



**ATLANTIC COUNTY PUBLIC LIBRARY
40 Farragut Ave
Mays Landing, New Jersey**

The March 21, 2018 Executive Committee Meeting was postponed due to inclement weather and rescheduled and re-advertised for Tuesday, March 27, 2018 at 3:00 PM, Atlantic County Library, Mays Landing New Jersey

March 27, 2018 at 3:00PM

OPEN SESSION MINUTES

The Executive Committee meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on March 27, 2018, at Atlantic County Library – Mays Landing Branch, 40 Farragut Ave, Mays Landing, New Jersey at 3PM, prevailing time. *Chair Mahon, Borough of Wildwood Crest*, 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* 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**
Bill Nimohay, **Buena Borough**
Joe Picard, **Cape May City**
Stephen O'Connor, **Cape May Point**
Heather Sparks, **Commercial Twp**
April Clifton, *Alt.*, **Downe Twp**
Peter Miller, **Egg Harbor Twp**
Patricia Gatto, **Folsom Borough**
Ingrid Perez, *Sec*, **Hamilton Twp**
Ed Beck, **Linwood City**
Rich Hirsch, **Longport Borough**
Julie Picard, **Lower Twp**
Regina Burke, **Millville City**
Dawn Stollenwerk, **Mullica Twp**
Ron Simone, **North Wildwood City**
Mary Canesi, **Northfield City** (*arrived after roll call*)

Liz Woods, **Ocean City**
Kellie Seib, **Sea Isle City**
Jim Craft, **Stone Harbor Borough**
Roy Spoltore, **Upper Deerfield Twp**
Jim Goos, **Ventnor City**
Rita Hanna, **Waterford Twp** (*arrived after roll call*)
Chris Ridings, **West Wildwood City**
Chris Wood, **Wildwood City**
Connie Mahon, *Chair*, **Wildwood Crest Borough**

Absent were:

John Armstrong, **Absecon City**
Carol Foster, **Corbin City**
Karen Seifrit, **Deerfield Twp**
Patrick Moran, **Dennis Twp**
Linda Kent, **Estell Manor City**
Cheryl Prakash, **Galloway Twp**
Lisa McLaughlin, **Margate City**
Kim Krauss, **Middle Twp**
Stephen Wilkins, **Pleasantville City**
Sam Barbagli, **Newfield Borough**
Lucy Samuelsen, **Somers Point City**
Rhonda Sharp, **Upper Twp**
Lauren Vitelli, **West Cape May Borough**
DJ Ayres, **Weymouth Twp**
Lisa Garrison, **Woodbine Borough**

Present Fund Professionals were:

Paul J. 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
Rob Garish, Safety Consultant, *J.A. Montgomery Risk Control*
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Valerie Smith, Wellness Director

Absent Fund Professionals were:

John Hansen, Treasurer
Karen Beatty, Managed Care Provider, *QualCare*

Present Risk Management Consultants were:

C. J. Adams Company
J. Byrne Agency, Inc.
Conner Strong & Buckelew
Gerber Insurance
Hardenbergh Insurance (*arrived after roll call*)
Insurance Agencies Inc.
Marsh & McLennan Agency (*arrived after roll call*)

McMahon Agency, Inc. *(arrived after roll call)*
Siracusa-Kauffman Insurance *(arrived after roll call)*

Absent Risk Management Consultants were:

Assured Partners
Atlantic Associates
BCA Insurance
Glenn Insurance
Thomas Heist Insurance Agency
William R. Mints Agency

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

OATH OF OFFICE

Oath of Office was administered by Mr. DeWeese, Fund Solicitor, to Jim Craft, Stone Harbor for an Executive Committee Alternate position for the 2018 Fund Year.

The *Oath of Office* was signed and presented to the Fund Solicitor.

APPROVAL OF MINUTES– OPEN SESSION

Chair Mahon entertained a motion to approve the meeting minutes of the February 21, 2018 Executive Committee Meeting.

Motion by Mr. Wahl, seconded by Ms. Picard, to approve the meeting minutes of the February 21, 2018 Executive Committee Meeting. All in favor. Motion carried.

APPROVAL OF MINUTES – CLOSED SESSION

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

Chair Samuelson entertained a motion to adopt the Closed Session Meeting Minutes of the February 21, 2018 Meeting of the Fund as presented.

Motion by Mr. Ridings, seconded by Ms. Perez, to approve the Closed Session minutes of the February 21, 2018 Executive Committee Meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the February 21, 2018 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 #2018-25

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 Mahon entertained a motion to adopt *Closed Session Resolution 2018-25* as presented.
 Motion by Ms. Picard, seconded by Mr. Goos, to adopt *Resolution 2018-25*.

ROLL CALL	Yeas:	Scott Wahl, Avalon Ingrid Perez, <i>Sec</i> , Hamilton Twp Julie Picard, Lower Twp Jim Goos, City of Ventnor Chris Ridings, West Wildwood Chris Wood, Wildwood City Connie Mahon, <i>Chair</i> , Wildwood Crest
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Nays: None

Abstained: None

All in favor. Motion carried by unanimous vote.

REOPEN PUBLIC PORTION OF THE MEETING

Chair Mahon entertained a motion to reopen the public portion of the meeting.
 Motion by Mr. Ridings, seconded by Mr. Wahl, to reopen the public portion of the meeting. All in favor.
 Motion carried.

AUTHORIZATION OF CLAIMS PAYMENTS

Chair Mahon presented the claims for payment as discussed in *Closed Session*.
 Chair Mahon asked if there were any questions at this time. No questions were entertained.
 Chair Mahon entertained a motion to approve the claims for payment as discussed in *Closed Session*.
 Motion by Ms. Perez, seconded by Mr. Wood to approve the claims for payment as discussed in *Closed Session*. They are as follows:

February 2018 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2018114153	2018108999	2018113085
001192702	2018108250	2018111706
001263806	1249651	2018122018
001201895	2017093087	2018121934
001244287		2018125741
2018111982		2018126862
2017105918		2018125348
001245741		
2018120275		
2017091296		
2018117920		

001192700		
001249924		
MLT-Z38501 (01-02)		
001216510		

ROLL CALL

Yeas: Scott Wahl, **Avalon**
 Ingrid Perez, *Sec*, **Hamilton Twp**
 Julie Picard, **Lower Twp**
 Jim Goos, **City of Ventnor**
 Chris Ridings, **West Wildwood**
 Chris Wood, **Wildwood City**
 Connie Mahon, *Chair*, **Wildwood Crest**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

ABANDON SUBROGATION

Motion by Ms. Perez, second by Mr. Goos, to abandon subrogation on the following Qual-Lynx file:

QL File#
001250761
001249924

ROLL CALL

Yeas: Scott Wahl, **Avalon**
 Ingrid Perez, *Sec*, **Hamilton Twp**
 Julie Picard, **Lower Twp**
 Jim Goos, **City of Ventnor**
 Chris Ridings, **West Wildwood**
 Chris Wood, **Wildwood City**
 Connie Mahon, *Chair*, **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 – March

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on "Defense and Indemnity". He noted that when another company is contracted to complete work or provide services, assuring that company and their insurance carrier will defend and indemnify your town is crucial. He encouraged consulting with your town's solicitor, your RMC or one of the other JIF professionals to determine the exposures involved and assess how the risk may be transferred to the other company. He also suggested checking all the indemnification agreements and contracts to make sure your town has been added as the additional insured and you have the certificate of insurance, the signed and dated contract itself and any indemnity agreements in your possession. He noted that by laying the groundwork by assuring these contracts and agreements are executed properly will assist us in defending any claims brought against your town.

Mr. Roselli reminded the members to review this newsletter 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

In Ms. Beatty's absence, Mr. Roselli reviewed the Managed Care Report for February 2018.

Lost Time v. Medical Only Cases

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

	<i>Feb</i>	<i>YTD</i>
<i>Lost Time</i>	5	16
<i>Medical Only</i>	21	55
<i>Report Only</i>	15	60
<i>Total Intakes(New Claims)</i>	41	131
<i>Report Only % of Total</i>	36.6%	45.8%
<i>Medical Only/Lost Time Ratio</i>	81:19	88:12
<i>Average Days to Report</i>	2.5	2.4

Transitional Duty Report

Mr. Roselli presented the *Transitional Duty Report*.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	1,362
<i>Transitional Duty Days Worked</i>	1,240
<i>% of Transitional Duty Days Worked</i>	91.0%
<i>Transitional Duty Days Not Accommodated</i>	122
<i>% of Transitional Duty Days Not Accommodated</i>	9.0%

PPO Penetration Report:

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

PPO Penetration Rate	Feb	YTD
<i>Bill Count</i>	574	939
<i>Original Provider Charges</i>	\$724,960	\$1,100,110
<i>Re-priced Bill Amount</i>	\$229,671	\$376,690
<i>Savings</i>	\$495,289	\$723,420
<i>% of Savings</i>	68.3%	65.8%
<i>Participating Provider Penetration Rate- Bill count</i>	93.4%	93.5%
<i>Participating Provider Penetration Rate-Provider Charges</i>	96.8%	96.9%
<i>EPO Penetration Rate – Bill Count</i>	88.4%	91.1%
<i>EPO Penetration Rate –Provider Charges</i>	93.7%	95.4%

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 were three (3) case(s) closed in March. He noted that a detailed synopsis of the claims can be found in the agenda packet and provided the following brief synopsis of each case:

Closed Case	Description
<i>Goodwin Estate v. Township of Galloway</i>	Death by Auto via malfunctioning traffic signal. Defense Counsel, L. Patricia Sampoli, Esquire was assigned. Defense Counsel was able to convince the Plaintiff to execute a Stipulation of Dismissal with Prejudice as to the Township as the County maintains and operates the signals.
<i>Zottola v. City of Ocean City</i>	Bike crash. Assigned Defense Counsel James Birchmeier, Esquire, was assigned. Defense Counsel negotiated the settlement from \$500,000 to \$212,000. The settlement was reached prior to an ERISA lien being asserted in the amount of \$98,000.

<i>Mancinelli v. Stephen Kane d/b/a Kane builders v. Borough of Wildwood Crest</i>	Trip and Fall/sidewalk. Assigned Defense Counsel Jim Birchmeier, Esquire, was assigned. He filed a Motion to Dismiss based upon third-party plaintiff's failure to file the appropriate Notice of Tort Claim. The judge dismissed with prejudice.
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Bona Fide Offers

Mr. DeWeese noted that he provided the Claims Review Committee with a Bona Fide offer report for January 1, 2017 to December 31, 2017. He informed the members that this report detailed the cases where a Bona Fide offer was advanced which effectuated a savings by reducing the amount of fees paid to the petitioner's attorney through an advanced offer. For the 2017 Fund Year, \$18,593.42 in savings on 14 cases was recognized through utilizing this program. Mr. DeWeese complimented Ms. Davidson, Qual-Lynx, and our Assigned Defense Counsel on their efforts in aggressively utilizing this program.

Mr. DeWeese stated that John Geaney, a WC attorney at Capehart & Scatchard, sent correspondence noting that yesterday the Senate Labor Committee was considering bill to stop the use of the Bona Fide offer programs. He believed the bill would be approved by the Committee. It will then be voted on by full Senate and then move to the Assembly. He stated this bill will eliminate the savings under the Bona Fide offer program and will eliminate injured employees from receiving money early in the process; thus waiting until the claim has settled. Mr. Geaney noted that this program saves millions a year. Mr. DeWeese noted the MEL drafted correspondence opposing bill. He urged the members to call the legislators if they opposed.

Revised Tort Claims Act Questionnaire and Resolution

Mr. DeWeese stated that he has completed the revisions to the Tort Claims Act Questionnaire and Resolution. He stated he had consulted with members of the Defense Panel, as well as the liability supervisors and adjusters at Qual-Lynx, and he has included additional questions and updated and revised not only the questionnaire, but the resolution as well. Some of these updates included:

- Additional requests for all diagnostic testing including CAT scans, MRI's and other medical info; and
- Additional request for photographs of the scene to be provided, and to identify on the photograph specifically where the incident occurred; and
- Additional requests to include any and all criminal and traffic tickets/complaints that were issued and the disposition of those charges; and
- Detailed and specific medical information is requested requiring a more complete medical history, including surgeries; and
- Detailed and specific employment information section was added.

Mr. DeWeese noted that these documents have been provided to the Claims Review Committee for review and approval and will be included in the Executive Committee agenda next month. Once everyone has had the opportunity to review the questionnaire and it is deemed to be acceptable, it will be presented at the April Executive Committee meeting for adoption by the Fund. It will then be distributed to all members for adoption. Once adopted, Qual-Lynx will be responsible for distributing the Tort Claim

Questionnaire to a Claimant and receiving the completed Questionnaire on behalf of the member. He noted that the resolution designates Qual-Lynx as the agent for the member.

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

COMMITTEE REPORTS

Safety Committee – March 15, 2018

Ms. Picard noted that the minutes from the Executive Safety Committee meeting will be available at the next meeting. She highlighted:

Wellness Policy – Ms. Picard noted the Safety Committee is reviewing the existing Wellness Policy and will be asking all members to adopt the wellness policy.

Training – Ms. Picard asked everyone to review the training schedule and sign up for the required Risk Management Seminar for all supervisors. She reminded the members of the upcoming dates, noting: May 8, September 11, and September 27, 2018.

Safety Kickoff Breakfast – Ms. Picard noted the breakfast was held March 27, 2018 and was very well attended.

MEL Safety Education Meeting (Beach Signage) – Ms. Picard attended the March 16th meeting. She noted that they are still working to obtain a professional to work on the beach signage wording. Mr. DeWeese noted that he has contacted a professional for beach signage and he will be submitting a proposal before end of week. Chair Mahon noted that Wildwood Crest is waiting until the professional is in place to replace their signs.

New Member Review – Middle Township Fire District #1

Mr. Forlenza stated that Middle Township Fire District #1 made application to the JIF in January 2018 as an additional insured through Middle Township as they cannot be a standalone member in the JIF. He noted that they had a very good loss control survey and his office received a complete application from the Risk Manager. He highlighted that their budget is \$1.2 million; they carry twelve (12) vehicles valued around \$3.4 million; they currently insure three buildings valued around \$5.6 million; miscellaneous equipment around \$500,000; 38 volunteers; and 9 part time paid employees. He further stated they handle approximately 600 calls per year; no junior firefighter program; no drivers are under 25 years old; and they do not rent out their facilities to third parties. He stated that they have 5 good years of loss history with two property losses valued at \$56,000 and seven WC claims valued at \$4,700. He informed the members they are looking for an April start date as their current policies are up for renewal at that time.

Mr. Forlenza asked if there were any questions. Ms. Stollenwerk inquired why we do not have the New Member Committee review these applicants. Mr. Forlenza stated that the Committee meets to review new member applications. The application before the Fund is really the addition of a new exposure to an existing member. Coverage for fire districts is only available through the insured municipal entity; therefore, he did not see a need for a New Member Review Committee meeting.

No other questions were entertained.

Motion to Release Assessment and Bind Coverage-Middle Township Fire District #1

Chair Mahon entertained a motion to *Authorize the Executive Director to release an assessment and bind coverage for the Middle Township Fire District #1.*

Motion by Ms. Perez, second by Mr. Wahl, to Authorize the Executive Director to release an assessment and bind coverage for the Middle Township Fire District #1 as presented. All in favor. Motion carried.

WELLNESS DIRECTOR'S REPORT

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

Ms. Smith stated that it is beneficial for a member to have at least one point person for wellness if a committee cannot be formed and she will work with them.

She then provided a brief synopsis of the wellness activities for the members including Avalon (Biggest Loser and health challenge), Corbin City (step challenge), Longport (mini health fair), North Wildwood (fresh fruit Fridays; "Did you know?"), Sea Isle City(yoga), Ventnor (Biggest Loser with secondary prizes), and West Wildwood (CPR certification).

Ms. Smith announced that this month's "shout out" goes to Estell Manor and Linda Kent. She sent in pictures of employees doing wellness activities and exercises. Ms. Kent created fun ways to incorporate wellness into their daily routines.

Ms. Smith noted that the March newsletter was sent via email and is on the website. She stated that she wants to remind members that this month's focus is Health Risks from sitting still and stretches for lower back pain. She asked members to share the newsletter.

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 Report – Mr. Miola noted these are in the agenda packet. He noted that the Atlantic JIF was .99 with the overall average of 1.17 for MEL affiliated JIFs.

Certificates of Insurance – Mr. Miola stated these are in the agenda packet and will be made part of today's meeting minutes.

2017 Safety Incentive Program – Mr. Miola noted that a letter was emailed to all members on or about February 9, 2018 regarding the Safety Incentive Program awards. He reminded members to please note that the deadline for claiming or encumbering these funds is December 31, 2018 and all encumbered funds have to be claimed by February 1, 2019.

2018 Optional Safety Budget – Mr. Miola stated that a letter was emailed to all members on or about February 8, 2018 regarding the Optional Safety Budget. He reminded members to please note that the deadline for claiming or encumbering these funds is December 31, 2018 and all encumbered funds have to be claimed by February 1, 2019.

2018 Wellness Incentive Program – Mr. Miola stated that a letter was emailed to all members on or about February 5, 2018 regarding the Wellness Incentive Program Allowance. He reminded members that the deadline for claiming or encumbering these funds these funds is December 31, 2018 and all encumbered funds have to be claimed by February 1, 2019.

2018 EPL/Cyber Risk Management Budget – Mr. Miola stated that the JIF has budgeted \$725 per member to help offset improving employee practices and cyber security related expenses. He reminded members that the deadline for claiming or encumbering these funds these funds is December 31, 2018 and all encumbered funds have to be claimed by February 1, 2019.

EPL Helpline, Authorized Contact List - Mr. Miola reminded members to review this list and make the necessary changes to the representatives via resolution as Reorganization meetings may have resulted in some changes and there is one member with no representative listed. Please forward executed resolutions to his office.

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

Statutory Bonds – Mr. Miola reminded members to review the list of bonded individuals. He noted that the bond is for the individual, NOT the position.

Skateboard Park – Mr. Miola commented that if you are thinking of building or redoing an existing skateboard park, please contact the Executive Director prior to doing so coverage can be addressed.

Elected Officials Training – Mr. Miola noted that the remaining training date is scheduled for March 28, 2018 in Eastampton. The training covers the introduction of the cyber risk management program, EPL/POL issues, land use issues and police issues. Please encourage your elected officials to attend. Sign in sheets are located on the website.

MEL Cyber Risk Management Program – Mr. Miola noted that the program was emailed to the members on December 18, 2017. He stated the Fund Underwriter has started getting checklists back for this program. Please contact his office with any questions regarding this program. This program is displayed on the JIF website (www.acmjif.org).

Police Command Staff Training – Mr. Miola noted the first Police Command Staff training was held with positive feedback. He stated the other dates are April 26, June 12 and June 28, 2018. He noted that attendance at this training is part of the compliance process with the MEL's EPL Plan of Risk Management which must be updated by October 1, 2018. The memorandum including the checklists will be out in mid-April.

Payroll Audits – Mr. Miola noted payroll audits are well underway.

Property Appraisals - Mr. Miola noted property appraisals are well underway. Please update the property schedule in Exigis.

New Fund Commissioner Orientation – Mr. Miola stated that a New Fund Commissioner Orientation has been scheduled for April 18, 2018 at 1:30pm prior to the JIF meeting.

Financial Disclosure Statement – Mr. Miola stated these are not yet available from the DCA. He noted that once the State notifies his office of the start date, all members will be required to complete this statement. New Fund Commissioners should have received their PIN numbers from the Executive Director's office and have 30 days to add their position as Fund Commissioner to their profile.

Mr. Miola entertained questions. No questions were entertained.

MEL/RCF REPORTS

Mr. Hirsch stated the March 7, 2018 meeting was cancelled due to inclement weather and rescheduled for April 6, 2018.

SAFETY DIRECTOR'S REPORT

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

MEL Media Library – Mr. Garish noted that the MEL Media Library usage is on page 95 of the agenda; he noted there are over 100 new DVDs. The catalog can be found at NJMEL.org.

Safety Contract – Mr. Garish reminded all the members the Safety contract is due to his office by March 31, 2018.

Safety Bulletins – Mr. Garish commented that a bulletin was released in February. The bulletin was *Safe Patient Lifting Resources for Emergency Response Agencies*.

MSI Training – Mr. Garish stated that a list of training for March, April, and May are included in the agenda.

Signs, Sidewalks, Walkways, Skate parks and Playgrounds – Mr. Garish asked members as the weather improves to please review your facilities for weather or related damage. These include but are not limited to sidewalks, walkways, signs, playgrounds and skate parks.

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

TREASURER'S REPORT

February Report

In Mr. Hansen's absence, Mr. Forlenza presented the Treasurer's Report for the period ending **February 28, 2018**. The report was made part of the agenda packet for members' review. Mr. Forlenza presented the following information:

Investment Interest

Interest Income:	February
Interest Received from Account Balances	\$9,748.52

Coupon Interest Payment	\$66,562.00
Amortization and/or interest cost	<\$1,343.92>
Unrealized Gain or Loss	<\$51,396.73>
Misc.	<\$.03>
Net Gain in Interest	\$23,570.34

Interest Accrual:	
Beginning Interest Accrual	\$124,658.11
Change in Accrued Interest	<\$24,079.29>
Ending Interest Accrual	\$100,578.82

Investment Balance:	
Beginning of Month	\$43,407,471.00
End of Month	\$43,704,502.00
Overall Yield-negative	.01 %

Portfolio	Percentage	Total
US Treasury Bonds & Notes	68.11%	\$29,766,032.00
US Government Agencies	31.89%	\$13,938,470.00

Receipt Activity for the Period:

	February	YTD
Subrogation Receipts	\$19,584.85	\$26,730.57
Recovery Receipts-other	\$2,500.00	\$2,500.00
Adjustment Receipts-other	\$3,375.64	\$6,829.64
Other – payment towards defense 2012	\$15,000.00	
Current Yr assessments	\$2,978,336.00	\$3,306,007.00
Prior Yr assessments	\$11,068.00	\$11,068.00

Claim Activity for the Period

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at February end are in the amount of \$637,650.48 with a total of 380 checks issued totaling 905 claims payments. The claims detail is as follows:

	February
Direct Loss Payments	\$637,650.48
Adjustments	<\$3,175.64>
Adjustments-void ck	<\$5,230.00>
Adjustments-stop pay	<\$3,985.01>
Less Recoveries	<\$22,084.85>
Net Total	\$603,174.98

Cash Activity for the Period

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$52,814,276.22 to a closing balance of \$52,723,544.25 showing a decrease in the Fund of \$90,731.97.

A.E.L.C.F. PARTICIPANT BALANCES

Member	2/28/18 unaudited– 2017 interest posted
Hamilton Township	\$50,456.38
Hammonton Town	\$125,290.06
Middle Township	\$75,613.72
Mullica Township	\$25,930.00
Pleasantville City	\$472.00
Upper Deerfield Township	\$47,236.55
Waterford Township	\$26,155.04
Upper Township	\$60,917.68
Stone Harbor	\$8,798.70
Total	\$420,870.13

Payment Register

Chair Mahon entertained a motion to approve the ***February 2018 Payment Register*** (Claims Activity) as presented.

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

Motion by Mr. Goos, seconded by Ms. Picard approve the ***February 2018 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Ingrid Perez, **Sec, Hamilton Twp**
Julie Picard, **Lower Twp**
Jim Goos, **City of Ventnor**
Chris Ridings, **West Wildwood**
Chris Wood, **Wildwood City**
Connie Mahon, **Chair, Wildwood Crest**

Nays:

None

Abstained:

None

Bill List –March

For the Executive Committee's consideration, Mr. Forlenza presented the ***March 2018 Bill List*** in the amount of **\$248,598.74**.

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

Chair Mahon entertained a motion for approval of the ***March 2018 Bill List*** as presented.

Motion by Mr. Ridings, seconded by Mr. Wahl, to approve the ***March 2018 Bill List***.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Ingrid Perez, **Sec, Hamilton Twp**
Julie Picard, **Lower Twp**
Jim Goos, **City of Ventnor**
Chris Ridings, **West Wildwood**
Chris Wood, **Wildwood City**
Connie Mahon, **Chair, Wildwood Crest**

Nays:

None

Abstained:

None

Motion carried by unanimous vote.

Resolution 2018-26 Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Completion of a Claims Audit

Chair Mahon entertained a motion to adopt Resolution 2018-26 Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Completion of a Claims Audit.

Motion by Ms. Picard, seconded by Mr. Goos, to adopt resolution 2018-26 Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Completion of a Claims Audit as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Ingrid Perez, <i>Sec</i> , Hamilton Twp Julie Picard, Lower Twp Jim Goos, City of Ventnor Chris Ridings, West Wildwood Chris Wood, Wildwood City Connie Mahon, <i>Chair</i> , Wildwood Crest
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

Resolution 2018-27 Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Purchase of Cyber and Technology Risk Management Services.

Chair Mahon entertained a motion to adopt Resolution 2018-27 Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Purchase of Cyber and Technology Risk Management Services.

Motion by Mr. Goos, seconded by Mr. Wahl, to adopt resolution 2018-27 Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Purchase of Cyber and Technology Risk Management Services as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Ingrid Perez, <i>Sec</i> , Hamilton Twp Julie Picard, Lower Twp Jim Goos, City of Ventnor Chris Ridings, West Wildwood Chris Wood, Wildwood City Connie Mahon, <i>Chair</i> , Wildwood Crest
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Mahon reminded the members that the next meeting will be held **Wednesday, April 18, 2018 at 3:00 PM** at Atlantic County Library, Mays Landing, NJ.

PUBLIC COMMENT

Open Public Comment

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

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

Close Public Comment

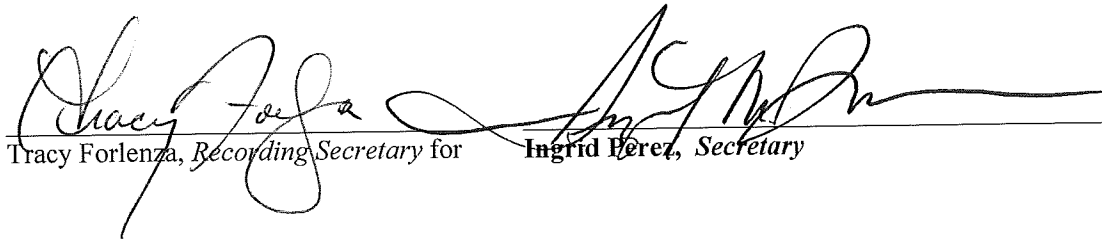
Chair Mahon entertained a motion to close the public comment.

Motion by Mr. Goos, seconded by Mr. Wahl, to close the meeting to the public. All in favor. Motion carried.

MOTION TO ADJOURN

Motion by Ms. Perez, seconded by Mr. Wood, to adjourn the March 27, 2018 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 3:45 PM.



Tracy Forlenza, Recording Secretary for Ingrid Perez, Secretary