

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Hainesport Municipal Building, Hainesport, NJ

January 17, 2023 @ 3:30 pm

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The ***Reorganizational*** meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held at the Hainesport Municipal Building, Hainesport, NJ on Tuesday, January 17, 2022. Fund Secretary, John Gural, **Palmyra Borough**, presiding. The meeting was called to order at 3:30 PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY FUND SECRETARY

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to the ***Burlington County Times***, Mt. Holly, NJ, and to the ***Courier Post***, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Burlington County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Burlington County Municipal Joint Insurance Fund.

ROLL CALL of the 2022 FUND COMMISSIONERS

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Steve Fazekas, **Florence Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Kathy Burger, **Medford Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, **Palmyra Borough**
Mike Mansdoerfer, **Riverside Twp.**
Meghan Jack, **Alternate, Riverside Twp.**
Susan Onorato, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Jay Renwick, **Bass River Twp.**
Maria Carrington, **Bordentown Twp.**
Glenn McMahon, **Chesterfield**
Joe Bellina, **Delran Twp.**
Erin Provenzano, **Delanco Twp.**
Tom Pullion, **Edgewater Park**
Bobbie Quinn, **Lumberton Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Kathy Smick, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp.**
Lisa Cummins, **Tabernacle Twp.**
Maryalice Brown, **Woodland Twp.**

Those also in attendance were:

Paul A. Forlenza, MGA, *Executive Director, RPA – A Division of Gallagher*
Kamini Patel, MBA, CIC, CPCU, AIDA, *Pooling Administrator, RPA – A Division of Gallagher*
David DeWeese, Fund Solicitor, *The DeWeese Law Firm, P.C.*
John Saville, Risk Control Consultant, *J.A. Montgomery*
Chris Roselli, Account Manager, *General Liability Unit, Qual-Lynx*
Karen Beatty, Account Manager, *Qual-Care*
Tom Tontarski, *Treasurer*
Debby Schiffer, Wellness Director, *Targeting Wellness*
Chris Winter, *Law Enforcement Risk Management Consultant*
Lou Romero, *Technology Risk Services Director*

Also present were the following Risk Management Consultant agencies:

Barclay Insurance
Hardenberg Insurance Group
Conner Strong & Buckelew
Insurance Agency Management

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

APPROVAL OF MINUTES

In the absence of Fund Chair McMahon, Fund Secretary Gural presented the Open session meeting minutes of the December 18, 2022 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Ingling, seconded by Mr. Wolbert to approve the Open session meeting minutes of the November 22, 2022 meeting. All in Favor. Abstained – Mr. Sahol and Mr. Hornickel. Motion carried by majority vote.

ADJOURN THE SINE DIE MEETING

Fund Secretary Gural entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Wolbert, seconded by Mr. Hornickel, to adjourn the Sine Die Meeting. All in favor. Motion carried.

Mr. Forlenza welcomed all in attendance to the 2023 *Reorganization Meeting of the BURLCO JIF*. He then requested a roll call of the 2023 Fund Commissioners

ROLL CALL of the 2023 FUND COMMISSIONERS

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Tom Sahol, **Chesterfield**
Fern Oullette, *Alternate*, **Delanco Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Steve Fazekas, **Florence Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Bobbie Quinn, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Kathy Burger, **Medford Twp.**
Susan Jackson, **New Hanover Twp.**

John Gural, **Palmyra Borough**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Bass River Twp.
Maria Carrington, **Bordentown Twp.**
Joe Bellina, **Delran Twp.**
Kathy Smick, **Pemberton Borough**
Kathy Hoffman, **Southampton Twp**
Lisa Cummins, **Tabernacle Twp.**
Maryalice Brown, **Woodland Twp.**

ELECTION OF 2023 OFFICERS

2023 Nomination Slate

Mr. Forlenza presented for the membership's consideration the 2023 Nomination Slate. The Nominating Committee met in November 2022 and presented the 2023 Nomination Slate at the November and December 2022 Executive Committee Meetings as follows:

Chair:	John Gural, Palmyra Borough
Secretary:	Richard Wolbert, Beverly City
Executive Committee:	James Ingling, Wrightstown Borough Jerry Masica, Mt. Laurel Township Paul Kosko, Hainesport Township Grace Archer, Bordentown City Daniel Hornickel, Pemberton Borough
Alternates:	Erin Provenzano, Delanco Township Mike Mansdoerfer, Riverside Township Mary Picariello, North Hanover Township Steve Fazekas, Florence Township Maria Carrington, Bordentown Township Sue Onorato, Shamong Township Kathy Burger, Medford Township

Election of a Chairman and Secretary

Mr. Forlenza asked if there were any nominations from the floor for the position of Fund Chair or Fund Secretary for the 2023 Fund Year. Hearing none, Mr. Forlenza asked for a Roll Call Vote of the full membership for an *Election of a Chairman and Secretary* as presented.

ROLL CALL	Yeas:	Rich Wolbert, Beverly City Grace Archer, Bordentown City Tom Sahol, Chesterfield Twp. Fern Oullette, <i>Alternate</i> , Delanco Twp. Steve Fazekas, Florence Twp.
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Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Kathy Burger, **Medford Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, **Palmyra Borough**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

Election of an Executive Committee and Alternates

Mr. Forlenza again asked if there were any nominations from the floor for a position on the 2023 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza then asked for a Roll Call Vote of the full membership for an *Election of Executive Committee & Alternates* as presented.

ROLL CALL *Yeas:* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Tom Sahol, **Chesterfield Twp.**
Fern Oullette, *Alternate*, **Delanco Twp.**
Steve Fazekas, **Florence Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Kathy Burger, **Medford Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, **Palmyra Borough**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Fund Chair, Secretary, Executive Committee, and Alternates for the 2023 Fund Year. Mr. DeWeese congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election. He asked that each member of the Executive Committee sign their oath of office and return to him.

At this time, Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election.

Chair Gural asked for a Motion to allow that this monthly meeting be conducted directly by Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissions. Motion by Mr. Ingling, seconded by Mr. Hornickel. All in Favor. Motion carried by unanimous vote.

ORGANIZATIONAL RESOLUTIONS

The following 2023 Organizational Resolutions were presented for adoption by Chair Gural

- R 2023-01 – Confirming the Election of a Fund Chair and Fund Secretary*
- R 2023-02 – Confirming the Election of an Executive Committee and Alternates*
- R 2023-03 – Appointing Professional Staff*
- R 2023-04 – Awarding Contracts to Assigned Defense Counsel and Approved Associates*
- R 2023-05 – Recommending the EPL/POL Defense Panel*
- R 2023-06 – Appointing Joseph Nardi, III Esq. as Conflict Attorney*
- R 2023-07 – Adopting Procedures in Compliance with Open Public Meetings Act*
- R 2023-08 – Adopting Administrative Policies and Procedures*
- R 2023-09 – Adopting Fiscal Policies and Procedures*
- R 2023-10 – Designating Executive Director as Public Agency Compliance Officer*
- R 2023-11 – Cash Management and Investment Policies*
- R 2023-12 – Establishing a Conflict of Interest Policy*
- R 2023-13 – Establishing a Fund Records Program*
- R 2023-14 – Designation of Certifying and Approving Officer for Payment of Claims*
- R 2023-15 – Establishing the 2023 Plan of Risk Management*

Chair Gural entertained a motion to adopt the *Organizational Resolutions 2023-01 through 2023-15* as presented.

Motion by Mr. Hornickel, seconded by Ms. Kosko to adopt *Organizational Resolutions 2023-01 through 2023-15*.

ROLL CALL *Yeas:* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Tom Sahol, **Chesterfield Twp.**
Fern Oullette, *Alternate*, **Delanco Twp.**
Steve Fazekas, **Florence Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Kathy Burger, **Medford Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, **Palmyra Borough**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

EXPENSE RESOLUTION

The following 2023 Expense Resolution was presented for adoption by Chair Sweeney:

R 2023-16 - Authorizing Reimbursement of Travel Expenses for Authorized Official Travel

Chair Gural entertained a motion to adopt *R 2023-16* as presented.

Motion by Mr. Ingling, seconded by Mr. Shillingford to adopt *R 2023-16*

ROLL CALL *Yeas:* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Tom Sahol, **Chesterfield Twp.**
Fern Oullette, *Alternate*, **Delanco Twp.**
Steve Fazekas, **Florence Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Kathy Burger, **Medford Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, **Palmyra Borough**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – January

Ms. Burger noted the minutes of the January 10, 2023 Claims Committee meeting were a handout at today's meeting and were self-explanatory. She then noted the Committee reviewed one (1) Property and one (1) Workers' Compensation PAR as well as the Managed Care report and discussed Qual-Lynx staffing issues. Ms. Burger also noted there were no Supervisor Incident Reports that were not received and no New or Closed cases since last month.

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

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 the report:

Mr. Forlenza thanked the membership on behalf of his staff and RPA/AJG for the 2023 re-appointment as Administrator. He then highlighted the following items from his report:

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

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

Mr. Forlenza noted the allowance reports for SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances, are included in the agenda and noted all funds needed to either be claimed or encumbered by November 30, 2022, with encumbered funds needing to be claimed by February 1, 2023. If you have made purchases and have the invoice, you do not need to wait until February 1, 2023 to seek reimbursement of these purchases. He noted there will not be any more reminders sent.

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. Mr. Forlenza stated if you would like to check the status of an application, please contact Ed Cooney, Fund Underwriter.

Mr. Forlenza noted earlier this month, on behalf of the ACM, BURLCO, & TRICO JIFs, his office released an invitation for our local elected officials to participate in the Annual Elected Officials Training seminar. The invitation included opportunities for participants to attend these seminars via Zoom or in person at a local catering facility. However, over the past several weeks, based upon the responses received to the Elected Officials invitation, it has become apparent that most elected officials would like to complete this training online. As a result, we are changing the format of the 2023 Elected Officials Training seminars. He noted that he, Mr. Hummel, and Mr. DeWeese have reviewed the online training and feel it touches on the most important information and is better than in past years. With that said, all of the 2023 Elected Officials Training will take place online via the MEL Safety Institute (MSI). Instructions on how to access this training will be sent to all members in February. All training sessions included in the original invitation are cancelled. Those that have already registered for the Zoom training session will be notified of the cancellation this week. This online training format allows for participation by all our elected officials and the convenience of completing this training when their schedule permits, prior to the May 1, 2023 deadline. By utilizing the MEL Safety Institute, his office will be able to better track the completion of the training and document the credits due to members' assessments. Please watch for an email from his office in the next few weeks with instructions on how to access the online training.

Mr. Forlenza stated the first installment bills were emailed to member Municipal Clerks, with a copy to the Fund Commissioner and Risk Management Consultant on or about December 29, 2023. Please note that the first installment is due by February 15, 2023.

Mr. Forlenza stated that a report detailing attendance records through the end of 2022 was included in his report and this information is taken directly from the monthly minutes. He asked that everyone please review this report and should you have any questions; please contact the Executive Directors office.

And lastly, Mr. Forlenza stated the JIF is looking to hold the 2023 Safety Kickoff Breakfast & Safety, Claims, & Wellness Coordinator Roundtable in person in March at the Indian Mills Country Club, Marlton NJ. Additional information will be forthcoming.

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

SOLICITOR'S REPORT

Mr. DeWeese thanked the membership on behalf of his staff and The DeWeese Law Firm for the 2023 re-appointment as Fund Solicitor. He then highlighted the following items from his report:

Open/Closed Claims Reports

Mr. DeWeese noted the Claims Committee met on Tuesday, January 10, 2023, and stated there were no new or closed cases to report on since the last meeting and there are currently 21 active General Liability files.

Mr. DeWeese reminded the members that he maintains on a monthly basis a full General Liability Status Report; a Police Civil Rights Status Report and EPL/POL Liability Status Report. If anyone would like there towns cases carved out so you can see the status of your cases, please reach out to him and he will be happy to provide that to you. He stated this information can be shared with your Governing bodies in closed session, however be sure to collect these reports afterwards as they do contain privileged information regarding litigation strategies.

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 whom you would like appointed as the contacts are actually appointed. He noted he is one of the attorneys on the panel so please reach out to him with any Employment Practices questions or issues.

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

SAFETY DIRECTOR'S REPORT

Mr. Saville thanked the membership on behalf of his team and J.A. Montgomery for the 2023 re-appointment as Safety Director. He then highlighted the following items from his 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, including Law Enforcement messages issued during November via the NJ MEL App and Loss Control Surveys, as well as the MSI Now, MSI Live, and DVD Services. MSI will continue to be presented through the Zoom Webinar format with in-person training classes offered where a hands-on portion is needed, and that group registration is available for those with limited internet capabilities.

Mr. Saville reminded the members that they keep the list of MSI Training Administrators up to date, so if you know of any changes, or you need to appoint a new Training Administrator, please advise Andrea Felip in his office.

Mr. Saville note the hierarchy reports for your town are available for review in the Learning Management System to be sure your training is up to date.

Lastly, Mr. Saville noted PEOSH has been doing voluntary compliance visits, and he recommends inviting them to come out if they make the offer as any items identified as non-complaint are not being cited as violations during the voluntary visits.

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 thanked the membership on behalf of his team and Qual-Lynx for the 2023 re-appointment as Claims Administrator.

Mr. Roselli reviewed the *Lessons from Losses* this month that outlines the importance of utilizing transitional duty assignments for injured employees. He explained an employee's morale is impacted

negatively when the employee remains out of work for a long period. In addition, he reviewed the Sample Transitional Duty Job Bank that is located on the JIF website under the Claims tab for additional transitional duty assignment examples.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter thanked the membership for his 2023 re-appointment.

Mr. Winter reviewed his report for January that was included in the agenda noting it is mostly self-explanatory, and highlighted the following.

Mr. Winter stated that the *Management of Aggressive Behavior* class will be conducted February 16, 2023 at the Vineland Police Department from 8:30am- Noon. A Training Bulletin was distributed to all BURLCO Agencies and Fund Commissioners. Class size is limited to 40 participants.

Mr. Winter noted there were no Bulletins distributed in December; however, he continues to discuss Transitional Duty options and the importance of this program with the agencies.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer thanked the membership for the 2023 re-appointment as Wellness Director. She then highlighted the following items from his report:

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

Ms. Schiffer thanked those towns who had either used or encumbered their Wellness funds and to those who have encumbered, she noted you have until February 1, 2023 to use or lose those funds, so please reach out to her if you need any assistance. She noted there were two (2) towns who had not encumbered their funds.

Ms. Schiffer presented some thoughts and plans for 2023, noting she will be setting up her first meetings with the Wellness Coordinators starting end of February and please let her know if your towns Wellness Coordinator has changed since last year.

Ms. Schiffer noted some of her ideas for 2023 include:

- 1st Qtr. Proposed Idea for Peer Support Groups within the Municipality – Invitations went to all Wellness Coordinators. This idea is to offer those employees looking to make a lifestyle change internal peer support to keep them accountable to those goals for change.
- Wellness Advisory Committee – First meeting scheduled for February 21st at 9:30am. Proposed meetings for rest of 2023 include June, September and possibly December.
- Wellness Brainstorming Session – Plans to host two zoom sessions with the Wellness Coordinators to discuss ideas, challenges and enhance peer support among the three JIF municipal members.
- Refocusing the Wellness Program – Attention will be given to the future of the Wellness Program and how it can best serve the needs of our JIF members. A task force will be established with representation from each JIF. This, along with input from our Wellness Advisory Committee, will offer suggestions on what the program will offer and how it will be enforced. More details to follow in the months ahead.
- Participation in the March Safety Breakfast and Round Table Meetings – BURLCO date March 16th at Indian Springs Country Club, Marlton.

- *Coming Soon: Library of Past Challenges* – a list of challenges past and present will be made available on the JIF website for easy and convenient access.

Ms. Schiffer noted she would be revamping her Targeting Wellness Newsletter with new theme highlighted each quarter, with handouts and resources shared for the following two months that quarter regarding the subject. These subjects include Nutrition; Physical Activity; Sleep, and Stress Management.

Lastly, Ms. Schiffer noted an article included with her report that talked about Creating Healthy Habits Ms. Schiffer asked if there were any questions at this time. No questions were entertained.

MANAGED HEALTH CARE REPORT

Ms. Beatty noted she had included the November reports in the agenda and highlighted the following:

Lost Time v. Medical Only Cases

Ms. Beatty presented the BURLCO JIF *Lost Time v. Medical Only Cases (Intake Report)*:

	December	YTD
<i>Lost Time</i>	2	39
<i>Medical Only</i>	8	128
<i>Report Only</i>	12	238
<i># of New Claims Reported</i>	22	407
<i>Report Only % of Total</i>	55%	58%
<i>Medical Only/Lost Time Ratio</i>	80:20	77:23
<i>Average Days to Report to Qual-Lynx</i>	1.5	3.7
<i>Average Days Reported to employer</i>	0.4	1.3

Claims Report by Type

This report depicts the number of claims and average number of days to report a claim by individual member to Qual-Lynx, YTD 2022.

All Claims – 4.8 days to report
 Non-COVID Claims – 2.7 days to report
 COVID Claims – 7.2 days to report

Transitional Duty Report

Ms. Beatty presented the Year-to-Date Transitional Duty Report, noting these are great results:

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	2,066
<i>Transitional Duty Days Worked</i>	1,368
<i>% of Transitional Duty Days Worked</i>	66%
<i>Transitional Duty Days Not Accommodated</i>	698
<i>% of Transitional Duty Days Not Accommodated</i>	34%
<i>\$ Saved by Accommodating</i>	\$140,841
<i>\$ Lost by not Accommodating</i>	\$62,473

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>December</i>
<i>Bill Count</i>	140
<i>Original Provider Charges</i>	\$294,689
<i>Re-priced Bill Amount</i>	\$167,201
<i>Savings</i>	\$127,488
<i>% of Savings</i>	43%

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 the current month.

Managed Care Quick Notes

This report provides information and savings examples for provider bill negotiation.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero presented the Technology Risk Services Report stating in regards to the new WIZER Training, the new course is in progress and there are currently 1,107 users enrolled with a 91% completion rate, which is good progress, so keep pushing as he noted they are already planning a new cyber training module.

Whitelisting and Phishing

As of January 17, 2023, there is no change from last month with 24 members (86%) actively enrolled with three (3) waiting test phishing email confirmation and one (1) who has not replied letting him know if they have completed their whitelisting.

Mr. Romero noted several reminders have been sent out and to please let him know when the whitelisting has been completed so Wizer can send a test phishing email and validate that the whitelisting is working.

D2 Cybersecurity Vulnerability Scanning & Penetration Testing

As of December 20, 2022, there is no change over the last 2 months with 27 members (96%) are actively enrolled in the program. Mr. Romero noted he is still missing the KYC or the VSA from one (1) member. He reiterated both documents need to be submitted to him at the same time so he can then forward to D2 and the JIF.

- The KYC Form needs to be completed by your IT & municipal point of contact. This identifies the IP addresses needed to perform the network VA scan & penetration test.
- The Vendor Service Agreement (VSA) (vetted by the JIF's solicitor) needs to be completed and signed by the municipal point of contact. This is the legal agreement/consent allowing D2 Cybersecurity to perform the vulnerability scan & penetration testing.

Mr. Romero noted it is important to include all departmental IP addresses to be tested (administrative, PD, Public Works, EMS, Fire Dept., etc.) Once the pen testing goes into production it cannot be stopped, and any new IP addresses will need to be tested next year.

MEL's Cyber Risk Management

Mr. Romero reported that as of January 17, 2023:

- 27 or 96% of the members are Tier 1 certified
- 26 or 93% of the members are Tier 2 certified
- 24 or 86% of the members are Tier 3 certified

Mr. Romero reported there has been great effort made since last month and that only Fieldsboro is not compliant with any of the Tiers, and not only does that leave them very vulnerable to cyber-attacks, the program will be changing on January 1, 2023 and will drastically affect the municipalities Cyber insurance eligibility, coverage, and deductible.

Mr. Romero then reviewed with the Fund:

Effective January 1st 2023

- Non compliant members could face up to a \$110,000 deductible.
 - \$50,000 + 20% coinsurance of the next \$300,000 of loss
- Tier 1 & 2 compliant members could face a \$25,000 deductible
- Tier 1, 2, & 3 compliant members could have a \$0 deductible.

Grandfathering

- The new program has two levels: Minimum & Advance Security

Current Tiers 1&2 will be grandfathered into the Minimum Security Level till January 1, 2024.

Current Tiers 1,2 & 3 will be grandfathered into the Minimum & Advance Security Levels till January 1, 2024.

He reminded the members that though you may be covered, you must be able to provide evidence of compliance at the time of an incident leading to a claim. You must submit a Deductible Reimbursement form executed by your administrative point of contact and your IT professional to be considered for reimbursement. Make sure to keep hard copies of the requirements and update them regularly. Mr. Romero asked if everyone understood and if there were any questions. No questions were entertained.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for the month of December 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 December 31, 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 \$22,141.06. This generated an average annual yield of 1.70%. However, after including an unrealized net gain of \$4,021.23 in the asset portfolio, the yield is adjusted to 2.00% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,865,525.22.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$12,439.39	\$85,562.09
Salvage Receipts	\$1,200.00	
Overpayment Reimbursements	\$0.00	
FY 2021 Retro Premium	\$15,255.00	

Loss Run Payment Register – December 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 is \$307,301.79. The claim detail shows 300 claim payments issued.

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

All Member Balances are now combined in one report and shows that \$456.00 in interest has been applied to the existing balances totaling \$ 368,169.58 as of December 31, 2022.

Cash Activity for the Period

During the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$16,235,073.75 to a closing balance of \$15,113,921.58 showing a decrease in the fund of \$1,121,152.17.

Bill List – January 2023

For the Executive Committee’s consideration, Mr. Tontarski presented the January 2023 Bill List in the amount of \$892,734.92 which was included in the agenda packet for approval.

Chair Gural entertained a motion to approve the December 2022 Loss Run Payment Register, and the January 2023 Bill List as presented.

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

Motion by Mr. Wolbert, seconded by Mr. Ingling to approve the *December 2022 Loss Run Payment Register, the January 2023 Bill Lists* as presented.

- ROLL CALL** *Yeas*
- Rich Wolbert, **Beverly City**
 - Grace Archer, **Bordentown City**
 - Tom Sahol, **Chesterfield Twp.**
 - Fern Oullette, *Alternate*, **Delanco Twp.**
 - Steve Fazekas, **Florence Twp.**
 - Patrice Hansell, **Fieldsboro Borough**
 - Paula Kosko, **Hainesport Twp.**
 - Mike Fitzpatrick, **Mansfield Twp.**
 - Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**
 - Mary Picarillo, **North Hanover Twp.**
 - Dan Hornickel, **Pemberton Twp.**
 - Kathy Burger, **Medford Twp.**
 - Susan Jackson, **New Hanover Twp.**
 - John Gural, **Palmyra Borough**
 - Mike Mansdoerfer, **Riverside Twp.**
 - Susan Onorato, **Shamong Twp.**
 - Steve Ent, **Westampton Twp.**
 - James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Technology Risk Services Director RFP Evaluation Committee Meeting Minutes – January 11, 2023

Mr. Wolbert noted the Technology Risk Services Director RFP Evaluation Committee, comprised of representatives from all three JIFs, met on January 11, 2023 and the minutes are included in the agenda packet.

Mr. Wolbert reminded the members that back in July, the membership authorized the Executive Director to issue a RFP for a Technology Risk Services Director. Originally, two (2) proposals were received, both of which had to be rejected for not meeting the RFP requirements, thus another RFP was authorized to be issued by the Executive Directors office. Again, two (2) proposals were received, both from the same firms as the first time, and this time all of the RFP requirements were met and they could be formally reviewed by the Evaluation Committee.

At this meeting, the consensus was to award a contract to Wintsec, LLC as the Technology Risk Services Director for the ACM, BURLCO and TRICO JIFs effective February 1, 2023.

Mr. Wolbert noted there is a Resolution on the agenda for later this evening authorizing that contract.

Mr. Forlenza stated Mr. Romero has done a wonderful job and has gone above and beyond with assisting our members with anything they needed, and noted our members are so much further along in their Cyber protection and knowledge thanks to Mr. Romero.

Committee Chairs Meeting Minutes and 2023 Committee Assignments – January 6, 2023

Mr. Gural noted the Sub-Committee Chairs met on January 6, 2023 and the minutes are included in the agenda packet. The meeting allows the sub-committee chairs to assemble their committee's members for 2023 based on choices the members made and submitted via the Committee Volunteer Forms that were emailed to all Fund Commissioners and RMC's on December 12, 2023.

Mr. Gural also referenced the final Sub-Committee listing included in the agenda and asked that everyone please note which Committee to which they have been assigned. If you feel you will better serve on another committee, please reach out to the Executive Directors office. Meeting notices will go out approximately 2 weeks prior to any meeting, which will indicate the date, time, and format of the meeting.

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

MEL/RCF/EJIF REPORTS

Ms. Jack thanked the membership for her reappointment as the representative to the MEL/RCF/EJIF and Cyber JIFs on behalf of the BURLCO JIF.

Ms. Jack noted the Reorganizational meetings of the MEL/RCF/EJIF took place on January 5, 2023 and the Cyber JIF met on January 6, 2023. The meeting reports are included in the agenda, along with a copy of an end of year letter from Chairwoman Tozzi. All are self-explanatory, but should anyone have any questions, please reach out to her. No questions were entertained.

MISCELLANEOUS BUSINESS

Resolution 2023-17 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with North Shore Risk Consulting to Complete a Claims Audit at a Cost not to Exceed \$19,200.

Chair Gural entertained a motion to adopt Resolution 2023-17, as presented.

Motion by Mr. Hornickel seconded by Mr. Ingling, to approve the motion as presented.

ROLL CALL *Yeas* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Tom Sahol, **Chesterfield Twp.**
Fern Oullette, *Alternate*, **Delanco Twp.**
Steve Fazekas, **Florence Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Kathy Burger, **Medford Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, **Palmyra Borough**
Mike Mansdoerfer, **Riverside Twp.**
Meghan Jack, **Riverside Twp**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**
Nays: None
Abstain: None

All in Favor. Motion carried by unanimous vote.

Resolution 2023-18 Appointing Wintsec Consulting, LLC as the Technology Risk Services Director for the Burlington County Municipal Joint Insurance Fund Effective February 1, 2023 at a Cost not to Exceed \$37,400 and Authorizing a Payment of \$5,544 to Secure Data Consulting Services

Chair Gural entertained a motion to adopt Resolution 2023-18, as presented.

Motion by Ms. Kosko seconded by Mr. Wolbert to approve the motion as presented.

ROLL CALL *Yeas* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Tom Sahol, **Chesterfield Twp.**
Fern Oullette, *Alternate*, **Delanco Twp.**
Steve Fazekas, **Florence Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Kathy Burger, **Medford Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, **Palmyra Borough**
Mike Mansdoerfer, **Riverside Twp.**
Meghan Jack, **Riverside Twp**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**
Nays: None
Abstain: None

All in Favor. Motion carried by unanimous vote.

Next Meeting

Chair Gural noted that the next meeting of the BURLCO JIF would take place on **Tuesday, February 21, 2023 at 3:30 PM** at via Zoom Conferencing.

Chair Gural entertained a motion to accept **Resolution 2023-19 Honoring and Recognizing the Services of Glenn McMahon as Chair to the BURLCOJIF**. Chair Gural publically thanked Mr. McMahon for his time served, though he was not present at the meeting.

Motion by Mr. Ingling, seconded by Ms. Archer to accept **Resolution 2023-19**. All in Favor. Motion carries.

Mr. Forlenza noted a Plaque and executed Resolution would be sent to Mr. McMahon, with an executed copy of the Resolution to be sent to his Mayor and Council.

PUBLIC COMMENT

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

Chair Gural opened the meeting to the public for comment.

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

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

APPROVAL OF CLAIMS PAYMENTS

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

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

<i>Workers Compensation</i>	<i>Property</i>
2023282975	2023288362

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

- ROLL CALL** *Yeas* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Tom Sahol, **Chesterfield Twp.**
Fern Oullette, *Alternate*, **Delanco Twp.**
Steve Fazekas, **Florence Twp.**
Patrice Hansell, **Fieldsboro Borough**
Paula Kosko, **Hainesport Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Brandon Shillington, *Alternate*, **Mt. Laurel Twp.**
Mary Picarillo, **North Hanover Twp.**
Dan Hornickel, **Pemberton Twp.**
Kathy Burger, **Medford Twp.**
Susan Jackson, **New Hanover Twp.**
John Gural, **Palmyra Borough**
Mike Mansdoerfer, **Riverside Twp.**
Meghan Jack, **Riverside Twp**
Susan Onorato, **Shamong Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

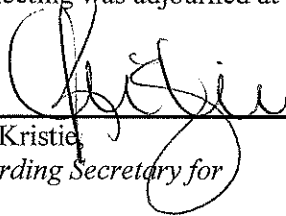
There were no claims presented for Abandonment of Subrogation this month

MOTION TO ADJOURN

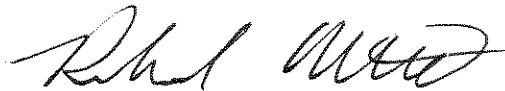
Chair Gural entertained a motion to adjourn the January 17, 2023 meeting of the BURLCO JIF.

Motion by Mr. Ingling, seconded by Mr. Shillingford to adjourn the January 17, 2023 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:58 PM.



Kris Kristie
Recording Secretary for



Richard Wolbert, SECRETARY