



**AVALON COMMUNITY HALL
3001 Avalon Ave
Avalon, New Jersey**

July 15, 2015 – 3:00PM

OPEN SESSION MINUTES

The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on July 15, 2015, at Avalon Community Hall, 3001 Avalon Ave, Avalon, New Jersey at 3PM, prevailing time. *Chair Beck, City of Linwood*, 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 Press of Atlantic City* (Atlantic and Cape May editions) 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**
Karen Blowers, **Brigantine**
Bob Smith, **Cape May City**
Rose Turner, **Corbin City**
Glenn Clarke, **Dennis Twp** (*arrived 3:07pm*)
Peter Miller, **Egg Harbor Twp**
Ingrid Perez, **Hamilton**
Ed Beck, **Linwood**
Rich Hirsch, **Longport**
Julie Picard, **Lower**
Lisa McLaughlin, **Margate**
Connie Mahon, **Middle**
Susan Robostello, **Millville**
Scott Jett, **North Wildwood**
Jim Dickinson, **Northfield**
Liz Woods, **Ocean City**
Stephen Wilkins, **Pleasantville**
Kellie Seib, *Alt.*, **Sea Isle City**
Lucy Samuelson, **Somers Point**
Jim Craft, **Stone Harbor**
Teri Smuz, **Upper Twp**

Roy Spoltore, **Upper Deerfield**
Susan Danson, *Alt.*, **Waterford**
Lauren Vitelli, **West Cape May**
Chris Ridings, **West Wildwood**
Bonnie Yearsley, **Weymouth**
Patricia Feketics, *Alt.*, **Wildwood Crest**
Jim Gurdziel, *Alt.*, **Woodbine**
James Goos, **Ventnor**

Absent were:

John Armstrong, **Absecon**
Joseph Santagata, **Buena Borough**
Kim Hodsdon, **Cape May Point**
Heather Sparks, **Commercial Twp**
Karen Seifrit, **Deerfield**
Bob Campbell, **Downe Twp**
Linda Kent, **Estell Manor**
Byron Gummoe, **Folsom**
Susan Jacobucci, **Galloway**
Dawn Stollenwerk, **Mullica**
Sam Barbagli, **Newfield**
Chris Wood, **Wildwood City**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
John Hansen, Treasurer
Tim Sheehan, Safety Director, *J.A. Montgomery Risk Control*
Robert Holwitt, *J.A. Montgomery Risk Control*
Diane LeFever, Claims Administrator, *Qual-Lynx*
Karen Beatty, Managed Care Provider, *QualCare*
Valerie Smith, Wellness Director
Debby Schiffer, Wellness Consultant

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

C. J. Adams Company
Conner Strong & Buckelew
Fairview Insurance Agency
Gerber Insurance
Glenn Insurance
Hardenberg Insurance
Thomas Heist Insurance Agency
Insurance Agencies, Inc.
Marsh & McLennan Agency
McMahon Agency, Inc. (*arrived 3:07pm*)
William R. Mints Agency
Siracusa-Kauffman Insurance

Absent RMCs were:

Alamo Insurance
Atlantic Associates
BCA Insurance
J. Byrne Agency, Inc.

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

ALTERNATES

Chair Beck entertained a motion to move alternates Connie Mahon, Middle Township and Rich Hirsch, Longport Borough to the Executive Committee for voting purposes in absence of George Savastano, Sea Isle City and Kim Hodsdon, Cape May Point Borough.

Motion by Ms. Smuz, seconded by Mr. Smith, to move alternates Connie Mahon, Middle Township and Rich Hirsch, Longport Borough to the Executive Committee for voting purposes in absence of George Savastano, Sea Isle City and Kim Hodsdon, Cape May Point Borough. All in favor. Motion carried.

APPROVAL OF MINUTES – OPEN SESSION

Chair Beck entertained a motion to approve the meeting minutes of the June 17, 2015 Executive Committee Meeting.

Motion by Mr. Smith, seconded by Mr. Hirsch, to approve the meeting minutes of the June 17, 2015 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 Beck entertained a motion to adopt the Closed Session Meeting Minutes of the June 17, 2015 Meeting of the Fund as presented.

Motion by Mr. Smith, seconded by Ms. Smuz, to approve the Closed Session minutes of the June 17, 2015 Executive Committee Meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the June 17, 2015 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 #2015-36

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.

Chair Beck entertained a motion to adopt *Closed Session Resolution 2015-36* as presented.

Motion by Ms. Mahon, seconded by Ms. Robostello to adopt *Resolution 2015-36*.

Yeas:

Teri Smuz, *Sec*, Upper Twp

None

Motion carried by unanimous vote.

REOPEN PUBLIC PORTION OF THE MEETING

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

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

AUTHORIZATION OF CLAIMS PAYMENTS

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

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

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

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

June 2015 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Auto Liability</i>	<i>Property</i>
Z02923	X29894	X41331	X16792
Z07103	Z19626		Z15802
X47413	X40452		Z17922
Z19635	X34622		
Z20086	X49521		
Z13713	X71108		
Z20511			
Z18065			
Z14796			
X18520			
X07684			
X33193			
Z17530			

X77350			
X44748			
E69583			
Z18915			
X97775			
X97658			
X92426 (01-02)			

ROLL CALL *Yeas:* Bob Smith, **Cape May City**
 Ed Beck, *Chair*, **Linwood City**
 Rich Hirsch, **Longport Borough**
 Connie Mahon, **Middle Twp**
 Susan Robostello, **Millville City**
 Lucy Samuelson, **Somers Pt. City**
 Teri Smuz, *Sec*, **Upper Twp**

Nays: None

Abstain: None

Motion carried by unanimous vote.

APPROVAL TO ABANDON SUBROGATION

Chair Beck entertained a motion for authorization to abandon subrogation attempts as discussed in *Closed Session*.

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

<i>Qual-Lynx File #</i>
X16792
X84679

ROLL CALL *Yeas:* Bob Smith, **Cape May City**
 Ed Beck, *Chair*, **Linwood City**
 Rich Hirsch, **Longport Borough**
 Connie Mahon, **Middle Twp**
 Susan Robostello, **Millville City**
 Lucy Samuelson, **Somers Pt. City**
 Teri Smuz, *Sec*, **Upper Twp**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS

Ms. Perez, Hamilton Township, reported on the Claims Review Committee meeting minutes of June 11, 2015. She noted they are a handout to the membership and are self-explanatory.

She highlighted the following items:

PARs

The Committee reviewed Thirty (30) claims at the June 9, 2015 meeting. Of the claims reviewed, Twenty (20) Workers' Compensation (7 Police, 6 Streets, 1 Fire, and 6 Other); Six (6) General Liability; One (1) Auto Liability; and Three (3) Property PARs were approved for settlement or continuing defense.

Licenses

Ms. Perez noted that a discussion ensued regarding potential liability for members resulting from the delay in the issuing mercantile and other municipal licenses. This will be added to the Planning Retreat agenda.

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

The next meeting is August 13, 2015 at the Hamilton Twp Municipal Building, Mays Landing.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – July

Ms. LeFever reported on the *Lessons Learned from Losses* which is now included in the agenda packet.

OPRA Requests

Ms. LeFever noted that every municipality has dealt with OPRA requests. She reminded members that these are time sensitive. She also noted that this month's *Lessons Learned from Losses* details the required steps in processing one as well as a State website that provides a great deal of information.

Ms. LeFever 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 June 2015.

Lost Time v. Medical Only Cases

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

	<i>June</i>	<i>YTD</i>
<i>Lost Time</i>	6	25
<i>Medical Only</i>	53	190
<i>Report Only</i>	34	137
<i>Total Intakes(New Claims)</i>	93	352
<i>Report Only % of Total</i>	36.6%	38.9%
<i>Medical Only/Lost Time Ratio</i>	90:10	93:07
<i>Average Days to Report</i>	1.2	1.9

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>	5,275
<i>Transitional Duty Days Worked</i>	3,982
<i>% of Transitional Duty Days Worked</i>	75.5%
<i>Transitional Duty Days Not Accommodated</i>	1,293
<i>% of Transitional Duty Days Not Accommodated</i>	24.5%

Nurse Case Assignment Report:

<i>Nurse Case Summary Report (Inclusive of 3 JIFs)</i>	<i>June</i>
<i>Total Open Cases in current month</i>	48
<i>Total Cases Closed</i>	54
<i>Total Cases Remaining Open</i>	152

PPO Penetration Report:

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

<i>PPO Penetration Rate</i>	<i>June</i>	<i>YTD</i>
<i>Bill Count</i>	495	3,342
<i>Original Provider Charges</i>	\$308,539	\$3,794,642
<i>Re-priced Bill Amount</i>	\$111,046	\$1,302,518
<i>Savings</i>	\$194,687	\$2,469,249
<i>% of Savings</i>	63.1%	65.1%
<i>Participating Provider Penetration Rate- Bill count</i>	95.4%	93.4%

<i>Participating Provider Penetration Rate-Provider Charges</i>	<i>96.2%</i>	<i>96.1%</i>
<i>EPO Penetration Rate – Bill Count</i>	<i>90.5%</i>	<i>80.1%</i>
<i>EPO Penetration Rate –Provider Charges</i>	<i>93.9%</i>	<i>82.5%</i>

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 two (2) closed cases of which one (1) had no payment. He noted that a synopsis of these cases can be found in the agenda packet.

<i>Closed Case</i>	<i>Description</i>
<i>Bond v. Twp of Egg Harbor</i>	Auto. Assigned Defense Counsel, Patricia Sampoli, Esquire filed a Motion for Summary Judgment and Injury Threshold. Judge Littlefield denied the Motion on April 28, 2015. Ms. Sampoli settled matter for payment of \$5,000 on behalf of Twp and police officer Lancaster.
<i>Higgs, Winsett, Nanos, Davis, DeMarzo, Cooper, Phillips and Roy v. City of Wildwood</i>	Misappropriated funds. Assigned Defense Counsel, Robert Merenich, Esquire filed Motion to Dismiss and on June 23, 2015, Judge Batten dismissed the complaint. No payment made.

Full General Liability Status Report

Mr. DeWeese noted the he provided a full general liability report to the Claims Committee. He remarked that if anyone would like to see their own claims, please contact him and he will send their town. He requested that this information only be shared in closed session with the governing body and collected.

Full Subrogation Status Report

Mr. DeWeese reported that the subrogation receipts are detailed in the Treasurer's report. He reported that there are 66 judgements which he is attempting to collect; over \$1.8 million in judgments obtained. He noted that the subrogation YTD for 2015 is \$471,621.62.

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

COMMITTEE REPORTS

Finance Committee – May 15, 2015

In Ms. Stollenwerk's absence, Ms. Smuz reiterated that Ms. Stollenwerk provided an in-depth report on the 2015 Audit and 2016 Budget last month. This afternoon the Fund needs to amend its 2015 Budget. The amended budget and amended assessment certification can be found in the agenda packet.

2015 Budget Amendment – Open Public Hearing

Chair Beck entertained a motion to open the budget public hearing.

Motion by Ms. Robostello, seconded by Mr. Smith, to open the public hearing. All in favor. Motion carried by unanimous vote.

2015 Budget Amendment – Close Public Hearing

Hearing no comments, Chair Beck entertained a motion to close the budget hearing.

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

2015 Amended Budget Adoption

Chair Beck entertained a motion to adopt the 2015 amended budget as presented.

Motion by Ms. Robostello, seconded by Mr. Hirsch, to adopt the 2015 amended budget as presented.

ROLL CALL	<i>Yeas:</i>	Bob Smith, Cape May City Ed Beck, <i>Chair</i> , Linwood City Rich Hirsch, Longport Borough Connie Mahon, Middle Twp Susan Robostello, Millville City Lucy Samuelson, Somers Pt. City Teri Smuz, <i>Sec</i> , Upper Twp
	<i>Nays:</i>	None
	<i>Abstain:</i>	None

2015 Amended Assessment Certification Adoption

Chair Beck entertained a motion to adopt the 2015 amended assessment certification as presented.

Motion by Mr. Smith, seconded by Ms. Robostello, to adopt the 2015 amended assessment certification as presented.

ROLL CALL	<i>Yeas:</i>	Bob Smith, Cape May City Ed Beck, <i>Chair</i> , Linwood City Rich Hirsch, Longport Borough Connie Mahon, Middle Twp Susan Robostello, Millville City Lucy Samuelson, Somers Pt. City Teri Smuz, <i>Sec</i> , Upper Twp
	<i>Nays:</i>	None
	<i>Abstain:</i>	None

All in favor. Motion carried by unanimous vote.

Safety Committee Meeting Minutes – June 24, 2015

In Mr. Savastano's absence, Mr. Forlenza gave a brief report reminding members that the minutes are in the agenda packet as well as the first quarter Safety Director's report. He noted that no members are being recommended for Safety Intervention; the *Public Works Round Table* will be held September 30, 2015 from 9am-12pm at the Otto Bruyns Public Library in Middle Township; and the *Career Survival Seminar* for police officers will be held on September 17, 2015 from 9am-12pm at the Ocean City Library.

Mr. Forlenza also noted that the JIF has not taken a formal position in regards to the use or non-use of body cameras, but there are many factors like liability, expense, video retention that must be taken into account.

Mr. Forlenza commented that proposed changes for the 2016 Safety Breakfast are being discussed with J. A. Montgomery. He noted that the format and the calendar year will be discussed at the September Safety meeting.

Mr. Forlenza reported that the Safety Committee authorized AJG to bind coverage for Ocean City's Skateboard Park once all necessary documentation is received.

Wellness Director Report

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

She reported on the following:

- Linwood City – Ms. Smith distributed a letter with her services as directed by Chair Beck.
- Sea Isle City – plans to hold a health fair in January. Ms. Smith will be doing a biometrics table.
- Upper Twp - plans to hold a health fair in the fall.
- Lower Twp –is looking to set up walking program. Police Chief is looking for health tips to share.
- Brigantine – plans to hold a health fair in August.
- Somers Point City – will use Wellness money to purchase badminton sets for employees to compete once a month after work.

Ms. Smith noted that the July newsletter focuses on UV Safety and Eye Injury Prevention. She commented that the program of the month is a 12 week walking program.

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.

LTAF Report – Mr. Miola commented that this is a handout this evening and please review.

Certificates of Insurance - Mr. Miola reported that these are included in the agenda packet and should be made part of the record in these minutes.

2014 Safety Incentive Program Awards – Mr. Miola noted that the deadline to claim or encumber these funds is December 31, 2015. All encumbered funds must be claimed by February 1, 2016. He encouraged members to submit reimbursement requests as soon as you make the purchases and not wait until the deadline.

2015 Optional Safety Budget - Mr. Miola noted that the deadline to claim or encumber these funds is December 31, 2015. All encumbered funds must be claimed by February 1, 2016. He encouraged members to submit reimbursement requests as soon as you make the purchases and not wait until the deadline.

Wellness Incentive Program Allowance – Mr. Miola noted that the deadline to claim or encumber these funds is December 31, 2015. All encumbered funds must be claimed by February 1, 2016.

EPL Practices Liability Coverage – Mr. Miola noted that the checklist includes the copays and deductibles and to please review for accuracy.

EPL Allowance – Mr. Miola reminded the members that these funds can be used for employment practices related expenses and the instructions are on the website.

EPL Authorized Contacts – Mr. Miola asked members to please review the list to determine if their contacts are current employees.

Financial Fast Track – Mr. Miola commented that the JIF has a strong surplus of \$27 million which continues to grow steadily.

Regulatory Filings – Mr. Miola stated that all filings are up to date.

Monthly Activity Calendar – Mr. Miola asked members to review the calendar.

Skateboard Park Approval – Mr. Miola commented that the JIF needs to know about any skateboard parks so proper guidelines can be followed.

Capehart & Scatchard Updates – Mr. Miola encouraged members to read these updates.

Statutory Bond Status – Mr. Miola reminded members to review the list as it is the individual, not the position that is bonded.

Renewing Members – Mr. Miola noted that all renewing members have been notified and the member visitations have begun.

Exposure Renewal Process – Mr. Miola noted the process has started and should be completed by August 14, 2015.

Environmental Impairment Liability Reminder – Mr. Miola reminded the members that the JIF does not provide Environmental Impairment coverage. He noted it has been discussed, but the Executive Body has decided against it.

Annual Quasi Municipal Entity Reminder – Mr. Miola noted that the memo is attached. He commented that the JIF only wishes to cover those entities that are under direct control of the municipal government.

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

MEL/RCF REPORTS

Mr. Hirsch noted only that the next meeting is September 2, 2015.

Mr. Hirsch 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 is self-explanatory. He highlighted the following items and reminded members of upcoming training sessions.

Safety Bulletin – Mr. Sheehan commented that two bulletins were released. One was on managing special events and the other was on preventing heat related illnesses.

MSI Training – Mr. Sheehan reported that they now sent out reminder notices for training. He further noted that the 2016 course catalog is in the agenda packet as well.

Fast Track Training – Mr. Sheehan stated that the fast track and safety training dates are listed on pg 91 of his report; noting that there is one on September 11, 2015 in Ocean City.

New Loss Control Rep – Mr. Sheehan introduced the new loss control representative, Bob Holwitt.

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

TREASURER'S REPORT

Mr. Hansen presented the Treasurer's Report for the period ending **June 30, 2015**. The report was made part of the agenda packet for members' review.

Investment Interest

Net interest received for the current month totaled \$1,106.86 and a coupon payment of \$56,500, accrued interest of \$45,209.01. After including a realized and an unrealized net loss of \$880 in the asset portfolio, the yield was adjusted to .77 % for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$52,890 as it relates to market value vs. the amount invested.

Our asset portfolio with TD Wealth Management has a current market value, at month end, of \$20,037,390 and consists of two (2) investments with a maturity of less than one year; three (3) obligations with maturity of 1- 2 years and two (2) obligations with maturities greater than two (2) years.

Redeemed:	\$3,000,000
Called:	\$0
Purchased:	\$0
Coupon Payment/Asset Income:	\$56,500

Receipt Activity for the Period:

	Monthly	YTD
Subrogation Receipts	\$72,922.70	\$471,621.62
Reimbursement & Salvage	\$1,296.19	\$8,747.39
2015 2 nd Qtr Assessment Collected	\$62,339.00	
Retrospective Program	\$8,746.00	\$31,505.00
Received to be posted by QL	\$83.07	

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 \$707,542.76. A total of 547 checks were issued to vendors.

The claims detail is as follows:

Direct Loss Payments	\$628,677.79
Claim Expenses	\$26,431.79
Legal Defense Costs	\$52,433.18
1 void loss payment	<\$670.21>

Cash Activity for the Period

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$48,963,071.55 to a closing balance of \$48,273,080.28 showing a decrease in the Fund of \$689,991.27.

A.E.L.C.F. PARTICIPANT YEAR-END BALANCES (no change from June)

Member	03/30/15 Unaudited
Hamilton Township	\$15,000
Hammonton Town	\$46,089
Middle Township	\$22,986
Mullica Township	\$6,706
Pleasantville City	\$31,825
Upper Deerfield Township	\$11,394
Waterford Township	\$25,756
Upper Township	\$9,606
Stone Harbor	\$8,665

Total	\$178,027*
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**Note – Unaudited interest has been allocated for 2014 and 2015 elections have been added.*

Payment Register

Chair Beck entertained a motion to approve the ***June 2015 Payment Register*** (Claims Activity) as presented.

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

Motion by Mr. Smith, seconded by Ms. Robostello to approve the ***June 2015 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

ROLL CALL

Yeas:

Bob Smith, **Cape May City**
 Ed Beck, *Chair*, **Linwood City**
 Rich Hirsch, **Longport Borough**
 Connie Mahon, **Middle Twp**
 Susan Robostello, **Millville City**
 Lucy Samuelson, **Somers Pt. City**
 Teri Smuz, *Sec*, **Upper Twp**

Nays:

None

Abstained:

None

Motion carried by unanimous vote.

Bill List – July

For the Executive Committee's consideration, Mr. Hansen presented the ***July 2015 Bill List*** in the amount of **\$1,138,557.44**.

Chair Beck entertained a motion to approve the ***July 2015 Bill List*** as presented.

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

Motion by Ms. Robostello, seconded by Mr. Smith, to approve the ***July 2015 Bill List*** as presented.

ROLL CALL

Yeas:

Bob Smith, **Cape May City**
 Ed Beck, *Chair*, **Linwood City**
 Rich Hirsch, **Longport Borough**
 Connie Mahon, **Middle Twp**
 Susan Robostello, **Millville City**
 Lucy Samuelson, **Somers Pt. City**
 Teri Smuz, *Sec*, **Upper Twp**

Nays:

None

Abstained:

None

Motion carried by unanimous vote.

RMC Bill List – July

For the Executive Committee's consideration, Mr. Hansen presented the *July 2015 RMC Bill List* in the amount of **\$166,312.00.**

Chair Beck entertained a motion to approve the *July 2015 RMC Bill List* as presented.

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

Motion by Mr. Hirsch, seconded by Ms. Mahon, to approve the *July 2015 RMC Bill List* as presented.

ROLL CALL	Yeas:	Bob Smith, Cape May City Ed Beck, <i>Chair</i> , Linwood City Rich Hirsch, Longport Borough Connie Mahon, Middle Twp Susan Robostello, Millville City Lucy Samuelson, Somers Pt. City Teri Smuz, <i>Sec</i> , Upper Twp
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

Mr. Hansen reminded the members that Workers' Compensation TTD payments should be issued directly to the municipality, not the individual. He noted that it was discovered during the audit that there are many outstanding checks that were issued to the municipality in the name of the employee even though the employee was being paid via paycheck by the municipality. In many cases, these checks were not deposited because they required the endorsement of the employee. To remedy this problem, he is strongly recommending that all checks be issued to the municipality. He commented that Part Time employees may have a different regulation for this so please follow the requirements.

Motion for Cyber Audit RFP

Chair Beck entertained a motion to authorize the Executive Director's office to prepare, advertise, and receive Requests for Proposals for the completion of Technology Risk Management Exposure Audits.

Motion by Ms. Smuz, seconded by Ms. Mahon, to authorize the Executive Director's office to prepare, advertise, and receive Requests for Proposals for the completion of Technology Risk Management Exposure Audits as presented. All in favor. Motion carried.

Motion for October Meeting Date/Location Change

Chair Beck entertained a motion to authorize the Executive Director's office to re-advertise the date/time/location change for the October meeting to be done in accordance with the Retreat.

Motion by Ms. Smuz, seconded by Ms. Mahon, to authorize the Executive Director's office to re-advertise the date/time/location change for the October meeting as presented. All in favor. Motion carried.

Motion to Pay Fund Vendors in August 2015

Chair Beck entertained a motion to authorize the Executive Director's office to process and pay fund vendors in August 2015.

Motion by Ms. Robostello, seconded by Mr. Smith, to authorize the Executive Director's office to process and pay fund vendors in August 2015.

ROLL CALL	Yeas:	Bob Smith, Cape May City Ed Beck, <i>Chair</i> , Linwood City Rich Hirsch, Longport Borough Connie Mahon, Middle Twp Susan Robostello, Millville City Lucy Samuelson, Somers Pt. City Teri Smuz, <i>Sec</i> , Upper Twp
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

Resolution 2015-37 Honoring Robert Smith

Chair Beck presented Resolution 2015-37 Honoring Robert Smith's time as a Fund Commissioner and recognizing his retirement. Chair Beck read the Resolution into the minutes. He thanked Mr. Smith for his many years of service as Fund Commissioner, Executive Committee member, Claims Review Committee member, and Executive Safety Committee member. Chair Beck also presented him with a memorial plaque from the Fund.

Mr. Smith thanked the members for his opportunity to serve. He noted that without the help of the members, the Fund Professionals and his RMC, he would not have been able to do it. Mr. Smith then introduced Mr. Neil Young as his replacement effective August 1, 2015.

Chair Beck entertained a motion to approve Resolution 2015-37 Honoring Robert Smith.

Motion by Ms. Robostello, seconded by Ms. Smuz, to approve Resolution 2015-37 Honoring Robert Smith as presented.

ROLL CALL	Yeas:	Bob Smith, Cape May City Ed Beck, <i>Chair</i> , Linwood City Rich Hirsch, Longport Borough Connie Mahon, Middle Twp Susan Robostello, Millville City
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	Lucy Samuelson, Somers Pt. City
	Teri Smuz, Sec, Upper Twp
<i>Nays:</i>	None
<i>Abstained:</i>	None

Motion carried by unanimous vote.

Next Meeting

Chair Beck reminded the members that there is NO August meeting and the next regular meeting will be held on **Wednesday, September 16, 2015 at 3:00 PM**, at the **Avalon Community Hall, 3001 Avalon Ave, Avalon, NJ**.

PUBLIC COMMENT

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

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

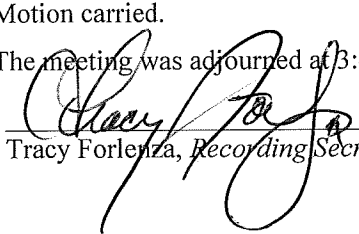
Chair Beck entertained a motion to close the meeting to the public for comment.

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

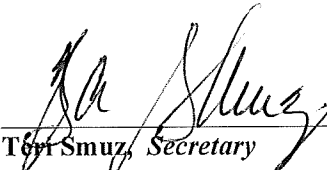
MOTION TO ADJOURN

Motion by Ms. Smuz, seconded by Mr. Smith, to adjourn the July 15, 2015 meeting of the ACM JIF.
Motion carried.

The meeting was adjourned at 3:49 PM.



Tracy Forlenza, Recording Secretary for



Teri Smuz, Secretary