

AGENDA PACKET

CANADA WILDFIRE SMOKE HAS CLEARED



Tuesday, June 20, 2023 at 3:30 PM

*Hainesport Municipal Building
1 Hainesport Circle, Hainesport, NJ*

WWW.BURLCOJIF.ORG

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

June 20, 2023 – 3:30 PM
Hainesport Municipal Building, Hainesport, NJ

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*)
- X. Allow that this monthly meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Fund Commissioners –**Motion – All in Favor**
- V. Approval of Minutes
 - A. Motion to Adopt the **May 16, 2023** Meeting Minutes – **Motion – All in Favor**.....Pages 1-11
- VII. Claims Review Committee Meeting Minutes – June 13, 2023.....Handout
- VIII. Executive Director’s Report.....Pages12-34
 - A. Lost Time Accident Frequency.....Pages 15-16
 - B. Certificates of Insurance.....Pages 17-20
 - C. Financial Fast Track Reports.....Page 21
 - D. Regulatory Filing Checklists.....Pages 22-23
 - E. 2022 Safety Incentive Program.....Page 24
 - F. 2023 Optional Safety Budget.....Page 25
 - G. 2023 Wellness Incentive.....Page 26
 - H. 2023 EPL/Cyber Risk Management Budget.....Page 27
 - I. EPL Compliance StatusPage 28
 - J. Statutory Bond Status.....Pages 29-30
 - K. Skateboard Park Approval Status.....Page 31
 - L. Capehart Scatchard Updates.....Pages 32-33
 - M. Managerial & Supervisory Training
 - N. Police Command Staff Training
 - O. Land Use Training Certification.....Page 34
 - P. Renewing Members
 - Q. Membership Renewal Visits
 - R. Fireworks Coverage Reminder 2023-05

S.	Website	
T.	New Member Activity	
IX.	Solicitor’s Report	
A.	MEL Helpline and Contact List.....	Pages 35-36
X.	Safety Director’s Report	
A.	Activity Report	Pages 37-39
XI.	Claims Administrator’s Report	
A.	Lessons Learned from Losses	Page 40
XII.	Law Enforcement Risk Management	
A.	Report.....	Pages 41-42
B.	Training Notice.....	Page 43-44
XIII.	Wellness Director Report	
A.	Monthly Activity Report.....	Pages 45-46
B.	Wellness Visits Report.....	Page 47
C.	WAC Meeting Minutes – May 16, 2023.....	Pages 48-52
D.	Leadership Coaching.....	Pages 53-54
E.	Wellness Survey.....	Pages 55-57
XIV.	Managed Health Care Report	
A.	BURLCOJIF Summary.....	Page 58
B.	Average Days to Report.....	Page 59
C.	Claims Reported by Type.....	Page 60
D.	Nurse Case Management Reports.....	Page 61
E.	Transitional Duty Report.....	Page 62
F.	PPO Savings and Penetration Reports.....	Pages 63-64
G.	Top 10 Providers & Paid Provider by Specialty.....	Page 65
H.	Quick Notes.....	Page 66
XV.	Technology Risk Services	
A.	Reports.....	Pages 67-76
XVI.	Treasurer’s Report as of May 31, 2023	Pages 77-113
A.	Investment Report	
B.	Investment JCMI	
C.	Loss Run Payment Registers	
D.	Fund Status	
E.	Disbursements	
F.	June Bill List.....	Page 114
	Motion to approve the Payment Register & Bill List– Motion – Roll Call	
XVII.	Committee Report	
A.	Finance Committee Meeting Minutes – June 6, 2023.....	Pages 115-125
1.	Resolution 2023 -_____ Accepting the Annual Audit Report for the Period Ending December 31, 2022 – Motion – Roll Call	Pages 126-127
2.	Interim Financial Statement Summary Report – March 31, 2023.....	Pages 128-137
3.	Resolution 2023-_____ Authorizing an Intrafund Transfer of \$200,000 from the 2022 Deductible line to the 2022 Property Line; \$80,000 from the 2021 Deductible line to	

- the 2021 Property line; and \$75,000 from 2020 Deductible line to the 2020 Property line **Motion – Roll Call**.....Page 138
4. Resolution 2023-_____ Authorizing the Creation of the Residual Claims Fund Supplemental Assessment Account – **Motion – Roll Call**.....Page 139

XVIII. MEL/RCF/E-JIF/Cyber Reports

- A. MEL Report – June 2, 2023.....Pages 140-141
- B. RCF Report – June 2, 2023.....Pages 142-143
- C. EJIF Report – June 1, 2023.....Page 144
- D. Cyber JIF Report – May 9, 2023.....Page 145
- E. NJ Cyber JIF Report – The meeting of June 14, 2023 has been postponed and is rescheduled for June 22, 2023 @ 2:00 PM via Zoom

XIX. Miscellaneous Business

<p style="text-align: center;">The next meeting of the BURLCOJIF will be held on Tuesday, July 18, 2023 at 3:30 PM at the Hainesport Municipal Building</p>
--

XX. Meeting Open to Public Comment

- A. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
- B. Motion to Close Meeting to Public Comment – **Motion - All in Favor**

XXI. **Closed Session** (*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

Via Zoom Conferencing

May 16, 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, May 16, 2023. Fund Chair, John Gural, **Palmyra Borough**, presiding. The meeting was called to order at 3:30 PM.

FLAG SALUTE

Mr. Forlenza then took a moment to verify call in phone numbers and rename them to the appropriate member.

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

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**
Nancy Erlston, *Alternate*, **Florence Twp.**
Paula Kosko, **Hainesport Twp.**
Bobbie Quinn, **Lumberton Twp.**
Michael Fitzpatrick, **Mansfield Twp.**
Kathy Burger, **Medford Twp.**
Brandon Shillingford, *Alternate*, **Mt. Laurel Twp.**
Kyle Tuliano, **New Hanover Twp.**
Mary Picarillo, **North Hanover Twp.**
John Gural, *Fund Chair*, **Palmyra Borough**
Rachael Wall, *Alternate*, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Mike Mansdoerfer, **Riverside Twp.**
Meghan Jack, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Kathy Hoffman, **Southampton Twp.**
Lisa Cummins, **Tabernacle Twp.**
Maryalice Brown, **Woodland Twp.**
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Rich Wolbert, *Fund Secretary*, **Beverly City**
Mari Ann Capriglione, **Bass River Twp.**
J. Paul Keller, **Springfield Twp.**
Steve Ent, **Westampton 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*
Dominic Spaventa, *Liability Supervisor, Qual-Lynx*
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 move Mr. James Ingling, Wrightstown Borough, to Acting Secretary in the absence of Mr. Rich Wolbert, Beverly City; and Ms. Erin Provenzano, Dalanco Township, and Mr. Mike Mansdoerfer, Riverside Township to the Executive Committee in the absence of Mr. Jerry Mascia, Mount Laurel Township, for voting purposes.

Motion by Chair Gural, seconded by Mr. Hornickel. All in favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES

Chair Gural presented the Open session meeting minutes of the April 18, 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. Kosko, seconded by Mr. Gural to approve the Open session meeting minutes of the April 18, 2023 meeting. All in Favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – May 9, 2023

Ms. Burger noted the minutes of the May 9, 2023 Claims Review Committee meeting were emailed to the members earlier today and are self-explanatory. She then noted the Committee reviewed thirteen (13) PARs including seven (7) Workers' Compensation (*4 Police, 0 Fire, and 3 Other*); and one (1) General Liability, zero (0) Automobile Liability, and five (5) Property claims 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 two (2) new open cases, 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 noted the Loss Ratio Snapshots as of March 31, 2023 have been uploaded in Origami and are now available. The reports include six (6) years of loss information including MEL, JIF and EPL/POL lines of coverage. He noted the format of these reports has been changed this year to show only total reserves, as too much detail listed in these reports would be sensitive and could be used in a way that is detrimental to the Fund, so it is now a bit more difficult to decipher. If you review your reports and have any questions, please don't hesitate to reach out to either the adjuster listed on that claim or to his office.

Mr. Forlenza referenced a report showing the Certificates of Insurance issued for April, 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 referenced the Statutory Bond listing in the agenda, stating that many towns will see retirements June 30 so if you wish to secure that Bond, please submit the application sooner than later as there is an Underwriting process that needs to be taken as the Bond is for the individual, not the position. He also noted those towns that are up for renewal effective January 1, 2024, will receive notice from the Fund Underwriters office that the statutory position that the MEL provides a Bond for will need to be re-underwritten. This is a process the MEL started a few years ago that when a town is up for Renewal they will re-underwrite the positions for Statutory Bonds, so please watch for a notice coming directly from the Fund Underwriter regarding this process.

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, and will be applied to your 2nd Assessment Billing that you will see in July. 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. Mr. Forlenza reminded the members that 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**. He asked that you please check with your Elected Officials to see if they have taken the trainings and that 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

Mr. Forlenza stated in regards to the EPL Compliance Status report, as everyone should be aware, we will be updating our Employee Practices Risk Management Program this year and you will see an email come out from our office tomorrow in regards to the program specifics. Attached to that email will be a memorandum the MEL previously issued that includes hyperlinks and information on how to access the updated model Policies and Procedures. There are a number of significant updates and changes. The hyperlinks will take you to a red-line version of the model Policies and Procedures as well as a full version. Also included in the email will be several invitations including the Managers and Supervisors Training, which is a key component of compliance with the MEL program. This training will be offered as 12 separate sessions over the course of the next few months via Zoom and presented by Armando Riccio, Esq. Also included in that invite will be the Police Command Staff Training sessions which will be in person during June, so please be sure to circulate that to your Police Departments so they can register. Lastly, the training module that is to be made available to all Rank and File employees though they do not have to take

is not ready yet, but is anticipated to be available on the MEL MSI Website within the next few days. Once that is available, his office will send out memorandum on how to access that training directly for your employees, and even though they are not required to take this training, it is important you document the process in how you made this training available for your employees.

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. 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.

Lastly, Mr. Forlenza noted that 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.

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. Please remember appointments can only be made via Resolution to the Executive Directors office. He noted that he is one of the attorneys on the panel so please reach out to him with any Employment Practices questions or issues.

Mr. DeWeese noted he reported to the Claims Review Committee on two (2) new cases this month, and there were no closed cases to discuss. He also noted he provided a Summary General Liability File Report and stated there are currently 23 active General Liability cases.

Lastly, Mr. DeWeese stated he is scheduled to provide Title 59 trainings via Zoom to all Qual-Lynx Adjusters and Supervisors. He will report next month on how the Training was received.

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.

Mr. Garish reminded the members that registration for the upcoming MEL Leadership Academy is June 1-22nd, so if you have employees this trainings pertains to, please be sure to have them register. Please reach out to his staff should there be any issues with registration

Mr. Garish noted there will be two in person MSI Expos coming up in regards to Excavation Trenching Shoring Flag Safety and Fastrack to Safety on May 23rd at Atlantic Cape Community College and another on September 20th at the Camden County Emergency Training Center.

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 heat related claims for workers that are preventable. He gave suggestions on how to prevent heat illness at work. Mr. Roselli also directed the Committee to the Summer Heat Safety bulletin that is available on the MEL Safety Institute (MSI).

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 April 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 training has been outlined for a Report Writing Class and is currently scheduled for July 6 at the Burlington County Emergency Training Center. He also noted an Advanced Resiliency Officer training class is being prepared for later this year that will include Dr. Kelly, 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 Ascenda Inc. Mental Health Service Provider/Cooperative Outreach Police Exchange program was distributed to all Police Departments on April 30th 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 met with ten municipalities in April, and has six towns lined up for May to date, as well as planned visits in July. Ms. Schiffer 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 met this morning, May 16 at 9:30 AM via Zoom and the minutes will be drafted and shared for approval at the upcoming Safety Committee meeting in June. Once approved, they will be included in the next agenda packet.

Ms. Schiffer reviewed *Medical Essentials Diagnostics* noting she shared this information with many towns upon her visits during Safety Committee Meetings or with 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

In regards to Ms. Schiffer noted Dr. Elias’s Transformational Leadership Group Coaching Program for Law Enforcement still has some spots left from the original pilot testing. She is working with Dr. Elias to get these spots filled and will provide an update as it becomes available.

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 April 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)*:

	<i>April</i>	<i>YTD</i>
<i>Lost Time</i>	<i>0</i>	<i>11</i>
<i>Medical Only</i>	<i>8</i>	<i>29</i>
<i>Report Only</i>	<i>10</i>	<i>53</i>
<i># of New Claims Reported</i>	<i>18</i>	<i>93</i>
<i>% Report Only</i>	<i>56%</i>	<i>57%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>100:00</i>	<i>73:27</i>
<i>Average Days to Report to Qual-Lynx</i>	<i>2.1</i>	<i>2.7</i>
<i>Average Days Reported to employer</i>	<i>1.2</i>	<i>0.7</i>

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 – 2.7 days to report
 Non-COVID Claims – 2.3 days to report
 COVID Claims – 2.3 days to report

Transitional Duty Report

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

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	678
<i>Transitional Duty Days Worked</i>	424
<i>% of Transitional Duty Days Worked</i>	63%
<i>Transitional Duty Days Not Accommodated</i>	254
<i>% of Transitional Duty Days Not Accommodated</i>	37%
<i>\$ Saved by Accommodating</i>	\$45,898
<i>\$ Lost by not Accommodating</i>	\$27,588

Ms. Beatty also provided a report which gave examples of Transitional Duty Assignments by departments.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>April</i>
<i>Bill Count</i>	92
<i>Original Provider Charges</i>	\$235,729
<i>Re-priced Bill Amount</i>	\$136,225
<i>Savings</i>	\$99,503
<i>% of Savings</i>	42%

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.

Prescription Benefit Report: This report depicts the first quarter statistics for the Prescription Benefit Management Program. Ms. Beatty reviewed the report with the committee outlining the first quarter’s total script count, utilizing patients count, opioid cost percentage, opioid script percentage, generic utilization percentage, cost per patient and cost per script.

Managed Care Quick Notes

Ms. Beatty reminded the members of the Managed Care “quick notes”. She commented that this claimant had no comorbidities, however, he had previous surgery that made recovery take longer.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Caruso referenced his reports included in the agenda, noting this would be his new reporting format and will consist of an executive summary of the past months work as well as the plans for the following month. He noted it is broken down into several sections, including the WIZER testing and phishing. He noted there were zero employees who fell for the phishing emails and the clicking rate was very low.

In regards to the vulnerability and penetration testing there is only one town left who has not submitted their KYC, so he will be working with them to obtain that. He also noted there is a MEL Cyber JIF Framework status report, which depicts the minimum and advanced security levels that the BURLCOJIF will need to meet in 2024 for our Cyber Liability Insurance. He noted if you do not meet even the minimal standards, you will have a very high deductible and co-insurance.

Mr. Caruso noted a tracking system using Artificial Intelligence was created to send out email reminders, the purpose of which is to help him track members compliance documentation so it could be handled off-line by others so he can be out meeting with the towns to review their cyber security framework. He noted all members should have received the spreadsheet and the information to complete it. He noted several members thought this email was a phishing attempt and ignored it, so next week you will receive a reminder to complete this process from the same AI.

Mr. Hornickel stated it may be a good idea in the future, before something like this is sent out to all members, to send an email first notifying the members of the email to come, as it will cut down on the confusion. Mr. Caruso agreed and asked if everyone can please click on the link and acknowledge it.

Lastly, Mr. Caruso noted a bulletin included in the agenda which explained why, effective February 6, 2023 the NDAA and the SEA have outlawed certain broadband capable telecommunication and video surveillance equipment manufactured by certain companies, as this particular equipment are more easily used as a “back door” by hackers to enter larger networks or obtain user data. Mr. Caruso asked that everyone please review the memo, and should you have any equipment that is manufactured by these companies, to please consider changing it out as soon as possible.

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 April 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 April 30, 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 \$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

	Monthly	YTD
Subrogation Receipts	\$13,253.82	\$30,128.82
Salvage Receipts	\$0.00	

Hygiene Training, the phishing exercises, as well as the external network scanning. He noted these are all services the BURLCOJIF has been offering to its members for several years, but there are a number of Joint Insurance Funds that do not provide any of these services to their members. The idea of the Cyber JIF was to make these services available to all JIFs at discounted pricing, but they have been having a very difficult time getting this done. Mr. Forlenza noted at their special meeting they rejected all of the proposals they received and are stepping back to look at how they are going to re-write the RFP so they can issue them and provide these services to those JIFs that are not currently providing these services to their members.

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

Lastly, Mr. Forlenza referenced a paragraph in the MEL Report which indicated Mr. Miola has been hired by the MEL as a Marketing Consultant.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Gural noted that the next meeting of the BURLCO JIF would take place on **Tuesday, June 20, 2023 at 3:30 PM** at the Hainesport Municipal Building, Hainesport, NJ

PUBLIC COMMENT

Motion by Mr. Hornickel, seconded by Mr. Ingling 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 Ms. Provenzano, 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>General Liability</i>	<i>Property</i>
2023297645	2021218160	2023293694
2021231781		2023280220
2022251621 2022251695 2022251619		2023279768
2021229233		2023297723
2023299080		2023282743

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

ROLL CALL *Yeas* James Ingling, **Wrightstown Borough**
Paula Kosko, Hainesport Township
Grace Archer, **Bordentown City**
Dan Hornickel, **Pemberton Twp.**
John Gural, **Palmyra Borough**
Erin Provenzano, **Delanco Twp.**
Mike Mansdoerfer, **Riverside Twp.**

Nays: None
Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There were two (2) claims presented for Abandonment of Subrogation:

2022270925

2022259574

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

Motion by Ms. Kosko, seconded by Ms. Archer to Abandon Subrogation on the claims(s) as presented.

ROLL CALL *Yeas* James Ingling, **Wrightstown Borough**
Paula Kosko, Hainesport Township
Grace Archer, **Bordentown City**
Dan Hornickel, **Pemberton Twp.**
John Gural, **Palmyra Borough**
Erin Provenzano, **Delanco Twp.**
Mike Mansdoerfer, **Riverside Twp.**

Nays: None
Abstain: Dan Hornickel, **Pemberton Twp.**

Motion carried by majority vote.

MOTION TO ADJOURN

Chair Gural entertained a motion to adjourn the May 16, 2023 meeting of the BURLCO JIF.

Motion by Ms. Provenzano, seconded by Ms. Archer to adjourn the May 16, 2023 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:24 PM.

Kris Kristie,
Recording Secretary for

James Ingling, Acting SECRETARY



To: Fund Commissioners
From: Paul A. Forlenza, MGA, RMC, Executive Director
Date: June 20, 2023
Re: Executive Director's Report

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

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

B. Certificates of Insurance (pgs. 17-20)

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

C. Financial Fast Track Report (pg. 21)

The Financial Fast Track Report as of April 30, 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 April 30, 2023 was **\$6,255,812**

D. Regulatory Filing Checklists (pgs. 22-23)

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. 24)

A letter from our office describing how to collect your 2022 Safety Award Money was emailed 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. 25)

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. 26)

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. 27)

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. 28)

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. 29-30)

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. 31)

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 (pgs. 32-33)

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

M. 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. An email was sent to all Clerks, Fund Commissioners and RMC's on May 17, 2023 with additional information as well as links to RSVP for the various sessions offered.

N. 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. An email was sent out to all Fund Commissioners on May 15, 2023 directly from J.A. Montgomery, with links to sign up for the various sessions offered.

O. Land Use Training Certification (pg. 34)

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.

P. Renewing Members

Letters were emailed on or about June 5, 2023, to the ten (10) members whose membership in the JIF is up for renewal on January 1, 2024. These members are: *Bass River, Beverly, Florence, Hainesport, Mount Laurel, North Hanover, Palmyra, Shamong, Springfield, and Woodland*. Included in the email was a Resolution for Renewal of Membership in the Burlington County Municipal JIF, a Certification required under the Local Public Contracts Law, and an Agreement to Renew Membership in the Burlington County Municipal JIF. Members were asked to place the Renewal Resolution on the agenda of an upcoming governing body meeting and return both the approved Resolution and executed Agreement to our office by Friday, **August 18, 2023**.

Q. Membership Renewal Visits

Beginning last month, a Representative from the Executive Director's office contacted those members up for renewal this year to schedule an appointment with the Fund Commissioner 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.

R. Fireworks Coverage Reminder

This is a reminder that coverage for fireworks displays is **not** automatic. MEL Bulletin 2023-05 outlines the requirements and the hold harmless & indemnification agreement language to be provided by the contractor for coverage to be granted to the municipality. A Fireworks *Checklist* can be found along with the MEL Bulletin on the MEL website: www.njmel.org to assist members. Please submit the Fireworks *Checklist*, along with all required documents as outlined in the checklist and Bulletin to MELUnderwritingSvcCntr@connerstrong.com. Submissions must be received one week prior to the event.

S. 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.

T. 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						995.00								995.00	0.00	
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						115.70								115.70	879.30	
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	\$1,110.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	6,577.70	45,467.30	

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						579.96								579.96	170.04	
Fieldsboro Borough	500.00														0.00	500.00	
Florence Township	1,000.00														0.00	1,000.00	
Hainesport Township	500.00						175.00								175.00	325.00	
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 Towns	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 Townsh	750.00														0.00	750.00	
Springfield Township	500.00														0.00	500.00	
Tabernacle Townshi	500.00														0.00	500.00	
Westampton Townsh	750.00														0.00	750.00	
Woodland Township	500.00														0.00	500.00	
Wrightstown Borough	500.00														0.00	500.00	
Total By Line	\$21,750.00	\$0.00	\$0.00	\$0.00	\$608.51	\$400.00	\$754.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1,763.47	19,986.53	

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 Township	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

SAFETY DIRECTOR REPORT

Burlington County Municipal Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Keith Hummel, JIF Safety Director
DATE: June 6, 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
Thomas Reilly Risk Control Consultant treilly@jamontgomery.com Office: 856-446-9205	P.O. Box 99106 Camden, NJ 08101	John Saville Assistant Director Public Sector jsaville@jamontgomery.com Office: 732-660-5009
Melissa Meccariello Administrative Assistant mmeccariello@jamontgomery.com Office: 856-479-2070		

LOSS CONTROL SURVEYS

- Township of Westampton on May 2, 2023
- Township of Delran on May 5, 2023
- Township of Edgewater Park on May 11, 2023
- Township of Tabernacle on May 25, 2023
- Township of Mount Laurel Renewal on May 30, 2023

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- Township of New Hanover on May 8, 2023

MEETINGS ATTENDED

- Executive Claims Committee Meeting on May 9, 2023
- Executive Fund Committee Meeting on May 16, 2023
- Police Ad-hoc Meeting on May 16, 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

- New LMS FAQ
- National Bicycle Safety Month
- Flash Flood Preparedness Best Practices
- 15 Passenger Vans Best Practices
- Risk Management Strategies for Lifeguard Operations
- Transitional Duty Resources
- Mark Out Best Practices
- Batting Cage Best Practices
- Heat-Related Illness Best Practices
- Bounce Houses & Inflatable Best Practices
- Working Papers for Teenage Workers

MSI FIRE & EMS

- Fentanyl Exposure to First Responders Best Practices

MSI LAW ENFORCEMENT

- New Active Shooter Report Offers Key Findings and Considerations

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 – JUNE 2023

HURRICANE PREPAREDNESS



Please remember before the storm.

- Confirm flood policies are in place for buildings where any portion of the property on which that building is situated is in Special Flood Hazard Areas A or V.
- Outline your municipality's emergency communication plan. Routine lines of authority and communication often need to be modified during emergencies and when a state of emergency is declared
- Appoint someone at your municipality to be the point person on a catastrophic event. This person gathers information on all damages and communicates with insurance companies and FEMA.
- See 2021 MEL Bulletin regarding preparation; <https://njmel.org/wp-content/uploads/2021/05/MSI-Bulletin-2021-Hurricane-Season-Preparedness-Jun-2021.pdf>

Please remember after the storm.

- Report the claim to Qual-Lynx as soon as possible.
- Take pictures of all damages to buildings, contents and vehicles.
- Keep keys and vehicle titles of totaled vehicles in one place.
- If you have any damage at all, report the claim to FEMA as soon as possible.
- Keep all receipts and rental agreements.

Examples:

- ✗ A municipality was not properly insured with applicable FEMA Flood Policies on a building in a Special Flood Hazard Area in which a \$500,000 deductible was to be applied.
- ✗ A town received 20% of the claim they made for damaged turnout gear as they discarded all of the gear without providing proof of the damages.
- ✓ A town received extra funds (FEMA Mitigation) to correct the problem that caused basement flooding.



DATE: June 07,2023

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

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

RE: BURLCO Activities (May)

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. Agencies that have experienced Chief retirements will be a priority to provide JIF information.

3. Training: The Report Writing Class has been scheduled for 07/06/2023 at the Burlington **County Emergency Service Training Center**. (830-12) .See training bulletin attached. Registration has commenced at this time.

4. Law Enforcement Bulletins / Newsletters: No Bulletin distributed this month.



5. Meetings Attended:

BURLCO Executive Claim Meeting	05/09/2023
BURLCO Executive Meeting	05/16/2023

Sincerely,

Christopher J. Winter Sr., CPM
Law Enforcement RMC
ACM, BURLCO, and TRICO JIF
609-780-4769
chriswinter1429@gmail.com



TRAINING NOTICE

REPORT WRITING

DATE: July 06, 2023

LOCATION: Burlington County Emergency Services
Training Center
53 Academy Drive, Westampton NJ 08060

TIME: 8:30 am to 12

The outlined course will provide report writing guidelines for officers in writing a clear / concise report. Course topics include but are not limited to the following:

- Review of the basic report writing principles.
- Common pitfalls of report writing
- Advanced techniques to report writing



- Report Writing and BWC recordings
- Police investigation report critiques
- Overview of the New Jersey AG Guidelines pertaining to note taking and video recordings, review and reporting.

Class registration can be completed by forwarding the following information to Chriswinter1429@gmail.com as follows:

Rank, Name, Police Department.

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: June 20, 2023 Hainesport Municipal Court Room, Hainesport, NJ
Contact Info: debby_schiffer@targetingwellness.com 856-322-1220

JUNE - ACTIVITY & PLANNED EVENTS

Member Municipality Visits:

Five (5) towns visited in the month of May; however, many more were contacted via phone or email for discussion of wellness.

- Delran
- Lumberton
- Pemberton Borough
- Springfield
- Westampton

Towns not yet visited and no confirmed appointment scheduled yet:
Bordentown City, Medford, Mt. Laurel

At the time of writing this report, I have two (2) towns lined up for June. Some SCM meetings conflict with other appointments I have.

- Bass River (SCM)
- Lumberton (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.

There are three towns that I have either not heard from yet or have been unable to meet with me due to schedule changes.

Some wellness ideas/initiatives to consider:

- Daily Meditation
- Weekly yoga classes
- Challenges – 21-day healthy tasks, hydration, sleep hygiene
- Nutrition Awareness presentation
- Exercise and Movement presentation
- Understanding Addictions Presentation (available thru Cooper \$ based)
- Employee/Co-worker Appreciation Day
- Healthy Weight Loss Challenge – contact me for details on possible ideas to offer
- Healthy Vegetarian Potluck
- Desk Stretches – Demo also for Public Workers
- Gym Bag filled with “goodies” – connect to challenge
- Farmers Market vouchers – must be connected with educational information
- Team Building Activities: paintball, bowling, axe throwing, paint classes, etc.

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 – Meeting was held this morning May 16th at 9:30am via Zoom. Minutes will be shared at the June Safety Committee Meeting scheduled for June 20th. Approval requested.
- Wellness Coordinator Brainstorming session – June 7th at 10am. Verbal update during JIF meeting.
- JIF Employee Survey – All Wellness Coordinators were asked to distribute a uniquely assigned survey link to all their municipal employees. Responses were due June 8th and a verbal update will be shared during the JIF Executive Committee Meeting.

New Resources:

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!

On Target Action Park – New Jersey's Premier Paintball and Airsoft Field located in Pemberton on 65 acres in the Pine Barrens. Reason in sharing this is because studies have shown where it can help with mental health especially for military. I thought it might be something to look into for our Law Enforcement officers.

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

On Target Paintball: Located in Pemberton. Idea for team building, stress release and has been shown to have healing affects for the military. Perhaps it can also help our Law Enforcement regarding PTSD? Here is a link to an article that showed the positive affect it had on redeployed solders
https://www.army.mil/article/35031/paintball_has_a_healing_affect

Dr. Elias Transformational Leadership Group Coaching Program for Law Enforcement: we still have 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. This is the most recent information received:

Two Chiefs are participating: Chief Cundey (TRICO Harrison Twp) and Chief Davidson (BURLCO Chesterfield)

Mid-level Managers are assigned and sometimes do not have complete buy-in until week 2 or 3 of the group they are in. That is typical. We have 4 that are expected to start this month: Two from Harrison, one from Delanco and one from Absecon.

This leaves us with **nine slots**. Please mention it to your Police Chief to see if there might be interest. I have included a flyer with additional information. Contact me with any questions.

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!

June National Wellness Observances:

Alzheimer's and Brain Awareness Month

Great Outdoor's Month

Migraine and Headache Awareness Month

National Men's Health Awareness Month

PTSD Awareness Month



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

Intake	May-23	May-22	2023 May YTD	2022 May YTD
# of New Claims Reported	13	41	106	174
# of Report Only	8	30	61	104
% Report Only	62%	73%	58%	60%
# of Medical Only	5	10	33	52
# of Lost Time	0	1	12	16
Medical Only to Lost Time Ratio	100:00	90:10	73:27	76:24
Claim Petition First Notice	0	0	0	2
COVID-19	4	25	24	90
Average Days Reported To Qual-Lynx (Indemnity, Medical Only, Report Only)	6.2	4.1	3.1	5.1
Average Days Reported To Employer (Indemnity, Medical Only, Report Only)	3.8	2.5	1.1	2.1

Nurse Case Management	May-23	May-22
# of Cases Assigned to Case Management	17	21
# of Cases >90 days	13	18

Savings	May-23	May-22	2023 May YTD	2022 May YTD
Bill Count	160	164	568	674
Provider Charges	\$235,300	\$154,795	\$827,534	\$812,805
Repriced Amount	\$134,934	\$67,122	\$413,097	\$351,826
Savings \$	\$100,366	\$87,673	\$414,436	\$460,979
% Savings	43%	57%	50%	57%

QualCare Provider Network Penetration Rate	May-23	May-22	2023 May YTD	2022 May YTD
Bill Count	93%	98%	93%	93%
Provider Charges	98%	98%	97%	96%

Exclusive Provider Panel Penetration Rate	May-23	May-22	2023 May YTD	2022 May YTD
Bill Count	89%	96%	94%	93%
Provider Charges	88%	93%	94%	96%

Transitional Duty Summary		2023 May YTD	2022 May YTD
% of Transitional Duty Days Worked		55%	80%
\$ Saved By Accommodating		\$48,550	\$63,860
% of Transitional Duty Days Not Accommodated		45%	20%
Cost Of Days Not Accommodated		\$38,896	\$14,536

Technical Risks Services Director

Monthly Executive Report



June 8, 2023

Summary

This month's efforts were devoted to the rollout of the CyberJif Framework tracking application. This application will allow us to track your progress with the various tier questions and post the results for the CyberJIF underwriting staff. The following table shows 100% of the members have acknowledged receiving the forms required to complete for Minimum and Advanced deductible reduction!

We were also advised of a grant which had become available to all state and local government agencies through NJCCIC. Hopefully all of you were able to go online and complete the application successfully. Our understanding is the results will be published before fall. We will stay on top of the program and share any additional news that we gather.

The Wizer Training for the first half of 2023 is winding down and we are reviewing the next training videos with the developers. They should prove to be as informative as they are entertaining. Exact dates of the rollout to follow. Now would also be a good time to review your rosters. Less than 5 changes you can just send by email to me. If you have over 5 we would prefer a spreadsheet which we can use to do mass imports.

Now that we have all of the confirmations of receipt of the Tier documentation, we will turn our attention on proper completion of these forms so that each of you will have a realistic understanding of your deductible in the unfortunate case that you have a cyber loss. Remember, this is VERY IMPORTANT, there can be no "NO" answers on these questionnaires. They are all REQUIREMENTS for your deductible reduction. If you have any questions about a particular requirement, you can refer them to me. There is also an FAQ page which can be reached from your JIF website.

Finally, this month's bulletin is a plain English analysis of how Artificial Intelligence could assist local government in the performance of their roles for their constituents. I encourage you to read it, AI can be a game changer if it is deployed properly.

Stay Cybersafe

Jerry Caruso

Training-Phishing Last 60 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	X	
Delanco Township	X	X	X
Delran Township	X	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	X
Mount Laurel Township	X	X	
New Hanover Township			
North Hanover Township	X	X	
Palmyra Borough	X	X	X
Pemberton Borough	X	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	X	
Wrightstown Borough	X	X	
Percentage Completed	96%	96%	14%

MEL Cyber JIF Framework Status

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



Cyber Security Bulletin June 2023

Artificial Intelligence for Local Government

Artificial Intelligence (AI) is transforming the way we live and work. It is now starting to have an impact on local government too. AI can be used to help local governments automate tasks, improve decision-making, and enhance citizen engagement. In this Bulletin, we will explore the benefits of AI for local government and how it can be implemented effectively.

Enhancing Citizen Engagement

One of the main benefits of AI for local government is that it can enhance citizen engagement. AI can be used to create chatbots and virtual assistants that can answer citizen queries, provide information, and even help citizens complete tasks online. This can reduce the workload on local government staff and improve the experience for citizens. AI can also be used to personalize the citizen experience. By analyzing data about citizens, such as their preferences and behaviors, AI algorithms can tailor services and communications to meet their individual needs. This can improve citizen satisfaction and engagement with local government.

Improving Decision-Making

Another key benefit of AI for local government is that it can help improve decision-making. AI algorithms can be used to analyze large amounts of data quickly and accurately. This can help local governments make more informed decisions about issues such as traffic management, waste management, and public safety. For example, AI algorithms can analyze traffic data to predict when and where congestion is likely to occur. This can help local governments make more informed decisions about traffic management and infrastructure planning.

Risk Assessment

AI can also be used for risk assessment, which involves identifying potential risks and hazards in the community. For example, AI algorithms can analyze data about crime rates and weather patterns to identify areas that are at a higher risk of flooding or other natural disasters. This can help local governments plan and prepare for emergencies.

Automating Tasks

AI can also be used to automate tasks, which can save local governments time and money. AI can be used to automatically detect potholes or other road damage, which can help local governments prioritize repairs. AI can also be used to monitor public spaces, such as parks or beaches, and automatically alert staff if there is an issue. AI can be used for predictive maintenance, which involves using data to predict when equipment is likely to fail. AI algorithms can analyze data from sensors on city vehicles to identify when maintenance is needed. This can help local governments reduce downtime and maintenance costs.

Implementing AI Effectively

Implementing AI effectively requires careful planning and execution. Local governments should start by identifying the areas where AI can have the biggest impact. They should also consider the potential risks and challenges of using AI, such as privacy concerns and the risk of bias in AI algorithms.

AI has the potential to revolutionize local government operations and services. By adopting AI, local governments can improve citizen engagement, decision-making, and automate tasks. As more and more local governments implement AI, those who do not may fall behind. The future of local government is here, and AI is a key player.

If you have questions about how AI can help your community please reach out to me.

For further reading.

<https://www.aaas.org/programs/epi-center/AI>

<https://www.nist.gov/itl/ai-risk-management-framework>

June 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 May 31, 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 \$ 23,106.09. This generated an average annual yield of 1.86%. However, after including an unrealized net loss of \$ 76,412.44 in the asset portfolio, the yield is adjusted to -4.28% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,113,422.04.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 8,428.80 w/YTD Total \$ 38,557.62
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 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 \$ 486,003.96. The claims detail shows 380 claim payments issued.

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

Interest Allocated for the Period \$ 495.93 for a total Member Balance of \$320,453.50 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 \$ 15,976,306.86 to a closing balance of \$ 13,897,037.46 showing a decrease in the fund of \$ 2,079,269.40. 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 - JUNE 2023

	Payee	FY2023	FY2022	JIF Appropriation	Description
1	The Actuarial Advantage	990.00		Prof Services/Actuary	June 2023 Fees
2	Arthur J. Gallagher Risk Management Services, LLC	32,517.00		Prof Services/Administration	June 2023 Fee
3	Arthur J. Gallagher Risk Management Services, LLC	49.47		Misc/Postage/Copies/Faxes	May 2023 - Postage, copies, fax expense
4	Arthur J. Gallagher Risk Management Services, LLC	47.50		Misc/Office Supplies	Member renewal supplies (split-pymt DP amex)
5	The DeWeese Law Firm, P.C.	6,413.00		Prof Services/Attorney	June 2023 Fees
6	Bowman & Company LLP		10,012.50	Prof Services/Auditor	#110341 final bill for 12/31/2022 audit
7	Bowman & Company LLP	7,772.50		Prof Services/Payroll Auditor	#110342 final bill for WC payroll audit
8	Qual-Lynx	19,452.00		Prof Services/Claims Admin.	June 2023 Fees
9	Joyce Media	390.00		Misc/JIF Website	June 2023 Fees
10	Christopher J. Winter Sr.	1,833.00		Training/Police Risk Services	Law Enforcement Consultant-June 2023 fees
11	Kris Kristie	383.00		Misc/Recording Secretary	June 2023 Fees
12	J. A. Montgomery Consulting	12,125.00		Prof Services/Safety Director	June 2023 Fees
13	Wintsec Consulting LLC	3,400.00		Prof Services/Technology Risk Serv Dir	June 2023 Fees
14	Tom Tontarski	1,007.00		Prof Services/Treasurer	June 2023 Fees
15	Tom Tontarski	28.75		Misc/Postage/Copies/Faxes	UPS checks to RPA-May
16	Conner Strong & Buckelew	725.00		Prof Services/Underwriting Mgr	June 2023 Fees
17	Debby Schiffer	2,584.00		Wellness Program	June 2023 Fees
18	Appliedinfo Partners, Inc dba D2 Cybersecurity	46,104.00		EPL/CYBER/Cyber Risk Services	Penetration testing by D2; Final pymt
19	Iron Mountain	90.15		Misc/Record Retention Service	"Inv#HNXH790; Storage 6/1-30/23; Service 4/26-5/23/23
20	Merighi's Savoy Inn	2,091.00		Training/Training	Police command staff training 6/8/23 split
21	Origami Risk LLC	500.00		Contingency	Annual service fee for LR uploads; \$2,000 split
22	Chesterfield Township	995.00		Optional Safety Budget	vests, gloves, hi viz gear
23	Township of Edgewater Park	579.96		Wellness Program	Therapy room; stand risers; wrist support; challenge prize
24	Hainesport Township	115.70		Optional Safety Budget	PW spotlights
25	Hainesport Township	175.00		Wellness Program	Chair massages 4/20/23
	Subtotals	\$140,368.03	\$10,012.50		

JIF Bill List Total	\$150,380.53
----------------------------	---------------------



*Finance Committee Meeting
June 6, 2023
Mount Laurel Municipal Building
Mount Laurel, NJ*

A meeting of the Burlington County Municipal Joint Insurance Fund Finance Committee was held on June 6, 2023 at 2:00 PM at the Mount Laurel Municipal Building, Mount Laurel, NJ.

Those in attendance were:

Mike Theokas, **Bordentown Township**
Kathy Burger, **Medford Township**
Brandon Shillingford, **Mount Laurel Township**
Paul A. Forlenza, MGA, Executive Director, *RPA a Division of Gallagher*
Kamini Patel, MBA, CIC, CPCU, Deputy Ex. Director, *RPA a Division of Gallagher*
Jodi Palmeri, Sr. Financial Analyst, *RPA a Division of Gallagher*
Tracy Forlenza, Financial Analyst, *RPA a Division of Gallagher*
Dennis Skalkowski, CPA, Fund Auditor, **Bowman & Company, LLP**
Kaleigh Sawers, CPA, MBA, Senior Associate, **Bowman & Company, LLP**

Those unable to attend were:

Mike Mansdoerfer, *Chair*, **Riverside Township**
John Gural, **Palmyra Borough**

These minutes do not necessarily reflect the order in which these matters were discussed.

Report on Audit of Financial Statements – 12/31/22

Mr. Skalkowski reviewed the draft audit with the members. He noted that pages 5-6, *Internal Control*, is a review of the internal processes. He noted no findings or recommendations and remarked that in a professionally managed organization it is not uncommon to have no findings. He reminded the members that it is Bowman's objective to examine the information to make sure the JIF's financials are fairly stated. He further noted that the report is based upon the information provided to Bowman by the Fund Actuary, Claims Administrator, Administrative Consultant, and Treasurer.

Mr. Skalkowski stated that the *Management's Discussion and Analysis* is completed by RPA a Division of Gallagher. Ms. Palmeri noted that this summarizes what is affecting the JIF financials including outside factors and claims trends and she is working on completing this section of the report.

Mr. Skalkowski then reviewed page 12, *Statement of Net Position (Exhibit A-1)*. He noted that this is a balance sheet of assets and liabilities noting that *Total Assets* decreased by approximately \$2,425,848 while *Total Liabilities* increased by approximately \$767,134. He noted that the overall *Net Position* has decreased over the years; however, he noted that the Fund is still in good financial position. He stated that the \$636,786 in *Investment in Joint Ventures* (under Assets) is the amount of investment in the JIF, MEL, RCF and EJIF. Ms. Palmeri noted that this will be discussed in further detail in the agenda.

Mr. Skalkowski then reviewed page 13, *Comparative Statement of Revenues, Expenses and Change in Net Position (Exhibit A-2)* with the members. He noted that Operating Revenue has increased by \$346,595. Overall Operating Expenses increased by \$494,314 which was driven by the recognition of the additional assessments from the MEL and RCF JIFs. He stated that the Non-Operating Expenses details the Investment Loss and change in value in investment in joint ventures. These are losses on management and investments.

Mr. Skalkowski then reviewed page 14, *Comparative Statement of Cash Flow (Exhibit A-3)* with the members. He explained that this is full detail of the operating activities for the 2022 Fund Year. He noted an ending cash position of \$1,248,397.

Mr. Skalkowski then reviewed the Notes beginning on page 15. He stated page 23, *Note 4, Investments*, which is a summary of all investments including comparative market values; BURLCO JIF has \$13,865,525 in market value in the JCMI.

Mr. Skalkowski noted that a new section in *Note 4* this year is *Investment Loss*. This summarizes investment losses. He stated that cash and earnings were \$26,221; Realized Gains \$3,317 and Unrealized Losses of (\$1,086,494).

Mr. Skalkowski then reviewed, *Note 5, Changes in Unpaid Claims Liabilities* on page 24. He explained that these values fluctuate year to year. The *Total unpaid claim and claim adjustment for all Fund years ending 12/31/22* is \$7,011,455 versus \$6,727,504 at 12/31/21.

Mr. Skalkowski then reviewed, *Note 6, Membership in Joint Insurance Funds* on pages 24-25. He stated this provides information on the MEL JIF, RCF JIF and the EJIF and shows the breakout on pages 26-27 of the net position for each. Mr. Forlenza inquired how the MEL could be in a deficit position when the Supplemental Assessment was issued. Mr. Skalkowski will investigate this with PERMA. *Following the meeting, Mr. Skalkowski updated Ms. Palmeri via email that the deficit in the MEL is driven by the MEL's share of the RCF deficit being that this portion of the Audit recognizes the membership in Joint Insurance Funds.*

Mr. Skalkowski then reviewed, *Note 7, Surplus Distribution* on page 28 depicting the dividend release and the EJIF dividend release. He explained also that *Note 8* on pages 28-29 lists the AELCF activity and balances.

Mr. Skalkowski commented that *Schedule 1* on page 33 (same as *Note 5* on page 24) is the *Reconciliation of Claims Liabilities by Fund Year* which are the claims broken out by Line of Coverage.

Mr. Skalkowski commented that *Schedule 2* on page 34 is the *Ten-Year Claims Development Information* which highlights the performance of the claims by year. He noted that although the ideal scenario would wash to \$0, years showing negative results are developing better than expected.

Mr. Skalkowski then explained how the *Historical Balance Sheet (Schedule A)*, page 36, conforms to Statutory Basis accounting. As a result, it does not include *Investments in Joint Ventures*. He added that GAAP accounting standards includes these investments. He stated that the Net Statutory Surplus at 12/31/22 is \$5,707,421.

Mr. Skalkowski noted that *Note 1, (Notes to Supplementary Information)*, highlights the differences of the Joint Ventures.

Mr. Skalkowski then reviewed *Schedules A-G* with the Committee explaining how they interconnect. He commented that if you add the schedules across, you get the balances on Schedule A and B. Schedule D is broken out by line of coverage.

Mr. Skalkowski commented that Schedule E on page 52 is the *Claims Analysis*. He explained that these show paid claims, case reserves and IBNR broken out by line of coverage.

Mr. Skalkowski noted that the Schedule F's highlight Excess Insurance and Operating Expenses for every natural account. He further stated that Schedule H's are the cash balances per Fund Year.

Mr. Forlenza asked if there were any additional questions for the Fund Auditor, being none, Mr. Skalkowski and Ms. Sawers thanked the Committee and left the meeting.

Resolution Accepting Audit

Ms. Palmeri then directed the Committee to a draft resolution in the agenda packet accepting the 2022 Audit. Ms. Palmeri asked if the Committee was comfortable presenting the audit to the Executive Committee for approval at their June Executive Committee meeting. The Committee agreed. Ms. Palmeri noted that once the audit is accepted, it will be filed with the Departments of Banking & Insurance, Community Affairs, and the State Comptroller's office.

Investment Updates - JCFI

Mr. Forlenza directed the Committee to a report included in the agenda packet that was prepared by Eagle Asset Management. He noted that the JIF's investment philosophy was to hold all investments until maturity as to not recognize an unrealized loss; however, the new management company reviewed the investments and decided to liquidate some long-term investments to take advantage of the inverted yield curve. He noted a report in the agenda from Eagle Asset management addresses some recent trades in an effort to lower the interest rate risk and enhance the YTM of the portfolio in order to reduce the possibility of further market-to-market losses in the event interest rates continue to rise. He noted that they will continue to evaluate the investments and take advantage where they can. He stated that page 5 was an excerpt from an email with the notes that were sold. He also stated that the report on page 6 shows the current portfolio by type of investment, maturity, and interest rate.

Mr. Forlenza remarked that Investors Bank was purchased by Citizens Bank so we will update the contracts at reorganization meetings in January. He also noted that the MEL would likely undertake a RFP for banking services and the JIF will likely piggyback off the results of this process assuming it results in a better program for the JIF.

RCF JIF

Ms. Palmeri directed the Committee to the RCF FFT valued as of 12/31/22 on pages 7-8 of the agenda packet. She noted that the row highlighted yellow is showing an overall surplus position of \$0. She stated that prior to the Supplemental assessments, there was a \$14 million deficit prior to the impact of unrealized investment income loss. She directed the Committee to page 10 outlining the supplemental assessment broken out by JIF by Fund Year. She noted that both the MEL and RCF supplemental assessments will not be invoiced until 2024 utilizing the 12/31 valuation since there is so much in case reserves and IBNR (see chart). Supplemental assessments will be paid out over 10 years and each year the total supplemental assessment will be revalued. The Fund years being assessed are the RCF 2007, 2008, 2011, 2012 and 2013 transfer years, which will bring the overall RCF surplus to \$0. She reminded the Committee that the reopeners and pension offset is really driving these deficits. She noted that the MEL reached

out to DOBI in regards to the unrealized loss and the impact on the JIFs' overall surplus position to which DOBI noted that they will not take into consideration any JIFs where a deficit is being driven by an unrealized loss.

Ms. Palmeri reviewed page 9 which is the breakout of all of the supplemental assessments issued and the impact on the BURLCO JIF. Page 10 details the RCF additional assessment of \$158,632 and the MEL additional assessment of \$650,916 for the BURLCO JIF. The MEL supplemental assessment is being paid out of the MEL closed surplus account; however, the RCF supplemental assessment, it is paid out of the fund year being transferred to the RCF. With this strategy, it is only affecting the current members and the two former members, Cinnaminson and Riverton have never received a supplemental assessment. She asked the Committee if they wished to explore what the former members have due and owing for the Fund Years previously assessed during their membership. The Committee asked Ms. Palmeri to please research the amount the former members would owe. Mr. Theokas stated that once she calculates the amount, the Executive Committee needs to make a decision on invoicing or forgiveness.

Ms. Palmeri inquired if the Committee would like to continue the practice of paying the RCF out of the fund year being transferred. The Committee agreed to continue this practice. She explained that 1/10th would be transferred to cover what's due and owing. Ms. Palmeri noted that an account should be created to hold the balance of future payments. The Committee agreed to establish the *RCF Supplemental Assessment Account* via resolution at the June Executive Committee meeting as presented on page 11.

Ms. Palmeri reviewed the JIF's performance in the RCF on pages 12 & 13 and remarked that the overall differential of what the JIF contributed to the RCF versus the net incurred as of 12/31/2022 is now 2.3% or approximately \$980,000. She noted that while the JIF has "over paid" the RCF, this is significantly less than the approximately 30% fee if the liability was transferred to the commercial market. She reminded the members that when we began to report the RCF performance, the BURLCO JIF was contributing an additional 5% over the net incurred compared to the 2.3% today. Ms. Palmeri directed the Committee to the impact of claims paid in comparison to the 12/31/21 valuation as well as claims paid plus case reserves compared to 12/31/21. There was an increase in both values over the year indicating that as claims settle, they are settling out higher than forecasted at 12/31/21.

Ms. Palmeri asked the Committee if they had any questions. No questions were entertained.

MEL JIF

MEL Financial Fast Track – 12/31/22

Ms. Palmeri directed the Committee to the MEL Financial Fast Track included in the agenda packet valued as of 12/31/22 indicating a surplus position of \$15,478,147 plus their unrealized loss of (\$4,171,940) leaving a GAAP surplus of \$11,306,207 with case reserves and IBNR over \$110 million which is an increase of over \$16 million since last year. She reminded the Committee that the MEL would not invoice until 2024 utilizing the 12/31/23 valuation.

Mr. Forlenza reminded the members that the MEL's cash position is still strong. He noted that at the MEL Audit Committee last week, they learned that the Actuary has extended out the life expectancy of claims, which is what is increasing the IBNR. He noted that the basic factors and assumptions have not changed; the anticipated length is now 15 years versus 10 years due to reopeners. Ms. Patel noted that 80% of the claims reviewed at the last RCF Claims Committee were reopeners. Mr. Forlenza informed the Committee of new legislation (S3831) that is being carefully monitored by the MEL. If enacted, it will benefit the claimant's attorneys by applying

the 25% workers compensation attorney fee to both the permanency award and the medical cost value as well. Currently, the fee is only applied to the permanency award. The legislation was held up in the Senate Subcommittee last week, but it is moving. Ms. Burger noted that better surveillance is needed to help control workers compensation claims as many employees try to take advantage of the workers compensation system.

Ms. Palmeri then directed the Committee to page 13 showing the YTD changes in the MEL Surplus by year. She noted that page 14 highlights the driving factors of the MEL deterioration and page 15 summarizes some ways which they hope to address the issues. Ms. Palmeri stated that her office suggested delaying the transfer of the MEL claims to the RCF since the MEL claims take longer to develop and it might help the RCF performance.

Ms. Palmeri stated that page 16 is the summary of the Closed MEL Unencumbered Surplus Account by fund year. She noted that due to the Supplemental Assessment accruals, there is a deficit of (\$75,476) driven by 2020 and 2021. She noted that surplus from older years can be transferred to help offset the deficit. Ms. Palmeri reminded the Committee that all surplus/deficits are tracked by member by Fund Year.

Pension Offset

Ms. Patel explained that page 17 is a report that details the impact of a new directive from the Pension Board that requires all workers compensation carriers to settle pending claim petitions prior to the claimant receiving pension benefits. Mr. Forlenza added that once the claim petition is settled, the pension system takes an offset against future payments to the claimant equal to the funds received by the claimant. She stated that on a combined basis, the ACM, BURLCO, & TRICO JIFs could document \$10 million in incurred value for claims that are impacted by this new directive with the BURLCO JIF share being approximately \$1.1 million. Mr. Forlenza noted the biggest challenge is to develop reports to capture this cost information.

Interim Financial Summary December 31, 2022

Ms. Palmeri referenced the Interim Financial Summary as of December 31, 2022 included in the agenda packet and asked the Committee if they would like her to review them, as they are identical to the figures just reviewed by the Fund Auditor, or simply review the Interim Financial Summary as of March 31, 2023, which is also included in the agenda packet. The Committee agreed to move to the March 31, 2023 report.

Interim Financial Summary March 31, 2023

Ms. Palmeri reviewed the Historical Operating Results Summary valued as of March 31, 2023. She reviewed each line of coverage for Fund Years 2019 through 2022 and made the following observations:

All Fund Years –Ms. Palmeri noted that as of 03/31/23 there was a total of \$148,791,594 in contributions. The Fund has paid \$127,647,280 in Claims and Payments, including excess insurance. The new line of MEL Supplemental Assessments – Paid and Residual Claims Fund Premiums Paid are inclusive. She noted that her office used to track a premium deferral, surplus trigger and supplemental assessment, which are now rolled it into one line. The Residual Claims Fund Supplemental Assessments – Paid is inclusive of the trigger and supplemental assessment. Realized investment income totals \$5,211,794.59 with a return surplus of \$12,832,344, leaving the JIF with a Cash Position of \$14,775,233. The Unrealized investment income is (\$1,252,683). Ms. Palmeri stated that the accrual for the MEL Supplemental Assessment is \$650,916 and RCF Supplemental Assessment is \$15,863 for 2018 Fund Year and \$142,769 for future years. The Fund currently maintains \$3,832,459 in Case Reserves in the open years with \$3,024,468 in

IBNR resulting in a Net Current Surplus of \$5,856,075 which improved by \$148,654 since 12/31/22.

Fund Year 2023 – Ms. Palmeri noted there was \$2,507,456 in total contributions which represents 25% of the total anticipated contributions for the year and \$1,858,629 in Claims and Payments, including excess insurance. Investment income is \$25,735. This leaves the Fund Year with a Cash Position of \$674,562. There are Case Reserves of \$452,268 and \$504,555 in IBNR, resulting in deficit position of (\$282,261). Ms. Palmeri reminded the Committee that the deficit in the newly renamed MEL, EPL/POL, CYBER and EJIF, now Excess/Standalone Policies, is due to only recognizing 25% of contributions, but paying 50% of the premium for EPL/POL, CYBER and EJIF. There are 60 claims for the period. She stated that at 03/31 in 2022, there was a deficit of \$265,000 and 77 claims; 2021, there was a deficit of \$240,000 and 98 claims.

Fund Year 2022 – Ms. Palmeri noted there was \$8,927,195 in total contributions and \$6,434,164 in Claims and Payments, including excess insurance. Investment income is (\$60,316). She noted the transfer of \$100,126 to the Closed MEL Surplus account. This leaves the Fund Year with a Cash Position of \$2,432,715. There are Case Reserves of \$915,311 and \$1,413,041 in IBNR, resulting in surplus position of \$104,363 which improved by \$212,913 since last review. Ms. Palmeri reminded the Committee that the deficit in the Excess/Standalone Policies is due to the unrealized loss of investment income. The improvement in the Expense line is the removal of the accruals. Ms. Palmeri is recommending an Intra-Fund Transfer of \$200,000 from the Deductible line to the Property line. The Committee approved transferring \$200,000 from the Deductible line to the Property line as noted in the resolution to be presented in June. There are 416 claims for the period.

Fund Year 2021 – Ms. Palmeri noted there is a total of \$8,206,739 in contributions to date \$6,901,242 in Claims and Payments, including excess insurance. Investment income is (\$94,920) due to an unrealized loss in investments, resulting in a Cash Position of \$1,210,577. She noted the transfer of \$155,304 to the Closed MEL Surplus account. The Fund currently maintains \$1,007,973 in Case Reserves and \$648,616 in IBNR for a Net Current Deficit position of \$446,012, which has deteriorated by \$6,586 since 12/31/22. Ms. Palmeri is recommending an Intra-Fund Transfer of \$80,000 from the Deductible line to the Property line. The Committee approved transferring \$80,000 from the Deductible line to the Property line as noted in the resolution to be presented in June.

Fund Year 2020 – Ms. Palmeri noted there was a total of \$8,030,812 in contributions to date. The Fund has paid out \$6,380,618 in Claims and Payments, including excess insurance. Investment income totals (\$70,546), resulting in a Cash Position of \$1,579,648. She noted the transfer of \$235,556 to the Closed MEL Surplus account. The Fund currently maintains \$767,960 in Case Reserves and \$250,935 in IBNR for a Net Current Surplus position of \$560,753, which has deteriorated \$17,563 since 12/31/22. Ms. Palmeri is recommending an Intra-Fund Transfer of \$75,000 from the Deductible line to the Property line. The Committee approved transferring \$75,000 from the Deductible line to the Property line as noted in the resolution to be presented in June. Mr. Forlenza remarked that it is odd that there would be a deterioration in the Property line of \$27,096 after three years.

Fund Year 2019 – Ms. Palmeri noted there is a total of \$7,589,945 in contributions to date \$6,830,756 in Claims and Payments, including excess insurance. Investment income totals \$33,606, resulting in a Cash Position of \$792,795. She noted the transfer of \$241,351 to the Closed MEL Surplus account. She stated that an intra-fund transfer was done moving \$320,000 from the deductible line to the property line. The Fund currently maintains \$688,947 in Case Reserves and \$207,321 in IBNR for a Net Current Deficit position of (\$103,473), which has improved by \$97,688 since 12/31/22. She noted that this is the next fund year to be transferred to the RCF and Closed Years account.

General Ledger Investment Income Change

Ms. Palmeri also reported to the members that PERMA had reached out in regards to how investment income is allocated by budget line item within the general ledger. They requested that since the Excess/Standalone Policies line net to zero, they no longer allocate investment income to those lines. Ms. Palmeri inquired if we should allocate all current Excess/Standalone Policies investment income to the Administration line which would remove the unrealized loss impact on these lines. She noted that since there is no longer surplus in these lines, those deficits will never be resolved when investment earnings are positive. This request was granted and Ms. Palmeri will make a recommendation prior to 2023 audit to transfer any investment income remaining in Excess/Standalone Polices line to the Operating Expenses. The Committee agreed with the request.

Closed Years Contingency Fund – Ms. Palmeri noted that for the Closed Years Fund (1991-2018), she stated there were \$113,529,447 in Total Contributions, \$98,587,700 in Total Payments, and \$4,139,273 in Investment Income. She stated that \$12,832,344 has been returned in surplus. She noted all of the RCF Supplemental Assessments are now recognized as one line for both paid and accrual. She noted the transfer of surplus from fund years to the Closed MEL Surplus is \$519,131 resulting in a cash position of \$6,248,676. She noted the accrual for the RCF Supplemental Assessment is \$15,863 leaving a total surplus is \$6,232,813 in the Closed Years Fund.

Closed MEL JIF Unencumbered Surplus Contingency Fund– Ms. Palmeri stated that attached is the Closed MEL JIF Unencumbered Surplus summary. She noted that the money transferred into this account for potential MEL liability for Fund Years 2016 through 2022 is \$1,251,468. She noted the MEL Supplemental Assessment paid is \$654,170. Investment income unrealized loss of (\$13,721). Cash position of \$583,577. The accrual for the MEL Supplemental Assessment payment of \$650,916 leaving a deficit of (\$67,339).

A copy of the 03/31/23 Historical Operating Results are attached and incorporated herein.

BURLCO Dividend Release Scenarios

Ms. Palmeri then directed the Committee to surplus release scenarios of \$700,000, \$800,000 and \$900,000 noting that last year the Fund authorized two (2) releases totaling 1,200,000. Ms. Palmeri then highlighted that each scenario has an accompanying per Member allocation for the Committee to see the overall impact of each release scenario. Ms. Palmeri reminded the Committee that the Actuary recommends the percentage of unencumbered JIF surplus to the current budget should not be less than 50% thus the scaled back scenarios versus last year's release.

Ms. Palmeri reminded the members that no decision for release of surplus needs to be made at this meeting. She noted that there are several factors, and some noticeable deficits that may or may not improve by 6/30/2023, which need to be considered prior to recommending a release of surplus. Several members of the Committee voiced a concern over the deficits in the “open” fund years and the sustainability of the Fund to continue to release surplus to the members. Mr. Forlenza noted that the Fund has always been very conservative in regards to the release of surplus noting the Committee has tried to maintain sufficient amounts of surplus so that it can manage larger than normal increases in the JIF Budget. Mr. Forlenza explained the percentage of unencumbered JIF surplus vs the ratio of unencumbered surplus to the budget to the Committee.

Ms. Palmeri recommended that the Committee review the 6/30/23 fund year performance at their next meeting, the 2024 draft budget, and 2024 loss funding recommendations prior to determining the release.

Retrospective Candidate Analysis

Ms. Palmeri provided the Committee with an update as to the performance of the candidates, both those enrolled in the program and those in prior year programs, in the Retrospective Program valued as of 12/31/22 and 03/31/23. She noted that the members participating in the program are sent quarterly updates to inform them of any potential additional assessments. The Committee agreed to only review the 03/31/23 valuations. She reminded the members that for 2023, the loss funding only represents 25% of the total loss funding since it is valued as of 03/31/23.

Delanco Township

Ms. Palmeri reviewed Delanco Township noting their participation in the Program in 2020, 2021, and 2022. She noted their loss ratio is 221.1% for 2020. Their claims paid has exceeded the minimum loss funding for 2020 and they have been billed and have paid their full obligation under the terms of the contract; \$13,116. In addition, for the 2021 Fund year, their claims paid has exceeded their contract minimum so the Township was billed and paid their full obligation for 2021 of \$15,255. For 2022, Delanco's loss ratio is 39.2%.

Edgewater Park Township

Ms. Palmeri reviewed Edgewater Park Township noting their participation in the program in 2020 and 2021. She noted their 2020 loss ratio is 155.1% and 2021 of 49.5%. Ms. Palmeri stated that the 2020 claims paid has exceeded the minimum loss funding; therefore, they were billed the maximum additional obligation of \$7,468 which has been received.

Palmyra Borough

Ms. Palmeri reviewed Palmyra Borough noting their participation in the Program in 2020. She noted their loss ratio is 17.6%.

Pemberton Township

Ms. Palmeri reviewed Pemberton Township noting their participation in the Program in 2023. She noted their loss ratio is 99.2% and her office will continue to monitor the Township's performance. She reminded the members that it is only 25% of the loss funding contributions at 3/31 so still premature.

Riverside Township

Ms. Palmeri reviewed Riverside Township noting their participation in the Program in 2020. She noted their loss ratio is 28.9% and her office will continue to monitor the Township's performance.

Westampton Township

Ms. Palmeri reviewed Westampton Township noting their participation in the Program in 2020, 2021, and 2022. She noted their loss ratio valued as of 3/31/2023 is 86.9% for 2020 and 86.7% for 2021. In regards to 2022, the Township's loss ratio is 110% valued as of 3/31/23; however, their claims paid has not yet exceeded the minimum loss funding so they were not invoiced as yet. Ms. Palmeri stated that her office will continue to monitor them.

2023 Budget Items

Ms. Palmeri directed the Committee to page 48 of the agenda packet and a copy of a proposed amendment to the 2023 Budget which will likely be advertised for a public hearing at the Fund's July Executive Committee meeting. She then noted that the budget amendments recognize the elimination of coverage for the Bordentown Twp. EMS effective 7/3/2023, Palmyra Trash Addition effective 6/19/23, Southampton Twp. paid EMS Addition 3/25/23, MEL and RMC adjustments. She informed the members that when MEL/EPL/POL premiums are adjusted via budget amendments, the carrier does not recognize this change to the premium for additions or removals of exposures mid-year. The difference in costs are absorbed by the JIF and with the other bookkeeping factors, there are deficits in these line items. She then asked the Committee if they wished to continue to modify MEL/EPL/POL premiums for the member's midyear or should only the loss funding be adjusted midyear with the excess premium being adjuster in the next fund year. A discussion ensued regarding how the members should be adjusted for removal or additions of exposures midyear. The Committee decided that when a member adds/removes an exposure only the loss funding and necessary operating expenses (if applicable) will be adjusted. The member will be provided an estimated quote utilizing current rates for the impact to the MEL and EPL/POL premium for the upcoming year. The Committee asked the Executive Director's office to draft a revised policy regarding Exposure Additions/Deletions to be implemented in the 2024 Fund Year and presented at the next Finance Committee meeting for review. Mr. Forlenza indicated that we are seeing more of this since most municipalities are moving toward inter local agreements and the outsourcing of services.

Ms. Palmeri also noted that the cyber commission allocations were shifted from premium to commission line. She stated that the EPL/POL/LU was budgeted at 2% MEL wide and came in at 5% increase very late in the process. The BURLCO JIF total impact was an increase of 7.5% so shifting \$18,850 from the MEL line to the EPL/POL/LU line reduces the MEL overfunding to \$35,804.

Cyber JIF Risk Management Program Credit

Mr. Forlenza directed the Committee to page 49-51. He informed the Committee that the Cyber JIF issued a RFP for cyber services including external scanning, phishing, and employee cyber hygiene training. The proposals received were difficult to interpret. Following an extensive evaluation process, the Cyber JIF Executive Committee rejected all proposals received. The next meeting is at the end of June, and the Executive Committee will make a decision regarding the issuance of a new RFP to be awarded in September or October. Mr. Forlenza noted that he has reminded the Cyber JIF that the members of the ACM, BURLCO, & TRICO JIFs are already receiving these services and paying for them as part of their JIF assessment. In addition, these three JIFs are also paying for these services as part of their Cyber JIF Assessment. As a result, Mr. Forlenza has asked the Cyber JIF to reimburse at least a portion of the costs of these services since they are already being paid for at the JIF level. He then directed the Committee to a copy of an email included in the agenda packet wherein Dave Grubb requests that the Cyber JIF Commissioners approve this request. Mr. Forlenza noted that the total amount to be reimbursed would be established once the RFP for these services have been approved. He will update the JIF once the amount due to the JIF has been determined.

Fund Year 2024 Budget Process***Six Year Loss Ratio Summary as of March 31, 2023***

Ms. Palmeri directed the Committee to the Six Year Average Loss Ratio Summary spreadsheets contained in the agenda. She indicated that these reports are for Fund Years 2017-2022 valued as of 03/31/23. She noted that the Six Year Average Loss Ratio for the Fund is 87%. She then reviewed the individual years, by line of coverage, with the Committee.

Ms. Palmeri then presented the MEL Six Year Average Loss Ratio Reports valued as of 03/31/23 for Fund Years 2017-2022. She noted that the Six Year Average Loss Ratio for the MEL is at 86.8%. She reported that last year at this time the loss ratio was 111.1%. Part of this improvement is likely due to Fund Year 2016 being a poor performing year and no longer being included in the calculation and the improvement of the 2021 Fund Year that is down to a loss ratio of 92.2% from 140%. She reminded the Committee that Auto Liability claims are incorporated into the General Liability line at the MEL level. She then reviewed the individual years, by line of coverage, with the Committee. She reminded the members that the MEL does experience rate member JIFs and uses 10 years of claims experience. She noted the BURLCO JIF was negatively experience rated last year.

Next, Ms. Palmeri reviewed the EPL/POL Six Year Average Loss Ratio report valued as of 03/31/23 for Fund Years 2017-2022. Ms. Palmeri noted that the carrier considers a 55% loss ratio a breakeven point due to the fact that the premium is inclusive of operating expenses, surcharges, taxes, profits, etc. She noted that the Five Year Average Loss Ratio is 10.3% which is used to allocate individual member increases or decreases as well as the JIF increases within the MEL program. She stated that the Six Year Average Loss Ratio for EPL/POL is at 14.5%.

Renewing Members for 2024

Ms. Palmeri informed the Committee that ten (10) members are up for renewal effective January 1, 2024 including: Bass River Township, Beverly City, Florence Township, Hainesport Township, Mt Laurel Township, North Hanover Township, Palmyra Borough, Shamong Township, Springfield Township, and Woodland Township. Mr. Theokas inquired as to whether any members would not be renewing this year. Mr. Forlenza stated that he was unaware of any member that was considering not renewing. He stated that JIFs across the State are dealing with similar circumstances as the BURLCO JIF.

Performance over 100%

Ms. Palmeri then directed the Committee to a spreadsheet on page 77 in the agenda packet comparing the six year average loss ratios for the renewing members versus the overall Fund performance. Ms. Palmeri noted that while some of the renewing members have a few years with loss ratios over 100%, only two (2) members have a six year average loss ratio over 100%; North Hanover Township and Palmyra Borough. We will identify any anomaly losses for the next meeting.

Vendor Fee Request Letters

Ms. Palmeri presented the draft vendor fee request letter for the Committee's review. She first inquired if the Committee wished to continue following the "Non-fair and Open Process", which was the decision of the Fund when the "Pay to Play" guidelines went into effect. The Committee agreed to continue utilizing the "Non-fair and Open Process" in the appointment of Fund Professionals. Ms. Palmeri then asked if the Committee had any suggested language changes to the vendor fee request letter prior to it being released. The Committee approved the letter with no recommended revisions. Ms. Palmeri stated that the letters would go out shortly.

Issues Impacting JIF Budget:

Ms. Palmeri noted that some factors affecting the JIF budget are Workers' Compensation challenges with re-openers, PTSD claims, the Pension Offset and expanding definitions of compensability.

Ms. Patel also added that PTSD and Pension Offset numbers are climbing. Mr. Forlenza noted the EPL market is tightening up as well. He stated that when QBE backed out of insuring the JIFs at the last minute, AIG was asking for a 20% increase over expiring premiums and settled at 5%. He stated the Cyber market is becoming more stable because there are less insurers with

tighter underwriting requirements. He then stated that the Property market is not good and getting worse.

Finance Committee Charter

Ms. Palmeri stated that the Finance Committee Charter is included in the agenda packet on pages 79-82. She asked the Committee to review to the Charter to be sure that it continues to accurately reflect the role and responsibilities of the Committee and to contact either Mr. Mansdoerfer or her office with any suggested revisions.

Increasing the SIR

Mr. Forlenza discussed if increasing the SIR makes sense in 2024. He reminded the Committee that his office reviews various scenarios each year. He stated that increasing the SIR gives the local JIF more control over claims; however, less protection from catastrophic claims. He noted that sometimes taking on more risk is not worth it. He reminded the members that over 40% of the JIF budget in excess premium costs and “out of our hands”.

Next Meeting Date

Ms. Palmeri noted the next meeting is scheduled for September 12, 2023 at 1:30 PM in Mount Laurel. The meeting will consist of discussions on Loss Funding Recommendations, Assessment Allocations Strategies, including Reward and Re-evaluations candidates and Retro Assessment Program Candidates, if any. She also stated that the Committee would review updated Surplus Distribution options, the Preliminary Budget, and Vendor Review.

Seeing no other business, the meeting was adjourned at 4:05 PM.

File: BURLCO/2023/Finance Committee Tab: 06/06/23

Resolution No. 2023 -

**Burlington County Municipal Joint Insurance Fund Resolution of Certification
Annual Audit Report for Period Ending December 31, 2022**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2022 has been filed by the appointed Fund Auditor with the Secretary of the Fund as per the requirements of N.J.S.A. 40A:5-6 and N.J.S.A. 40A:10-36, and a copy has been received by each member of the Executive Committee, and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB34, and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the Executive Committee of the Fund shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the Executive Committee have reviewed, as a minimum, the sections of the annual audit entitled:

Schedule of Findings
and
Recommendations

and

WHEREAS, the members of the Executive Committee have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

Schedule of Findings
and
Recommendations

as evidenced by the group affidavit form of the Executive Committee.

WHEREAS, such resolution of certification shall be adopted by the Executive Committee no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, all members of the Executive Committee have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the Executive Committee to the penalty provisions of R.S. 52:27BB-52- to wit:

R.S. 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE, BE IT RESOLVED, that the Executive Committee of the Burlington County Municipal Joint Insurance Fund, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey, dated July 30, 1968, and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A
RESOLUTION ADOPTED AT THE MEETING HELD ON JUNE 20, 2023.

Fund Secretary

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Interim Financial Statement Summary

For the Period Ended March 31, 2023

**Prepared By:
Arthur J. Gallagher Risk Management Services, Inc.
Fund Administrator**

**Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary - All Fund Years
March 31, 2023**

	Total
Earned Contributions & MEL / RCF Dividends	\$148,791,594
Closed MEL Surplus Transfer Balances	1,251,468
Claims Paid (Net of Subrogation) & RCF Premiums	(48,548,014)
Excess Recoveries	252,211
Excess Insurance Premiums Paid	(45,071,145)
Operating Expenses Paid	(25,674,140)
MEL Supplemental Assessments - Paid	(654,170)
Residual Claims Fund Premiums Paid	(7,729,596)
Residual Claims Fund Supplemental Assessments - Paid	(222,426)
Total Payments	(127,647,280)
Position After Expenses	22,395,782
Investment Income (realized)	5,211,794.59
Transfers	-
Return of Surplus	(12,832,344)
CASH POSITION	14,775,233
Investment Income (unrealized)	(1,252,683)
Case Reserves	(3,832,459)
IBNR Reserves	(3,024,468)
MEL Supplemental Assessments - Not Paid	(650,916)
Residual Claims Fund Supplemental Assessments - Not Paid	(15,863)
Residual Claims Fund Supplemental Assessments - Future F	(142,769)
Net Current Surplus	5,856,075
Valued as of 12/31/22	\$5,707,421
NET CHANGE	\$148,654

Compiled by Arthur J. Gallagher Risk Management Services, Inc., Public Sector Practice from Actuarial, Claims Administrator & Treasurer reports valued as of March 31, 2023

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Fund Year 2023
March 31, 2023

	Property	General Liability	Automobile	Workers' Comp.	Deductible	Loss Fund Contingency	Excess/ Standalone Policies	Expense & Cont.	Total
Earned Membership Contributions	\$100,889	\$134,832	\$31,894	\$583,930	\$150,273	\$0	\$1,011,470	\$494,169	\$2,507,456
Other Contributions/Retro Payments									\$0
Total Contributions	\$100,889	\$134,832	\$31,894	\$583,930	\$150,273	\$0	\$1,011,470	\$494,169	\$2,507,456
Claims Paid (Net of Subrogation)	(24,932)	(1,513)	-	(53,628)					(80,073)
Excess Recoveries									-
Excess Insurance Premiums Paid							(1,339,723)		(1,339,723)
Operating Expenses Paid								(438,833)	(438,833)
Total Payments	(24,932)	(1,513)	-	(53,628)	-	-	(1,339,723)	(438,833)	(1,858,629)
Position After Expenses	75,957	133,319	31,894	530,302	150,273	-	(328,253)	55,336	648,827
Investment Income	1,580	2,205	522	9,153	2,461			9,813	25,735
Transfers									-
Return of Surplus									-
Closed MEL Surplus Transfer - Regular Contr	-	-	-	-	-	-		-	-
Closed MEL Surplus Transfer - Excess Premiu	-	-	-	-	-	-		-	-
CASH POSITION	77,536	135,524	32,417	539,455	152,734	-	(328,253)	65,149	674,562
Case Reserves	(119,214)	(9,487)	-	(323,567)					(452,268)
IBNR Reserves	(1,000)	(147,250)	(36,000)	(320,305)					(504,555)
Net Current Surplus/(Deficit)	(42,678)	(21,213)	(3,583)	(104,417)	152,734	-	(328,253)	65,149	(282,261)
<i>RECOMMENDED TRANSFERS</i>									-
Valued as of 12/31/22									\$0
NET CHANGE	(42,678)	(21,213)	(3,583)	(104,417)	152,734	-	(328,253)	65,149	(282,261)
Claim Count for Open Fund Years 03/31/23	17	13	0	30					60
Claim Count for Open Fund Years 12/31/22									0
Net Change	17	13	0	30					60

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Fund Year 2022
March 31, 2023

	Property	General Liability	Automobile	Workers' Comp.	Deductible	Loss Fund Contingency	Excess/Standalone Polices	Expense & Cont.	Total
Earned Membership Contributions	\$336,741	\$495,374	\$123,439	\$1,958,530	\$514,250	\$106,500	\$3,515,978	\$1,876,383	\$8,927,195
Other Contributions/Retro Payments									\$0
Total Contributions	\$336,741	\$495,374	\$123,439	\$1,958,530	\$514,250	\$106,500	\$3,515,978	\$1,876,383	\$8,927,195
Claims Paid (Net of Subrogation)	(440,261)	(26,090)	(8,260)	(765,912)					(1,240,523)
Excess Recoveries									-
Excess Insurance Premiums Paid							(3,515,068)		(3,515,068)
Operating Expenses Paid								(\$1,678,573)	(1,678,573)
Total Payments	(440,261)	(26,090)	(8,260)	(765,912)	-	-	(3,515,068)	(1,678,573)	(6,434,164)
Position After Expenses	(103,520)	469,284	115,179	1,192,618	514,250	106,500	910	197,810	2,493,031
Investment Income	(5,531)	(4,780)	(1,131)	(25,447)	(4,594)	(952)	(13,149)	(4,732)	(60,316)
Transfers	-	-	-	-	-	-	-	-	-
Return of Surplus	-	-	-	-	-	-	-	-	-
Closed MEL Surplus Transfer - Regular Contrib	-	-	-	-	-	-	(100,126)	-	(100,126)
Closed MEL Surplus Transfer - Excess Premi	-	-	-	-	-	-	100,126	-	100,126
CASH POSITION	(109,051)	464,504	114,048	1,167,171	509,656	105,548	(12,239)	193,078	2,432,715
Case Reserves	(178,053)	(308,191)	(12,287)	(416,780)				-	(915,311)
IBNR Reserves	-	(347,167)	(110,590)	(955,284)				-	(1,413,041)
Net Current Surplus/(Deficit)	(287,104)	(190,854)	(8,829)	(204,893)	509,656	105,548	(12,239)	193,078	104,363
<i>RECOMMENDED TRANSFERS</i>	200,000				(200,000)				-
Valued as of 12/31/22	(315,257)	(134,357)	(15,119)	(299,811)	502,052	103,971	(12,239)	62,210	(\$108,550)
NET CHANGE	28,153	(56,497)	6,290	94,918	7,604	1,577	-	130,868	212,913
Claim Count for Open Fund Years 03/31/23	87	144	30	155					416
Claim Count for Open Fund Years 12/31/22	82	121	27	154					384
Net Change	5	23	3	1					32

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Fund Year 2021
March 31, 2023

	Property	General Liability	Automobile	Workers' Comp.	Deductible	Loss Fund Contingency	Excess/ Standalone Polices	Expense & Cont.	Total
Earned Membership Contributions	\$303,471	\$499,041	\$123,743	\$1,943,407	\$506,412	\$0	\$3,109,307	\$1,706,103	\$8,191,484
Other Contributions					\$15,255				\$15,255
Total Contributions	\$303,471	\$499,041	\$123,743	\$1,943,407	\$521,667	\$0	\$3,109,307	\$1,706,103	\$8,206,739
Claims Paid (Net of Subrogation)	(528,879)	(74,950)	(40,319)	(1,559,601)	-	-	-	-	(2,203,749)
Excess Recoveries					-	-	-	-	-
Excess Insurance Premiums Paid					-	-	(\$3,109,011)		(3,109,011)
Operating Expenses Paid					-	-		(\$1,588,482)	(1,588,482)
Total Payments	(528,879)	(74,950)	(40,319)	(1,559,601)	-	-	(3,109,011)	(1,588,482)	(6,901,242)
Position After Expenses	(225,408)	424,091	83,424	383,806	521,667	-	296	117,621	1,305,497
Investment Income	(367)	(20,198)	(4,330)	(37,061)	(22,251)		(3,142)	(7,572)	(94,920)
Transfers	150,000				(150,000)				-
Return of Surplus	-	-	-	-	-	-	-	-	-
Closed MEL Surplus Transfer - Regular Contr	-	-	-	-	-	-	(155,304)	-	(155,304)
Closed MEL Surplus Transfer - Excess Premiu	-	-	-	-	-	-	155,304	-	155,304
CASH POSITION	(75,775)	403,893	79,094	346,745	349,416	-	(2,846)	110,049	1,210,577
Case Reserves	(2,751)	(291,087)	(46,375)	(667,760)		-	-	-	(1,007,973)
IBNR Reserves	-	(211,267)	(73,445)	(363,904)	-	-	-	-	(648,616)
Net Current Surplus/(Deficit)	(78,526)	(98,461)	(40,726)	(684,919)	349,416	-	(2,846)	110,049	(446,012)
RECOMMENDED TRANSFERS	80,000				(80,000)				-
Valued as of 12/31/22	(33,705)	(117,964)	(10,377)	(724,122)	343,535	-	(2,846)	106,053	(\$439,426)
NET CHANGE	(44,821)	19,503	(30,349)	39,203	5,881	-	-	3,996	(6,586)
Claim Count for Open Fund Years 03/31/23	80	115	39	201					435
Claim Count for Open Fund Years 12/31/22	80	115	39	201					435
Net Change	0	0	0	0					0

*Property includes (1) Catastrophic

Compiled by Arthur J. Gallagher Risk Management Services, Inc., Public Sector Practice from Actuarial, Claims Administrator & Treasurer reports valued as of March 31, 2023

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Fund Year 2020
March 31, 2023

	Property	General Liability	Automobile	Workers' Comp.	Deductible	Loss Fund Contingency	Excess/ Standalone Polices	Expense & Cont.	Total
Earned Membership Contributions	\$296,387	\$486,083	\$128,090	\$1,939,868	\$503,016	\$49,659	\$2,956,664	\$1,650,461	\$8,010,228
Other Contributions/Retro Payments					\$20,584				\$20,584
Total Contributions	\$296,387	\$486,083	\$128,090	\$1,939,868	\$523,600	\$49,659	\$2,956,664	\$1,650,461	\$8,030,812
Claims Paid (Net of Subrogation)	(442,984)	(177,353)	(43,304)	(1,230,115)					(1,893,756)
Excess Recoveries									-
Excess Insurance Premiums Paid							(\$2,956,415)		(2,956,415)
Operating Expenses Paid								(\$1,530,447)	(1,530,447)
Total Payments	(442,984)	(177,353)	(43,304)	(1,230,115)	-	-	(2,956,415)	(1,530,447)	(6,380,618)
Position After Expenses	(146,597)	308,730	84,786	709,753	523,600	49,659	249	120,014	1,650,194
Investment Income	(40)	(14,417)	(3,630)	(28,734)	(18,002)	(1,863)	(4,289)	429	(70,546)
Transfers	75,000				(75,000)				-
Return of Surplus	-	-	-	-	-	-	-	-	-
Closed MEL Surplus Transfer - Regular Contrib	-	-	-	-	-	-	(235,556)	-	(235,556)
Closed MEL Surplus Transfer - Excess Premi	-	-	-	-	-	-	235,556	-	235,556
CASH POSITION	(71,637)	294,313	81,156	681,019	430,598	47,796	(4,040)	120,443	1,579,648
Case Reserves	(3)	(263,035)	(161,548)	(343,374)		-	-	-	(767,960)
IBNR Reserves	-	(76,069)	(29,095)	(145,771)			-	-	(250,935)
Net Current Surplus/(Deficit)	(71,640)	(44,791)	(109,487)	191,874	430,598	47,796	(4,040)	120,443	560,753
<i>RECOMMENDED TRANSFERS</i>	75,000				(75,000)				-
Valued as of 12/31/22	(44,544)	(30,888)	(114,391)	188,223	423,350	46,992	(4,040)	113,614	\$578,316
NET CHANGE	(27,096)	(13,903)	4,904	3,651	7,248	804	-	6,829	(17,563)
Claim Count for Open Fund Years 03/31/23	69	128	23	234					454
Claim Count for Open Fund Years 12/31/22	69	128	23	234					454
Net Change	0	0	0	0					0

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Fund Year 2019
March 31, 2023

	Property	General Liability	Automobile	Workers' Comp.	Deductible	Loss Fund Contingency	Excess/ Standalone Policies	Expense & Cont.	Total
Earned Membership Contributions	\$267,750	\$451,895	\$125,800	\$1,953,070	\$493,972	\$0	\$2,740,523	\$1,556,335	\$7,589,345
Other Contributions/ Retro payments								\$600	\$600
Total Contributions	\$267,750	\$451,895	\$125,800	\$1,953,070	\$493,972	\$0	\$2,740,523	\$1,556,935	\$7,589,945
Claims Paid (Net of Subrogation)	(550,475)	(311,718)	(73,156)	(1,694,177)					(2,629,526)
Excess Recoveries									-
Excess Insurance Premiums Paid							(2,740,332)		(2,740,332)
Operating Expenses Paid								(1,460,898)	(1,460,898)
Total Payments	(550,475)	(311,718)	(73,156)	(1,694,177)	-	-	(2,740,332)	(1,460,898)	(6,830,756)
Position After Expenses	(282,725)	140,177	52,644	258,893	493,972	-	191	96,037	759,189
Investment Income	(1,099)	(12,848)	(1,163)	18,693	3,217		14,243	12,563	33,606
Transfers	320,000				(320,000)				-
Return of Surplus	-	-	-	-	-	-	-	-	-
Closed MEL Surplus Transfer - Regular Contr	-	-	-	-	-	-	(241,351)	-	(241,351)
Closed MEL Surplus Transfer - Excess Premiu	-	-	-	-	-	-	241,351	-	241,351
CASH POSITION	36,176	127,329	51,481	277,586	177,189	-	14,434	108,599	792,795
Case Reserves	(2)	(114,910)	-	(574,035)					(688,947)
IBNR Reserves	-	(31,248)		(176,073)					(207,321)
Net Current Surplus/(Deficit)	36,174	(18,829)	51,481	(472,522)	177,189	-	14,434	108,599	(103,473)
<i>RECOMMENDED TRANSFERS</i>									-
Valued as of 12/31/22	35,711	(52,534)	50,869	(525,821)	174,207	-	14,434	101,973	(\$201,161)
NET CHANGE	463	33,705	612	53,299	2,982	-	-	6,626	97,688
Claim Count for Open Fund Years 03/31/23	89	139	22	161					411
Claim Count for Open Fund Years 12/31/22	90	139	22	161					412
Net Change	(1)	0	0	0					(1)

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Closed Years Contingency Fund
March 31, 2023

	1991-2018
Earned Contributions & MEL / RCF Dividends	\$113,529,447
Claims Paid (Net of Subrogation)	(40,500,387)
Excess Recoveries	\$252,211
Excess Insurance Premiums Paid	(31,410,596)
Operating Expenses Paid	(18,976,906)
Residual Claims Fund Premiums Paid	(7,729,596)
Residual Claims Fund Supplemental Assessments - Paid	(222,426)
Total Payments	(98,587,700)
Position After Expenses	14,941,747
Investment Income	4,139,273
Return of Surplus	(12,832,344)
Closed MEL Surplus Transfer - Regular Contributions	(\$519,131)
Closed MEL Surplus Transfer - Excess Premiums Paid	\$519,131
CASH POSITION	\$6,248,676
Case Reserves - Property	\$0
IBNR Reserves - Property	\$0
Residual Claims Fund Supplemental Assessments - Not Paid	(\$15,863)
Current Surplus/(Deficit)	6,232,813
2013 Surplus/(Deficit) Transfer as of 06/30/17	\$0
Net Current Surplus/(Deficit)	\$6,232,813
Open Property Claim Count: 03/31/23	1
Open Property Claim Count: 12/31/22	2
Net Change	-1

Burlington County Municipal Joint Insurance Fund
Historical Operating Results Summary
Closed MEL Unencumbered Surplus Contingency Fund
March 31, 2023

	Fund Year(s) 2016- 2022
Total Surplus Transferred	1,251,468
MEL Supplemental Assessments - Paid	(654,170)
Position After Expenses	597,298
Investment Income	(13,721)
Return of Surplus	
CASH POSITION	\$583,577
MEL Supplemental Assessments - Not Paid	(650,916)
Current Surplus/(Deficit)	(\$67,339)
Valued as of 12/31/22	(\$75,476)
NET CHANGE	\$8,137

Compiled by Arthur J. Gallagher Risk Management Services, Inc., Public Sector Practice from Actuarial, Claims Administrator & Treasurer reports valued as of March 31, 2023

Burlington County Municipal Joint Insurance Fund
Open Years Comparative Operating Results Summary
March 31, 2023

FUND YEAR 2023	Property	GL	Automobile	WC	Deductible	Loss Contingency Fund	MEL/EJIF/EPL/POL	Operating	Total
CASH POSITION	\$ 77,536	\$ 135,524	\$ 32,417	\$ 539,455	\$ 152,734	\$ -	\$ (328,253)	\$ 65,149	\$ 674,562
Net Current Surplus/(Deficit)	\$ (42,678)	\$ (21,213)	\$ (3,583)	\$ (104,417)	\$ 152,734	\$ -	\$ (328,253)	\$ 65,149	\$ (282,261)
<i>RECOMMENDED TRANSFERS</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Valued as of 12/31/22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE	\$ (42,678)	\$ (21,213)	\$ (3,583)	\$ (104,417)	\$ 152,734	\$ -	\$ (328,253)	\$ 65,149	\$ (282,261)

FUND YEAR 2022	Property	GL	Automobile	WC	Deductible	Loss Contingency Fund	MEL/EJIF/EPL/POL	Operating	Total
CASH POSITION	\$ (109,051)	\$ 464,504	\$ 114,048	\$ 1,167,171	\$ 509,656	\$ 105,548	\$ (12,239)	\$ 193,078	\$ 2,432,715
Net Current Surplus/(Deficit)	\$ (287,104)	\$ (190,854)	\$ (8,829)	\$ (204,893)	\$ 509,656	\$ 105,548	\$ (12,239)	\$ 193,078	\$ 104,363
<i>RECOMMENDED TRANSFERS</i>	\$ 200,000	\$ -	\$ -	\$ -	\$ (200,000)	\$ -	\$ -	\$ -	\$ -
Valued as of 12/31/22	\$ (315,257)	\$ (134,357)	\$ (15,119)	\$ (299,811)	\$ 502,052	\$ 103,971	\$ (12,239)	\$ 62,210	\$ (108,550)
NET CHANGE	\$ 28,153	\$ (56,497)	\$ 6,290	\$ 94,918	\$ 7,604	\$ 1,577	\$ -	\$ 130,868	\$ 212,913

FUND YEAR 2021	Property	GL	Automobile	WC	Deductible	Loss Contingency Fund	MEL/EJIF/EPL/POL	Operating	Total
CASH POSITION	\$ (75,775)	\$ 403,893	\$ 79,094	\$ 346,745	\$ 349,416	\$ -	\$ (2,846)	\$ 110,049	\$ 1,210,577
Net Current Surplus/(Deficit)	\$ (78,526)	\$ (98,461)	\$ (40,726)	\$ (684,919)	\$ 349,416	\$ -	\$ (2,846)	\$ 110,049	\$ (446,012)
<i>RECOMMENDED TRANSFERS</i>	\$ 80,000	\$ -	\$ -	\$ -	\$ (80,000)	\$ -	\$ -	\$ -	\$ -
Valued as of 12/31/22	\$ (33,705)	\$ (117,964)	\$ (10,377)	\$ (724,122)	\$ 343,535	\$ -	\$ (2,846)	\$ 106,053	\$ (439,426)
NET CHANGE	\$ (44,821)	\$ 19,503	\$ (30,349)	\$ 39,203	\$ 5,881	\$ -	\$ -	\$ 3,996	\$ (6,586)

Fund Year 2020	Property	GL	Automobile	WC	Deductible	Loss Contingency Fund	MEL/EJIF/EPL/POL	Operating	Total
CASH POSITION	\$ (71,637)	\$ 294,313	\$ 81,156	\$ 681,019	\$ 430,598	\$ 47,796	\$ (4,040)	\$ 120,443	\$ 1,579,648
Net Current Surplus/(Deficit)	\$ (71,640)	\$ (44,791)	\$ (109,487)	\$ 191,874	\$ 430,598	\$ 47,796	\$ (4,040)	\$ 120,443	\$ 560,753
<i>RECOMMENDED TRANSFERS</i>	\$ 75,000	\$ -	\$ -	\$ -	\$ (75,000)	\$ -	\$ -	\$ -	\$ -
Valued as of 12/31/22	\$ (44,544)	\$ (30,888)	\$ (114,391)	\$ 188,223	\$ 423,350	\$ 46,992	\$ (4,040)	\$ 113,614	\$ 578,316
NET CHANGE	\$ (27,096)	\$ (13,903)	\$ 4,904	\$ 3,651	\$ 7,248	\$ 804	\$ -	\$ 6,829	\$ (17,563)

FUND YEAR 2019	Property	GL	Automobile	WC	Deductible	Loss Contingency Fund	MEL/EJIF/EPL/POL	Operating	Total
CASH POSITION	\$ 36,176	\$ 127,329	\$ 51,481	\$ 277,586	\$ 177,189	\$ -	\$ 14,434	\$ 108,599	\$ 792,795
Net Current Surplus/(Deficit)	\$ 36,174	\$ (18,829)	\$ 51,481	\$ (472,522)	\$ 177,189	\$ -	\$ 14,434	\$ 108,599	\$ (103,473)
<i>RECOMMENDED TRANSFERS</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Valued as of 12/31/22	\$ 35,711	\$ (52,534)	\$ 50,869	\$ (525,821)	\$ 174,207	\$ -	\$ 14,434	\$ 101,973	\$ (201,161)
NET CHANGE	\$ 463	\$ 33,705	\$ 612	\$ 53,299	\$ 2,982	\$ -	\$ -	\$ 6,626	\$ 97,688

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
TRANSFER OF FUNDS
RESOLUTION NO. 2023-

WHEREAS, the Burlington County Municipal Joint Insurance Fund is duly constituted as a Municipal Joint Insurance Fund pursuant to N.J.S.A. 40A:10 et seq; and

WHEREAS, the Fund's interim review of financial statements as of March 31, 2023 indicates the 2022 Fund Year, 2021 Fund Year, and 2020 Fund Year, require intra-fund transfers as follows:

Amount	From	To
\$200,000	2022 Deductible	2022 Property

Amount	From	To
\$80,000	2021 Deductible	2021 Property

Amount	From	To
\$75,000	2020 Deductible	2020 Property

WHEREAS, there are sufficient funds in the above accounts to effect said transfers;

NOW, THEREFORE BE IT RESOLVED, that the Executive Committee of the Burlington County Municipal Joint Insurance Fund does hereby transfer the sums set forth above.

Pursuant to N.J.A.C. 11:5-2.13, a copy of this Resolution shall be forthwith sent to the Departments of Banking and Insurance and Community Affairs affording them thirty (30) days in which to object to the aforementioned transfer. If no objection is received in writing within said thirty (30) day period, the Administrator and Treasurer shall affect said transfer. The Executive Committee shall, prior to making a said transfer, complete the certification below.

Chairperson
Secretary

Date

ROLL CALL VOTE ____ Yes ____ No ____ Abstain

A copy of this Resolution was sent to the Department of Banking and Insurance and the Department of Community Affairs on the _____ day of _____, 2023.

As of the ____ day of _____, 2023, no objection has been received.

As of the ____ day of _____, 2023, written approval was received.

BY: _____

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2023-___**

**RESOLUTION AUTHORIZING THE CREATION OF THE
RESIDUAL CLAIMS FUND SUPPLEMENTAL ASSESSMENT ACCOUNT**

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

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

WHEREAS, the FUND is a member of the Municipal Excess Liability Residual Claims Fund (RCF JIF); and

WHEREAS, the RCF JIF's financial position has been negatively impacted by the recognition of unrealized losses, the reopening of older workers compensation claims, recent changes to sexual abuse and molestation statutes, the adoption of the Thomas Canzanella Act, and a change to the pension offset program; and

WHEREAS, these aforementioned changes have resulted in higher claims costs, increased reserves on open claims, and higher confidence levels being applied to Incurred But Not Reported (IBNR) calculations; and

WHEREAS, pursuant to the Indemnity & Trust Agreement between the RCF JIF and the FUND, the FUND is financially responsible should the RCF JIF need to issue a supplemental assessment to its members JIFs; and

WHEREAS, in recognition that the RCF JIF has in excess of \$80 million in cash as of December 31, 2022, it is not necessary for the RCF JIF to collect any additional funds from its member JIFs at this time; however, Member FUND's must create a payable for their potential share of any shortfall; and

WHEREAS, to better track any additional assessments that might be due and owing to the RCF JIF in the future, it is appropriate to create a specific account for this purpose; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Burlington County Municipal Joint Insurance Fund that the FUND Treasurer is hereby authorized to create a RCF Supplemental Assessment Account; and

BE IT FURTHER RESOLVED that the FUND Treasurer, FUND Auditor, and Administrative Consultant are hereby directed to account for these funds in accordance with accepted accounting practices for Joint Insurance Funds; and

BE IT FURTHER RESOLVED that a copy of this Resolution be provided to the Executive Director's office, the FUND Treasurer, FUND Auditor, and Administrative Consultant for their attention and action.

This Resolution was duly adopted by the Burlington County Municipal Joint Insurance Fund at a public meeting held on June 20, 2023.

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____
Richard Wolbert, Secretary

By: _____
John Gural, Chairperson

Date: _____



Municipal Excess Liability Joint Insurance Fund

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

Date: Friday June 2, 2023

To: **Burlington County Municipal Joint Insurance Fund**

From: **Commissioner Jack**

Subject: June MEL Report

Special Meetings: The MEL Board met on May 8th and accepted recommendations of the Management Committee and Model Personnel Committee from their April meetings. The Board adopted a resolution issuing an additional assessment, approved changes to the Model Personnel Policies and Handbooks and adopted a Resolution awarding a contract for Marketing Consultant to service the member JIFs in the southern part of the state.

Audit Committee: Committee met on May 31, 2023 and submitted minutes of their meeting.

In addition, the Fund Auditor and Actuary attended the June meeting and reviewed their year-end reports. Auditor reviewed The Statement of Net Position with the Board. He also said the Audit Committee had a very good discussion on the various factors that are impacting the MEL and the RCF financials. Actuary said he estimated similar reserves as the Third Party Administrators (and are included in Audit Report) and has issued a statement that reserves are reasonable.

Committee Chairman said this has been a difficult year for the MEL and Fund Commissioners and Fund Professionals worked together to address.

Board also accepted the Audit Committee's recommendations and accepted the Internal Audits for *Contract Management & Conflict of Interest* and *Internal Audit on Liability Claims*.

Safety & Education Committee: Committee met on May 12th; a copy of the meeting minutes submitted to the board for information.

In addition, the Board accepted their recommendation and adopted a resolution awarding a “non fair and open” contract to Benchmark Analytics for a police accreditation study for an amount not to exceed \$39,500. A copy of the proposal was submitted to the Board of Fund Commissioners.

The MEL Safety Institute transitioned to a new vendor for the Learning Management System. A copy of the notice that was sent to training administrators submitted for information. . Notice included an announcement that training administrators should expect to get an email from **BIS Training** to activate accounts.

Emergency Restoration Services: In 2020, the MEL QPA issued a bid for Emergency Restoration Services and confirmed it may serve as a “rolling” list where responders that comply with bid specification will be posted to the MEL website. Board approved the addition of *ServiceMaster by Timeless to the list*.

Suburban Metro Joint Insurance Fund: The Suburban Metro Fund accepted member town school boards for membership in 1999 with the School Pool for Excess Liability Limits (SPELL) providing the excess coverage. Commissioner Cuccia submitted a memorandum asking the MEL to consider providing excess coverage to the Nutley Board of Education and the Manchester Regional High School if the Underwriting Manager is not able to

find an excess program by July 1, 2023 when their coverage with the SPELL Fund expires. Board agreed to provide excess temporarily if another option is not available by the expiration.

Legislative Committee: Committee met on May 1st and submitted meeting minutes for information. Committee is scheduled to meet again on Tuesday July 18, 2023 at 1:00PM via Zoom. Committee Chair and Executive Director said there is a bill that is moving quickly that would increase attorney fees on workers' compensation – that if passed – would add an additional 5 to 6 percent increase on costs, in addition to all the other recent changes impacting workers' compensation.

Governor has signed the bill establishing a licensing process for police. Fund Attorney will work with J.A.M's law enforcement until to prepare a bulletin.

Claims Committee: Committee met on May 3rd; minutes of these meetings are sent to the full MEL Board separately from the agenda. The committee is scheduled to meet immediately following this meeting.

RCF: A copy of Commissioner Clark's report on the RCF March 24, 2023 and May 8, 2023 meetings submitted for information. Committee is scheduled to meet just prior to the MEL meeting.

Cyber JIF: Cyber JIF met on May 9, 2023; enclosed is a copy of report on the meeting. Due to scheduling conflicts, the Cyber JIF has rescheduled the June 15, 2023 meeting to June, 22, 2023 at 2:00PM. Chairwoman said the RFP process for the Cyber JIF services had been difficult to manage and she thanked Commissioners Merchel and Brewer for all their efforts.

Underwriting Manager said the New Jersey Cybersecurity and Communications Integration Cell (NJCCIC) has released a communication about a Cyber Grant. Filing deadline is June 9th. At this stage, the details do not have to be included in order to file for the grant.

2023 Financial Disclosures: The filing deadline for the Financial Disclosure forms inclusive of any other municipal related positions that require filing was April 30th. All MEL Commissioners and Professionals have completed their filing by the deadline.

2023 MEL, MR HIF & NJCE JIF Educational Seminar: The 12th annual seminar was conducted virtually on Friday, April 21st and Friday, April 28th and total attendance was approximately 450 attendees.

Certificates have been issued for Municipal Clerks, Certified Public Managers, Chief Financial Officers and Qualified Purchasing Agents. We have sent attendance records for Lawyers, Accountants, and Insurance Producers to the *Institute of Strategic Educational Partners*. The credits for Total Contact Hours for Water Supply and Wastewater Licensed Operators will be reviewed by *The Advisory Council* at their June agenda. If approved, those certificates will be issued.

2024 Renewal: Underwriting Manager said he has begun the marketing process for the 2024 renewal and added that the property policy will be critical this year and he thanked the JIFs for working on getting property appraisals in place. Fund Attorney added that – with the help of the QPA – we have been able to meet the comptrollers filing requirements.



Municipal Excess Liability Residual Claims Fund

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

June 2, 2023

Memo to: Burlington County Municipal Joint Insurance Fund
From: Commissioner Jack
Re: RCF June Meeting

Auditor and Actuary Year-End Reports: The Audit Report as of December 31, 2022 and Actuarial Analysis and Loss Adjustment Reserves report were presented for review.

Fund Auditor said due to recent legislative decisions the Actuary for the Fund had to establish higher IBNR reserves, resulting in ending the year in a negative position. The special meeting held in May addressed the deficit by issuing an additional assessment. Comments and Recommendations are consistent with previous years, noting the deficit years. The unrealized loss on investments is also a factor but is expected to resolve as interest rates adjust and investments mature and are reinvested for higher yields. The Fund's financial status has been reviewed with the Department of Banking and Insurance and they feel no regulatory action is needed.

Fund Actuary said the total discounted reserves as of December 31, 2022 is \$147.2 million and is made up of \$107.5 million in case reserves and \$39.7 million in IBNR reserves. Fund Actuary's opinion determination is stated at 'Reasonable', which is the preferred of the five options of determination.

Following the reports, the Board approved the year-end financials as presented and adopted resolution 17-23 and executed the group affidavit indicating that members of the Executive Committee have read the general comments section of the audit report.

2022 Proposed Budget Amendment: The Board approved an amendment to fund year 2022 budget to accept the transfer of liabilities as of December 31st for fund year 2018. A motion was approved to introduce on first reading the amendments to the 2022 Budget and to schedule the Public Hearing on September 15, 2023 at 10:30 a.m. at the Forsgate Country Club, Jamesburg, New Jersey. Enclosed is the 2022 proposed amended budget.

JCMI Quarterly Report: Ms. Kontomanolis, CFO, reported they are working closely with Eagle Asset Management to review the portfolio and look for opportunities to reinvestment instruments at higher rates. Mr. Cuccia added they are adjusting policy on holding investments to shorter terms to reflect the current market.

2023 MEL, MR HIF & NJCE JIF Educational Seminar: Executive Director reported that the 12th annual seminar was conducted virtually in 2 half-day sessions on Friday, April 21st and Friday, April 28th from 9AM to 12PM. The combined attendance for the two sessions was a record of 450. The panel included Senators.

Claims Committee: The Claims Review Committee met on May 3rd and prior to the June 2nd meeting. Motion was carried to accept the June PARs as presented.

Next Meeting: The next meeting of the RCF is scheduled for September 15, 2023 at 10:30AM at the Forsgate Country Club.

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND				
2022 PROPOSED BUDGET				
	2022	2022 Amendment	2022	\$
	PROPOSED	2018 Assessments	Revised Budget	CHANGE
	BUDGET			
APPROPRIATIONS				
MEL	315,330	13,211,400	13,526,730	13,211,400
BMEL	0	0	0	0
ATLANTIC	49,541	1,903,062	1,952,603	1,903,062
BERGEN	13,840	1,308,269	1,322,108	1,308,269
BURLCO	20,723	678,827	699,550	678,827
CAMDEN	23,828	903,413	927,241	903,413
MONMOUTH	27,328	1,539,271	1,566,599	1,539,271
MORRIS	20,794	1,964,504	1,985,298	1,964,504
NJUA	17,074	395,229	412,302	395,229
OCEAN	50,246	3,262,404	3,312,649	3,262,404
PMM	8,590	376,771	385,362	376,771
SOUTH BERGEN	22,222	1,269,488	1,291,710	1,269,488
SUBURBAN METRO	21,634	717,622	739,256	717,622
TRICO	31,031	849,602	880,633	849,602
SUBURBAN MUNICIPAL	3,504	353,830	357,334	353,830
CENTRAL JERSEY (incl. Run-in Receivable)	43,824	967,219	1,011,042	967,219
NJPHA	16,492	677,498	693,990	677,498
TOTAL	686,000	30,378,409	31,064,409	30,378,409

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND				
2022 PROPOSED BUDGET				
	2022 PROPOSED	2022 Amendment	2022	
	BUDGET	2018 Assessments	Revised Budget	
APPROPRIATIONS				
CLAIMS	0	29,678,409	29,678,409	29,678,409
Run-in Claim Receivable	15,000		15,000	0
LOSS FUND CONTINGENCY	0	700,000	700,000	700,000
SUBTOTAL LOSS FUND	15,000	30,378,409	30,393,409	30,378,409
EXPENSES				
ADMINISTRATOR	214,158		214,158	0
DEPUTY ADMINISTRATOR	72,849		72,849	0
ATTORNEY	44,336		44,336	0
CLAIMS SUPERVISION & AUDIT	64,092		64,092	0
TREASURER	41,626		41,626	0
AUDITOR	24,589		24,589	0
ACTUARY	43,899		43,899	0
MISCELLANEOUS	25,800		25,800	0
SUBTOTAL	531,349	0	531,349	0
EXPENSE CONTINGENCY	139,651		139,651	0
TOTAL BUDGET	671,000	30,378,409	31,049,409	30,378,409



**New Jersey Municipal Environmental
Risk Management Fund**

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

DATE: June 2, 2023
TO: Fund Commissioners Burlington County Municipal Joint Insurance Fund
FROM: Commissioner Jack
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

Auditor Year-End Reports – Mr. Jones of Nisivoccia & Company reviewed the audit report as of December 31, 2022. The Auditor said the Fund is in excellent financial condition. The audit report contained no findings and no recommendations. Following his review of the audit, the Executive Board adopted Resolution #21-23 approving the Year-End Financials and executed the Group Affidavit.

Actuarial IBNR Estimates – The E-JIF Actuary gave a verbal report on the actuarial IBNR estimates for the E-JIF valued as of March 31, 2023.

Next Meeting- The next meeting of the E-JIF is scheduled for September 15, 2023 at the Forsgate Country Club, Jamesburg, N.J.



NEW JERSEY CYBER RISK MANAGEMENT FUND

9 Campus Drive – Suite 216

Parsippany, NJ 07054

Tel 201.881.7632

Date: Tuesday, May 9, 2023

To: Board of Fund Commissioners
Burlington County Municipal Joint Insurance Fund

From: Ms. Jack, Commissioner

Risk Control Committee: The Risk Control Committee met several times to review responses to the Competitive Contracting RFP for Training/Phishing and External Scanning and had been prepared to make a recommendation. However, the meeting opened with the Board convening an Executive Session to discuss contracts and potential litigation. When the board reopened the meeting, the Chairman reported that Commissioner agreed to adopt a Resolution rejecting all the bids, even though the process had been followed correctly. Chairman noted the Risk Control Committee learned a lot from the process and will review expectations before rewriting the Competitive Contracting RFP. Resolution 41-23 was then adopted - rejecting the bids received for CC# 22-01 (Cyber Training, Phishing and External Scanning) by an 18-0 vote. Chairman also noted there will be discussion on the impact to members' ability to complete all the elements of the Risk Control Program.

Transfer Of Funds: The amount budgeted for excess insurance premiums has been adjusted to reflect the updated membership, resulting in a balance of \$504,441. Board accepted the Executive Director's recommendation and adopted Resolution 42-23 to transfer the balance to general contingency.

Chertoff Group: The Risk Control Committee also reviewed a proposal from the Chertoff Group for Cyber Support Services. Attached proposal reflects modifications the committee requested. Board adopted Resolution 43-23 Awarding a One-year Contract to the Chertoff Group for Cybersecurity Consulting for Extraordinary Unspecified Services.

Technology Stack Questionnaire: The technology stack questionnaire developed by the Chertoff Group has been drafted into Origami and is now under final review. Once complete, Fund Commissioners and Risk Managers will receive an email to complete the survey. The survey will allow the Fund to better tailor the cybersecurity framework and provide broadscale advice to the members.

Webpage: The Cyber JIF website has launched and the Fund will be notifying the local JIFs. The URL is: <https://cyberjif.org/>. The MEL webpage will continue to carry the same content as members familiarize themselves with the new webpage.

State Filing: The Fund Office continues to submit the required filings, including the professional contracts that are being processed.

Public Comment:

Ted Stanziele, Government Solutions, and Brian Lau, D2, offered public comment