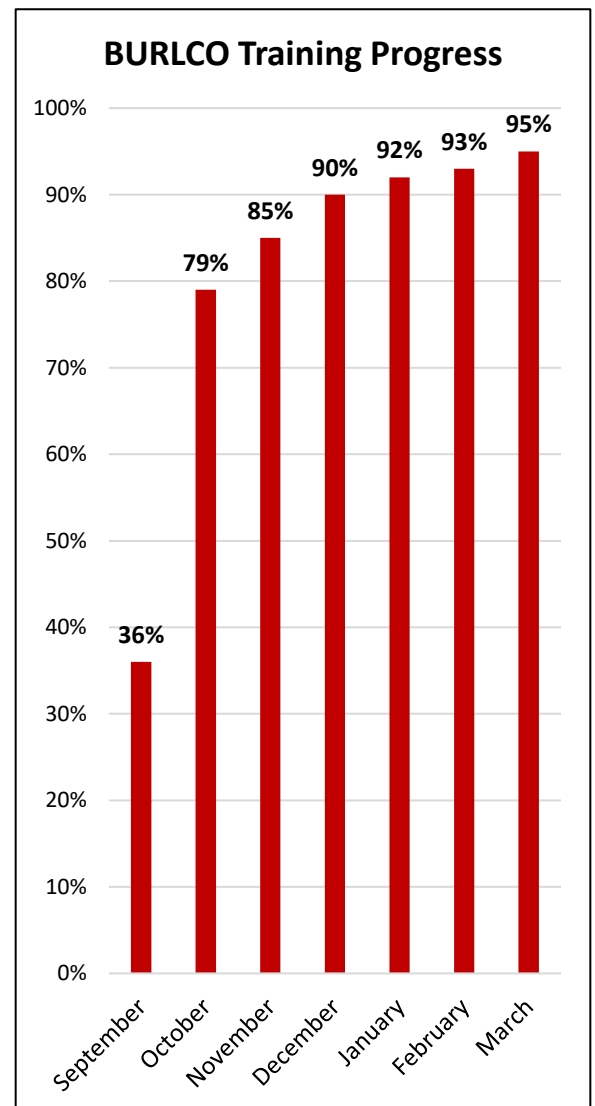
Transitional Duty Summary		2022 March YTD	2021 March YTD
% of Transitional Duty Days Worked		85%	69%
\$ Saved By Accommodating		\$49,819	\$41,197
% of Transitional Duty Days Not Accommodated		15%	31%
Cost Of Days Not Accommodated		\$6,785	\$21,245



Cyber Risk Management Monthly Executive Report April 5, 2022

Wizer Training

BURLCO JIF Training Status		
Municipality	Total Users 1048	Training Completion 95%
Bass River Township	14	100
Bordentown City	22	100
Bordentown Township	48	100
Chesterfield Township	14	100
Delanco Township	28	100
Fieldsboro Borough	4	100
Florence Township	60	100
Hainesport Township	10	100
Mansfield Township	75	100
Pemberton Borough	13	100
Pemberton Township	98	100
Shamong Township	9	100
Wrightstown Borough	4	100
Westampton Township	88	99
Delran Township	59	98
Edgewater Park Township	33	97
North Hanover Township	29	97
Lumberton Township	46	95
Southampton Township	14	93
Beverly City	20	90
Medford Township	126	90
Mount Laurel Township	147	90
Palmyra Borough	21	86
Tabernacle Township	23	83
New Hanover Township	8	75
Springfield Township	20	70
Riverside Township	3	67
Woodland Township	11	64



BURLCO JIF	WIZER - Whitelisting	
	Confirmation Sent to Wizer	Wizer Notes
Bass River Township	2/15/2022	Ongoing phishing campaign
Beverly City		Whitelisting confirmation not received
Bordentown City	3/15/2022	Ongoing phishing campaign
Bordentown Township	3/3/2022	Awaiting test email confirmation
Chesterfield Township	2/28/2022	Ongoing phishing campaign
Delanco Township	3/14/2022	Ongoing phishing campaign
Delran Township		Whitelisting confirmation not received
Edgewater Park Township	3/6/2022	Awaiting test email confirmation
Fieldsboro Borough		Whitelisting confirmation not received
Florence Township	3/23/2022	Awaiting test email confirmation
Hainesport Township	2/15/2022	Ongoing phishing campaign
Lumberton Township		Whitelisting confirmation not received
Mansfield Township	-----	Not participating in program
Medford Township	3/15/2022	Ongoing phishing campaign
Mount Laurel Township	2/24/2022	Ongoing phishing campaign
New Hanover Township		Whitelisting confirmation not received
North Hanover Township		Whitelisting confirmation not received
Palmyra Borough	3/24/2022	Ongoing phishing campaign
Pemberton Borough		Whitelisting confirmation not received
Pemberton Township	3/4/2022	Awaiting test email confirmation
Riverside Township	3/8/2022	Ongoing phishing campaign
Shamong Township		Whitelisting confirmation not received
Southampton Township		Whitelisting confirmation not received
Springfield Township		Whitelisting confirmation not received
Tabernacle Township		Whitelisting confirmation not received
Westampton Township		Whitelisting confirmation not received
Woodland Township		Whitelisting confirmation not received
Wrightstown Borough		Whitelisting confirmation not received

Studies show that training & phishing simulations will improve your overall cybersecurity posture & reduce cyber incidents.



Phishing Compliance Status

Ongoing	9	14%
Awaiting test email confirmation	4	32%
Whitelisting confirmation not received	14	50%
Not participating in program	1	4%

D2 Cybersecurity Vulnerability & Pen Testing

BURLCO JIF	D2 Scanning & Penetration	
	KYC & VSA Sent to D2	D2 NOTES
Bass River Township	2/22/2022	Testing in progress
Beverly City	2/17/2022	Testing in progress
Bordentown City	3/15/2022	Testing in progress
Bordentown Township	2/28/2022	Testing in progress
Chesterfield Township	3/15/2022	Testing in progress
Delanco Township	3/21/2022	Testing in progress
Delran Township		KYC & VSA not received
Edgewater Park Township	2/21/2022	Testing in progress
Fieldsboro Borough		KYC & VSA not received
Florence Township	3/25/2022	Testing in progress
Hainesport Township	3/21/2022	Testing in progress
Lumberton Township	3/4/2022	Testing in progress
Mansfield Township	-----	Not participating in program
Medford Township	3/24/2022	Testing in progress
Mount Laurel Township	3/8/2022	Testing in progress
New Hanover Township		KYC & VSA not received
North Hanover Township		KYC & VSA not received
Palmyra Borough	3/4/2022	Testing in progress
Pemberton Borough	2/16/2022	Testing in progress
Pemberton Township	4/5/2022	Testing in progress
Riverside Township	2/28/2022	Testing in progress
Shamong Township		KYC & VSA not received
Southampton Township		KYC & VSA not received
Springfield Township		KYC & VSA not received
Tabernacle Township		KYC & VSA not received
Westampton Township		KYC & VSA not received
Woodland Township		KYC & VSA not received
Wrightstown Borough		KYC & VSA not received



Network vulnerability scans and penetration tests are finding high and critical vulnerabilities across various municipalities.

How secure is your network ?

Let the good guys test your network's security before the bad guys do.

Vulnerability Scanning & Pen Testing			
Testing in progress	16	57%	
KYC & VSA not received	11	39%	
Not participating in program	1	4%	

Some recent vulnerability findings:

- A medium level vulnerability identified cameras and monitoring software used in parks, municipal building and PD that were manufactured by a Chinese company owned by the Chinese government and as of 10/22/21 was banned from sales in the US due to security concerns.
- A critical vulnerability was found during a penetration test identifying a decommissioned mail server back in 2021 that was still connected to the network posing vulnerable security threats to the network.
- A critical vulnerability was found during a vulnerability scan identifying a device connected to the network since 2011 that had major security flaws. It was forgotten as no one ever used that particular device.
- A critical vulnerability was found through the penetration testing exercise identifying exploitable gaps in their network.
- A critical vulnerability was found where the Penetration Testers were able to breach the network due to the municipality using default passwords.

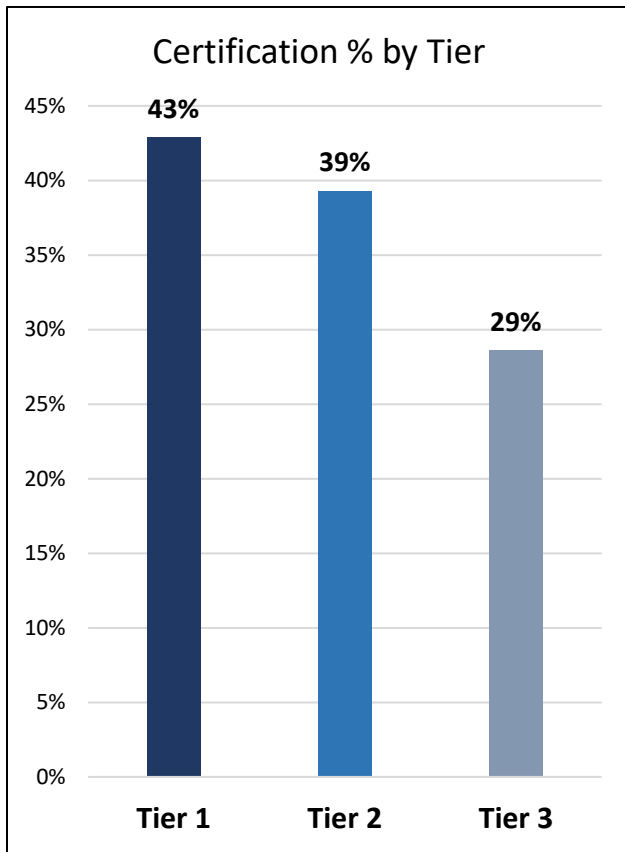
MEL's Cyber Risk Management



BURLCO JIF	Status	Tier 1	Tier 2	Tier 3
Bass River Twp	Checklist Submitted to the MEL	Approved	Approved	Incomplete
Beverly City	Waiting for Risk Questionnaire			
Bordentown City	Risk Questionnaire to be reviewed			
Bordentown Twp	Waiting for Certification Checklist	Incomplete	Incomplete	Incomplete
Chesterfield Twp	Waiting for Risk Questionnaire			
Delanco Twp	Checklist Submitted to the MEL	Approved	Approved	Approved
Delran Twp	Waiting for Certification Checklist	Incomplete	Incomplete	Incomplete
Edgewater Park Twp	Checklist Submitted to the MEL	Approved	Incomplete	Incomplete
Fieldsboro Twp	Waiting for Risk Questionnaire			
Florence Twp	Waiting for Certification Checklist			
Hainesport Twp	Checklist Submitted to the MEL	Approved	Approved	Approved
Lumberton Twp	Checklist Submitted to the MEL	Approved	Approved	Approved
Mansfield Twp	Checklist Submitted to the MEL	Approved	Approved	Approved
Medford Twp	Waiting for Certification Checklist	Approved	Approved	Approved
Mount Laurel Twp	Waiting for Risk Questionnaire			
New Hanover Twp	Waiting for Risk Questionnaire			
North Hanover Twp	Waiting for Certification Checklist			
Palmyra Borough	Checklist Submitted to the MEL	Approved	Approved	Approved
Pemberton Borough	Checklist Submitted to the MEL	Approved	Approved	Approved
Pemberton Twp	Checklist Submitted to the MEL	Approved	Approved	Approved
Riverside Twp	Checklist Submitted to the MEL	Approved	Approved	Incomplete
Shamong Twp	Waiting for Risk Questionnaire	Incomplete	Incomplete	Incomplete
Southampton Twp	Checklist Submitted to the MEL	Approved	Approved	Incomplete
Springfield Twp	Waiting for Certification Checklist			
Tabernacle Twp	Waiting for Certification Checklist	Incomplete	Incomplete	Incomplete
Westampton Twp	Waiting for Risk Questionnaire			
Woodland Twp	Waiting for Risk Questionnaire			
Wrightstown Borough	Risk Questionnaire to be reviewed			

	Tier 1	Tier 2	Tier 3
Number Approved	12	11	8
% Approved	43%	39%	29%
Number Incomplete	4	5	8
% Incomplete	14%	18%	29%

Approved	A certification checklist that has been reviewed and submitted to the MEL by the Technology Director.
Approved	A certification checklist that has been submitted to the MEL via Oragami and is deemed approved.
Incomplete	A certification checklist that has been submitted to the MEL via Oragami that is incomplete.



Up Coming Events

- ✓ We continue to reach out to the members to schedule onsite visits to provide assistance with any of the JIF's cyber initiatives as some of these programs can be challenging or overwhelming.
- ✓ The new cyber awareness training course is expected to be rolled out by end of April or early May.

Cyber security company Hive Systems crunched the numbers and computed how long it would take hackers to brute force their way into your password, based on the character length and complexity (case, numbers, and symbols). Here is what they found.

TIME IT TAKES A HACKER TO BRUTE FORCE YOUR PASSWORD IN 2022					
Number of Characters	Numbers Only	Lowercase Letters	Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters, Symbols
4	Instantly	Instantly	Instantly	Instantly	Instantly
5	Instantly	Instantly	Instantly	Instantly	Instantly
6	Instantly	Instantly	Instantly	Instantly	Instantly
7	Instantly	Instantly	2 secs	7 secs	31 secs
8	Instantly	Instantly	2 mins	7 mins	39 mins
9	Instantly	10 secs	1 hour	7 hours	2 days
10	Instantly	4 mins	3 days	3 weeks	5 months
11	Instantly	2 hours	5 months	3 years	34 years
12	2 secs	2 days	24 years	200 years	3k years
13	19 secs	2 months	1k years	12k years	202k years
14	3 mins	4 years	64k years	750k years	16m years
15	32 mins	100 years	3m years	46m years	1bn years
16	5 hours	3k years	173m years	3bn years	92bn years
17	2 days	69k years	9bn years	179bn years	7tn years
18	3 weeks	2m years	467bn years	11tn years	438tn years


[Learn about our methodology at hivesystems.io/password](https://hivesystems.io/password)

Take the time to review and strengthen your current passwords at work and at home. Use a passphrase that is long, (16 character or more) with no spaces between characters and you can easily remember.

Passphrase example: I love driving my red truck in the fall

Password would be written as: **Ilovedrivingmyredtruckinthefall**

April 11, 2022

To the Members of the
Executive Board of the
Burlington County Municipal
Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the one month period ending March 31, 2022 for Closed Fund Years 1991 to 2017, and Fund Years 2018, 2019, 2020, 2021 and 2022. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST & INVESTMENTS:

Interest received or accrued for the reporting period totaled \$ 12,368.04. This generated an average annual yield of .82%. However, after including an unrealized net loss of \$ 359,427.86 in the asset portfolio, the yield is adjusted to -23.91% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$14,348,515.14.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 18,786.18 w/YTD Total \$ 18,884.18
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 5,981.95

LOSS RUN PAYMENT REGISTER ACTIVITY FOR THE PERIOD: (Action Item)

The enclosed report 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 \$ 354,611.25. The claims detail shows 260 claim payments issued.

A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END: (\$ 76. Interest Allocated)

Delran Township	\$ 0.00
Chesterfield Township	\$ 2,226.00
Bordentown City	\$ 41,083.00
Bordentown Township	\$ 57,323.00
Westampton Township	\$ 10,541.00
E-JIF Dividend	\$180,681.02

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 18,477,712.89 to a closing balance of \$ 17,603,177.44 showing a decrease in the fund of \$ 874,535.45. A detailed reconciliation of this change, including its affect on our banking instruments, is included in my report.

BILL LIST FOR THE PERIOD: (Action Item)

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list at the end of my report.

The information contained in this cover report is a summary of key elements related to activity during the reporting period. Other detailed information is contained in the attached documents and, if desired, a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

BILL LIST - APRIL 2022

	Payee	FY2022	FY2021	JIF Appropriation	Description
1	Arthur J. Gallagher Risk Management Services	31,880.00		Prof Services/Administration	April 2022 Fee
2	Arthur J. Gallagher Risk Management Services	70.69		Misc/Postage/Copies/Faxes	Postage/copies expenses-March
3	Arthur J. Gallagher Risk Management Services	66.00		Misc/JIF Website	Wpforms annual renewal split with ACM and Trico
4	The DeWeese Law Firm, P.C.	6,287.00		Prof Services/Attorney	April 2022 Fees
5	Bowman & Company LLP		9,816.00	Prof Services/Auditor	#100005 progress bill for 12/31/2020 audit
6	Bowman & Company LLP	6,059.50		Prof Services/Payroll Auditor	#100004 1st half bill for WC payroll audit
7	Qual-Lynx	18,316.00		Prof Services/Claims Admin.	April 2022 Fees
8	Joyce Media	390.00		Misc/JIF Website	April 2022 Fees
9	Christopher J. Winter Sr.	1,833.00		Training/Police Risk Services	Law Enforcement Consultant-April 2022 fees
10	Kris Kristie	383.00		Misc/Recording Secretary	April 2022 Fees
11	J. A. Montgomery Risk Control Services	11,715.00		Prof Services/Safety Director	April 2022 Fees
12	J. A. Montgomery Risk Control Services		37,536.00	Training/Right to Know	Inv#551289; RTK 2021 Inventory Services
13	Secure Data Consulting Services, LLC	5,544.00		Prof Services/Technology Risk Serv Dir	April 2022 Fees
14	Tom Tontarski	987.00		Prof Services/Treasurer	April 2022 Fees
15	Tom Tontarski	13.47		Misc/Postage/Copies/Faxes	overnighting checks (split)- March
16	Conner Strong & Buckelew	711.00		Prof Services/Underwriting Mgr	April 2022 Fees
17	Debby Schiffer	2,558.00		Wellness Program	April 2022 Fees
18	Apex Insurance Services c/o QBE Insurance	387,186.50		EPL/POL Policy - Excess Insurance	EPL Coverage; P#QJC01005-06; 1/1/22-1/1/23; Inv#749759 2nd installment
19	Apex Insurance Services c/o QBE Insurance	5,678.50		EPL/POL Policy - Excess Insurance	VDO Coverage; P#QVC01005-06; 1/1/22-1/1/23; Inv#7497779; 2nd installment
20	Conner Strong & Buckelew	1,114.00		Misc/Fidelity Bond (Admin/TPA/Treasu	Exe Dir/Treasurer/Claims admin fidelity bond
21	Arc Reprographics	172.10		Misc/Printing	Inv#279858 Safety Posters
22	Connell Consulting LLC	600.00		Training/Training	3/27/22 Proactive Police Supervision course (6 people)
23	Courier Post	292.96		Misc/Legal Notices	Ad#5117227 mtg schedule; #5117255 contract awards
24	Iron Mountain	72.94		Misc/Record Retention Service	"Inv#GLJP623; Storage 4/1-30/22; Service 2/23-3/22/22
25	Office Depot	37.76		Misc/Office Supplies	Recorder, case, earphones #232669789, 234416380
26	Riverview Properties	250.00		Misc/Annual Planning Retreat	Deposit for 5/3/22 planning retreat
27	Township of Bordentown	163.35		Wellness Program	Spring into fitness challenge prizes
28	Township of Bordentown	705.00		Optional Safety Budget	HEPA air filters (pre-approved)
29	Borough of Fieldsboro		744.08	Optional Safety Budget	Appealed-approved by safety comm 3/29/22
30	Borough of Fieldsboro		347.84	Wellness Program	Appealed-approved by safety comm 3/29/22
31	Borough of Fieldsboro		317.98	EPL/CYBER/EPL/Cyber Incentive Program	Appealed-approved by safety comm 3/29/22
	Subtotals	\$483,086.77	\$48,761.90		

JIF Bill List Total

\$531,848.67



Municipal Excess Liability Joint Insurance Fund

9 Campus Drive – Suite 216
Parsippany, NJ 07054
Tel (201) 881-7632
Fax (201) 881-7633

Date: March 25, 2022
To: Burlington County Municipal Joint Insurance Fund
From: Commissioner Jack
Subject: MEL June Report

2022 MEL, MR HIF & NJCE JIF Educational Seminar: The 11th annual seminar will be conducted virtually on 2 half-day sessions: Friday, April 29th and Friday, May 6th from 9AM to 12PM. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF). A notice was distributed to members, risk managers and professionals via email.

2021/2022 Elected Officials Seminar: The MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. A flyer with instructions to complete the course; flyer has been distributed to commissioners and is posted to the MEL's webpage – njmel.org.

The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2022. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is approximately 5% of the member's assessment.

MEL Cyber Liability JIF: A committee was formed at the MEL's 2022 Reorganization meeting to research the creation of a special JIF to insure Cyber Liability. The committee is comprised of MEL Commissioners, Executive Directors and Professionals; to date the full committee has met twice to meet the target start-up date of January 1, 2023. Enclosed is a memorandum on the progress to date. The topic will be more fully discussed during the retreat.

2022 Financial Disclosures: JIF Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of any other municipal related positions that require filing. It is anticipated the Division of Local Government Services will distribute a notice with filing instruction in March with a deadline to file by April 30th.

Sexual Molestation Claims: Local affiliated JIF members are beginning to see claims filed alleging sexual molestation with occurrence dates preceding JIF formation and/or membership terms. Fund Attorney conducted a search to find an Archivist Firm. Fund Attorney said the EJIF had hired a firm with great success in helping the EJIF recover from policies predating the JIF. That firm is no longer in existence. Resolution 20-22 adopted awarding a contract to Policy Find to help members identify prior policies to submit these claims for coverage.

Anderson Kill: The MEL is still working with Anderson Kill in the matter of Covid claims. Resolution 21-22 was adopted to renew the arrangement.

RCF: A copy of Commissioner Clarke's report on the RCF's January Reorganization, submitted for information. RCF also met prior to MEL meeting.

September Meeting: This year, we reset the scheduled meeting times for the MEL to avoid conflicts with holidays. However, we scheduled the September date for September 8th and that conflicts with other JIF meetings. The Board will be reconsidering the date of September meeting.

Management Committee: Committee met on January 14th to confirm excess insurance placements, the Middlesex Joint Insurance Fund, Enlyte purchase of Quani (Qual-lynx and Qualcare) and pilot program for table-top property appraisals. Minutes are enclosed, for information.

Legislative Committee: Committee met on February 25th; minutes are enclosed, for information.

Marketing Committee: We are in the process of scheduling a meeting of the Marketing Committee for early April.

Safety & Education Committee: Committee met on February 4th; enclosed are the minutes for information. FirstNet is no longer able to support the MEL's current Learning Management System. A competitive contracting RFP has been issued with a March 23rd due date. We hope to have a new vendor in place by July 1, 2022 to allow for a smooth transition.

Coverage Committee: Committee is in the process of scheduling a meeting for April.

Claims Committee: The Claims Review Committee met on January 6th and March 18th; minutes of these meetings are sent to the full MEL Board separately from the agenda. The Claims Review Committee is scheduled to meet next on May 5th.

Due Diligence

Financial Fast Track – as of 12/31/21. Report not yet completed but Executive Director reviewed the various items that have impacted the MEL Financials, such as the change in accidental disability pension offsets, Covid 19 claims for 2020 and 2021, and Hurricane Ida.



Municipal Excess Liability Residual Claims Fund

9 Campus Drive – Suite 216
Parsippany, New Jersey 07054
Tel (201) 881-7632
Fax (201) 881-7633

March 25, 2022

Memo to: Burlington County Municipal Joint Insurance Fund

From: Commissioner Jack

Re: RCF March 2022 Meeting Summary

2022 Fiscal Management Plan Amendment: The Fund Office has been notified that Secretary Champney will be using her legal name, Megan Champney Kwesela, as signatory. The Board of Fund Commissioners approved Resolution 12-22 to amend the Fiscal Management Plan to reflect the change.

Attorney Retreat Topic: Fund Attorney discussed the importance of good collaboration with reinsurers on large complex claims and cited several examples over the past year, highlighted by the case Papps vs Princeton. The Fund Attorney noted the success of the RCF claims committee and Chris Botta's efforts to receive one hundred percent reimbursement on such excess claims.

RCF Professionals Contracts: Contracts are currently being distributed for signatures.

Financial Disclosures: JIF Commissioners should anticipate the Division of Local Government Services to distribute a notice with filing instruction in March with a deadline to file by April 30th.

Claims Committee: The Claims Review Committee met on January 6, 2022 and March 2, 2022; minutes of the January meeting were distributed under separate cover.

June Meeting: As a reminder this meeting is scheduled for Thursday, June 2, 2022 at 10:30AM at the Forsgate Country Club.



**New Jersey Municipal Environmental
Risk Management Fund**

9 Campus Drive, Suite 216

Parsippany, New Jersey

Tel (201) 881-7632

Fax (201) 881-7633

DATE: March 25, 2022

TO: Burlington County Municipal Joint insurance Fund

FROM: Commissioner Jack

SUBJECT: Summary of Topics Discussed at E-JIF Meeting

REVISED BUDGET AND PROFESSIONAL FEE AMENDMENT RESOLUTION - The revised 2022 budget and Resolution #16-22 were included in the agenda and adopted by the Board. The revisions reflected the four new members added to the local JIFs for 2022 and the associated professional fee contract increases. The revised budget is included in this report.

ACTUARIAL IBNR REPORT – Mr. Kullman of Aon was present at the meeting and referenced his full report, valued as of December 31, 2021, which was included in the agenda.

EJIF EMERGENCY POSTERS – The Fund's supply of Environmental Emergency Information posters is running low. A motion was made and accepted to authorize Drew & Rodgers Inc. to reproduce 1,000 posters for a total of \$1,760, including shipping.

EJIF Coverage Committee – The coverage committee will meet to discuss and examine the recent changes in standards (regulatory) of contaminant levels of PFOA/PFAS in drinking water and how same could affect the EJIF program. An overview of this issue was given by Jim Maley Esq. of Maley Givens.

NEXT MEETING – The next meeting of the EJIF is scheduled for Thursday, June 2, 2022 at 10:50AM at the Forsgate Country Club, Jamesburg.

2022 BUDGET

3/16/2022 16:13	2022 CERTIFIED BUDGET	Adj XS Agg Ins	Atlantic City MUA	Pennsauken - Cam JIF	East Newark - SubMetro JIF	South Bound Brook - Central JIF	2022 REVISED BUDGET		
			New Member	New Member	New Member	New Member	TOTAL	CHANGE	CHANGE
								\$	%
I. Claims and Excess Insurance									
Claims									
Third Party (Non-Site Specific)	417,023		1,242	3,319	223	422	422,229	5,206	1.2%
On Site Cleanup (Site Specific)	229,926		685	1,832	123	233	232,799	2,873	1.2%
PO Pollution Liability	153,284		456	1,220	82	155	155,197	1,913	1.2%
Tank Systems	214,146		638	1,707	114	217	216,822	2,676	1.2%
DMA Waste Sites (Superfund Buyout)	1,205,116		3,588	9,593	643	1,220	1,220,160	15,044	1.2%
LFC	21,239						21,239	-	0.0%
Total Loss Fund	2,240,734		6,609	17,671	1,185	2,247	2,268,446	27,712	1.2%
II. Expenses, Fees & Contingency									
Professional Services									
Actuary	62,500						62,500	-	0.0%
Attorney	89,733		268	716	48	91	90,856	1,123	1.3%
Auditor	17,275						17,275	-	0.0%
Executive Director	331,308		987	2,638	177	335	335,445	4,137	1.2%
Treasurer	21,305						21,305	-	0.0%
Legislative Agent	45,000						45,000	-	0.0%
Underwriting Managers	262,410		781	2,089	140	266	265,686	3,276	1.2%
Environmental Services	469,300		1,398	3,736	250	475	475,159	5,859	1.2%
Claims Administration	31,015		92	247	17	31	31,402	387	1.2%
Subtotal - Contracted Prof Svcs	1,329,846		3,526	9,426	632	1,198	1,344,628	14,782	1.1%
Non-Contracted Services									
Expenses contingency	27,989		83	222	15	28	28,337	348	1.2%
Member Testing	8,326						8,326	-	0.0%
Subtotal - Non-contracted svcs	36,315		83	222	15	28	36,663	348	1.0%
Subtotal-Contracted/Non-contracted svcs	1,366,161		3,609	9,648	647	1,226	1,381,291	15,130	1.1%
Excess Aggregate Insurance	533,550	8,517	83	3,319	269	511	546,249	12,699	2.4%
General Contingency	225,137	(8,517)	2,698	4,104	229	435	224,086	(1,051)	-0.5%
Total Exp, Fees & Contingency	2,124,848	-	6,390	17,071	1,145	2,172	2,151,626	26,778	1.3%
TOTAL JIF APPROPRIATIONS	4,365,582	-	12,999	34,742	2,330	4,419	4,420,072	54,490	1.2%
*LFC = Members not based on population (i.e. Parking Auth, Health Commissions, Fire Dept, OMTA)							(3)		