



AGENDA PACKET

Tuesday, May 16, 2023 at 3:30 PM



Via Zoom Conferencing

<https://us06web.zoom.us/j/84951190229>

Meeting ID: 849 5119 0229

Telephone Access: 646-876-9923 US (New York)

WWW.BURLCOJIF.ORG

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

**May 16, 2023 – 3:30 PM
Via Zoom Conferencing**

AGENDA

- I. Meeting called to order by Chair
- 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 the *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*) Motion to move up _____, _____ and _____ in the absence of _____, _____ and _____ to the Executive Committee for voting purposes – **Motion – All in Favor**
- V. Approval of Minutes
 - A. Motion to Adopt the **April 18, 2023 Meeting Minutes – Motion – All in Favor**...Pages 1-11
- VII. Claims Review Committee Meeting Minutes – May 9, 2023.....Shared Screen
- VIII. Executive Director’s Report.....Pages 12- 33
 - A. Lost Time Accident Frequency.....Pages 15-16
 - B. Certificates of Insurance.....Pages 17-18
 - C. Financial Fast Track Reports.....Page 19
 - D. Regulatory Filing Checklists.....Pages 20-21
 - E. 2022 Safety Incentive Program.....Page 22
 - F. 2023 Optional Safety Budget.....Page 23
 - G. 2023 Wellness Incentive.....Page 24
 - H. 2023 EPL/Cyber Risk Management Budget.....Page 25
 - I. EPL Compliance StatusPage 26
 - J. Statutory Bond Status.....Pages 27-29
 - K. Skateboard Park Approval Status.....Page 30
 - L. Capehart Scatchard Updates
 - M. Elected Officials Training Information.....Page 31
 - N. Managerial & Supervisory Training
 - O. Police Command Staff Training
 - P. Land Use Training Certification.....Page 32
 - Q. Special Law Enforcement Training.....Page 33
 - R. Financial Disclosure Statement Filing
 - S. Membership Renewal Visits
 - T. Website
 - U. New Member Activity

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	B. Investment JCFI	
	C. Loss Run Payment Registers	
	D. Fund Status	
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	Motion to approve the Payment Register & Bill List– Motion – Roll Call	
XVII.	Committee Report	
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	A. MEL JIF Report – May 8, 2023.....	Pages 95-96
	B. RCF JIF Report – May 8, 2023.....	Page 97
	C. Cyber JIF Report – May 9, 2023.....	Shared Screen
XIX.	Miscellaneous Business	

**The next meeting of the BURLCOJIF will be held on Tuesday, June 20, 2023
at 3:30 PM at the Hainesport Municipal Building**

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** (*if necessary*) – Resolution 2023- _____ A request shall be made to go into Closed Session 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

Medford Village County Club, Medford

April 18, 2023 @ 3:30 pm

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via Zoom Conferencing on Tuesday, April 18, 2023. Fund Chair, John Gural, **Palmyra Borough**, 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

Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Patrice Hansell, **Fieldsboro Borough**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Bobbie Quinn, **Lumberton Twp.**
Linda Semus, *Alternate*, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Brandon Shillingford, *Alternate*, **Mt. Laurel Twp.**
Sue Jackson, **New Hanover Twp.**
John Gural, **Palmyra Borough**
Rachael Wall, *Alternate*, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Lisa Cummins, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Mari Ann Capriglione, **Bass River Twp.**
Mary Picarillo, **North Hanover Twp.**
Kathy Hoffman, **Southampton 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*
Karla Allamby, *Account Representative, RPA – A Division of Gallagher*
David DeWeese, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, Risk Control Consultant, *J.A. Montgomery*
Keith Hummel, Safety Director, *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*
Jerry Caruso, *Technology Risk Services Director*

Also present were the following Risk Management Consultant agencies:

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

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

Motion to allow this monthly meeting be conducted directly by the Fund Commissioner present with all matters to be decided upon by a combined majority vote of all Fund Commissioners and Alternates.

Motion by Mr. Wolbert, seconded by Ms. Kosko. All in Favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES

Chair Gural presented the Open session meeting minutes of the March 21, 2023 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 Ms. Archer, seconded by Mr. Wolbert to approve the Open session meeting minutes of the March 21, 2023 meeting. All in Favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – April 11, 2023

Ms. Burger noted the minutes of the April 11, 2023 Claims Review Committee meeting were a handout at today's meeting and were self-explanatory. She then noted the Committee reviewed nine (9) PARs including seven (7) Workers' Compensation (*4 Police, 1 Fire, and 2 Other*); zero (0) General Liability, zero (0) Automobile Liability, and two (2) Property claims which were reviewed for settlement, continuing defense, or to advise of trial date. The Committee also reviewed the Managed Care report and discussed Qual-Lynx staffing issues. Mr. DeWeese also reviewed one (1) open case and one (1) closed case, and the Claims Audit is currently underway.

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

Mr. Forlenza noted the allowance reports for the OSB, Wellness, and EPL/Cyber Risk Management Budget balances are included in the agenda. Notices were emailed to all members on February 14, 2023, in one inclusive letter which noted your balances and how to collect the awards. The SIP Award notification was emailed to all members on April 5, 2023 which also included balances and how to collect your SIP award. He noted all funds need to either be claimed or encumbered by November 30, 2023, with encumbered funds needing to be claimed by February 1, 2024.

Mr. Forlenza reminded the members that Elected Officials Training is being conducted online through the MEL Safety Institute and will allow all Elected Officials to complete this training at their convenience and is approximately 30 minutes long. The MEL will reduce each member's 2023 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 2023 MEL Assessment. An email including instructions on how to access this training was sent to all Fund Commissioners, Municipal Clerks, and Risk Management Consultants on or about February 24, 2023. He noted to please check with your Elected Officials to see if they have taken the trainings. Mr. Forlenza stated he receives weekly reports as to who had taken the training, so you can look for them to be posted to the BURLCOJIF website for you to reference, however, as of this afternoon, the MSI Website has been taken down for updates, so the system will be locked for the next two weeks. An official notification from his office will be forthcoming, but the deadline of May 1, 2023 has been extended to May 31, 2023. Additional information will be sent out to all members once the site is up and available again.

Mr. Forlenza noted the BURLCO JIF, in conjunction with the ACM and TRICO JIFs, will be sponsoring Managers & Supervisor's Employment Liability Training sessions and will be held via Zoom. These trainings will be presented by Armando Riccio, Esq. Participation by your managers & supervisors in this training is required for compliance with the 2024-2025 MEL EPL Plan of Risk Management. Additional information will be forthcoming once dates have been secured.

Mr. Forlenza noted the BURLCO JIF, in conjunction with the ACM and TRICO JIFs, will be sponsoring in-person Police Command Staff training. Completion of this training by the members of your Police Department's Command Staff is a required element for compliance with the MEL's 2024-2025 Employment Practices Liability Plan of Risk Management. Additional information will be forthcoming once dates and venues have been secured.

Mr. Forlenza noted that again this year his office will be holding New Fund Commissioner Orientation sessions in conjunction with the ACM and TRICOJIFs, for those Fund Commissioners, Alternates, RMC's or anyone else that would like to learn more about the JIF. An email was sent from his office to all three JIFs on February 24, 2023 to gauge who would be interested in attending these sessions, which will be done virtually. We received 11 responses from the BURLCOJIF, with 52 responses in total. With that said, he will be holding two (2) identical virtual sessions on April 27 @ 1:00 pm and another on May 2, @ 10:00am. Both sessions will be generic and identical. An additional email from his office with links to RSVP for the specific sessions were sent to those who had initially showed interest on March 29, 2023.

Mr. Forlenza noted in regards to Financials Disclosure Filing, each Fund Commissioner has been assigned a unique PIN # for which to file for their position of Fund Commissioner with the JIF. Newly appointed Fund Commissioners receive their Filing PIN # from our office once we are notified of their appointment. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie at Kristi_Kristie@rpadmin.com. Additional information on how to file was released by the Department of Community Affairs and emailed out from our office on April 17, 2023.

Lastly, Mr. Forlenza directed the members to the 1st Quarter attendance records for the 2023 Fund Year included in the agenda, and noted the attendance is taken directly from the Recording Secretary's minutes. If you have any questions, please contact Kris Kristie at Kristi_kristie@RPAdmin.com.

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

SOLICITOR'S REPORT

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 reminded the Committee that Mr. Carmelo T. Torraca, Esq is no longer with the Defense Panel Firm of Cooper Levenson, P.A. He indicated that Mr. Louis Niedelman, Esq., will be the lead attorney from Cooper Levenson, P.A. going forward. Mr. DeWeese noted that Mr. Niedelman Esq. has over 50 years of experience. He asked if there were any questions. No questions were entertained.

Lastly, Mr. DeWeese presented a Resolution for consideration and approval authorizing the release of Fund Year 2022 Closed Session Executive Committee Meeting minutes. Mr. DeWeese noted his letter or recommendation in regards to redactions was attached to the resolution

Chair Gural entertained a motion to **Resolution 2023-22 Authorizing the Release of Fund Year 2022 Closed Session Executive Committee Meeting Minutes** as presented.

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

Motion by Mr. Hornickel, seconded by Ms. Kosko to approve **Resolution 2023-22** as presented;

ROLL CALL *Yeas* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Patrice Hansell, **Fieldsboro Borough**
Steve Fazekas, **Florence Twp.**
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Susan Onorato, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Lisa Cummins, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

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

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report is included in the agenda and is self-explanatory. He then highlighted the following:

Mr. Garish noted his report included a list of the Safety Director Bulletins and Safety Announcements, including Law Enforcement messages issued during the month 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 and there will be a limited number of in-person trainings offered as part of the training expos being conducted this year.

Mr. Garish 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. Garish noted there is the first of two free regional training sessions and the first one is on Safe Material Handling tomorrow via Zoom at 9:00am and the second will be held next week at the Claims, Safety and Wellness Coordinator Roundtable, again via Zoom.. If you have any questions, please reach out to him and he will be happy to answer them for you.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli reviewed the Lessons from Losses this month, which focuses on building /office safety. He reviewed some housekeeping items which can assist in the prevention of slips and falls. In addition, he reviewed some slip and fall claim examples. He asked if there were any questions. No questions were entertained.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

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

Mr. Winter noted that Policy and Procedure requests have been received and will be forwarded to requesting agencies that will contain current L/E best practices, NJ AG Guidelines and L/E Accreditation requirements.

Mr. Winter noted that a future training has been outlined for a Report Writing Class and is currently being finalized. Notice of this class will be provided at a later date. He also noted an Advanced Resiliency Officer training class is being prepared that will include Dr. Kelly later this year, and a Use of Force and Control Techniques course is in review to be discussed further at the next L/E Consultant meeting.

Mr. Winter noted future agency visits are being scheduled at this time and a Law Enforcement Bulletin on Automated License Plate Recognition was distributed to all Police Departments on March 31 and was also included in the agenda packet for reference.

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, highlighted the following items, and referenced some well-being initiatives and activities.

Ms. Schiffer she meet with eight municipalities in March, and eight town in April to date, and she referenced a Visits Report she provides to the Executive Directors office each month. She noted her objective is to work with each town early in 2023 and to lay out a plan for utilizing wellness fund to support initiatives and activities that will span throughout the entire year in order to avoid the end-of-year, one item purchases. She continues to share ideas with all of her Wellness Coordinators on what different towns are doing in hopes it will help generate their own ideas.

Ms. Schiffer noted the Wellness Advisory Committee will be meeting again on May 16 at 9:30 AM via Zoom and the Claims, Safety, and Wellness Coordinator Roundtable will be meeting on April 25 via Zoom.

Ms. Schiffer reviewed *Medical Essentials Diagnostics* noting she shared this information with many towns upon her visits during Safety Committee Meetings or wellness coordinators. Some towns have scheduled an onsite visit from MED to share this information with either department heads or wellness committee members. If you would like her to reach out to them on your behalf or if you would like more information on what they are all about, please reach out to Ms. Schiffer. Their closest clinic is in Marlton NJ.

Department of Addiction with Cooper Health Systems – A representative will conduct a presentation on Addictions – defining, types, stigma and treatments. In addition, they offer educational materials, resources and slide pdf. If you are interested in learning more, please reach out to Ms. Schiffer. There is a fee but it would be a wonderful use of your Wellness Funds.

Other resources available: Reiki, chair yoga, meditation, nutrition, hypnotherapy, therapy for joint pain

Lastly, Ms. Schiffer noted this quarters Newsletter theme will be focusing on Exercise and Physical activity, so please print out and distribute her newsletter to all employees. The comorbidities to be highlighted next quarter will be Hypertension and Cholesterol.

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 March 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)*:

	March	YTD
<i>Lost Time</i>	4	10
<i>Medical Only</i>	12	22
<i>Report Only</i>	12	43
<i># of New Claims Reported</i>	28	75
<i>Report Only % of Total</i>	43%	57%
<i>Medical Only/Lost Time Ratio</i>	75:25	69:31
<i>Average Days to Report to Qual-Lynx</i>	2.0	2.9
<i>Average Days Reported to employer</i>	0.4	0.6

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 2023.

All Claims – 2.9 days to report
 Non-COVID Claims – 3.1 days to report
 COVID Claims – 2.3 days to report

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	500
<i>Transitional Duty Days Worked</i>	332
<i>% of Transitional Duty Days Worked</i>	66%
<i>Transitional Duty Days Not Accommodated</i>	168
<i>% of Transitional Duty Days Not Accommodated</i>	34%
<i>\$ Saved by Accommodating</i>	\$35,572
<i>\$ Lost by not Accommodating</i>	\$21,294

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

PPO Penetration Rate	March
<i>Bill Count</i>	109
<i>Original Provider Charges</i>	\$151,256
<i>Re-priced Bill Amount</i>	\$62,788
<i>Savings</i>	\$88,467
<i>% of Savings</i>	58%

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 Management Report: 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.

Managed Care Quick Notes

This report depicts a claim scenario where comorbidities impacted recovery of the Claimant. Ms. Beatty noted the Claimant suffered complications due to unknown comorbidities, which were discovered at the time of the claim. The Claimant’s recovery will be prolonged due to several comorbidities.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Caruso referenced his reports that were a handout for today’s meeting and explained the BURLCO JIF is 100% compliant with the D2 Vulnerability Testing. He noted the Wizer phasing is going on currently and he recinded information back that some people that were phished did not get a pop-up indicating that they were phished. He noted that pop-up should be happening, so he will be looking into that to find out why it hasn’t been working.

Mr. Caruso 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 March 2023, 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 March 31, 2023 for Closed Fund Years 1991 through 2018, and Fund Years 2019, 2020, 2021, 2022 and 2023.

Investment Interest

Interest received or accrued for the reporting period totaled \$28,458.26. This generated an average annual yield of 2.03%. However, after including an unrealized net gain of \$250,746.83 in the asset portfolio, the yield is adjusted to 19.94% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$14,134,125.14.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$14,712.23	\$16,725.00
Salvage Receipts	\$875.00	
Overpayment Reimbursements	\$0.00	
FY 2023 Premium Assessments		\$171,685.00

Loss Run Payment Register – March 2023

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 \$166,313.16. The claim detail shows 211 claim payments issued.

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

Interest Allocated for the Period \$539.23 for a total Member Balance of \$319,297.69.

Cash Activity for the Period

During the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$16,752,857.79 to a closing balance of \$16,854,584.99 showing an increase in the fund of \$101,727.20.

Bill List – April 2023

For the Executive Committee’s consideration, Mr. Tontarski presented the April 2023 Bill List in the amount of \$689,495.61 which was included in the agenda packet for approval.

Chair Gural entertained a motion to approve the March 2023 Loss Run Payment Register, and the April 2023 Bill List in the amount of \$689,495.61 presented.

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

Motion by Mr. Hornickel, seconded by Mr. Ingling to approve the *March 2023 Loss Run Payment Register and the April 2023 Bill List* as presented.

ROLL CALL *Yeas* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Patrice Hansell, **Fieldsboro Borough**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
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Linda Semus, *Alternate*, **Mansfield Twp.**
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Dan Hornickel, **Pemberton Twp.**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Lisa Cummins, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None
Abstain: None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Strategic Planning Committee Meeting Minutes – March 21, 2023

Mr. Hornickel stated that the Strategic Planning Committee met via Zoom on March 21, 2023 and the report is included in the agenda and is self-explanatory. He noted many topics were discussed, then stating if your town is up for Renewal this year, it will be optional if you would like Mr. Forlenza to come out and speak to your Governing Body at an upcoming meeting, thought there may be some towns that will be scheduled a presentation without an option. That information will be forthcoming

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

MEL/RCF/EJIF REPORTS

In the absence of Ms. Jack, Mr. Forlenza reported the MEL, RCF, and EJIF met on March 24, 2023 in-person and the reports are included in the agenda and are self-explanatory noting the reports cover items discussed at those meetings. He then asked that everyone please note the memorandum included with those reports regarding Public Entity Websites, which talks about the State of NJ Division of Discrimination is looking at these public websites to be sure the language on applications is generic in nature.

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

MISCELLANEOUS BUSINESS

Next Meeting

Chair Gural noted that the next meeting of the BURLCO JIF would take place on **Tuesday, May 16, 2023 at 3:30 PM** via Zoom conferencing.

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>
2023294791	2023297810
2023297645	2021239098
202329334	
2023280194	
2023293309	
2023283687	
2023298216	

Motion by Mr. Hornickel, seconded by Mr. Wolbert, 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**
 Maria Carrington, **Bordentown Twp.**
 Tom Sahol, **Chesterfield**
 Erin Provenzano, **Delanco Twp.**
 Joe Bellina, **Delran Twp.**
 Patricia Clayton, *Alternate*, **Edgewater Park**
 Patrice Hansell, **Fieldsboro Borough**
 Steve Fazekas, **Florence Twp.**
 Paula Kosko, **Hainesport Twp.**
 Bobbie Quinn, **Lumberton Twp.**
 Linda Semus, *Alternate*, **Mansfield Twp.**
 Kathy Burger, **Medford Twp.**
 Brandon Shillingford, *Alternate*, **Mt. Laurel Twp.**
 Sue Jackson, **New Hanover Twp.**
 John Gural, **Palmyra Borough**
 Rachael Wall, *Alternate*, **Pemberton Borough**
 Dan Hornickel, **Pemberton Twp.**
 Mike Mansdoerfer, **Riverside Twp.**
 Susan Onorato, **Shamong Twp.**
 J. Paul Keller, **Springfield Twp.**
 Lisa Cummins, **Tabernacle 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 two (2) claims presented for Abandonment of Subrogation:

2023283205

2023283202

Chair Gural entertained a motion to approve the claim for Abandonment of Subrogation as reviewed and recommended by the Claims Review Committee.

Motion by Mr. Ingling, seconded by Chair Gural to Abandon Subrogation on the claims(s) as presented.

ROLL CALL *Yeas* Rich Wolbert, **Beverly City**
Grace Archer, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Tom Sahol, **Chesterfield**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Patrice Hansell, **Fieldsboro Borough**
Steve Fazekas, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Bobbie Quinn, **Lumberton Twp.**
Linda Semus, *Alternate*, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Brandon Shillingford, *Alternate*, **Mt. Laurel Twp.**
Sue Jackson, **New Hanover Twp.**
John Gural, **Palmyra Borough**
Rachael Wall, *Alternate*, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Mike Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
J. Paul Keller, **Springfield Twp.**
Lisa Cummins, **Tabernacle Twp.**
Steve Ent, **Westampton Twp.**
James Ingling, **Wrightstown Borough**

Nays: None

Abstain: None

Motion carried by unanimous vote.

MOTION TO ADJOURN

Chair Gural entertained a motion to adjourn the April 18, 2023 meeting of the BURLCO JIF.

Motion by Mr. Hornickel, seconded by Mr. Ingling to adjourn the April 18, 2023 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:03 PM.



To: Fund Commissioners
From: Paul A. Forlenza, MGA, RMC, Executive Director
Date: May 16, 2023
Re: Executive Director's Report

A. Lost Time Accident Frequency Report – (pgs. 15-16)

The March 2023 Lost Time Accident Frequency Summary and the Statewide Recap for March 2023 are attached for your review.

B. Certificates of Insurance (pgs. 17-18)

A summary of the Certificates of Insurance issued during April 2023 are attached for your review.

C. Financial Fast Track Report (pg. 19)

The Financial Fast Track Report as of March 31, 2023 is attached for your review. The report is generated by PERMA and provides a “snapshot” of the JIF’s financial status. The JIF’s surplus position as of March 31, 2023 was **\$6,148,805**

D. Regulatory Filing Checklists (pgs. 20-21)

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. 2022 Safety Incentive Program Awards (pg. 22)

A letter from our office describing how to collect your 2022 Safety Award Money was emailed out to all members on or about April 5, 2023. If you have any questions on how to collect your 2022 Safety Incentive Program Awards, please contact our office **Please note that the deadline to claim or encumber these funds is November 30, 2023. All encumbered funds had to be claimed by February 1, 2024.**

F. 2023 Optional Safety Budget (pg. 23)

A consolidated announcement letter including instructions on how to collect your 2023 Optional Safety Money was emailed to all members on or about February 14, 2023. If you have any questions on how to collect your 2023 Optional Safety Budget allowance, please contact our office **Please note that the deadline to claim or encumber these funds is November 30, 2023. All encumbered funds have to be claimed by February 1, 2024.**

G. 2023 Wellness Incentive Program Allowance (pg. 24)

A consolidated announcement letter including instructions on how to collect your 2023 Wellness Incentive Program Allowance was emailed to all members on or about February 14, 2023. If you have any questions on how to collect your 2023 Wellness Incentive Program Allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 30, 2023. All encumbered funds have to be claimed by February 1, 2024.**

H. 2023 EPL/Cyber Risk Management Budget (pg. 25)

A consolidated announcement letter including instructions on how to collect your 2023 EPL/Cyber Risk Management monies was emailed to all members by the end of February. If you have any questions on how to collect your 2023 EPL/Cyber Risk Management allowance, please contact our office **Please note that the deadline to claim or encumber these funds is November 30, 2023. All encumbered funds have to be claimed by February 1, 2024.**

I. Employment Practices Liability Compliance (pg. 26)

A report regarding each member's compliance status with the MEL EPL/POL Risk Management Plan is attached 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. 27-29)

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. Please note that these bonds are written for the individual NOT the position to be bond. All applicants for a bond must complete an underwriting application and submit it to the Fund Underwriter for approval. Any questions on the status of an application or a bond listed on the report should be directed to Jonathon Tavares at 856-614-4493 or jtavares@connerstrong.com.

K. Skateboard Park Approval Status (pg. 30)

Enclosed, please find a spreadsheet depicting the current status of all approved skateboard parks or those currently under construction by a member municipality. The MEL has established a process, outlined in MEL Coverage Bulletin **2023-06**, which must be followed by all members who wish to construct a skateboard park and have the BURLCO JIF and MEL provide said 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

There are no new updates at this time.

M. Elected Officials Training Invitation (pg. 31)

This year, the Elected Officials Training is being conducted online through the MEL Safety Institute. Utilizing the MEL Safety Institute will allow all Elected Officials to complete this training at their convenience and is approximately 30 minutes long. The MEL will reduce each member's 2023 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by May 1, 2023. 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 2023 MEL Assessment. Due to an update to the MSI platform, revised instructions on how to enroll and complete the training was sent to all members on May 9, 2023. In addition, the deadline to complete the training was extended to **May 31, 2023**. Approximately once a week a report indicating who has completed the Elected Officials Training is posted to the JIF website for your reference. If you have any questions, or need assistance with the training, please contact the MSI Helpline at 866-661-5120

N. Managerial & Supervisory Training

In 2023, the BURLCO JIF, in conjunction with the ACM and TRICO JIFs, will be sponsoring Managers & Supervisor's Employment Liability Training sessions. These trainings will be presented by Armando Riccio, Esq., via Zoom conferencing. Participation by your managers & supervisors in this training is required for compliance with the 2024-2025 MEL EPL Plan of Risk Management. Additional information will be forthcoming.

O. Police Command Staff

The BURLCO JIF, in conjunction with the ACM and TRICO JIFs, will be sponsoring Police Command Staff training in June. Completion of this training by the members of your Police Department's Command Staff is a required element for compliance with the MEL's 2024-2025 Employment Practices Liability Plan of Risk Management. Additional information will be forthcoming.

P. Land Use Training Certification (pg. 32)

Attached for your review is a list of members that have provided a certification to the Fund Underwriter indicating that at least some of their Board Members have completed the Optional Land Use Training Program. Land Use Board members that complete the training program 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 Jonathon Tavares at 856-614-4493 or jtavares@connerstrong.com.

Q. Special Law Enforcement Training (pg. 33)

The Annual SLEO Training will be provided in two (2) sessions; one on May 24, 2023 at Cape May Police Academy County Complex and another on May 25, 203 at Atlantic County Policy Academy. Both session run from 6:00-10:00pm. Kris Kristie sent an invitation with registration information to all Clerks, Fund Commissioners, and RMCs on March 27, 2023.

R. Financial Disclosure Statement Filing

The Division of Local Government Services utilizes an "on line" process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file for their position of Fund Commissioner with the JIF and newly appointed Fund Commissioners receive their Filing PIN # from our office once we are notified of their appointment. An email was sent to all Fund Commissioners on April 17, 2023 along with LFN 2023-08 stating the Financial Annual Filing platform was open for filing and the deadline to file without penalty was April 30, 2023. Additional email reminders were sent to those whose status in our system indicated they had not filed on April 26 and again on April 28, 2023. If you have confirmation of your filing, please be sure to keep it should the Executive Directors office receive notice of non-filer status.

S. Membership Renewal Visits

Beginning this month, a Representative from the Executive Director's office will contact those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. These appointments are an opportunity to discuss the member's participation in the JIF and the many programs available to them. The Executive Director's office believes it is very important for the decision makers in each member municipality to understand the value of JIF membership. Those members up for Renewal are: Bass River, Beverly, Florence, Hainesport, Mount Laurel, North Hanover, Palmyra, Shamong, Springfield, and Woodland.

T. 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@rpadmin.com.

U. New Member Activity – Nothing to Report

**Burlington County Municipal Joint Insurance Fund
2022 Safety Incentive Program**

Member Municipality	Size	Opening Balance	"Additional" SIP Funds	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Paid in 2024	Total Paid	Remaining Balance	Date Encumber
Bass River Township	S	2,100.00	250.00														0.00	2,350.00	
Beverly City	M	2,400.00	1,000.00				3,400.00										3,400.00	0.00	
Bordentown City	M	2,400.00	1,000.00														0.00	3,400.00	
Bordentown Township	L	2,700.00	1,000.00				3,700.00										3,700.00	0.00	
Chesterfield Township	S	2,100.00	750.00				2,850.00										2,850.00	0.00	
Delanco Township	S	2,100.00	1,000.00				3,100.00										3,100.00	0.00	
Delran Township	L	2,700.00	750.00														0.00	3,450.00	
Edgewater Park Towns	M	2,400.00	0.00				2,400.00										2,400.00	0.00	
Fieldsboro Borough	S	2,100.00	500.00				2,600.00										2,600.00	0.00	
Florence Township	L	2,700.00	750.00				3,450.00										3,450.00	0.00	
Hainesport Township	S	2,100.00	1,000.00				3,100.00										3,100.00	0.00	
Lumberton Township	M	2,700.00	500.00				3,200.00										3,200.00	0.00	
Mansfield Township	M	2,400.00	750.00				3,150.00										3,150.00	0.00	
Medford Township	XL	3,000.00	1,000.00					4,000.00									4,000.00	0.00	
Mount Laurel Township	XL	3,000.00	1,000.00				4,000.00										4,000.00	0.00	
New Hanover Township	S	2,100.00	250.00					2,350.00									2,350.00	0.00	
North Hanover Townsh	M	2,400.00	750.00					3,150.00									3,150.00	0.00	
Palmyra Borough	M	2,400.00	750.00					3,150.00									3,150.00	0.00	
Pemberton Borough	S	2,100.00	0.00				2,100.00										2,100.00	0.00	
Pemberton Township	XL	3,000.00	750.00														0.00	3,750.00	
Riverside Township	M	2,400.00	1,000.00														0.00	3,400.00	
Shamong Township	S	2,100.00	500.00				2,600.00										2,600.00	0.00	
Southampton Township	M	2,400.00	500.00				2,900.00										2,900.00	0.00	
Springfield Township	S	2,100.00	250.00														0.00	2,350.00	
Tabernacle Township	S	2,100.00	0.00				2,100.00										2,100.00	0.00	
Westampton Township	M	2,400.00	750.00					3,150.00									3,150.00	0.00	
Woodland Township	S	2,100.00	0.00				2,100.00										2,100.00	0.00	
Wrightstown Borough	S	2,100.00	1,000.00														0.00	3,100.00	
Total By Line		\$66,600.00	\$17,750.00	\$0.00	\$0.00	\$0.00	\$46,750.00	\$15,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,550.00	\$21,800.00	

Must be Claimed or Encumbered by November 30, 2023. All Encumbered Claims Must be Claimed by February 1, 2024

**Burlington County Municipal Joint Insurance Fund
2023 Optional Safety Budget**

Member Municipality	Opening Balance	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	Paid 2024	Total Paid	Remaining Balance	Date Encumbered
Bass River Township	995.00														0.00	995.00	
Beverly City	1,595.00														0.00	1,595.00	
Bordentown City	1,595.00														0.00	1,595.00	
Bordentown Township	2,660.00														0.00	2,660.00	
Chesterfield Township	995.00														0.00	995.00	
Delanco Township	1,595.00														0.00	1,595.00	
Delran Township	2,660.00														0.00	2,660.00	
Edgewater Park Township	1,595.00														0.00	1,595.00	
Fieldsboro Borough	750.00														0.00	750.00	
Florence Township	2,660.00														0.00	2,660.00	
Hainesport Township	995.00														0.00	995.00	
Lumberton Township	2,660.00														0.00	2,660.00	
Mansfield Township	1,595.00														0.00	1,595.00	
Medford Township	4,645.00														0.00	4,645.00	
Mount Laurel Township	4,645.00				4,472.00										4,472.00	173.00	
New Hanover Township	750.00														0.00	750.00	
North Hanover Township	1,595.00														0.00	1,595.00	
Palmyra Borough	1,595.00														0.00	1,595.00	
Pemberton Borough	995.00														0.00	995.00	
Pemberton Township	4,645.00														0.00	4,645.00	
Riverside Township	2,660.00														0.00	2,660.00	
Shamong Township	995.00					995.00									995.00	0.00	
Southampton Township	1,595.00														0.00	1,595.00	
Springfield Township	995.00														0.00	995.00	
Tabernacle Township	995.00														0.00	995.00	
Westampton Township	1,595.00														0.00	1,595.00	
Woodland Township	995.00														0.00	995.00	
Wrightstown Borough	995.00														0.00	995.00	
Total By Line	52,045	\$0.00	\$0.00	\$0.00	\$4,472.00	\$995.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5,467.00	46,578.00	

Must be Claimed or Encumbered by November 30, 2023. All Encumbered Claims Must be Claimed by February 1, 2024

**Burlington County Municipal Joint Insurance Fund
2023 Wellness Incentive Program**

Member Municipality	Opening Balance	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	Paid 2024	Total Paid	Remaining Balance	Date of Encumber
Bass River Township	500.00														0.00	500.00	
Beverly City	750.00														0.00	750.00	
Bordentown City	750.00														0.00	750.00	
Bordentown Townshi	1,000.00				383.86	250.00									633.86	366.14	
Chesterfield Townshi	500.00				224.65										224.65	275.35	
Delanco Township	750.00														0.00	750.00	
Delran Township	1,000.00														0.00	1,000.00	
Edgewater Park Tow	750.00														0.00	750.00	
Fieldsboro Borough	500.00														0.00	500.00	
Florence Township	1,000.00														0.00	1,000.00	
Hainesport Township	500.00														0.00	500.00	
Lumberton Township	1,000.00														0.00	1,000.00	
Mansfield Township	750.00														0.00	750.00	
Medford Township	1,500.00														0.00	1,500.00	
Mount Laurel Townsh	1,500.00														0.00	1,500.00	
New Hanover Towns	500.00														0.00	500.00	
North Hanover Town	750.00					150.00									150.00	600.00	
Palmyra Borough	750.00														0.00	750.00	
Pemberton Borough	500.00														0.00	500.00	
Pemberton Township	1,500.00														0.00	1,500.00	
Riverside Township	1,000.00														0.00	1,000.00	
Shamong Township	500.00														0.00	500.00	
Southampton Towns	750.00														0.00	750.00	
Springfield Township	500.00														0.00	500.00	
Tabernacle Township	500.00														0.00	500.00	
Westampton Townsh	750.00														0.00	750.00	
Woodland Township	500.00														0.00	500.00	
Wrightstown Boroug	500.00														0.00	500.00	
Total By Line	\$21,750.00	\$0.00	\$0.00	\$0.00	\$608.51	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1,008.51	20,741.49	

Must be Claimed or Encumbered by November 30, 2023. All Encumbered Claims Must be Claimed by February 1, 2024

**Burlington County Municipal Joint Insurance Fund
2023 EPL/CYBER Risk Management Budget**

Member Municipality	Opening Balance	January 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	Paid in 2024	Total Paid	Remaining Balance	Date Encumbered
Bass River Township	500.00														0.00	500.00	
Beverly City	500.00														0.00	500.00	
Bordentown City	500.00														0.00	500.00	
Bordentown Township	500.00														0.00	500.00	
Chesterfield Township	500.00				500.00										500.00	-	
Delanco Township	500.00														0.00	500.00	
Delran Township	500.00														0.00	500.00	
Edgewater Park Townshi	500.00														0.00	500.00	
Fieldsboro Borough	500.00														0.00	500.00	
Florence Township	500.00														0.00	500.00	
Hainesport Township	500.00														0.00	500.00	
Lumberton Township	500.00														0.00	500.00	
Mansfield Township	500.00														0.00	500.00	
Medford Township	500.00														0.00	500.00	
Mount Laurel Township	500.00														0.00	500.00	
New Hanover Township	500.00														0.00	500.00	
North Hanover Township	500.00														0.00	500.00	
Palmyra Borough	500.00														0.00	500.00	
Pemberton Borough	500.00														0.00	500.00	
Pemberton Township	500.00														0.00	500.00	
Riverside Township	500.00														0.00	500.00	
Shamong Township	500.00														0.00	500.00	
Southampton Township	500.00														0.00	500.00	
Springfield Township	500.00														0.00	500.00	
Tabernacle Township	500.00														0.00	500.00	
Westampton Township	500.00														0.00	500.00	
Woodland Township	500.00														0.00	500.00	
Wrightstown Borough	500.00														0.00	500.00	
Total By Line	14,000.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$13,500.00	

Must be Claimed or Encumbered by November 30, 2023. All Encumbered Claims Must be Claimed by February 1, 2024

2022-2023 ELECTED OFFICIALS RISK MANAGEMENT SEMINAR

This course details ways to control workers' compensation and liability insurance costs. Municipal elected officials, authority commissioners and a member's CEO (i.e., municipal manager / administrator or executive director) who completes this course by **the extended deadline of May 31, 2023**, may qualify for a \$250 credit (capped at approx. 5% of MEL assessment) in their local unit 2023 assessment.

1. To log into the MSI's New Learning Management System for the first time, you will need to **receive an activation email with code** by contacting your agencies Training Administrator or Andrea Felip at the MSI office at 856-552-4740 or Afelip@jamontgomery.com.
2. **Once you receive your activation code via email**, follow the link and one-time instructions to activate your account. The activation process will give you a **new username** and allow you to create a password.
3. Once logged into the LMS, navigate to the **'Request Training' button** on the upper right portion of your Home Screen.
4. **Find and select the 2022-2023 Elected Officials Risk Management Seminar** in the dropdown and click submit at the bottom of the screen.
5. The course will now show in the **Assigned section** in the center of your Home screen.
6. **Click the title to launch** the course.
7. **For additional help** if needed, this video will walk you through the steps to enroll in online learning. [How to Register for Online Learning](#)

2023 SPECIAL POLICE OFFICER PATROL PRACTICES UPDATE



Four Hour Pre-Season Training

Instructed by: Chief Denis E. Connell, Retired

TOPICS:

- | | |
|----------------------------------|--------------------------------|
| 1. Service Animals: | NJSA 10: 5-29 |
| 2. NJ LAD: | Bathroom Access Issues |
| 3. Immigrant Trust Directive: | Policy Review |
| 4. L E Social Media: | Evidence and OPRA Implications |
| 5. L E Computer Systems: | Confidentiality |
| 6. Case Law Update: | State v Carter/State v. Keaton |
| 7. Duty to Provide Medical Help: | State-Created Danger Theory |

2 Sessions Offered

Wednesday, May 24, 2023

CLASS CAPACITY: 90

6 pm - 10 pm

Cape May Police Academy
County Complex

Thursday, May 25, 2023

CLASS CAPACITY: 40

6 pm - 10 pm

Atlantic County Police Academy
5033 English Creek Road
Mays Landing

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.

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 Kristi Kristie:
Email: Kristi_Kristie@RPAdmin.com



SAFETY DIRECTOR REPORT

Burlington County Municipal Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Keith Hummel, JIF Safety Director
DATE: May 3, 2023

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

Keith Hummel Associate Director Public Sector Risk Control khummel@jamontgomery.com Office: 856-552-6862	Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18 th Floor Camden, NJ 08102	Robert Garish Assistant Director Public Sector rgarish@jamontgomery.com Office: 856-552-4650 Cell: 609-947-9719
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LOSS CONTROL SURVEYS

- Borough of Palmyra Renewal on April 4, 2023
- Township of Bass River Renewal on April 7, 2023
- Township of Florence Renewal on April 12, 2023
- Township of Hainesport Renewal on April 21, 2023
- Township of Lumberton on April 28, 2023

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- No Law Enforcement Loss Control Surveys were completed in April

MEETINGS ATTENDED

- Executive Claims Committee Meeting on April 11, 2023
- Executive Fund Committee Meeting on April 14, 2023
- BURLCO JIF Retreat on April 18, 2023
- Back Safety Material Training – Regional Training on April 19, 2023
- Safety, Claims, and Wellness Coordinator Roundtable on April 25, 2023

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 NJ MEL Mobile App?
- New LMS: New MSI LMS – Training Administrator Overview/New MSI LMS – Student (Learner) Overview
- Safe Exchange Zone Best Practices
- CDL Entry-Level Driver Trainer Best Practices
- CDL Controlled Substances & Alcohol Use Testing Policies For New Jersey Public Agencies
- CDL – Designated Employer Representative (DER) Best Practices
- National Work Zone Awareness Week
- MSI EXPO – Bergen County Law & Public Safety Institute
- Fall Protection at Treatment Plants, Pump Stations, & Wells Best Practices
- Tornado Best Practices
- New MSI Learning Management System Launch – Reminder and Resources
- MSI LIVE Schedule
- MSI Toolkit

MSI Fire & EMS

- Fire Protection Equipment & System Impairment Best Practices
- Firefighters – Facial Hair & Fit Testing

MSI LAW ENFORCEMENT MESSAGES

- Law Enforcement’s Role in Active Shooter Response & Prevention – MSI LE Bulletin
- Police Decision Making

MSI NOW

[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
-0-	-0-

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 or deletions, or you need to appoint a new Training Administrator, please advise Andrea Felip at afelip@jamontgomery.com.

LESSONS LEARNED FROM LOSSES

MONTHLY NEWSLETTER – MAY 2023

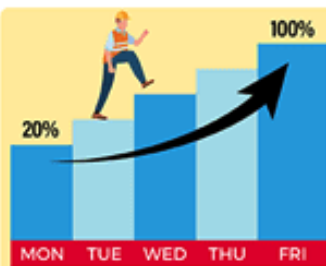


EVERY YEAR WE SEE MANY HEAT RELATED CLAIMS FOR WORKERS THAT ARE ENTIRELY PREVENTABLE. MANY OF THEM ARE MINOR, BUT OUR OFFICE HAS HANDLED CLAIMS IN NEW JERSEY INVOLVING FATAL INJURIES TO EMPLOYEES FROM THE HEAT. IT CAN HAPPEN. A TOLERANCE TO THE HEAT CAN BE BUILT, SEE OSHA DOCUMENT BELOW. ALSO PLEASE SEE THE LINK BELOW TO EXCELLENT INFORMATION ON THE MEL'S SAFETY INSTITUTE WEBSITE ABOUT SAFETY FOR YOUR EMPLOYEES DURING THE HEAT OF SUMMER.

[HTTPS://NJMEL.ORG/MEL-SAFETY-INSTITUTE/BULLETINS/SUMMER-HEAT-SAFETY/](https://njmel.org/mel-safety-institute/bulletins/summer-heat-safety/)



Prevent Heat Illness at Work



Ease into Work. Nearly 3 out of 4 fatalities from heat illness happen during the first week of work.

Build a tolerance to heat by increasing intensity by 20% each day.



Drink cool water even if you are not thirsty



Rest for long enough to recover from the heat



Take breaks in a shady or cool area



Wear a hat and dress for the heat



Watch out for each other



Verbally check on workers wearing face coverings



DATE: May 08, 2023

TO: The Members of the Executive Board of the Burlington County Municipal JIF

FROM: Christopher Winter L/E Risk Management Consultant

RE: BURLCO Activities (April)

1. Policy/Procedures: Policy and Procedure requests have been received and will be forwarded to requesting agencies that will contain current L/E best practices, NJ AG Guideline and L/E Accreditation requirements.

2. Agency Visits:

Agency Visits are being scheduled at this time.

3. Training: Training classes are being considered and / or prepared in the following areas and will be announced in the near future to the agencies and Fund Commissioners:

(1) Report Writing (Scheduled for 07/06/23, (Burlington County Emergencies Training Center).

(2) Advanced Skills and Strategies for Resiliency Officers

4. Law Enforcement Bulletins / Newsletters: See Bulletin attached. (23-03)



5. Meetings Attended:

L/E Consultant Meeting	04/14/2023
BURLCO Executive Claim Meeting	04/11/2023
BURLCO Executive Meeting	04/18/2023



TO: All BURLCO JIF Police Departments

FROM: Christopher J. Winter, L/E Risk Management Consultant

DATE: April 30, 2023

SUBJECT: Acenda Inc. Mental Health Service Provider / Cooperative Outreach Police Exchange Program.

L/E Bulletin: 23-03

DISCUSSION: The following information was brought to the attention of the JIF Executive Director and reviewed by the Fund Professionals including the Fund Solicitor. Acenda Inc. which is a Mental Health Service Provider, has established a Police Exchange Program to provide joint participation in the Cooperative Outreach Police Exchange (COPE) aka: the Program”) to enhance and support law enforcement and their response to certain behavioral health crisis calls, within the guidelines mutually understood by both parties and agreed upon. To date, it appears three (3) Police Departments in the Gloucester County region have agreed to a “Pilot Program” that ends on or about September of 2023.

Based on the above-mentioned information, the following recommendations are provided to municipalities and police departments as it relates to personnel involved, the Memorandum of Understanding (MOU), implementation and certain personnel restrictions pertaining to the civilian personnel utilized by Acenda Inc.

- ❖ MOU information: The particular document should be completed and agreed upon by the Municipality as the Police Departments are NOT an entity that can enter into such an agreement.
- ❖ All agreements should be approved by Resolution of the Governing Body of the Municipality.
- ❖ The program information should be reviewed by the Chief of Police and the Municipal Solicitor.

- ❖ Behavioral Health Crisis Calls are to be handled as emergency “Calls for Service” received by the jurisdictional 911 system or by the MHSP which involve:
 - Behavioral/Mental Health;
 - Confused/Disoriented person;
 - Welfare Check;
 - Suicide; and
 - Other categories the Chief of Police deems appropriately related to behavioral health identified during the agreed Program.
 - **An agency policy** should be prepared and provided for personnel guidance that includes appropriate definitions for understanding by all involved.
 - Consider methods of travel by civilian personnel.
 - Attire to be worn by all involved. Ex: Sworn personnel, uniform or non-uniform; business attire for civilian personnel.
 - “On scene” involvement and limitations.
 - Frequency as to when the program will be implemented based on the volume of behavioral health crisis calls for service as determined by the Chief of Police and Acenda personnel.
 - Data Collection and Evaluation.
 - Police Department Responsibilities
 - Mental Health Service Provider Responsibilities.
 - Program Funding



- Liabilities of all involved, Duration, Withdrawal and Termination guidelines.

- ❖ Based on the outlined information, if any agency has further inquiries with this type of program you are recommended to contact your Municipal Solicitor or the JIF Solicitor (Mr. DeWeese), for further information with this type of program.

Disclaimer: The materials provided in this correspondence are for general informational and educational purposes only and are not intended to be and should not be considered legal advice or opinions. Prior to making any policy or rule changes, seek the advice of your municipal attorney or County Prosecutor.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND WELLNESS DIRECTOR'S REPORT

TO: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Debby Schiffer, JIF Wellness Director
DATE: May 16, 2023 via Zoom Video Conferencing
Contact Info: debby_schiffer@targetingwellness.com 856-322-1220

MAY - ACTIVITY & PLANNED EVENTS

Member Municipality Visits:

Ten (10) towns visited in the month of April:

- Chesterfield (Presentation)
- Florence (Wellness Committee Meeting)
- Fieldsboro (Wellness)
- Palmyra (SCM)
- Hainesport (Wellness)
- New Hanover (Wellness)
- Southampton (chair yoga)
- Tabernacle (Wellness)
- Woodland
- Wrightstown (SCM)

Towns not yet visited and no appointment scheduled yet:
Bass River, Bordentown City, Mt. Laurel

At the time of writing this report, I have six (6) towns lined up for May:

- Delran (Wellness)
- Riverside (SCM)
- Lumberton (Wellness)
- Pemberton Boro (SCM)
- Springfield (Wellness)
- Westampton (SCM)

I have been providing Paul and Kamini with my visit report, which you will in your packet. This continues to be updated so the version you see may be outdated.

I already have visits planned for June and July. There are a few towns that I have not heard from yet or have been unable to meet with me due to schedule changes.

Some wellness ideas/initiatives to consider:

- Wellness Challenge – Plant Based Eating
- National Meditation Day (May 31)
- Walking, Step or Hydration Challenges
- Healthy Snack Day
- Nutrition Awareness presentation
- Understanding Addictions Presentation (Cooper)
- Employee/Co-worker Appreciation Day
- Healthy Weight Loss Challenge
- "Give a Flower to Someone" Day

I continue to share ideas with all of my Wellness Coordinators of what different towns are doing that may help them with generating their own ideas (or copying!)

Related Meetings and Announcements:

- Wellness Advisory Committee – Next meeting is scheduled for May 16th at 9:30am via Zoom

New Resources:

Medical Essentials Diagnostics – I have shared this information with many towns upon my visits during Safety Committee Meetings or wellness coordinators. Some towns have scheduled an onsite visit from MED to share this information with either department heads or wellness committee members. If you would like me to reach out to them on your behalf or if you would like more information on what they are all about, please just let me know. Their closest clinic is in Marlton NJ.

Department of Addiction with Cooper Health Systems – A representative will conduct a presentation on Addictions – defining, types, stigma and treatments. In addition, they offer educational materials, resources and slide pdf. If you are interested in learning more, please reach out. There is a fee and would be a wonderful use of your Wellness Funds!

Other resources available: Reiki, chair yoga, meditation, nutrition, hypnotherapy, therapy for joint pain

Dr. Elias Transformational Leadership Group Coaching Program for Law Enforcement: we still have some spots left from our original pilot testing. I am working with Dr. Elias to get these spots filled and will provide an update as it becomes available.

Targeting Wellness Newsletter – Reminder of the New Approach:

This quarter's theme will be focusing on Exercise and Physical Activity. Please be sure to print or distribute it to all of your employees. As always, if you have any questions, comments or suggestions, please do not hesitate to reach out to me.

Here is a reminder of the planned themes for 2023:

Quarter 1 – Nutrition

Quarter 2 – Physical Activity/Movement

Quarter 3 – Sleep

Quarter 4 – Stress Management

The comorbidities to be highlighted in quarter two will be

Hypertension (high blood pressure) – May

Cholesterol – June

Your feedback is always welcomed and your support in getting this information out to all employees is greatly appreciated!

May National Wellness Observances:

National Physical Fitness and Sports Month

Arthritis Awareness Month

Global Employee Health and Fitness Month

Mental Health Awareness Month

National High Blood Pressure Education Month

National Osteoporosis Awareness Month

National Stroke Awareness Month

National Women's Health Week (5/14-5/20)



**Burlington County Municipal JIF
Managed Care Summary Report
2023**

Intake	April-23	April-22	2023 April YTD	2022 April YTD
# of New Claims Reported	18	19	93	133
# of Report Only	10	5	53	74
% Report Only	56%	26%	57%	56%
# of Medical Only	8	12	29	42
# of Lost Time	0	2	11	15
Medical Only to Lost Time Ratio	100:00	86:14	73:27	74:26
Claim Petition First Notice	0	0	0	2
COVID-19	0	1	20	65
Average Days Reported To Qual-Lynx (Indemnity, Medical Only, Report Only)	2.1	7.1	2.7	5.3
Average Days Reported To Employer (Indemnity, Medical Only, Report Only)	1.2	6.3	0.7	1.9

Nurse Case Management	April-23	April-22
# of Cases Assigned to Case Management	16	24
# of Cases >90 days	12	19

Savings	April-23	April-22	2023 April YTD	2022 April YTD
Bill Count	92	171	408	510
Provider Charges	\$235,729	\$173,341	\$592,233	\$658,010
Repriced Amount	\$136,225	\$52,918	\$278,163	\$284,704
Savings \$	\$99,503	\$120,423	\$314,070	\$373,306
% Savings	42%	69%	53%	57%

QualCare Provider Network Penetration Rate	April-23	April-22	2023 April YTD	2022 April YTD
Bill Count	96%	86%	93%	92%
Provider Charges	99%	92%	96%	96%

Exclusive Provider Panel Penetration Rate	April-23	April-22	2023 April YTD	2022 April YTD
Bill Count	97%	88%	95%	92%
Provider Charges	99%	95%	98%	96%

Transitional Duty Summary		2023 April YTD	2022 April YTD
% of Transitional Duty Days Worked		63%	81%
\$ Saved By Accommodating		\$45,898	\$59,371
% of Transitional Duty Days Not Accommodated		37%	19%
Cost Of Days Not Accommodated		\$27,588	\$12,069

Technical Risks Services Director

Monthly Executive Report



May 8, 2023

Summary

Welcome to the new reporting format. Each month the CyberLiability report will consist of this executive summary of the past month's work plus the plans for the next month. And finally, maybe a tidbit or two on safety. This month's is about outlawed cameras and should be read carefully as you may have illegal cameras in your facilities.

The CyberLiability documentation portion of the report can be broken down into three parts.

User Training-These are the Wizer reports for the month

Vuln/pentesting- These are the D2 reports for the month

MEL Cyber JIF- This is the Cyber insurance Tier level documentation

This past month we have been putting together a program to streamline the document process for Cyber Training/vulnerability/MEL. This task can be quite daunting and frustrating to many of you as well as our staff. Hopefully we will produce a process that is both meaningful, accurate and as painless as possible so your time is not wasted digging up forms from old emails that you may have missed.

We have also narrowed the focus on our user training / network testing documents so we can get those tasks completed.

However, the most important task over the next few months will be the completion of the MEL questionnaire. For 2024 MEL has changed the rule for "Tiering" from 3 to just two. Hopefully all of you will qualify for the lowest tier now called Simple. The higher tier is now called Advanced. Many of you will make it here as well.

Our approach will be to get everyone to Simple as soon as possible. Then to revisit those members who wish to really drive their deductible down at Advanced.

You will soon receive an email from MEL@wintseconsulting.com. MEL will describe the process in further detail. However if you want to get a jump on MEL, below is the link to the MEL CyberLiability page with the requirements and questionnaires. Go over it carefully with your staff and technicals.

We look forward to your cooperation.

Stay Cybersafe

Jerry Caruso

Link to MEL Cyber JIF

<https://njmel.org/mel-safety-institute/resource-center/public-officials/public-officials-cyber-risk-control/cyber-jif/>

Training-Phishing Last 30 Days

Member	recipients	sent	opened	clicked	phished	reported
Bass River Township	18	18	4	1	0	0
Beverly City	31	30	9	1	0	0
Bordentown City	23	23	12	2	0	0
Bordentown Township	49	49	15	1	0	0
Chesterfield Township	36	35	18	2	0	0
Delanco Township	27	27	4	0	0	0
Delran Township	3	3	1	0	0	0
Edgewater Park Township	37	36	5	2	0	0
Florence Township	62	60	15	0	0	0
Hainesport Township	10	10	3	1	0	0
Lumberton Township	50	50	13	1	0	0
Mansfield Township	80	80	31	0	0	0
Medford Township	142	141	18	0	0	0
Mount Laurel Township	162	162	49	3	0	0
New Hanover Township	9	9	1	0	0	0
No Department	3	3	3	0	0	0
North Hanover Township	35	35	11	0	0	0
Palmyra Borough	37	37	10	1	0	0
Pemberton Borough	13	13	0	0	0	0
Pemberton Township	101	101	11	2	0	0
Riverside Township	40	39	3	0	0	0
Shamong Township	18	18	2	0	0	0
Southampton Township	20	20	4	0	0	0
Springfield Township	1	1	0	0	0	0
Tabernacle Township	26	26	7	1	0	0
Westampton Township	84	83	24	0	0	0
Woodland Township	17	17	0	0	0	0
Wrightstown Borough	1	1	0	0	0	0

Vulnerability and Penetration Testing

Member	KYC&VSA Received	Vulnerability	PenTest
Bass River Township	X	X	
Beverly City	X	X	
Bordentown City	X	X	
Bordentown Township	X	X	
Chesterfield Township	X		
Delanco Township	X	X	
Delran Township	X		
Edgewater Park Township	X	X	
Fieldsboro Borough	X	X	
Florence Township	X	X	
Hainesport Township	X	X	
Lumberton Township	X	X	
Mansfield Township	X	X	
Medford Township	X	X	
Mount Laurel Township	X	X	
New Hanover Township			
North Hanover Township	X	X	
Palmyra Borough	X	X	
Pemberton Borough	X	X	
Pemberton Township	X	X	
Riverside Township	X	X	
Shamong Township	X	X	
Southampton Township	X	X	
Springfield Township	X	X	
Tabernacle Township	X	X	
Westampton Township	X	X	
Woodland Township	X		
Wrightstown Borough	X	X	
Percentage Completed	96%	85%	0%

MEL Cyber JIF Framework Status

Member	Approval Status - Minimum	Approval Status - Advanced
Bass River Township		
Beverly City		
Bordentown City		
Bordentown Township		
Chesterfield Township		
Delanco Township		
Delran Township		
Edgewater Park Township		
Fieldsboro Borough		
Florence Township		
Hainesport Township		
Lumberton Township		
Mansfield Township		
Medford Township		
Mount Laurel Township		
New Hanover Township		
North Hanover Township		
Palmyra Borough		
Pemberton Borough		
Pemberton Township		
Riverside Township		
Shamong Township		
Southampton Township		
Springfield Township		
Tabernacle Township		
Westampton Township		
Woodland Township		
Wrightstown Borough		

Cyber Security Bulletin May 2023

In recent years, certain Chinese video surveillance and telecommunications equipment manufacturers have come under scrutiny because of the potential security risks they pose to U.S. security. These manufacturers include familiar industry names, and their subsidiaries and affiliates. The U.S. Government has taken actions restricting the purchase of this equipment by Federal agencies and grant recipients, as well as prohibiting the marketing and sale of these products to certain markets. These actions include section 889 of the National Defense Authorization Act (NDAA) and the Secure Equipment Act of 2021 (SEA), the requirements of which were recently implemented by the Federal Communications Commission (FCC).

What are the NDAA and the SEA?

The NDAA is legislation that Congress passes annually to set out priorities for national defense policy and funding. Section 889 of the NDAA generally prohibits the use of federal funds (including grant funds) to buy certain telecommunications equipment or services from **Huawei, ZTE, or Hytera Communications Corporation, or video surveillance equipment or services from Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company** (or any subsidiary or affiliate of such entities).

The SEA directed the FCC to adopt rules that clarify that it would no longer review or approve any application for equipment authorization for equipment that is on the FCC's list of telecommunications and video surveillance equipment deemed a threat to national security. The FCC implemented this mandate by adopting rules that prohibit the marketing and sale of broadband capable telecommunications and video surveillance equipment manufactured by these companies and their affiliates and subsidiaries to certain markets, e.g., **government facilities**, critical infrastructure. These rules became effective on **February 6th, 2023**.

Why were these laws passed?

Both Section 889 and the SEA reflect growing concerns by the federal government about the security threat posed by equipment provided by certain Chinese manufacturers. As video cameras and telecommunications hardware have become increasingly smarter and better connected, related cybersecurity risks have grown in likelihood and threat level.

A camera or broadband-enabled radio might not seem like the most likely candidate for a cybersecurity breach. But networked devices or any devices in the Internet of Things (IoT) can be used as a "back door" by hackers to enter larger networks or obtain user data. These risks are heightened by the fact that Chinese manufacturers tend to make these devices available at low price points and most tend not to be as rigorously secured as laptops or servers.

What's more, many newer models contain System on a Chip (SoC) technology. This gives a great deal of computing power to devices like cameras but also makes them a much more likely risk vector for hackers.

These threats could be catastrophic for any business, but the stakes are even higher when these devices are used by the federal government or in the public safety environment. If devices were hacked, the possibility of eavesdropping on classified conversations, accessing confidential information, or disrupting essential services could have enormous repercussions, both nationally and globally.

This legislation will push many security companies and service providers who work with the U.S. government to carry out thorough due diligence of all their equipment, services and relationships to ensure they are compliant.

Conclusion

NDAA regulation not only prevents federal agencies from installing cameras made by companies on the black list, but also prohibits them from doing business with any organization that uses them. This means that as a security leader, integrator, or facility manager you don't want to take the risk of installing non-NDAA compliant security systems for both compliance and cybersecurity reasons.

If you plan to work with government agencies or install security cameras on government property, you need to make sure that your video surveillance products are NDAA compliant. Additionally, it is strongly recommended that organizations use NDAA-compliant hardware as a general best practice and in an abundance of caution.

The best way to make sure that your security cameras are NDAA compliant is to seek the advice of your Technical advisor. You can also forward any information to me at jerry@wintsecconsulting.com and I will obtain the answer for you. Please review your current equipment to make sure it is NDAA compliant and if it's not make plans to replace the equipment.

For more information and further reading of these articles:

<https://www.securitymagazine.com/articles/98980-why-have-the-ndaa-and-fcc-banned-certain-security-cameras>

<https://www.fcc.gov/document/fcc-bans-authorizations-devices-pose-national-security-threat>

<https://getsafeandsound.com/2022/06/what-is-ndaa-compliant-security-cameras/>

1

Active Trainings

1,138

Invited Users

1,029

Started Training

1,026

Completed Training

90.16%

4.35

Rating

2023 Cyber Awareness Training - Part 1

Department	Invited Users	Started Training	Completed Training	%	Rating
Bass River Township	15	8	7	46.67%	4.45
Beverly City	31	23	23	74.19%	4.03
Bordentown City	21	21	21	100.00%	3.62
Bordentown Township	48	48	48	100.00%	4.13
Chesterfield Township	31	31	31	100.00%	4.53
Delanco Township	25	23	23	92.00%	4.37
Delran Township	59	59	59	100.00%	4.55
Edgewater Park Township	33	27	27	81.82%	4.72
Fieldsboro Borough	4	4	4	100.00%	3.00
Florence Township	62	57	57	91.94%	4.49
Hainesport Township	11	11	11	100.00%	4.75
Lumberton Township	47	34	34	72.34%	4.80
Mansfield Township	76	76	76	100.00%	4.18
Medford Township	137	136	136	99.27%	4.38
Mount Laurel Township	162	136	135	83.33%	4.29
New Hanover Township	9	8	8	88.89%	4.40
North Hanover Township	28	28	28	100.00%	4.61
Palmyra Borough	33	31	31	93.94%	4.53
Pemberton Borough	13	13	13	100.00%	4.69
Pemberton Township	102	97	97	95.10%	4.36
Riverside Township	36	25	24	66.67%	3.87
Shamong Township	16	16	16	100.00%	4.38
Southampton Township	16	13	13	81.25%	4.59
Springfield Township	23	19	19	82.61%	3.60
Tabernacle Township	20	8	8	40.00%	4.77
Westampton Township	83	79	79	95.18%	4.24
Woodland Township	12	10	10	83.33%	4.60
Wrightstown Borough	4	4	4	100.00%	4.83

Comments

Messages	Rating	Created_at
good course	5	17 April 2023
Thorough in approach and presented in an easy to understand (and entertaining) manner.	4	03 April 2023
Maybe add some new stories because it all seemed the same as the last training.	3	03 April 2023
..	3	30 March 2023
OUTSTANDING!!!	5	30 March 2023
The videos of people who made mistakes was very helpful.	4	27 March 2023
none	5	27 March 2023
It was easy to understand. Thank you.	4	23 March 2023
Always something to learn.	4	17 March 2023
EASY TO FOLLOW.	4	15 March 2023
helpful and informative	5	15 March 2023
a good refresher	4	15 March 2023
Better than I expected!	4	14 March 2023
Took too long loading each section.	3	14 March 2023
JUst awesome	5	13 March 2023
Very helpful and interesting	5	13 March 2023
Great	5	11 March 2023
Excellent!!!!!!!!!!!!!!	5	10 March 2023
X	4	10 March 2023
very informative!!!!	4	09 March 2023
Very clear and easy to understand. I liked that the quizzes were between only a few sections so we weren't having to remember specific information after watching so many slides/videos.	5	09 March 2023
Very good - Thank you	5	09 March 2023
Great	5	09 March 2023
outstanding	5	06 March 2023
Great	5	06 March 2023
good reminder	4	04 March 2023
very informative	4	03 March 2023
Great	5	03 March 2023
Great	4	02 March 2023
good course	4	02 March 2023
very informative	5	21 June 2022
very informative	3	13 June 2022
very informative	5	08 June 2022
none	5	02 June 2022
none	5	02 June 2022
very informative	5	21 October 2021
very informative	3	04 October 2021

3

Active Campaigns

2,642

Sent

620

Opened

53

Clicked

2.01%

Clicked Rate

Active Phishing Campaigns Stats

Department	Sent	Opened	Clicked	Clicked Rate	Last Sent
Bass River Township	38	10	3	7.89%	01 May 2023
Beverly City	75	21	2	2.67%	05 May 2023
Bordentown City	57	21	2	3.51%	05 May 2023
Bordentown Township	124	34	2	1.61%	05 May 2023
Chesterfield Township	76	33	3	3.95%	05 May 2023
Delanco Township	68	8	1	1.47%	05 May 2023
Delran Township	4				02 May 2023
Edgewater Park Township	85	21	4	4.71%	05 May 2023
Florence Township	152	40	3	1.97%	05 May 2023
Hainesport Township	28	9	3	10.71%	01 May 2023
Lumberton Township	118	33	3	2.54%	05 May 2023
Mansfield Township	178	67	4	2.25%	05 May 2023
Medford Township	333	47	2	0.60%	05 May 2023
Mount Laurel Township	399	89	9	2.26%	05 May 2023
New Hanover Township	23	2			24 April 2023
North Hanover Township	72	23			05 May 2023
Palmyra Borough	83	21	2	2.41%	05 May 2023
Pemberton Borough	30	1			05 May 2023
Pemberton Township	261	24	3	1.15%	05 May 2023
Riverside Township	91	23	2	2.20%	05 May 2023
Shamong Township	46	5			02 May 2023
Southampton Township	47	11			05 May 2023
Springfield Township	38	14	2	5.26%	12 May 2023
Tabernacle Township	55	14	2	3.64%	05 May 2023
Westampton Township	208	58	4	1.92%	05 May 2023
Woodland Township	31	2			05 May 2023
Wrightstown Borough	3				05 May 2023

May 9, 2023

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 April 30, 2023 for Closed Fund Years 1991 to 2018, and Fund Years 2019, 2020, 2021, 2022 and 2023. 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 \$ 33,916.63. This generated an average annual yield of 2.48%. However, after including an unrealized net gain of \$ 8,076.23 in the asset portfolio, the yield is adjusted to 3.07% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$14,170,635.48.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 13,253.82 w/YTD Total \$ 30,128.82
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 469.88
FY 2023 Premium Assessments \$ 0.00

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 \$ 245,056.53. The claims detail shows 192 claim payments issued.

A.E.L.C.F. PARTICIPANT BALANCES AT PERIOD END:

Interest Allocated for the Period \$ 659.88 for a total Member Balance of \$319,957.57 with individual balances shown in the attached report.

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 \$ 16,854,584.99 to a closing balance of \$ 15,975,899.42 showing a decrease in the fund of \$ 878,685.57. 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 - MAY 2023

	Payee	FY2023	FY2022	JIF Appropriation	Description
1	The Actuarial Advantage	5,627.00		Prof Services/Actuary	March and April 2023 Fees
2	Arthur J. Gallagher Risk Management Services	32,517.00		Prof Services/Administration	May 2023 Fee
3	Arthur J. Gallagher Risk Management Services	101.84		Misc/Postage/Copies/Faxes	April 2023 - Postage, copies, fax expense
4	The DeWeese Law Firm, P.C.	6,413.00		Prof Services/Attorney	May 2023 Fees
5	Qual-Lynx	19,452.00		Prof Services/Claims Admin.	May 2023 Fees
6	Qual-Lynx	292.00		Misc/Performance Bond (TPA)	Inv#052701 Annual fee 1/1/23-12/31/23
7	Joyce Media	390.00		Misc/JIF Website	May 2023 Fees
8	Christopher J. Winter Sr.	1,833.00		Training/Police Risk Services	Law Enforcement Consultant-May 2023 fees
9	Kris Kristie	383.00		Misc/Recording Secretary	May 2023 Fees
10	J. A. Montgomery Consulting	12,125.00		Prof Services/Safety Director	May 2023 Fees
11	Wintsec Consulting LLC	3,400.00		Prof Services/Technology Risk Serv Dir	May 2023 Fees
12	Tom Tontarski	1,007.00		Prof Services/Treasurer	May 2023 Fees
13	Tom Tontarski	26.95		Misc/Postage/Copies/Faxes	UPS checks to RPA-April
14	Conner Strong & Buckelew	725.00		Prof Services/Underwriting Mgr	May 2023 Fees
15	Debby Schiffer	2,584.00		Wellness Program	May 2023 Fees
16	MEL JIF	434,506.00		MEL	MEL 2023 WC & Excess Liability - 2nd installment
17	MEL JIF	1,878.25		Faithful Performance/Fidelity Bond	MEL 2023 Fidelity Bond - 2nd installment
18	MEL JIF	212,887.00		Property Claims and Premium	MEL 2023 Property claims & prem. -2nd installment
19	MEL JIF	678,827.23		Transfer to RCF	2022 Assessment to RCF for FY 2018
20	NJ Cyber Risk Management Fund	158,961.00		Cyber JIF	NJ Cyber JIF 2nd installment 2023
21	GateHouse Media PA	30.92		Misc/Legal Notices	BCT-Ad#8626038 notice of mtg location change
22	Iron Mountain	81.32		Misc/Record Retention Service	*Inv#HMLG083; Storage 5/1-31/23; Service 3/29/23-4/25/23
23	Marco's Inc	250.00		training/training	Deposit for 6/12/23 Police Command Staff Training
24	Medford Village Country Club	5,593.60		Misc/Annual Planning Retreat	Annual planning retreat 4/18/23
25	ODP Business Solutions, LLC	216.54		Misc/Annual Planning Retreat	Inv#30786433601 Binders and Dividers
26	Township of Bordentown	250.00		Wellness Program	Wellness challenge prizes for 3 events
27	Township of Medford		4,000.00	Safety Incentive Program	Direct Full Check
28	New Hanover Township		2,350.00	Safety Incentive Program	Direct Full Check
29	North Hanover Township		3,150.00	Safety Incentive Program	Direct Full Check
30	North Hanover Township	150.00		Wellness Program	Chair massage
31	Palmyra Borough		3,150.00	Safety Incentive Program	Direct Full Check
32	Shamong Township	995.00		Optional Safety Budget	Safety items
33	Westampton Township		3,150.00	Safety Incentive Program	Direct Full Check
	Subtotals	\$1,581,503.65	\$15,800.00		

JIF Bill List Total	\$1,597,303.65
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Municipal Excess Liability Joint Insurance Fund

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

Date: Monday May 8, 2023

To: _____
Burlington County Municipal Joint Insurance Fund

From: Commissioner Jack

Subject: Special MEL JIF meeting

MEL and RCF Financials: A special meeting was called to review and consider a resolution authorizing a supplemental assessment for 2020 and 2021 Fund Years Workers' Compensation and Liability. The Board of Commissioners adopted a resolution authorizing supplemental JIF assessments. Please see attached exhibit.

Marketing Consultant: In 2019, the MEL added a Marketing Consultant to support local JIFs in retaining and adding members. The Atlantic, Trico and Burlco JIFs have recently experienced fluctuations in membership and submitted correspondence asking the MEL to consider adding another Marketing Consultant to market in South Jersey. MEL Management Committee met on April 27, 2023, reviewed a proposal from Paul Miola of PJM Consultants LLC with an annual fee not to exceed \$44,000 and made a recommendation to award a 1-year contract. The Board of Fund Commissioners agreed with the recommendation and adopted a resolution awarding services.

MEL May Report - Exhibit

2020 MEL Additional Assessment at 12/31/2022	4,500,000	1,700,000	500,000	6,700,000
	Liability	WC	Property	Total
ATL	228,919	107,630	43,450	379,999
BER	347,878	144,332	45,813	538,023
BURL	222,497	58,053	17,025	297,575
CAM	367,216	118,052	28,974	514,242
CNTRL	339,063	150,161	28,053	517,277
FRESP	26,672	24,490	9,049	60,211
MID JERSEY	169,023	63,928	15,372	248,323
MON	319,374	123,085	35,990	478,449
MOR	460,148	169,525	52,128	681,801
NJPHA	240,499	22,927	70,054	333,480
NJSI	96,080	49,226	10,126	155,432
NJUA	118,173	61,453	-	179,626
OCE	483,809	185,526	35,842	705,177
PAIC	180,377	54,394	12,528	247,299
PMM	97,943	35,459	10,001	143,403
SBER	305,958	127,950	31,800	465,708
SBEX	130,283	60,697	12,101	203,081
SBMU	122,624	57,700	12,738	193,062
TRICO	243,464	85,414	28,955	357,833
Total	4,500,000	1,700,002	499,999	6,700,001

2021 MEL Additional Assessment	1,500,000	1,300,000	6,500,000	9,300,000
	Liability	WC	Property	Total
ATL	84,860	81,894	593,890	760,644
BER	108,153	100,234	594,471	802,858
BURL	75,280	47,320	230,741	353,341
CAM	126,529	90,365	375,816	592,710
CNTRL	125,798	123,154	440,551	689,503
FRESP	10,413	12,791	91,558	114,762
MID JERSEY	55,033	49,156	196,187	300,376
MIDLSEX	-	5,025	-	5,025
MON	106,337	91,059	458,842	656,238
MOR	153,542	131,526	658,573	943,641
NJPHA	69,005	16,801	891,281	977,087
NJSI	28,145	31,506	129,057	188,708
NJUA	36,654	49,575	-	86,229
OCE	153,638	144,302	449,650	747,590
PAIC	56,402	39,634	156,250	252,286
PMM	33,023	27,418	141,100	201,541
SBER	99,179	98,325	401,758	599,262
SBEX	45,375	49,564	154,765	249,704
SBMU	39,041	42,654	163,133	244,828
TRICO	93,593	67,697	372,377	533,667
Total	1,500,000	1,300,000	6,500,000	9,300,000



Municipal Excess Liability Residual Claims Fund

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

May 8, 2023

Memo to: Burlington County Municipal Joint Insurance Fund

From: Commissioner Jack

Re: RCF May 8, 2023 Meeting Summary

A special meeting was called to review and consider Resolution 13-23 Authorizing Supplement Assessments for the 2007, 2008, 2011, 2012, and 2013 Fund Years Workers' Compensation. The Board of Commissioners adopted the resolution which included the following schedule:

RCF ADDITIONAL ASSESSMENT - December 31, 2022

Fund Year	2007	2008	2011	2012	2013	Total
Additional Assessment	3,378,126	1,033,027	4,188,238	3,882,479	1,574,856	14,056,726
Fund_ID						
Atlantic	251,943	85,124	236,250	276,206	106,932	956,455
Bergen	73,497	41,970	103,689	79,005	40,784	338,945
BMEL	-	-	-	-	-	-
Burlco	36,036	16,637	24,643	52,694	28,622	158,632
Camden	82,776	15,910	146,808	154,336	49,951	449,781
Central	183,030	59,489	175,261	161,518	92,618	671,916
MEL	1,609,319	502,473	2,110,609	2,163,590	789,306	7,175,297
Monmouth	171,504	47,329	215,833	146,590	66,181	647,437
Morris	138,227	33,501	201,417	174,082	94,889	642,116
NJPHA	134,154	42,981	139,018	63,657	19,162	398,972
NJUA	42,603	22,419	60,813	63,704	26,446	215,985
Ocean	231,265	73,837	293,011	205,434	124,628	928,175
PMM	41,471	12,209	37,481	30,387	6,475	128,023
South Bergen	96,719	23,729	84,778	60,923	23,760	289,909
Suburban Essex	93,802	14,183	136,093	101,049	34,357	379,484
Suburban Municipal	52,628	802	25,460	42,973	18,433	140,296
Trico	139,152	40,434	197,074	106,331	52,312	535,303
Totals	3,378,126	1,033,027	4,188,238	3,882,479	1,574,856	14,056,726

The next meeting is scheduled for Friday, June 2, 2023 at 10:30AM at the Forsgate Country Club.