

BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND

Via Microsoft Teams

February 20, 2024 @ 3:00 pm

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via Microsoft Teams on Tuesday, February 20, 2024. Acting Fund Chair, Richard Wolbert, **Beverly City**, presiding. The meeting was called to order at 3:00 PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

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

ROLL CALL

Rich Wolbert, *Acting Fund Chair*, **Beverly City**
Margaret Peak, **Bordentown City**
Maria Carrington, **Bordentown Twp.**
Caryn Hoyer, **Chesterfield Twp.**
Erin Provenzano, **Delanco Twp.**
Joe Bellina, **Delran Twp.**
Patricia Clayton, *Alternate*, **Edgewater Park**
Tom Sahol, **Florence Twp.**
Tara Wicker, *Alternate*, **Hainesport Twp.**
Bobbie Quinn, *Alternate*, **Lumberton Twp.**
Mike Fitzpatrick, **Mansfield Twp.**
Dawn Bielec, **Medford Twp.**
Jerry Mascia, **Mt. Laurel Twp.**
Susan Jackson, **New Hanover Twp.**
Mary Picariello, **North Hanover Twp.**
Kathy Smick, **Pemberton Borough**
Dan Hornickel, **Pemberton Twp.**
Michael Mansdoerfer, **Riverside Twp.**
Susan Onorato, **Shamong Twp.**
Lisa Cummins, **Tabernacle Twp.**
Craig Farnsworth, **Westampton Twp.**
Maryalice Brown, **Woodland Twp.**
James Ingling, *Acting Fund Secretary*, **Wrightstown Borough**

Absent Fund Commissioners/Professionals were:

Mari Ann Capriglione, **Bass River Twp.**
Patrice Hansell, **Fieldsboro Borough**
John Gural, *Fund Chair*, **Palmyra Borough**
Kathy Hoffman, **Southampton Twp.**
Brandy Boyington, **Springfield Twp.**

Those also in attendance were:

Paul A. Forlenza, MGA, *Executive Director, RPA – A Division of Gallagher*
Kamini Patel, MBA, CIC, CPCU, AIDA®, *Deputy Executive Director, RPA – A Division of Gallagher*
David DeWeese, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, *Asst. Director of Public Sector, J.A. Montgomery*
Chris Winter, *Law Enforcement Risk Management Consultant*
Chris Roselli, *Account Manager, General Liability Unit, Qual-Lynx*
Karen Beatty, *Account Manager, Qual-Care*
Tom Tontarski, *Treasurer*
Debby Schiffer, *Wellness Director, Targeting Wellness*
Jerry Caruso, *Technology Risk Services Director*

Also present were the following Risk Management Consultant agencies:

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

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

Recording Secretary Kristie asked for a motion to move up Richard Wolbert, Beverly City to Acting Chair in the absence of John Gural, Palmyra Borough, James Ingling to Acting Secretary, Mike Mansdoerfer, Riverside Township, and Mary Picariello, North Hanover Township to the Executive Committee for voting purposes.

Motion by Mr. Hornickel, seconded by Mr. Mascia to move up the noted members as presented. All in Favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES

Acting Chair Wolbert presented the Open session meeting minutes of the January 23, 2024 meeting of the Fund, as found in the agenda packet, for approval.

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

Motion by Mr. Hornickel, seconded by Ms. Provenzano to approve the Open session meeting minutes of the January 23, 2024 meeting. All in Favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE MEETING REPORT – February 13, 2024

Mr. Bellina noted the minutes of the February 13, 2024 Claims Review Committee meeting were a handout for today's meeting and are self-explanatory. He then noted the Committee reviewed twelve (12) PARs including two (2) Workers' Compensation (2 Police, 0 Fire, and 0 Other); one (1) General Liability, zero (0) Automobile Liability, and nine (9) Property claims that were reviewed for settlement, continuing defense, or to advise of trial date. Mr. Bellina noted for more detail on any of these topics, please reference the minutes.

Mr. Bellina 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 stated a notification was sent out earlier today by his office requesting that all Members take a moment to review the recently updated directories on the JIF websites. Kindly navigate to the directories pull-down menu and carefully examine the information provided. Specifically, we need to ensure the accuracy of contact details such as email addresses and phone numbers. Given the turnover of members and the appointment of new Fund Commissioners during the months of December, January, and February, it is crucial that we have up-to-date and reliable information. This information serves as the primary means of communication with the membership. Should there be any revisions needed, please contact his office

Mr. Forlenza referenced the Certificates of Insurance report included in the agenda and asked the members to please review to be sure the certificates were ordered by you, and are correct.

Mr. Forlenza noted details regarding the allocation of funds for the Optional Safety budget, EPL/Cyber budget, and Wellness Incentive funds for 2024 can be found on pages 32, 33, and 34 of the agenda, respectively. It is important to note that a combined notification letter was sent out on or about February 13, providing information on the allotted funds for each program. He requested that you review this information and ensure that you are aware of the funds allocated to your respective programs for this year. He emphasized the importance of timely reimbursement for any purchases made under these programs. If you have already made purchases and are seeking reimbursement, he urged the members not to wait until the November 30, 2024 deadline to claim and request reimbursement from his office. You can simply submit the necessary information to his office, and we will process it for payment on the next bill list.

Mr. Forlenza noted the latest update on the statutory bonds, which can be found on pages 36 and 37 of the agenda. He noted the importance of verifying the inclusion of any newly bonded individuals, particularly in cases where retirements occurred at the end of December. Please ensure that the individuals who have been bonded through this program are accurately listed on the aforementioned pages. If you come across any discrepancies or if an individual's name is missing despite their application for underwriting and bonding, He strongly recommends reaching out to Jonathan Tavares in the Fund Underwriters Office. Alternatively, his office is readily available to assist you with any inquiries or concerns you may have.

In regards to the Elected Officials Training, Mr. Forlenza directed the members to pages 42 and 43, where there is pertinent information regarding the Elected Officials training for the 2023-2024 cycle. It is important to note that the instructions provided have been updated this year due to the implementation of a new MSI platform. Should you require any clarification or guidance regarding this process, please do not hesitate to contact his office. In addition, he noted his office receives a download of individuals who have completed the training approximately every two weeks. A follow-up email is sent to those who have successfully completed the training, and also published is an attendee/participants list on the JIF websites. To access this list, visit the JIF website and navigate to the "Sign-In Sheets" section, located approximately halfway down on the right-hand side.

Mr. Forlenza noted that the 2025 renewal process has been initiated. As part of this process, it is crucial to conduct payroll audits. You should have received a letter from his office last week regarding the completion of the payroll audit process for this year. Kindly remember it is important that all Members update and upload their payroll data for the 2023 fund year into Bowman's portal, by March 12, 2024. Detailed instructions on how to upload the data into Bowman's portal were provided in the email sent on February 15. Should you have any inquiries or concerns regarding this process, please do not hesitate to contact his office for assistance.

In addition, Mr. Forlenza stated the Property Appraisal process for this year has been initiated. A formal notification was sent out from his office last week, requesting the active participation of all Risk Management Consultants and Members in reviewing the property listings in Origami. It is important to ensure the accuracy and completeness of the property listing, and he asked that members who will be receiving a physical appraisal this year promptly notify AssetWorks once the review process has been completed.

In regards to the Police Accreditation Program, and announcement went out from his office in late January. He stated that if you have a Police Department, please forward that information to them. He also noted there are funds available to help offset the cost of the accreditation, or re-accreditation process.

Lastly, Mr. Forlenza stated his office is the process of setting up and planning the 2024 Safety Breakfast Kickoff, which will be held on March 27, 2024 at Indian Springs Country Club. More information and invitations will be sent out approximately 30 days prior to the Breakfast.

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

SOLICITOR'S REPORT

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese emphasized to 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 could 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, and a sample of the Resolution can be found on the BURLCO JIF website.

Mr. DeWeese reported there were four (4) new cases assigned since last month.

Bailey v. NJ American Water Company v. Luciano. v. Township of Edgewater Park
Rafferty v. Township of Florence
Rhodes v. Township of Mansfield
Perry v Borough of Pemberton & Township of Pemberton

Mr. DeWeese reported there was one (1) case closed since last month.

Immordino v. Township of Florence

2012-2023 Subrogation Totals Report

Mr. DeWeese referenced a report in the agenda that depicted a summary of subrogation collection efforts to date. He stated that through the cooperative efforts of his office and Qual-Lynx, over the past 11 years, \$1.4 million dollars have been collected in subrogation monies, which is an average of \$130,000 per year.

Resolution 2024-17 Amending the 2024 Risk Management Plan

Mr. DeWeese referenced Resolution 2024-17 included in the agenda for consideration. He noted in collaboration with Mr. Forlenza and Ms. Patel, they had the opportunity to review the Risk Management Plan and noted some recommendations for amendments, of which Mr. DeWeese reviewed with the members. Mr. DeWeese asked if there were any questions. No questions were entertained.

Acting Chair Wolbert entertained a motion to approve Resolution 2024-17 Amending the 2024 Plan of Risk Management.

Motion by Ms. Provenzano, seconded by Mr. Mascia to approve Resolution 2024-17 as presented.

ROLL CALL **Yeas:** James Ingling, *Acting Fund Secretary, Wrightstown Borough*
Jerry Mascia, **Mt. Laurel Twp.**
Dan Hornickel, **Pemberton Twp.**
Erin Provenzano, **Delanco Twp.**
Rich Wolbert, *Acting Fund Chair, Beverly City*

Michael Mansdoerfer, **Riverside Twp.**
Mary Picariello, **North Hanover Twp.**

Nays: None

Abstain: None

Motion carried by unanimous vote.

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report is included in the agenda and is self-explanatory, noting his report covers activities for January. He then highlighted the following:

Mr. Garish noted his report encompasses a comprehensive overview of the activities conducted during the month of January. These activities include, but are not limited to, member visits, attendance at various meetings, completion of safety director bulletins and messages, as well as utilization of the MSI Live and MSI Now training platforms.

As a reminder, anyone who has new employees, volunteers, or part time employees please be sure to have them register in the new learning management system.

Mr. Garish reminded everyone of the upcoming deadlines and requirements. The signed 2024 SIP Program, along with the Safety Committee dates for the year, should be submitted by the end of next week. Additionally, the OSHA 300A logs, which provide a summary of work-related injuries and illnesses from the previous year, must be posted in all locations where our employees are present by February 1.

Mr. Garish noted he is pleased to announce the upcoming MSI Expo, which offers employees the opportunity to participate in in-person training sessions. The next expo is scheduled for March 13 at the Atlantic Cape Community College. Various training tracks and topics will be covered during the expo, including excavation, trenching, shoring, flagger safety, blood borne pathogens, driver safety, fire safety, and practical leadership. Detailed information regarding these tracks can be found on the JIF or MSI website.

In order to ensure a smooth transition and successful implementation of safety protocols, Mr. Garish requested that any new employees assuming the role of Safety Coordinator notify his office promptly. The Safety Directors office is more than willing to arrange a meeting, either in person or via Zoom, to provide the necessary materials and guidance to fulfill their responsibilities effectively.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

During this month's Lessons Learned from Losses, Mr. Roselli emphasized the importance of following safety measures when operating trucks. He discussed the significance of maintaining three points of contact when entering and exiting trucks, wearing bright colored vests, staying alert, watching for blind spots, and listening for back-up alarms.

Mr. Roselli further exemplified instances where employees could have easily prevented injuries and mitigated expensive claims by following essential safety guidelines. For instance, an employee suffered a broken arm after neglecting to maintain three points of contact while disembarking from the truck. Similarly, another employee failed to wear a brightly colored vest, which resulted in the employee being injured by a reversing truck. The final example was an employee's inattentiveness while operating a truck resulted in a regrettable accident.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

As Mr. Winter was having computer issues, Ms. Patel reviewed his report, which was included in the agenda, noting it is mostly self-explanatory, and highlighted the following.

Ms. Patel reported that Policy and Procedure requests have been received and he will be responding to requesting agencies with the most current L/E best practices, NJ AG Guidelines and L/E Accreditation requirements.

Ms. Patel noted Mr. Winter has completed one (1) Police agency visit to date with other agency visits currently scheduled. These visits were provided to discuss agency concerns, trends, Accreditation assistance and other requests. L/E RM services were outlined and provided to Chiefs and Command members present. Police agency's with Command changes will be a priority and visited as well. Agency visits are ongoing and being scheduled at this time to continue to build relationships with the Law Enforcement agencies within the BURLCO JIF and stated Activity Reports would be forwarded to the FUND Commissioners upon completion.

Ms. Patel reported no training is scheduled at this time; however, the Report Writing Class and the Management of Aggressive Behavior will be repeated on a selected date based on Police Chief input. Additionally, a course is being discussed to assist agency Resiliency Officers, to be conducted by Dr. Kelly, and a survey document have been distributed to Police Chiefs in an effort to plan and strategize for the upcoming year.

Lastly, Ms. Patel noted in regards to the BURLCO JIF Law Enforcement Ad-Hoc Committee, the Ad-Hoc Committee is being formulated with three (3) Police Chiefs to represent (JIF) police agencies in Burlington County. Mr. Winter will meet with them on a quarterly basis virtually to discuss loss trends, concerns, training, policy and procedure assistance, L/E Accreditation guidance etc. This is being developed to maintain an ongoing forum throughout the year as an extension of the County Chiefs Association, to identify areas as previously mentioned and to reduce potential risks. The concept has been well received when discussed with Chiefs. Chiefs selected for this committee are from Bordentown City PD, Mt. Laurel PD, and Chesterfield PD, with an initial meeting being coordinated at this time to meet in early March.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer stated her report, which is included in the agenda packet, provides a detailed overview of the activities and planned events for February. She then highlighted a range of well-being initiatives and activities that towns have either already implemented or have planned for the near future.

Ms. Schiffer noted she is in the process of reaching out to all of the Wellness Coordinators to initiate plans for 2024. As activities for 2023 are being wrapped up, she stated she was very happy to be met with great enthusiasm from them.

Ms. Schiffer noted that next week, she has scheduled a "brainstorming" session with the Wellness Coordinators. This session is not mandatory but has been offered for the past few years as an opportunity for coordinators to come together on Zoom and share their successes, challenges, and provide peer support, which has proven to be highly beneficial.

In Ms. Schiffer also emphasized the importance of utilizing the Wellness funds effectively throughout the year. These meetings serve as a jumpstart to generate ideas on how she can engage our employees in wellness initiatives. She has listed a few ideas that either have been implemented in January or are currently being planned.

She also noted that some towns have found it advantageous to work in small groups or committees rather than placing the entire burden on one person. This collaborative approach has yielded positive results.

Ms. Schiffer noted just recently they had the first Wellness Advisory Committee meeting, and once the minutes are approved, she will share them with the Safety Committee and subsequently with the Executive Committee. She noted her newsletter, which has a different format, was also released in February, and can be found on pages 59 through 62 of the agenda. She stated she would appreciate any feedback or circulation of the newsletter within your municipality.

Lastly, Ms. Schiffer noted a new section on the JIF website called "Multimedia by Debby" under the Wellness dropdown menu. She started posting mindful minutes, which include short mindfulness meditations or tips. The latest post focused on changing habits, and she will continue to incorporate various lifestyle pillars in future posts.

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 January 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>January</i>	<i>YTD</i>
<i>Lost Time</i>	2	2
<i>Medical Only</i>	8	8
<i>Report Only</i>	3	3
<i># of New Claims Reported</i>	13	13
<i>% Report Only</i>	23%	23%
<i>Medical Only/Lost Time Ratio</i>	80.20	80.20
<i>Average Days to Report to Qual-Lynx</i>	1.9	1.9
<i>Average Days Reported to employer</i>	0.5	0.5

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 2024.

All Claims – 1.9 days to report
 Non-COVID Claims – 1.9 days to report
 COVID Claims – no claims

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	112
<i>Transitional Duty Days Worked</i>	56

<i>% of Transitional Duty Days Worked</i>	50%
<i>Transitional Duty Days Not Accommodated</i>	56
<i>% of Transitional Duty Days Not Accommodated</i>	50%
<i>\$ Saved by Accommodating</i>	\$5,845
<i>\$ Lost by not Accommodating</i>	\$4,452

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>January</i>
<i>Bill Count</i>	112
<i>Original Provider Charges</i>	\$148,681
<i>Re-priced Bill Amount</i>	\$64,758
<i>Savings</i>	\$83,923
<i>% of Savings</i>	56%

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 claims by member where a nurse case manager has been appointed and whether the nurse has been assigned longer than 90 days.

Prescription Benefit Program

A report depicting the 2023 year-end statistics for the Prescription Benefit Management Program was included in the agenda. Ms. Beatty reviewed the report with the members outlining the year-end 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 reported this month on concussions in the workplace, explaining what a concussion is, what can cause a concussion, and different symptoms associated with a concussion including mood, sleep disturbance and thinking difficulties.

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 highlighting the activities during the month of January. He noted substantial portions of his efforts were dedicated to the successful completion of our cyber hygiene training. He was delighted to announce that the BURLCO JIF accomplished a training rate of over 90% among their employees, well in advance of the January 26 deadline. It is worth noting that the individuals who did not complete the training were primarily those on long-term disability or with valid excuses, ensuring a high level of compliance within the organization.

In regards to the new training session, which commenced on February 5, he reported early positive outcomes. Approximately 72% of the recipients of the training emails have already completed the training, signifying

a good level of engagement. However, it is imperative to address the remaining 25% who have yet to commence their training. He strongly urge all members to actively encourage participation and ensure that individuals are promptly signing up and receiving the necessary training emails. Additionally, Mr. Caruso reiterated the significance of the phishing exercise, which serves as a pre-training assessment of individuals' knowledge and preparedness. Encouraging active participation in this exercise will further enhance our overall cyber resilience.

In regards to the D2 vulnerability testing, he was pleased to announce that the BURLCO JIF has achieved an impressive compliance rate of over 90% of IP addresses verified. This notable improvement compared to the previous year demonstrates our commitment to enhancing our cybersecurity posture. However, during the course of his review, it came to his attention that a few IP addresses belonging to certain fire departments were inadvertently omitted. We have taken immediate action to rectify this oversight by collecting the necessary information and ensuring that vulnerability testing and penetration testing can commence immediately.

In terms of the cyber risk management framework, Mr. Caruso was delighted to inform the members that we have now incorporated a link to the Cyber JIF on the BURLCO JIF website. This link provides access to the form required for the basic level, which represents the minimum requirement for any deductible reduction through the Cyber JIF. Mr. Caruso noted he has already received several applications for the basic level from the members. To maximize participation, he is committed to intensifying his efforts to encourage submissions before the July 1 deadline. He stated that a considerable portion of the Basic Level program elements is already offered by the BURLCO JIF, streamlining the process for applicants.

Mr. Caruso noted the importance of prioritizing cyber hygiene training and D2 vulnerability measures. It is encouraging to note that most municipalities have already implemented backup systems, payroll policies, password policies, and some have even established hardware and software inventories. Consequently, there should be minimal impediments to achieving compliance with the basic level and he strongly urges all members to expedite the completion of the basic form, recognizing its pivotal role in fortifying our cyber defenses.

Lastly, I would like to draw your attention to the critical issue of personally identifiable information (PII). In light of the evolving threat landscape, it has come to our attention that threat actors are increasingly aware of organizations' robust backup systems. Consequently, they have resorted to infiltrating files and leveraging the threat of releasing sensitive information on the internet. To counter this emerging challenge, Mr. Caruso will be focusing on the identification and safeguarding of PII information in the coming weeks. To facilitate this process, he has provided an extensive list of areas where PII information may be found. He strongly encourages all members to review their systems, ensuring that this information is appropriately secured, backed up, and, where applicable, encrypted. By proactively addressing this issue, we can effectively mitigate the risk of unauthorized data exposure and protect the reputation and integrity of our organizations.

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 a one month period ending January 2024, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are prepared on a "modified cash basis" and relate to financial activity through the one-month period ending January 31, 2024 for Closed Fund Years 1991 through 2019, and Fund Years 2020, 2021, 2022, 2023 and 2024.

Investment Interest

Interest received or accrued for the reporting period totaled \$32,873.87. This generated an average annual yield of 2.48%. However, after including an unrealized net gain of \$18,336.36 in the asset portfolio, the

yield is adjusted to 3.87% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$13,554,014.56.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$44,715.59	\$44,715.59
Salvage Receipts	\$2,750.00	
Overpayment Reimbursements	\$0.00	
Premium Assessment Payments		2,923,106.00
EJIF Closed Yr. Dividend		\$29,848.00

Loss Run Payment Register – January 2024

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 \$408,272.86. The claim detail shows 213 claim payments issued.

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

Interest Allocated for the Period \$620.08 for a total Member Balance of \$300,656.85.

Cash Activity for the Period

During the reporting period, the Fund’s “Cash Position” changed from an opening balance of \$15,183,657.72 to a closing balance of \$16,608,828.75 showing an increase in the fund of \$1,425,171.03.

Bill List – February 2024

For the Executive Committee’s consideration, Mr. Tontarski presented the January 2024 Bill List in the amount of \$610,984.06, as well as the RMC Bill List in the amount of \$112,469.00 both of which were included in the agenda packet.

Acting Chair Wolbert entertained a motion to approve the January 2024 Loss Run Payment Registers, the February Bill List in the amount of \$610,984.06, as well as the RMC Bill List in the amount of \$112,469.00 as presented.

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

Motion by Mr. Hornickel, seconded by Ms. Provenzano to approve the *January 2024 Loss Run Payment Registers, the February Bill List in the amount of \$610,984.06, as well as the RMC Bill List in the amount of \$112,469.00* as presented.

ROLL CALL	Yeas:	James Ingling, <i>Acting Fund Secretary, Wrightstown Borough</i> Jerry Mascia, Mt. Laurel Twp. Dan Hornickel, Pemberton Twp. Erin Provenzano, Delanco Twp. Rich Wolbert, <i>Acting Fund Chair, Beverly City</i> Michael Mansdoerfer, Riverside Twp. Mary Picariello, North Hanover Twp.
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

COMMITTEE REPORTS

Finance Committee Report

Mr. Forlenza stated on pages 108 and 109 of the agenda, is a revised *Budget Amendment Policy*. This policy was previously discussed by the Finance Committee last fall but unfortunately was not included on the agenda for adoption. The purpose of this policy is to outline the process for charging/removing excess insurance premiums from member assessments mid-year.

Mr. Forlenza explained while the JIF cannot change the MEL portion of a member's assessment because it remains fixed once adopted, the JIF does have the ability to control and reduce a Member's loss funding portion midway through the year. This policy revision acknowledges this situation.

Acting Chair Wolbert asked for a *Motion to Adopt the Revised Budget Amendment Policy* as presented.

Motion by Mr. Ingling, seconded by Mr. Mascia to Adopt the Revised Budget Amendment Policy as presented. All in Favor. Motion carried.

Safety Committee Meeting Minutes – February 5, 2024

Acting Chair Wolbert noted the Safety Committee met virtually on February 5, 2024 and the detailed minutes were included in the agenda, which also included the 2023 Annual Safety Directors Report, noting the minutes and report are self-explanatory. He stated the Committee reviewed the Safety Committee Charter, which is included in the agenda and includes a few minor changes to bring it in line with our current practices.

Acting Chair Wolbert asked for a *Motion to Approve the Revised Safety Committee Charter* as presented.

Motion by Mr. Ingling, seconded by Ms. Provenzano to *Approve the Revised Safety Committee Charter* as presented. All in Favor. Motion carried.

MEL/RCF/EJIF/CYBER REPORTS

Mr. Forlenza stated that included in the agenda on page 136 is a "Save the Date" regarding the MEL's annual educational seminar, scheduled for April 19 and 26th, consisting of two 3-hour sessions. To date he has not received an official registration notification. The "Save the Date" advises individuals to register by visiting the MEL website. Mr. Forlenza stated he will follow-up with the MEL, so watch for more information. If you require continuing education units, they are available at the seminar. The licensed positions and titles that qualify for continuing education units are listed in the "Save the Date".

Mr. Forlenza noted a revised report from the RCF's January 8, 2024 Reorganization meeting is also provided in the agenda and includes the necessary details that were initially omitted.

Lastly, on January 18, the Cyber JIF team held their reorganization meeting, which lasted approximately half an hour and included the appointment of professionals for the 2024 Fund year.

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

MISCELLANEOUS BUSINESS

Motion to Authorize Paul Forlenza, Executive Director, as the Funds Primary Representative to AGRiP

Acting Chair Wolbert entertained a motion to *Authorize Paul Forlenza, Executive Director, as the Funds Primary Representative to AGRiP*.

Motion by Mr. Hornickel, seconded by Mr. Ingling, to *Authorize Paul Forlenza, Executive Director, as the Funds Primary Representative to AGRiP*. All in favor. Motion carried.

Next Meeting

Acting Chair Wolbert noted the next meeting of the BURLCO JIF would take place on **Tuesday, March 19, 2024 at 3:00 pm via Microsoft Teams.**

PUBLIC COMMENT

Motion by Ms. Provenzano, seconded by Mr. Mascia to open the meeting to the public. All in favor. Motion carried.

Acting Chair Wolbert opened the meeting to the public for comment.

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

Motion by Mr. Mascia, seconded by Mr. Ingling, to close the meeting to the public. All in favor. Motion carried.

APPROVAL OF CLAIMS PAYMENTS

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

Acting Chair Wolbert 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>
2024322455	2021218160	2024323744
202431945		2024323229
		2024322184
		2024314687
		2024320614
		2024317790
		2024319101
		2024308860
		2020205782

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

ROLL CALL *Yeas:* James Ingling, *Acting Fund Secretary, Wrightstown Borough*
 Jerry Mascia, **Mt. Laurel Twp.**
 Dan Hornickel, **Pemberton Twp.**
 Erin Provenzano, **Delanco Twp.**
 Rich Wolbert, *Acting Fund Chair, Beverly City*
 Michael Mansdoerfer, **Riverside Twp.**
 Mary Picariello, **North Hanover Twp.**
 Nays: None
 Abstain: None

Motion carried by unanimous vote.

AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL

There was one (1) claims this month presented for Abandonment of Subrogation.
 2021234831

Acting Chair Wolbert entertained a motion for the **Authorization for the Abandonment of Subrogation on file 2021234831** as presented.

Motion by Mr. Hornickel, seconded by Mr. Ingling for the authorization for the abandonment of Subrogation on file *2021234831* as presented.

ROLL CALL

Yeas: James Ingling, *Acting Fund Secretary, Wrightstown Borough*
Jerry Mascia, **Mt. Laurel Twp.**
Dan Hornickel, **Pemberton Twp.**
Erin Provenzano, **Delanco Twp.**
Rich Wolbert, *Acting Fund Chair, Beverly City*
Michael Mansdoerfer, **Riverside Twp.**
Mary Picariello, **North Hanover Twp.**

Nays: None

Abstain: None

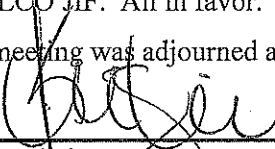
Motion carried by unanimous vote.

MOTION TO ADJOURN

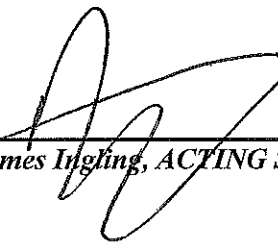
Acting Chair Wolbert entertained a motion to adjourn the February 20, 2024 meeting of the BURLCO JIF.

Motion by Mr. Mascia, seconded by Ms. Provenzano to adjourn the February 20, 2024 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 3:54 PM.



Kris Kristie,
Recording Secretary for



James Ingling, **ACTING SECRETARY**