



ATLANTIC COUNTY LIBRARY

**40 Farragut Ave
Mays Landing, New Jersey**

April 20, 2016–3:00PM

OPEN SESSION MINUTES

The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on April 20, 2016, at Atlantic County Library, 40 Farragut Ave, Mays Landing, New Jersey at 3PM, prevailing time. *Acting Chair Samuelsen, City of Somers Point*, presiding. The meeting was called to order at 3:00 PM.

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

Those in attendance were:

Scott Wahl, **Avalon Borough**
Karen Blowers, **Brigantine City**
Joseph Santagata, **Buena Borough**
Karen Seifrit, **Deerfield Twp**
Glenn Clarke, **Dennis Twp**
Bob Campbell, **DowneTwp**
Eileen Tedesco, *Alt.*, **Egg Harbor Twp**
Linda Kent, **Estell Manor City** (*arrived after roll call*)
Byron Gummoe, **Folsom Borough**
Chris Johansen, **Galloway Twp**
Ingrid Perez, **HamiltonTwp**
Ed Beck, **Linwood City**
Rich Hirsch, **Longport Borough**
Lisa McLaughlin, **Margate City**
Connie Mahon, **Middle Twp**
Susan Robostello, **Millville City**
Dawn Stollenwerk, **Mullica Twp**
Scott Jett, **North Wildwood City**
Jim Dickinson, **Northfield City**
Matthew von den thyden, *Representing*, **Ocean City**
Stephen Wilkins, **Pleasantville City**
Kellie Seib, **Sea Isle City**

Lucy Samuelsen, **Somers Point City**
Jim Craft, **Stone Harbor Borough** (*arrived after roll call*)
Roy Spoltore, **Upper Deerfield Twp**
James Goos, **Ventnor City**
Susan Danson, *Alt.*, **Waterford Twp**
Lauren Vitelli, **West Cape May Borough**
Chris Ridings, **West Wildwood City**
Bonnie Yearsley, **Weymouth Twp**
Chris Wood, **Wildwood City**
Patricia Feketics, **Wildwood Crest Borough**
Lisa Garrison, **Woodbine Borough**

Absent were:

John Armstrong, **Absecon City**
Neil Young, **Cape May City**
Kim Hodsdon, **Cape May Point**
Heather Sparks, **Commercial Twp**
Rose Turner, **Corbin City**
Julie Picard, **Lower Twp**
Rachel Zaccaria, **Newfield Borough**
Teri Smuz, **Upper Twp**

Also present were:

Paul Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
Chris Roselli, Claims Administrator, *Qual-Lynx*
Tracy Forlenza, Recording Secretary
Tim Sheehan, Safety Director, *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
AJM Insurance
J. Byrne Agency, Inc.
Fairview Insurance Agency
Gerber Insurance
Glenn Insurance
Hardenberg Insurance
Thomas Heist Insurance Agency
Insurance Agencies, Inc.
Marsh & McLennan Agency
McMahon Agency, Inc.
William R. Mints Agency
Siracusa-Kauffman Insurance

Absent RMCs were:

Alamo Insurance
Atlantic Associates
BCA Insurance

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

MOVE ALTERNATES TO EXECUTIVE COMMITTEE

In the absence of Executive Committee members Chair Smuz, and Ms. Hodsdon, Secretary Samuelsen was moved to Acting Chair and Ms. Robostello was moved to Acting Secretary. Alternates Mr. Hirsch and Mr. Goos were moved to the Executive Committee for voting purposes.

APPROVAL OF MINUTES – OPEN SESSION

Acting Chair Samuelsen read the following prior to entertaining a motion to approve the March 16, 2016 minutes: The minutes are being amended to clarify a statement on page 12, section MEL/RCF Reports, subsection MEL Spending, from the March 16, 2016 meeting. The original statement in the minutes read, “Ms. Stollenwerk noted that the money the JIF pays is for risk management and insurance and should not be spent on consultants.” Acting Chair Samuelsen noted that the amended statement reads, “Ms. Stollenwerk noted that the money the JIF pays is for risk management and insurance and taxpayer money shouldn’t be spent to develop internship programs for the insurance industry.”

Acting Chair Samuelsen entertained a motion to approve the amended meeting minutes of the March 16, 2016 Executive Committee Meeting.

Motion by Ms. Perez, seconded by Ms. Mahon, to approve the meeting minutes of the March 16, 2016 Executive Committee Meeting as amended. All in favor. Motion carried.

APPROVAL OF MINUTES – CLOSED SESSION

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

Acting Chair Samuelsen entertained a motion to adopt the Closed Session Meeting Minutes of the March 16, 2016 Meeting of the Fund as presented.

Motion by Ms. Robostello, seconded by Ms. Mahon, to approve the Closed Session minutes of the March 16, 2016 Executive Committee Meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the March 16, 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.

CLOSED SESSION - RESOLUTION #2016-23

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 acting on them in closed session no longer exists as required by the Open Public Meeting Act.

Acting Chair Samuelson entertained a motion to adopt *Closed Session Resolution 2016-23* as presented.
Motion by Ms. Robostello, seconded by Mr. Hirsch to adopt *Resolution 2016-23*.

ROLL CALL

Yeas:

Joe Santagata, **Buena Borough**
Ingrid Perez, **Hamilton Township**
Richard Hirsch, **Longport Borough**
Connie Mahon, **Middle Township**
Susan Robostello, *Acting Sec*, **Millville**
Lucy Samuelson, *Acting Chair*, **Somers Point**
James Goos, **Ventnor City**

Nays:

None

Abstained:

None

All in favor. Motion carried by unanimous vote.

REOPEN PUBLIC PORTION OF THE MEETING

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

Motion by Ms. Mahon, seconded by Ms. Robostello, to reopen the public portion of the meeting. All in favor. Motion carried.

CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS

Ms. Perez reported on the Claims Review Committee meeting minutes of March 10, 2016. She noted they are a handout to the membership and are self-explanatory.

She highlighted the following items:

March PARs

The Committee reviewed thirty-three (33) claims at the April 14, 2016 meeting. Of the claims reviewed, twenty (20) Workers' Compensation (11 Police, 2 Streets, 3 Fire, and 4 Other); three (3) General Liability; one (1) Auto Liability and nine (9) Property PARs were approved for settlement or continuing defense.

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

The next meeting is May 12, 2016 at the Hamilton Township Municipal Building, Mays Landing.

AUTHORIZATION OF CLAIMS PAYMENTS

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

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

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

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

March 2016 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>	<i>Auto Liability</i>
X70522	X40452	Z22652	X67720
Z03152	Z10154	Z34831	
Z33140	Z34522	Z33227	
X93675		Z34753	
Z31423		Z33880	
Z11032		Z35281	
X79478		Z33181	
Z33674		Z36131	
Z31967		Z36056	
X88627			
Z29058			
Z15077			
Z35132			
X32567			
Z33980			
Z30544 (01-02)			
X72238			
Z05652			
X93137			
X88082			

ROLL CALL

Yeas:

Joe Santagata, **Buena Borough**
 Ingrid Perez, **Hamilton Township**
 Richard Hirsch, **Longport Borough**
 Connie Mahon, **Middle Township**
 Susan Robostello, *Acting Sec*, **Millville**
 Lucy Samuelson, *Acting Chair*, **Somers Point**
 James Goos, **Ventnor City**

Nays:

None

Abstain:

None

All in favor. Motion carried by unanimous vote.

APPROVAL TO ABANDON SUBROGATION

Ms. Robostello made a motion for authorization to abandon subrogation attempts as discussed in *Closed Session*.

Motion by Ms. Robostello, seconded by Ms. Mahon to abandon subrogation attempts as discussed in Closed Session. There were two (2) claim(s) for Abandonment of Subrogation.

<i>Qual-Lynx File #</i>
X93137
X88082

ROLL CALL

Yeas:

Joe Santagata, **Buena Borough**
Ingrid Perez, **Hamilton Township**
Richard Hirsch, **Longport Borough**
Connie Mahon, **Middle Township**
Susan Robostello, *Acting Sec*, **Millville**
Lucy Samuelson, *Acting Chair*, **Somers Point**
James Goos, **Ventnor City**

Nays:

None

Abstain:

None

All in favor. Motion carried by unanimous vote.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – April

Mr. Roselli reported on the *Lessons Learned from Losses* which is included in the agenda packet.

Transitional Duty

Mr. Roselli discussed with the members the need for transitional duty. He reported that transitional duty increases morale, saves money and the employee experiences faster recoveries, both physically and psychologically. He noted that studies have shown that the sooner you get your employee back to the workplace, the sooner they get back to full duty. Mr. Roselli gave the members some examples of transitional duties assigned. He reminded the members that on the www.acmjif.org website, under operating documents, there is a copy of the Fund's recommended *Transitional Duty Policy*. He noted that the last 2 pages of this document list ideas for transitional duty that can be done at most facilities.

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

In Ms. Beatty's absence, Mr. Roselli reviewed the Managed Care Report for March 2016.

Lost Time v. Medical Only Cases

Mr. Roselli presented the ACM JIF *Lost Time v. Medical Only Cases (Intake Report)*.

	<i>March</i>	<i>YTD</i>
<i>Lost Time</i>	2	5
<i>Medical Only</i>	45	113
<i>Report Only</i>	21	68
<i>Total Intakes(New Claims)</i>	68	186

<i>Report Only % of Total</i>	30.9%	36.6%
<i>Medical Only/Lost Time Ratio</i>	96:04	96:04
<i>Average Days to Report</i>	1.9	2.3

Transitional Duty Report

Mr. Roselli presented the *Transitional Duty Report*.

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	2,919
<i>Transitional Duty Days Worked</i>	2,336
<i>% of Transitional Duty Days Worked</i>	80%
<i>Transitional Duty Days Not Accommodated</i>	583
<i>% of Transitional Duty Days Not Accommodated</i>	20%

PPO Penetration Report:

Mr. Roselli presented the self-explanatory *PPO Penetration Rate Report*.

<i>PPO Penetration Rate</i>	<i>March</i>	<i>YTD</i>
<i>Bill Count</i>	638	1,688
<i>Original Provider Charges</i>	\$1,523,256	\$2,635,253
<i>Re-priced Bill Amount</i>	\$498,018	\$834,672
<i>Savings</i>	\$1,025,237	\$1,800,698
<i>% of Savings</i>	67.3%	68.3%
<i>Participating Provider Penetration Rate- Bill count</i>	94.4%	96.1%
<i>Participating Provider Penetration Rate-Provider Charges</i>	98.3%	98.5%
<i>EPO Penetration Rate – Bill Count</i>	89.5%	90.0%
<i>EPO Penetration Rate –Provider Charges</i>	90.2%	93.7%

<i>Nurse Case Management</i>	<i>March</i>
<i>Monthly Total</i>	292

Mr. Roselli 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 was one (1) case in April that was closed. He noted that a synopsis can be found in the agenda packet.

<i>Closed Case</i>	<i>Description</i>
<i>Estate of Watson v. Twp of Egg Harbor and City of Pleasantville</i>	Auto death; pre-suit. Defense Counsel, A. Michael Barker, Esquire was assigned for monitoring June 20, 2014. A formal complaint was not filed by the Estate and the Statute of Limitations expired on March 27, 2016.

General Liability File Status Report

Mr. DeWeese reviewed his general liability file status report with the Claims Committee last week noting that there are 75 active GL files. He noted that anyone wishing to have their individual claims sent to them, please contact him directly reminding them that the contents of the report should remain confidential.

Subrogation File Summary Report

Mr. DeWeese reviewed his subrogation file summary report with the Claims Committee last week noting the judgments obtained are in excess of \$2 million with total liens of over \$3 million.

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

COMMITTEE REPORTS

FINANCE COMMITTEE

Ms. Stollenwerk noted that the Finance Committee was held March 23, 2016 and the minutes can be found in the agenda packet. She highlighted the following:

RMC Fees – Ms. Stollenwerk reported that a discussion was held regarding RMC fees. She noted that the Bylaws require the appointment of a RMC and what services are expected. She reported that the Plan of Risk Management outlines the fee for the RMCs not to exceed 6% annually. She discussed a concern brought to the Finance committee regarding good members being pulled away from the ACM JIF to other competing JIFs possibly due to an issue of low RMC fees. She reported that a cooperative purchasing agreement proposal was presented to the Committee. She explained that in conjunction with the Burlco and Trico JIFs, the Fund Administrator would release a RFQ. RMCs that wished to be included would respond to the RFQ and the finance committee would set a fixed fee. She noted that this would be a voluntary program and members would opt in to the program. She commented that the committee discussed this in detail and did not come to the conclusion that there is an identified problem.

Ms. Stollenwerk noted that some members felt there was no issue at hand and some RMCs were not in favor of the cooperative agreement as they valued their direct relationship with the member. She noted that the payment amounts would be discussed at the next Finance meeting. She asked that members and/or RMCs please contact her to provide their input regarding this issue. Ms. Perez questioned if there was any correlation with members that left the JIF and low RMC fees. Ms. Stollenwerk noted that the

Strategic Planning Committee can review member retention issues. Mr. DeWeese commented that this program was also developed to ensure that the member receives the needed services from the RMC.

Ms. Mahon noted that some members identified this as an issue and making it a voluntary program helps those members. Ms. Mahon and Acting Chair Samuelson reiterated that the members and RMCs contact Ms. Stollenwerk directly. Mr. Forlenza asked that everyone read the purpose of the program noting fair compensation for the RMCs and the RMC to provide the required services. He further stated that they are trying to eliminate this potential issue before it becomes a problem. Ms. Stollenwerk also noted that in the end the responsibility for service still falls on the member.

SAFETY COMMITTEE

Mr. Forlenza noted that the minutes from the March 24, 2016 meeting are included in the agenda packet. He commented that the Annual Safety Director's Loss Control report is included with the minutes so please review. Mr. Sheehan noted that the report card is not correct and he will send out a revised copy of this report. Mr. Forlenza also stated that Millville, Corbin City and Downe Twp were reviewed for additional assistance from the Safety Director. The Committee also reviewed the Loss Ratios of the renewing members. He commented that the JIF and MEL loss ratio reports were reviewed and discussed.

WELLNESS DIRECTOR'S REPORT

Ms. Valerie Smith noted that her report can be found in the agenda packet. She highlighted the following:

She gave some ideas to members of different ways that they can pass along healthy information to others. Her report details the members having different upcoming activities and ideas.

Ms. Smith noted that the April newsletter was sent via email and is on the website. She noted that April is Stress Awareness and National Humor Month.

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:

Lost Time Accident Frequency Reports – Mr. Miola stated that the agenda includes the summary.

Certificates of Insurance – Mr. Miola commented that these are in the agenda packet and asked that they be made part of the minutes.

2015 Safety Incentive Program – Mr. Miola noted that the reports are in the agenda for the members review. He stated that the deadline to claim or encumber these funds is December 31, 2016. All encumbered funds have to be claimed by February 1, 2017.

2016 Optional Safety Budget – Mr. Miola noted that the reports are in the agenda for the members review. He stated that the deadline to claim or encumber these funds is December 31, 2016. All encumbered funds have to be claimed by February 1, 2017.

2016 Wellness Incentive Program – Mr. Miola noted that the reports are in the agenda for the members review. He stated that the deadline to claim or encumber these funds is December 31, 2016. All 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 and he asked that all members review.

EPL Allowance – Mr. Miola stated that the allowances can be found in the agenda packet. He reminded the members that they can use this to update their policies or for training.

EPL Authorized Contact List – Mr. Miola asked members to review this listing for the EPL Helpline since some personnel may have changed during their Annual Reorganization.

Financial Fast Track – Mr. Miola reported that the JIF's surplus is about \$27 million as of February 29, 2016.

Regulatory Filing Checklists – Mr. Miola stated that the Fund is up to date with regulatory filings.

Monthly Activity Calendar – Mr. Miola commented that this is in the agenda packet and asked members to review.

Skateboard Park Approval Status – Mr. Miola reminded members that if they are building a new skate park or updating one, please contact the JIF for appropriate coverage.

Capehart & Scatchard Updates – Mr. Miola asked members to review these updates as they deal with ADA and FMLA issues. He noted that there was an interesting article involving partial permanent disability in New Jersey.

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.

2016 2nd Assessment Billing – Mr. Miola commented that the 2016 second quarter assessment was issued and the Fund Treasurer will discuss these as well.

Quarterly Attendance Reports – Mr. Miola commented that this report is enclosed and please review for accuracy.

Managerial and Supervisory Training – Mr. Miola noted that the last session was just completed and the training went well.

MEL 2017/2018 Employee Practices Liability Program – Mr. Miola stated that all members received an email regarding the new employee practices liability program that will take effect in 2017 with a deadline of October 1st 2016 to qualify for the lower copays and deductibles. He

asked all members to review and discuss with their RMC, town solicitor, or Executive Director's office.

Financial Disclosure Form – Mr. Miola reported that these must be filed electronically by April 29th so please complete as soon as possible. Please contact our office if you did not receive a PIN#.

New Member Activity- Mr. Miola stated that he met with Buena Vista Township and they would like to make an application to return to the ACM JIF.

Replacement Fund Commissioner on Board- Mr. Forlenza reported that Cape May Point did not reappoint Kim Hodsdon as Municipal Clerk. As a result, the Borough will be appointing a new Fund Commissioner. He notified the members that since Ms. Hodsdon was an Executive Committee member, they will need to hold an election at the May Executive Committee meeting. He stated that the Fund's past practice has been to move up the Alternate Executive Committee members and to fill vacancies on the Executive Committee. He stated that unless he hears to the contrary, he will schedule the Election to fill Ms. Hodsdon's position at the May Fund meeting.

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

MEL/RCF REPORTS

MEL

Mr. Hirsch noted that the MEL/RCF meeting was held in April. He highlighted the following:

Mr. Hirsch reiterated that October 1st is the new deadline for compliance with the Employment Practices Liability Risk Management Program.

Mr. Hirsch commented that the MEL committee will discuss a response. The next meeting is June 1, 2016.

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 and reminded members of upcoming training sessions.

Safety Bulletin – Mr. Sheehan commented that one bulletin was released in March. The bulletin was regarding fire extinguishers. He also stated that a notice was sent out regarding the Zika virus.

MSI Training – Mr. Sheehan reported that an announcement was sent for a new MSI training.

Crossing Guard Training – Mr. Sheehan noted that on page 109 is an announcement for the Rutgers Crossing Guard Training on April 21, 2016 in Sewell. Please register by April 7, 2016.

Playground Inspections – Mr. Sheehan reminded the members there is an upcoming training on playground inspections on April 28, 2016 in Middle Township.

Mr. Sheehan asked if there were any questions at this time. Ms. Stollenwerk asked if the JIF heard anything on new CDL requirements for firefighters. Mr. Sheehan had not, but will check. Mr. Beck noted that within the State of NJ they are exempt. No other questions were entertained.

TREASURER'S REPORT

March's Report

Mr. Hansen presented the Treasurer's Report for the period ending **March 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	\$2,246.32	
Investment Management Fee Charged	<1,582.56>	
Net Interest Received		\$663.76
Coupon Payment		\$35,000.00
Change in Realized Gain or Loss		\$21,060.00
Net Gain in Interest		\$56,723.76

Interest Accrual:	
Beginning Interest Accrual	\$75,305.79
Change in Accrued Interest	<\$10,779.17>
Ending Interest Accrual	\$64,526.62

Investment Balance:	
Beginning of Month	\$34,528,595
End of Month	\$38,549,655
Investment called	0
Investment Purchased	0
Overall Yield	Positive 1.18%

Portfolio	
Less than one year (maturing in 2016)	3
1-2 Years (maturing in 2017)	6

Receipt Activity for the Period:

	Monthly	YTD
Subrogation Receipts	\$22,396.02	\$117,788.74
2016 Assessments Collected	\$0	
Interest	\$56,723.76	
Recovery	\$2,625.28	\$7,578.85

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 \$923,790.71. A total of 597 checks were issued.

The claims detail is as follows:

Direct Loss Payments	\$837,028.91
Claim Expenses	\$40,574.75
Legal Defense Costs	\$46,187.05
2 Voided Checks	<\$1,612.84>
Adjustment void checks	<\$7,440.73>

Cash Activity for the Period

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$51,516,261.71 to a closing balance of \$50,457,993.13 showing a decrease in the Fund of \$1,058,268.58.

A.E.L.C.F. PARTICIPANT YEAR-END BALANCES (See new report in minutes)

Member	3/31/16 Unaudited– interest posted
Hamilton Township	\$30,044.00
Hammonton Town	\$104,822.98
Middle Township	\$50,066.00
Mullica Township	\$25,620.00
Pleasantville City	\$31,933.00
Upper Deerfield Township	\$19,618.00

Waterford Township	\$25,843.00
Upper Township	\$21,294.00
Stone Harbor	\$8,694.00
Total	\$317,934.98

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.

2nd Quarter Assessment

Mr. Hansen noted that all second quarter installments were sent out and are due by May 15, 2016.

Escheat Reports

Mr. Hansen noted that he filed his Escheatment and unclaimed property report with the State noting there were none funds/property outstanding.

Payment Register

Acting Chair Samuelson entertained a motion to approve the ***March 2016 Payment Register*** (Claims Activity) as presented.

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

Motion by Ms. Hirsch, seconded by Ms. Robostello to approve the ***March 2016 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

ROLL CALL

Yeas:

Joe Santagata, **Buena Borough**
 Ingrid Perez, **Hamilton Township**
 Richard Hirsch, **Longport Borough**
 Connie Mahon, **Middle Township**
 Susan Robostello, *Acting Sec*, **Millville**
 Lucy Samuelson, *Acting Chair*, **Somers Point**
 James Goos, **Ventnor City**

Nays:

None

Abstained:

None

Motion carried by unanimous vote.

Amended Bill List –April

For the Executive Committee's consideration, Mr. Hansen presented the *April 2016 Amended Bill List* in the amount of **\$2,294,417.34**.

Acting Chair Samuelson entertained a motion to approve the *April 2016 Amended Bill List* as presented.

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

Motion by Ms. Perez, seconded by Ms. Mahon, to approve the *April 2016 Amended Bill List* as presented.

ROLL CALL	Yeas:	Joe Santagata, Buena Borough Ingrid Perez, Hamilton Township Richard Hirsch, Longport Borough Connie Mahon, Middle Township Susan Robostello, <i>Acting Sec</i> , Millville Lucy Samuelson, <i>Acting Chair</i> , Somers Point James Goos, Ventnor City
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

Resolution 2016-24 Opposing the Funding for the MEL Insurance Industry Internship Program

Acting Chair Samuelson entertained a motion to approve *Resolution 2016-24 Opposing the funding of the MEL Insurance Industry Internship Program* as presented.

Motion by Mr. Hirsch, seconded by Ms. Mahon to approve *Resolution 2016-24 Opposing the funding of the MEL Insurance Industry Internship Program* as presented.

ROLL CALL	Yeas:	Joe Santagata, Buena Borough Ingrid Perez, Hamilton Township Richard Hirsch, Longport Borough Connie Mahon, Middle Township Susan Robostello, <i>Acting Sec</i> , Millville Lucy Samuelson, <i>Acting Chair</i> , Somers Point James Goos, Ventnor City
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

Next Meeting

Acting Chair Samuelsen reminded the members that the next regular meeting will be held on Wednesday, May 18, 2016 at 3:00 PM at Atlantic County Library in Mays Landing, NJ.

PUBLIC COMMENT

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

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

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

Motion by Ms. Robostello, seconded by Mr. Hirsch, to close the meeting to the public. All in favor.
Motion carried.

MOTION TO ADJOURN

Motion by Ms. Robostello, seconded by Mr. Hirsch, to adjourn the April 20, 2016 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 4:00 PM.


Tracy Forlenza, *Recording Secretary* for


Susan Robostello, *Acting Secretary*