

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

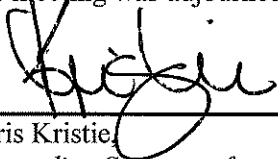
All in Favor. Motion carried by unanimous vote.

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

Acting Secretary