

# 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](mailto: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 1-22<sup>nd</sup>, 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 23<sup>rd</sup> at Atlantic Cape Community College and another on September 20<sup>th</sup> 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 30<sup>th</sup> 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:

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

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:

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

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

**Nurse Case 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	
Overpayment Reimbursements	\$469.88	
FY 2023 Premium Assessments		\$0.00

**Loss Run Payment Register – April 2023**

Mr. Tontarski stated that the report included in the agenda packet shows net claim activity during the reporting period for claims paid by the Fund and claims payable by the Fund at period end is \$245,056.53. The claim detail shows 192 claim payments issued.

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

Interest Allocated for the Period \$659.88 for a total Member Balance of \$319,957.57.

**Cash Activity for the Period**

During the reporting period, the Fund's "Cash Position" changed from an opening balance of \$16,854,584.99 to a closing balance of \$15,975,899.42 showing a decrease in the fund of \$878,685.57.

**Revised Bill List – May 2023**

For the Executive Committee's consideration, Mr. Tontarski presented a revised May 2023 Bill List in the amount of \$1,597,303.65 which was emailed to the members earlier today.

Chair Gural entertained a motion to approve the April 2023 Loss Run Payment Register, and the revised May 2023 Bill List in the amount of \$1,597,303.65 as presented.

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

Motion by Ms. Archer, seconded by Mr. Ingling to approve the *April 2023 Loss Run Payment Register and the revised May 2023 Bill List* 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:* None

Motion carried by unanimous vote.

## **COMMITTEE REPORTS**

Noting to report

### ***MEL/RCF/EJIF/CYBER REPORTS***

Ms. Jack reported the MEL and RCF held a special meeting on May 8, 2023 and the reports are included in the agenda and are self-explanatory noting the reports cover items discussed at those meetings.

The meeting was held to consider supplemental assessments for Workers Compensation losses over different Fund Years and included in the report were the tables from the MEL and the RCF and the amount of those assessments for the BURLCO JIF.

Mr. Forlenza noted the Cyber JIF also met on May 8, 2023; however, a report is not available at this time. He noted the Cyber JIF has been wrestling with the issue of awarding a contract for Employee Cyber 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.**

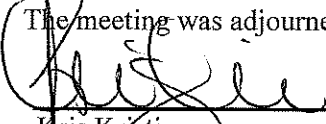
Motion carried by majority vote.

***MOTION TO ADJOURN***

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

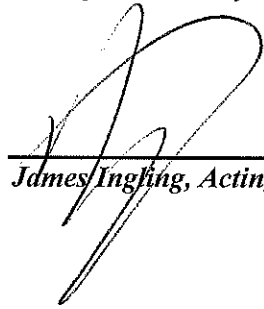
Motion by Ms. Provenzano, seconded by Ms. Archer to adjourn the May 16, 2023 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:24 PM.



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Kris Kristie,  
*Recording Secretary for*



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*James Ingling, Acting SECRETARY*