



ATLANTIC COUNTY PUBLIC LIBRARY

40 Farragut Ave

Mays Landing, New Jersey

January 18, 2017–3:00PM

OPEN SESSION MINUTES

The Reorganizational meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on January 18, 2017, at Atlantic County Library – Mays Landing Branch, 40 Farragut Ave, Mays Landing, New Jersey at 3PM, prevailing time. *Chair Smuz, Upper Township*, presiding. The meeting was called to order at 3:00 PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

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

ROLL CALL of 2016 FUND COMMISSIONERS

Those in attendance were:

Karen Blowers, **Brigantine City**
Heather Sparks, **Commercial Twp**
Carol Foster, *Representing*, **Corbin City**
Karen Seifrit, **Deerfield Twp**
Glenn Clarke, **Dennis Twp**
Bob Campbell, **Downe Twp**
Peter Miller, **Egg Harbor Twp**
Linda Kent, **Estell Manor City**
Patricia Gatto, **Folsom Borough**
Cheryl Prakash, *Alt.*, **Galloway Twp**
Ingrid Perez, **HamiltonTwp**
Ed Beck, **Linwood City**
Rich Hirsch, **Longport Borough**
Julie Picard, **Lower Twp**
Lisa McLaughlin, **Margate City**
Regina Burke, **Millville City**
Rachel Zaccaria, **Newfield Borough**
Scott Jett, **North Wildwood City**
Jim Dickinson, **Northfield City**
Liz Woods, **Ocean City**

Stephen Wilkins, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelson, *Sec*, **Somers Point City**
Jim Craft, **Stone Harbor Borough** (*arrived after roll call*)
Teri Smuz, *Chair*, **Upper Twp**
Roy Spoltore, **Upper Deerfield Twp**
Toro Aboderin, *Alt.*, **Ventnor City**
Al Campbell, **Waterford Twp**
Lauren Vitelli, **West Cape May Borough**
Chris Ridings, **West Wildwood City**
Connie Mahon, **Wildwood Crest Borough**

Absent were:

John Armstrong, **Absecon City**
Scott Wahl, **Avalon Borough**
Joseph Santagata, **Buena Borough**
Neil Young, **Cape May City**
Stephen O'Connor, **Cape May Point**
Kim Krauss, **Middle Twp**
Dawn Stollenwerk, **Mullica Twp**
Dorothy Jo Ayres, **Weymouth Twp**
Chris Wood, **Wildwood City**
Lisa Garrison, **Woodbine Borough**

Also present were:

Paul J. Miola, Executive Director, *AJG Risk Management Services, Inc.*
Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
Chris Roselli, Claims Administrator, *Qual-Lynx*
Karen Beatty, Managed Care Provider, *Qual-Care*
Tracy Forlenza, Recording Secretary
Tim Sheehan, Safety, *J.A. Montgomery Risk Control*
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
John Hansen, Treasurer
Valerie Smith, Wellness Director

Also present were the Risk Management Consultants from the following agencies:

C. J. Adams Company
Atlantic Associates
J. Byrne Agency, Inc.
Gerber Insurance
Glenn Insurance
Thomas Heist Insurance Agency
Insurance Agencies Inc.
Marsh & McLennan Agency
McMahon Agency, Inc.
William R. Mints Agency
Siracusa-Kauffman Insurance

Absent RMCs were:

BCA Insurance
Hardenberg Insurance

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

APPROVAL OF MINUTES – OPEN SESSION

Chair Smuz entertained a motion to approve the meeting minutes of the December 21, 2016 Executive Committee Meeting as presented.

Motion by Ms. Perez, seconded by Ms. Picard, to approve the meeting minutes of the December 21, 2016 Executive Committee Meeting as presented. All in favor. Motion carried.

APPROVAL OF MINUTES – CLOSED SESSION

Confidential Closed Session Meeting Minutes were distributed to the Executive Committee Members.

Chair Smuz entertained a motion to adopt the Closed Session Meeting Minutes of the December 21, 2016 Meeting of the Fund as presented.

Motion by Ms. Mahon, seconded by Ms. Samuelsen, to approve the Closed Session minutes of the December 21, 2016 Executive Committee Meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the December 21, 2016 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Confidential Closed Session Meeting Minutes were collected.

ADJOURN THE SINE DIE MEETING

Chair Smuz entertained a motion to adjourn the Sine Die Meeting. Motion by Ms. Perez, seconded by Ms. Samuelsen to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Chair Smuz passed the gavel to Paul Miola, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2017 Fund Year has been completed.

Mr. Miola welcomed all in attendance to the 2017 *Reorganization Meeting of the ACM JIF*.

ROLL CALL of 2017 FUND COMMISSIONERS

Those in attendance were:

Karen Blowers, **Brigantine City**
Heather Sparks, **Commercial Twp**
Carol Foster, **Corbin City**
Karen Seifrit, **Deerfield Twp**
Glenn Clarke, **Dennis Twp**
Bob Campbell, **Downe Twp**
Peter Miller, **Egg Harbor Twp**
Linda Kent, **Estell Manor City**

Patricia Gatto, **Folsom Borough**
Cheryl Prakash, **Galloway Twp**
Ingrid Perez, **Hamilton Twp**
Ed Beck, **Linwood City**
Rich Hirsch, **Longport Borough**
Julie Picard, **Lower Twp**
Lisa McLaughlin, **Margate City**
Regina Burke, **Millville City**
Rachel Zaccaria, **Newfield Borough**
Scott Jett, **North Wildwood City**
Jim Dickinson, **Northfield City**
Liz Woods, **Ocean City**
Stephen Wilkins, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelson, **Somers Point City**
Jim Craft, **Stone Harbor Borough** (*arrived after roll call*)
Teri Smuz, **Upper Twp**
Roy Spoltore, **Upper Deerfield Twp**
Toro Aboderin, *Alt.*, **Ventnor City**
Al Campbell, **Waterford Twp**
Lauren Vitelli, **West Cape May Borough**
Chris Ridings, **West Wildwood City**
Connie Mahon, **Wildwood Crest Borough**

Absent were:

John Armstrong, **Absecon City**
Scott Wahl, **Avalon Borough**
Bill Nimohay, **Buena Borough**
Neil Young, **Cape May City**
Stephen O'Connor, **Cape May Point**
Kim Krauss, **Middle Twp**
Dawn Stollenwerk, **Mullica Twp**
Dorothy Jo Ayres, **Weymouth Twp**
Chris Wood, **Wildwood City**
Lisa Garrison, **Woodbine Borough**

ELECTION OF 2017 OFFICERS

Mr. Miola presented for the membership's consideration the 2017 Nomination Slate. The Nominating Committee met in November 2016 and presented the 2017 Nomination Slate at the November and December 2016 Executive Committee Meetings.

Mr. Miola then *Opened the Floor* for nominations for a position on the *2017 Nomination Slate*.

Hearing no additional nominations, Mr. Miola *Closed the Floor* for a position on the *2017 Nomination Slate*. He noted the slate included:

Chair:	Lucy Samuelson , City of Somers Point
Secretary:	Connie Mahon , Borough of Wildwood Crest
Executive Committee:	Ingrid Perez , Hamilton Township

James Goos, Ventnor City

Julie Picard, Lower Twp

Scott Jett, City of North Wildwood

Chris Ridings, City of West Wildwood

Executive Committee Alternates:

- #1 **Scott Wahl**, Borough of Avalon
- #2 **Stephen Wilkins**, City of Pleasantville
- #3 **Chris Wood**, City of Wildwood
- #4 **James Craft**, Borough of Stone Harbor
- #5 **Lisa McLaughlin**, City of Margate
- #6 **Richard Hirsch**, Borough of Longport
- #7 Vacant

Election of a Chairman and Secretary

Mr. Miola asked for a Roll Call Vote of the full membership for an *Election of a Chairperson and Secretary* as presented.

ROLL CALL

Yeas:

Karen Blowers, **Brigantine City**
Heather Sparks, **Commercial Twp**
Carol Foster, **Corbin City**
Karen Seifrit, **Deerfield Twp**
Glenn Clarke, **Dennis Twp**
Bob Campbell, **Downe Twp**
Peter Miller, **Egg Harbor Twp**
Linda Kent, **Estell Manor City**
Patricia Gatto, **Folsom Borough**
Cheryl Prakash, **Galloway Twp**
Ingrid Perez, **HamiltonTwp**
Ed Beck, **Linwood City**
Rich Hirsch, **Longport Borough**
Julie Picard, **Lower Twp**
Lisa McLaughlin, **Margate City**
Regina Burke, **Millville City**
Rachel Zaccaria, **Newfield Borough**
Scott Jett, **North Wildwood City**
Jim Dickinson, **Northfield City**
Liz Woods, **Ocean City**
Stephen Wilkins, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelson, **Somers Point City**
Jim Craft, **Stone Harbor**
Teri Smuz, **Upper Twp**
Roy Spoltore, **Upper Deerfield Twp**
Toro Aboderin, **Alt., Ventnor City**

Al Campbell, **Waterford Twp**
Lauren Vitelli, **West Cape May**
Chris Ridings, **West Wildwood City**
Connie Mahon, **Wildwood Crest**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Election of an Executive Committee and Alternates for 2017

Mr. Miola asked for a Roll Call Vote to *Elect an Executive Committee and Alternates for 2017* as presented.

ROLL CALL

Yeas:

Karen Blowers, **Brigantine City**
Heather Sparks, **Commercial Twp**
Carol Foster, **Corbin City**
Karen Seifrit, **Deerfield Twp**
Glenn Clarke, **Dennis Twp**
Bob Campbell, **Downe Twp**
Peter Miller, **Egg Harbor Twp**
Linda Kent, **Estell Manor City**
Patricia Gatto, **Folsom Borough**
Cheryl Prakash, **Galloway Twp**
Ingrid Perez, **HamiltonTwp**
Ed Beck, **Linwood City**
Rich Hirsch, **Longport Borough**
Julie Picard, **Lower Twp**
Lisa McLaughlin, **Margate City**
Regina Burke, **Millville City**
Rachel Zaccaria, **Newfield Borough**
Scott Jett, **North Wildwood City**
Jim Dickinson, **Northfield City**
Liz Woods, **Ocean City**
Stephen Wilkins, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelsen, **Somers Point City**
Jim Craft, **Stone Harbor**
Teri Smuz, **Upper Twp**
Roy Spoltore, **Upper Deerfield Twp**
Toro Aboderin, *Alt.*, **Ventnor City**
Al Campbell, **Waterford Twp**
Lauren Vitelli, **West Cape May**
Chris Ridings, **West Wildwood City**
Connie Mahon, **Wildwood Crest**

Nays: None
Abstain: None

Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2017 Fund Year.

All *Oaths of Office* were signed and presented to the Fund Solicitor.

At this time, Mr. Miola passed the gavel to Chair Lucy Samuelson, *City of Somers Point* to conduct the 2017 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates on their election.

MOVE ALTERNATES TO EXECUTIVE COMMITTEE

In the absence of Executive Committee member Mr. Goos, Ventnor, alternate Mr. Wilkins, Pleasantville, be moved to the Executive Committee for voting purposes.

ORGANIZATIONAL RESOLUTIONS

The following 2017 Organizational Resolutions were presented for adoption by Chair Samuelson.

Resolution 2017-01 – Confirming the Election of a Chairman and Secretary

Resolution 2017-02 – Confirming the Election of an Executive Committee and Alternates

Resolution 2017-03 – Appointing Professional Staff

Resolution 2017-04 – Approving Defense Attorneys

Resolution 2017-05 – Recommending the EPL/POL Defense Panel

Resolution 2017-06 – Appointing Louis J. Greco, Esquire as Conflict Solicitor

Resolution 2017-07 – Adopting Cash and Investment Policy

Resolution 2017-08 – Adopting Procedures in Compliance with the Open Public Meetings Act

Resolution 2017-09 – Adopting Fiscal Policies and Procedures

Resolution 2017-10 – Adopting Administrative Policies and Procedures

Resolution 2017-11 – Designating the Executive Director as Public Agency Compliance Officer

Resolution 2017-12 – Adopting and Establishing a Conflict of Interest Policy

Resolution 2017-13 – Establishing a Fund Records Program

Resolution 2017-14 – Establishing a 2017 Plan of Risk Management

Resolution 2017-15 – Designation of Certifying and Approving Officer for Payment of Claims

Resolution 2017-16 – Authorizing participation in the MEL Named Storm Deductible Risk Sharing Program

Chair Samuelson entertained a motion to adopt the *Organizational Resolutions 2017-01 through 2017-16* as presented.

Motion by Ms. Perez, seconded by Mr. Jett to adopt *Organizational Resolutions 2017-01 through 2017-16*.

ROLL CALL	Yeas:	Ingrid Perez, Hamilton Twp Julie Picard, Lower Twp Scott Jett, North Wildwood Stephen Wilkins, Pleasantville Lucy Samuelson, Chair, Somers Pt Chris Ridings, West Wildwood Connie Mahon, <i>Sec</i> , Wildwood Crest
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

Resolution 2017-17 Travel Expenses

Chair Samuelson entertained a motion to adopt *Resolution 2017-17 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA and AGRIP Conferences* as presented.

Motion by Ms. Mahon, seconded by Ms. Perez to adopt *Resolution 2017-17 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA and AGRIP Conferences*.

ROLL CALL	Yeas:	Ingrid Perez, Hamilton Twp Julie Picard, Lower Twp Scott Jett, North Wildwood Stephen Wilkins, Pleasantville Lucy Samuelson, Chair, Somers Pt Chris Ridings, West Wildwood Connie Mahon, <i>Sec</i> , Wildwood Crest
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

CLOSED SESSION - RESOLUTION #2017-18

Be it moved by the Atlantic County Municipal Joint Insurance Fund that the public be excluded from this portion of the meeting to permit the Executive Committee to consider in closed session matters affecting the safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations and that the minutes covering these matters and the results of closed session will be released to the public when the reasons for discussing and on them in closed session no longer exists as required by the Open Public Meeting Act.

Chair Samuelson entertained a motion to adopt *Closed Session Resolution 2017-18* as presented.

Motion by Ms. Picard, seconded by Ms. Perez to adopt *Resolution 2017-18*.

ROLL CALL

Yeas:

Ingrid Perez, **Hamilton Twp**
Julie Picard, **Lower Twp**
Scott Jett, **North Wildwood**
Stephen Wilkins, **Pleasantville**
Lucy Samuelson, Chair, **Somers Pt**
Chris Ridings, **West Wildwood**
Connie Mahon, *Sec*, **Wildwood Crest**

Nays:

None

Abstained:

None

All in favor. Motion carried by unanimous vote.

REOPEN PUBLIC PORTION OF THE MEETING

Chair Samuelson entertained a motion to reopen the public portion of the meeting.

Motion by Mr. Jett, seconded by Ms. Perez, to reopen the public portion of the meeting. All in favor.
Motion carried.

AUTHORIZATION OF CLAIMS PAYMENTS

Chair Samuelson presented the claims for payment as discussed in *Closed Session*.

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

Chair Samuelson entertained a motion to approve the claims for payment as discussed in *Closed Session*.

Motion by Ms. Mahon, seconded by Mr. Ridings approve the claims for payment as discussed in *Closed Session*. They are as follows:

December 2016 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Auto</i>	<i>Property</i>
001229840	1132548	1023128	2017090070
001230478	1194390		1264084
001244983	1180177		
001180303			
001263344			
001201362			
001253363			
001250232			
001201895			
001244985			
001264513			
001220237			
001264512			

001201981			
001223172			

ROLL CALL *Yeas:* Ingrid Perez, **Hamilton Twp**
Julie Picard, **Lower Twp**
Scott Jett, **North Wildwood**
Stephen Wilkins, **Pleasantville**
Lucy Samuelson, Chair, **Somers Pt**
Chris Ridings, **West Wildwood**
Connie Mahon, *Sec*, **Wildwood Crest**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

ABANDON SUBROGATION

Secretary Mahon motioned to abandon subrogation attempts on the following file:

Qual-Lynx File
001201362

Motion by Ms. Mahon, seconded by Ms. Perez, to abandon subrogation attempts on file #001201362 as presented.

ROLL CALL *Yeas:* Ingrid Perez, **Hamilton Twp**
Julie Picard, **Lower Twp**
Scott Jett, **North Wildwood**
Stephen Wilkins, **Pleasantville**
Lucy Samuelson, Chair, **Somers Pt**
Chris Ridings, **West Wildwood**
Connie Mahon, *Sec*, **Wildwood Crest**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS

Ms. Perez noted that the Claims Review Committee report was given in closed session and she had nothing further for open session.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – January

Mr. Roselli reported on the *Lessons Learned from Losses* that addressed Exiting and Entering Vehicles Safely. He noted that there have been a few recent claims where injuries could have been prevented. He noted that one claimant did not use the 3 points of contact at all times rule. The claimant grabbed the steering wheel which moved and the door which also moved. The claimant has had two surgeries to date costing in excess of \$300,000 thus far.

Mr. Roselli noted that another claim resulted from deteriorating steps which broke under the weight of the operator. He noted that the step was clearly in need of repair and the claim could have been prevented with proper maintenance. He noted this claim has cost over \$106,000.

Mr. Roselli reminded the members to review this bulletin and share it with their employees.

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

The remainder of the Claims Administrator's report was provided in Closed Session.

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for December 2016.

Lost Time v. Medical Only Cases

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

	<i>Dec</i>	<i>YTD</i>
<i>Lost Time</i>	7	132
<i>Medical Only</i>	34	453
<i>Report Only</i>	19	323
<i>Total Intakes(New Claims)</i>	60	908
<i>Report Only % of Total</i>	31.7%	35.6%
<i>Medical Only/Lost Time Ratio</i>	83:07	77:23
<i>Average Days to Report</i>	2.3	2.9

Transitional Duty Report

Ms. Beatty presented the *Transitional Duty Report*.

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	11,085
<i>Transitional Duty Days Worked</i>	8,355
<i>% of Transitional Duty Days Worked</i>	75.4%
<i>Transitional Duty Days Not Accommodated</i>	2,730

<i>% of Transitional Duty Days Not Accommodated</i>	24.6%
---	-------

PPO Penetration Report:

Ms. Beatty presented the self-explanatory *PPO Penetration Rate Report*.

<i>PPO Penetration Rate</i>	<i>Dec</i>	<i>YTD(thru 11/16)</i>
<i>Bill Count</i>	430	5,399
<i>Original Provider Charges</i>	\$632,829	\$7,372,920
<i>Re-priced Bill Amount</i>	\$209,179	\$2,404,767
<i>Savings</i>	\$423,649	\$5,026,888
<i>% of Savings</i>	66.9%	68.2%
<i>Participating Provider Penetration Rate- Bill count</i>	94.2%	96.2%
<i>Participating Provider Penetration Rate-Provider Charges</i>	98.2%	98.2%
<i>EPO Penetration Rate – Bill Count</i>	81.5%	92.5%
<i>EPO Penetration Rate –Provider Charges</i>	94.4%	94.5%

Ms. Beatty reported that *Shore Urgent Care* closed its Mays Landing and Atlantic City facilities and is currently only operating out of Northfield.

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

SOLICITOR'S REPORT

Mr. DeWeese presented the following reports:

Closed Claims

Mr. DeWeese noted that there were four (4) case(s) closed in January. He noted that a synopsis can be found in the agenda packet and provided the following brief synopsis of each:

<i>Closed Case</i>	<i>Description</i>
<i>Crescenzo v. City of Margate</i>	Failure to monitor waters. Defense Counsel, A. Michael Barker, Esquire was assigned and Defense proceeded to Arbitration where a “no cause” for action was entered. Motion for Summary Judgment was filed and granted.
<i>Mortillite v. Town of Hammonton</i>	Trip and Fall. Assigned Defense Counsel, Thomas Smith, Esquire provided notice to dismiss frivolous complaint. Defense counsel negotiated settlement for \$5,000. Stipulation of Dismissal was filed.
<i>Cape May Point Affordable Housing v. Twp of Middle</i>	Zoning board denial. Assigned Defense Counsel, James Birchmeier, Esquire, negotiated the dismissal in exchange for the issuance of zoning and construction permits for Affordable Housing. The

	Settlement was approved by the the Township on December 19, 2016 and Stipulation of Dismissal was filed on December 30, 2016.
<i>Stulpin v. Borough of Stone Harbor</i>	Deck fell. Assigned Defense Counsel, Robert Merenich, Esquire, once transferred to the proper venue, filed a Motion to Dismiss which was granted with prejudice based on Plaintiff's failure to file a Notice of Claim as required by the NJ Tort Claims Act.

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

General Liability File Status Report

Mr. DeWeese reported that there are 86 active files. He reminded the members that if they would like their individual report of these claims to please contact his office.

Subrogation

Mr. DeWeese highlighted subrogation efforts noting year-end subrogation recoveries were over \$482,000 which was a great year. He reminded the Committee that there is over \$2.1 million outstanding in judgments.

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

COMMITTEE REPORTS

Safety Committee – December 15, 2016

Ms. Picard noted that the committee met on December 15, 2016 and the minutes are in the agenda packet. She reminded the members that the Safety Contracts are due by March 28, 2017. She also noted that the new Safety Incentive Program information is on page 125 of the agenda packet and to please review.

EPL/POL Claims Committee – December 21, 2016

Mr. Jett noted that the minutes from the December 21, 2016 meeting are in the agenda packet. He noted that the overall trend for claims is headed in the right direction with a six year average loss ratio of 78.9%. He also stated that all members are compliant with the 2017 MEL EPL Risk Management Plan. He noted that there are three more opportunities for the Elected Officials to receive their credits; January 31, 2017; February 16, 2017; and March 29, 2017 and possibly an online session to be released in March. Mr. Jett mentioned that all technology risk assessments were completed. Mr. Forlenza reported that the formatting was finalized and reports will be sent to the members shortly. He noted that there will be an online meeting to discuss the findings.

Committee Chairs Committee Meeting– January 12, 2017

Chair Samuelsen explained that the Committee met and the minutes are a handout this evening. She thanked that Committee Chairs for accepting their responsibility. She noted that if there are any questions on assignments, please contact the Executive Director's office.

WELLNESS DIRECTOR'S REPORT

Ms. Valerie Smith noted that her report can be found in the agenda packet.

She provided ideas to members that they can use to help improve their health. Her report details the members having different upcoming activities and ideas. She discussed with the members an Eight Week

Walking Program that Avalon held in which 30 employees participated. She noted that Galloway is holding a biggest loser contest.

Ms. Smith discussed the upcoming health fairs (Sea Isle City) and some ideas for the use of the wellness money. She stated that Millville, Wildwood and North Wildwood are forming wellness committees.

Ms. Smith informed members of different apps to assist with their exercise. Please review in her report.

Ms. Smith noted that the January newsletter was sent via email and is on the website.

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

EXECUTIVE DIRECTOR'S REPORT

Mr. Miola reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items from his report:

AJG Risk Management Services Disclosure Statement - Mr. Miola asked that the AJG's Risk Management Services Disclosure Statement be made part of today's meeting minutes.

2015 Safety Incentive Program – Mr. Miola noted that the report is in the agenda for the members review. He stated encumbered funds have to be claimed by February 1, 2017.

2016 Optional Safety Budget – Mr. Miola noted that the report is in the agenda for the members review. He stated that encumbered funds have to be claimed by February 1, 2017.

2016 Wellness Incentive Program – Mr. Miola noted that the report is in the agenda for the members review. He stated that encumbered funds have to be claimed by February 1, 2017.

Employment Practices Liability Coverage– Mr. Miola reported that this spreadsheet can be found in the agenda packet.

EPL Allowance – Mr. Miola asked members to review the report. He stated that the deadline to claim or encumber these funds is December 31, 2016.

EPL Authorized Contact List – Mr. Miola asked members to review the report. He reminded the members that if changes are made to their personnel at their Reorganization meeting, they will need to pass a resolution to change the contact list.

Regulatory Filings – Mr. Miola noted that these are up to date.

Monthly Calendar – Mr. Miola reminded members to review the calendar for JIF activities.

Statutory Bond Status – Mr. Miola reminded members that these bonds are only issued in the individual's name and not the position so please review for accuracy.

2017 RMC Resolutions and Agreements – Mr. Miola reminded the RMCs that agreements and resolutions need to be received prior to payments being issued.

Inclement Weather – Mr. Miola reminded the members of the Fund's inclement weather hotline as we move into the winter months.

2017 First Installment Bills – Mr. Miola reported that the first installment bills were emailed January 3, 2017 and are due February 15, 2017. Please contact the Executive Director's office if you did not receive this.

2016 Attendance Records – Mr. Miola noted that this is in the agenda packet for your review.

2017 AGRIP and PRIMA Conferences – Mr. Miola stated that members were notified of the upcoming conferences.

2017 Safety Breakfast Kickoff – Mr. Miola commented that there is a *Save the Date* on page 187. He stated the date is April 6, 2017 at Merighi's.

Safety Coordinator and Claims Coordinator Roundtable – Mr. Miola commented that this will be held on February 9, 2017 at Merighi's.

JIF Website – Mr. Miola asked members to contact the Executive Director's office with any new ideas for items to have on the website.

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

SAFETY DIRECTOR'S REPORT

Mr. Sheehan stated that the Safety Director's Report can be found in the agenda. He highlighted the following items:

Safety Bulletin – Mr. Sheehan commented that two bulletins were released in December. The bulletins were on managing slips, trips and falls in winter months and the other was on Police Slipping on Ice-Shift Briefing.

MSI Training – Mr. Sheehan stated a list of training for January and February are included in his report.

Fast Track – Mr. Sheehan reported that the fast track sessions are now listed in his report.

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

MEL/RCF REPORTS

MEL

Mr. Hirsch noted that on January 4, 2017, the MEL had their Reorganization Meeting. He noted that the partnership of GenRe and the MEL JIF being together for 25 years was celebrated. He also stated that James Kickham retired as did Kathleen Tyler-Schohl. Both will be missed.

Mr. Hirsch also reported that the Senate approved S-2663 and the Assembly will vote in January on A-4234 (allowing JIF's to formulate investment programs with other JIFs).

2017 MEL & MRHIF Educational Seminar– Mr. Hirsch stated that the MEL will hold its 7th annual educational seminar for commissioners, municipal personnel, risk managers and vendors on April 21, 2017 9am-4pm in East Windsor. The RSVP form was a handout this evening.

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

TREASURER'S REPORT

December Report

Mr. Hansen presented the Treasurer's Report for the period ending **December 31, 2016**. The report was made part of the agenda packet for members' review. Mr. Hansen presented the following information:

Investment Interest

Interest Income:		
Interest Received from Account Balances	\$1,996.07	
Investment Management Fee Charged	<\$1,760.88>	
Net Interest Received		\$235.19
Coupon Interest Payment		\$62,513.89
Change in Realized Gain or Loss		\$8,825.00
Misc. rounding		
Net Gain in Interest		\$71,574.08

Interest Accrual:	
Beginning Interest Accrual	\$94,293.01
Change in Accrued Interest	\$33,779.16
Ending Interest Accrual	\$60,513.85

Investment Balance:	
Beginning of Month	\$38,419,220.00
End of Month	\$36,428,045.00
Investment called	0
Investment Purchased	0
Overall Yield	Positive .83%

Portfolio	Quantity	Total
1-2 Years (maturing in 2017)	5	\$22,498,195
2+ Years (maturing in 2018)	3	\$13,929,850

Receipt Activity for the Period:

	December	YTD
Subrogation Receipts	\$9,232.35	\$482,545.87
Interest	\$71,574.08	
Recovery	\$.00	\$22,128.02
2016 Assessments	\$22,486,638.00	

Claim Activity for the Period

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at month end are in the amount of \$587,564. A total of 692 checks were issued.

The claims detail is as follows:

	Dec
Direct Loss Payments	\$587,564.76
Adjustments	<\$34,540.36>
Less Recoveries	<\$9,132.35>
Net Total	\$543,892.05

Cash Activity for the Period-Nov

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$55,528,752.46 to a closing balance of \$53,692,880.58 showing a decrease in the Fund of \$1,835,871.88.

Year End Analysis

Beginning of year	\$50,566,195.45
End of year	\$53,692,880.58
Variation in cash position	\$3,126,685.13

A.E.L.C.F. PARTICIPANT YEAR-END BALANCES

Member	12/31/16 audited– interest posted
Hamilton Township	\$40,046.38
Hammonton Town	\$55,740.83
Middle Township	\$49,999.72
Mullica Township	\$25,622.00
Pleasantville City	\$81,935.50
Upper Deerfield Township	\$30,938.55
Waterford Township	\$25,845.04
Upper Township	\$21,295.68
Stone Harbor	\$8,694.70
Total	\$340,118.40

Mr. Hansen noted that all dividends added to the AELCF are now included in the above totals.

AELCF/2015 & 2014 Dividends/Retro Program

Mr. Hansen noted that a report detailing the AELCF, 2015 & 2014 Dividends and the Retrospective Program is attached within his report. Retro program reflects Egg Harbor Township resolution approved at September meeting.

Investor's Bank

Mr. Hansen noted that some of the funds have been transferred to Investor's bank and the expense checks were written on the new account. He noted that tomorrow a wire will be done authorizing \$2,400,000 from TD Bank to the Investor's account.

Payment Register

Chair Samuelsen entertained a motion to approve the *December 2016 Payment Register* (Claims Activity) as presented.

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

Motion by Ms. Perez, seconded by Ms. Picard to approve the *December 2016 Payment Register* (Claims Activity) as submitted by Mr. Hansen.

ROLL CALL

Yeas:

Ingrid Perez, **Hamilton Twp**
Julie Picard, **Lower Twp**
Scott Jett, **North Wildwood**
Stephen Wilkins, **Pleasantville**
Lucy Samuelsen, Chair, **Somers Pt**
Chris Ridings, **West Wildwood**

Connie Mahon, *Sec*, **Wildwood Crest**

Nays: None
Abstained: None

Motion carried by unanimous vote.

Bill List –January

For the Executive Committee's consideration, Mr. Hansen presented the *January 2017 Bill List* in the amount of **\$1,186,959.68**.

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

Chair Samuelson entertained a motion to approve the *January 2017 Bill List* as presented.

Motion by Ms. Perez, seconded by Ms. Picard, to approve the *January 2017 Bill List*.

ROLL CALL	<i>Yeas:</i>	Ingrid Perez, Hamilton Twp Julie Picard, Lower Twp Scott Jett, North Wildwood Stephen Wilkins, Pleasantville Lucy Samuelson, Chair, Somers Pt Chris Ridings, West Wildwood Connie Mahon, <i>Sec</i> , Wildwood Crest
------------------	--------------	---

Nays: None
Abstained: None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

Resolution 2017-19 Commemorating the Fund's 30th Anniversary

Chair Samuelson entertained a motion to approve Resolution 2017-19 Commemorating the Fund's 30th Anniversary.

Motion by Ms. Mahon, seconded by Ms. Perez approving Resolution 2017-19 Commemorating the Fund's 30th Anniversary as presented.

ROLL CALL	<i>Yeas:</i>	Ingrid Perez, Hamilton Twp Julie Picard, Lower Twp Scott Jett, North Wildwood Stephen Wilkins, Pleasantville Lucy Samuelson, Chair, Somers Pt Chris Ridings, West Wildwood Connie Mahon, <i>Sec</i> , Wildwood Crest
------------------	--------------	---

<i>Nays:</i>	None
<i>Abstained:</i>	None

Motion carried by unanimous vote.

Resolution 2017-20 Honoring Teri Smuz as Past Chair

Chair Samuelsen read resolution 2017-20 honoring Teri Smuz as past chair. Ms. Smuz thanked the members. She encouraged all members to sit on Executive Committee when they get the opportunity.

Chair Samuelsen entertained a motion approving Resolution 2017-20 Honoring Teri Smuz as past chair as presented.

Motion by Mr. Jett, seconded by Ms. Mahon to approve Resolution 2017-20 Honoring Teri Smuz. All in favor. Motion carried.

Next Meeting

Chair Samuelsen reminded the members that the next regular meeting will be held on **Wednesday, February 15, 2017 at 3:00 PM** at Atlantic County Library, 40 Farragut Ave, Mays Landing, NJ.

PUBLIC COMMENT

Open Public Comment

Chair Samuelsen entertained a motion to open the meeting to the public for comment.

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

CELL NODES ON POLES

Ms. Mahon informed the members that she received a request from AT&T to place nodes on the telephone poles in Wildwood Crest. She had several cell carriers request this, not only AT&T. She stated that other members are likely to receive the same request. Mr. Forlenza stated that AT&T should be treated the same as Verizon utilizing the same language when reviewing the consent agreements. Ms. Mahon noted that the language is slightly different for AT&T as they are asking for installation on three poles with the open opportunity to install more nodes at a later date on unknown locations. She commented that AT&T offered to pay fee per pole up to five poles and then no more capital money. Her advice is to keep the language uniform when creating any agreement. She stated that AT&T is paying \$1,200 per unit; \$2,000 for up to 5 poles with a cap at \$10,000.

Mr. Miller suggested making each pole location a specific site. He noted that the cell carriers do not have a franchise agreement to be in member's right of way.

Close Public Comment

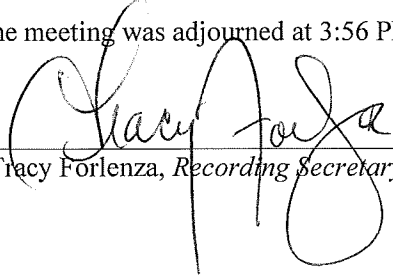
Chair Samuelsen entertained a motion to close the public comment.

Motion by Ms. Perez, seconded by Ms. Mahon, to open the meeting to the public. All in favor. Motion carried.


MOTION TO ADJOURN

Motion by Ms. Picard, seconded by Ms. Perez, to adjourn the January 18, 2017 meeting of the ACM JIF.
Motion carried.

The meeting was adjourned at 3:56 PM.



Tracy Forlenza, *Recording Secretary* for



Connie Mahon, *Secretary*