



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Atlantic County Public Library
40 Farragut Ave
Mays Landing, New Jersey

April 18, 2018 at 3:00PM

OPEN SESSION MINUTES

The Executive Committee meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on April 18, 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**
Carol Foster, **Corbin City**
Karen Seifrit, **Deerfield Twp**
Patrick Moran, **Dennis Twp**
April Clifton, *Alt.*, **Downe Twp**
Matt von der Hayden, *Alt.*, **Egg Harbor Twp**
Teri Seelman, *Alt.*, **Estell Manor City**
Patricia Gatto, **Folsom Borough**
Cheryl Prakash, **Galloway Twp**
Ingrid Perez, *Sec.*, **Hamilton Twp**
Ed Beck, **Linwood City**
Rich Hirsch, **Longport Borough**
Dan Adams, *Alt.*, **Margate City**
Sue Quinones, *Alt.*, **Middle Twp**
Regina Burke, **Millville City**

Dawn Stollenwerk, **Mullica Twp**
Tracey Nordberg, *Alt.*, **North Wildwood City**
Mary Canesi, **Northfield City**
Stephen Wilkins, **Pleasantville City**
George Savastano, *Alt.*, **Sea Isle City**
Lucy Samuelson, **Somers Point City**
Jim Craft, **Stone Harbor Borough** (*arrived after roll call*)
Rhonda Sharp, **Upper Twp**
Roy Spoltore, **Upper Deerfield Twp**
Jim Goos, **Ventnor City**
Rita Hanna, **Waterford Twp**
Suzanne Schumann, *Representing*, **West Cape May Borough**
Chris Ridings, **West Wildwood City**
Chris Wood, **Wildwood City**
Connie Mahon, *Chair*, **Wildwood Crest Borough**

Absent were:

John Armstrong, **Absecon City**
Julie Picard, **Lower Twp**
Sam Barbagli, **Newfield Borough**
Liz Woods, **Ocean City**
DJ Ayres, **Weymouth Twp**
Lisa Garrison, **Woodbine Borough**

Present Fund Professionals were:

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

Absent Fund Professionals were:

Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*

Present Risk Management Consultants were:

C. J. Adams Company
J. Byrne Agency, Inc.
Conner Strong & Buckelew
Gerber Insurance
Glenn Insurance
Hardenbergh Insurance (*arrived after roll call*)
Thomas Heist Insurance Agency
Marsh & McLennan Agency
McMahon Agency, Inc.
William R. Mints Agency

Absent Risk Management Consultants were:

Assured Partners
Atlantic Associates
BCA Insurance
Insurance Agencies Inc.
Syracusa-Kauffman Insurance

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

In absence of Ms. Picard, Lower Township, Mr. Wood, Wildwood City, was moved to the Executive Committee for voting purposes.

APPROVAL OF MINUTES– OPEN SESSION

Chair Mahon entertained a motion to approve the meeting minutes of the March 27, 2018 Executive Committee Meeting.

Motion by Mr. Wahl, seconded by Mr. Goos, to approve the meeting minutes of the March 27, 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 Mahon entertained a motion to adopt the Closed Session Meeting Minutes of the March 27, 2018 Meeting of the Fund as presented.

Motion by Mr. Ridings, seconded by Ms. Perez, to approve the Closed Session minutes of the March 27, 2018 Executive Committee Meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the March 27, 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 #2018-28

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 2018-28* as presented.

Motion by Mr. Wood, seconded by Mr. Wahl, to adopt *Resolution 2018-28*.

ROLL CALL

Yeas:

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

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 Ms. Perez, 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 Mr. Wahl, seconded by Mr. Wood to approve the claims for payment as discussed in *Closed Session*. They are as follows:

March 2018 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
001251334	2017096167	2018126844
001239192		2018127604
2018118805		2018127722
001245509		2018127928
001200688		
2018108045		
2018121889		
2018119057		
001239892		
2018121530		
2018110044		
2018115991		
001263192		

ROLL CALL

Yeas: Scott Wahl, **Avalon**
Ingrid Perez, *Sec*, **Hamilton Twp**
Stephen Wilkins, **Pleasantville**
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. Wood, to abandon subrogation on the following Qual-Lynx file:

QL File#
001263192

ROLL CALL

Yeas: Scott Wahl, **Avalon**
Ingrid Perez, *Sec*, **Hamilton Twp**
Stephen Wilkins, **Pleasantville**
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 – April

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on mower safety. He reminded the members of several safe operating procedures. He noted to shut the mower down and use something like a broom handle to remove stuck objects; always keep people away from areas being mowed; wear footwear, safety glasses and ear protection; make sure shields and guards are in place; only mow areas that have been walked to remove objects/obstructions; mowers should have kill switches that stop engines when operator is not seated; and only reach under the mower when it is off.

Mr. Roselli stated there are two claims in our JIFs that are examples of what not to do while using a mower. He explained the claims and how each could have been prevented.

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

Ms. Beatty reviewed the Managed Care Report for March 2018.

Lost Time v. Medical Only Cases

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

	<i>March</i>	<i>YTD</i>
<i>Lost Time</i>	5	24
<i>Medical Only</i>	35	88
<i>Report Only</i>	17	77
<i>Total Intakes(New Claims)</i>	57	189
<i>Report Only % of Total</i>	29.8%	40.7%
<i>Medical Only/Lost Time Ratio</i>	88:12	79:21
<i>Average Days to Report</i>	1.2	1.8

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>	2,165
<i>Transitional Duty Days Worked</i>	1,903
<i>% of Transitional Duty Days Worked</i>	87.9%
<i>Transitional Duty Days Not Accommodated</i>	262
<i>% of Transitional Duty Days Not Accommodated</i>	12.1%

PPO Penetration Report:

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

<i>PPO Penetration Rate</i>	<i>March</i>	<i>YTD</i>
<i>Bill Count</i>	661	1,600
<i>Original Provider Charges</i>	\$984,268	\$2,084,378
<i>Re-priced Bill Amount</i>	\$371,873	\$748,563

<i>Savings</i>	<i>\$612,395</i>	<i>\$1,335,815</i>
<i>% of Savings</i>	<i>62.2%</i>	<i>64.1%</i>
<i>Participating Provider Penetration Rate- Bill count</i>	<i>94.7%</i>	<i>94.0%</i>
<i>Participating Provider Penetration Rate-Provider Charges</i>	<i>96.1%</i>	<i>96.5%</i>
<i>EPO Penetration Rate – Bill Count</i>	<i>92.8%</i>	<i>91.7%</i>
<i>EPO Penetration Rate –Provider Charges</i>	<i>93.2%</i>	<i>94.5%</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 five (5) case(s) closed in April. 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:

<i>Closed Case</i>	<i>Description</i>
<i>Elm v. City of Cape May</i>	Trip and Fall/sidewalk. Assigned Defense Counsel James Birchmeier, Esquire, was assigned. He filed a Motion for Summary Judgement. Motion was granted.
<i>Timmons v. Township of Hamilton</i>	Civil Rights. Assigned Defense Counsel James Birchmeier, Esquire, was assigned. Defense Counsel filed Motion to Dismiss. The judge granted Motion with prejudice.
<i>Kounnas Estate v. Township of Upper</i>	Auto. Assigned Defense Counsel Patrick Madden, Esquire, was assigned. He convinced Plaintiff to execute a Stipulation of Dismissal with Prejudice as to the Twp. of Upper.
<i>Caronte v. Township of Waterford</i>	Excessive Force. Assigned Defense Counsel Thomas B. Reynolds, Esquire, was assigned. He filed Motion for Summary Judgement and it was granted.
<i>Nastasi v. City of Wildwood</i>	Auto. Assigned Defense Counsel James Birchmeier, Esquire, was assigned. He filed Motion for Summary Judgement which was denied. Plaintiff's Counsel agreed to voluntarily dismiss the Mayor with Prejudice.

Resolution 2018-29 Release of 2017 Closed Session Minutes

Chair Mahon entertained a motion *Authorizing the Release of Fund Year 2017 Closed Session Executive Committee Meeting minutes* with the noted redactions.

Motion by Mr. Ridings, second by Ms. Perez, to *Authorizing the Release of Fund Year 2017 Closed Session Executive Committee Meeting minutes* with the noted redactions as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Ingrid Perez, <i>Sec</i> , Hamilton Twp Stephen Wilkins, Pleasantville 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.

Motion to Adopt the Revised Tort Claim Questionnaire

Chair Mahon entertained a motion to *Adopt the Revised Tort Claim Questionnaire*.

Motion by Mr. Goos, second by Mr. Wahl, to *Adopt the Revised Tort Claim Questionnaire* as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Ingrid Perez, <i>Sec</i> , Hamilton Twp Stephen Wilkins, Pleasantville 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.

Beach Signage

Mr. DeWeese explained that in the *Smith vs. North Wildwood* matter, Mr. Shawn DeRosa was hired by the City as a "beach safety expert" to assist in the claim. Mr. DeWeese inquired if Mr. DeRosa would review and provide recommendations for the JIF's proposed beach signage guidelines that provide suggestions regarding the number of signs, verbiage, location of signs, etc. He stated that the proposal Mr. DeRosa provided is for 5-8 hours @\$290 per hour with an anticipated not to exceed of \$2,400 to review the signage guidelines. Mr. DeWeese noted that he presented it to the Claims Review Committee who has recommended his hiring to the Executive Committee. He further stated that Ms. Perez stated that even though all members may not have beach exposures, these guidelines can utilize for recreational lakes and other similar exposures. He further noted that having Mr. DeRosa's involvement will add credence to the guidelines should they ever be challenged in court.

Motion to Contract with Shawn DeRosa for Beach Signage Recommendations

Chair Mahon entertained a motion to *Authorize Execution of Proposal for Contracting Shawn DeRosa to Review the Beach Signage Guidelines at a Cost not to Exceed \$2,400.*

Motion by Mr. Ridings, seconded by Mr. Goss, to *Authorize Execution of Proposal for Contracting Shawn DeRosa to Review the Beach Signage Guidelines at a Cost not to Exceed \$2,400* as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Ingrid Perez, <i>Sec</i> , Hamilton Twp Stephen Wilkins, Pleasantville 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.

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

COMMITTEE REPORTS

2017 Budget Amendment – Public Hearing

Ms. Stollenwerk noted that the 2017 Budget Amendment is needed to reflect the removal of Newfield's Police.

Motion to Open the 2017 Budget Amendment Public Hearing

Chair Mahon entertained a motion to open the Public Hearing on the 2017 Fund Budget Amendment.

Motion by Ms. Perez, seconded by Mr. Goos to open the 2017 Budget Amendment Public Hearing. All in favor. Motion carried.

Motion to Close the 2017 Budget Amendment Public Hearing

Hearing no comments from the public, Chair Mahon entertained a motion to close the 2017 Budget Amendment Public Hearing.

Motion by Mr. Wood, seconded by Mr. Wahl to close the 2017 Budget Amendment Public Hearing. All in favor. Motion carried.

Motion to Adopt the 2017 Budget Amendment

Chair Mahon entertained a motion to adopt the 2017 Budget Amendment.

Motion by Mr. Ridings, seconded by Mr. Goos to adopt the 2017 Budget Amendment as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Ingrid Perez, <i>Sec</i> , Hamilton Twp Stephen Wilkins, Pleasantville 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.

Motion to Adopt the 2017 Amended Assessment Certification

Chair Mahon entertained a motion to adopt the 2017 Amended Assessment Certification.

Motion by Mr. Wahl, seconded by Mr. Goos to adopt the 2017 Amended Assessment Certification as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Ingrid Perez, <i>Sec</i> , Hamilton Twp Stephen Wilkins, Pleasantville 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.

2018 Budget Amendment – Public Hearing

Ms. Stollenwerk noted that the 2018 Budget Amendment is needed to reflect the removal of Newfield's Police Department and Buena's Police Department since they were included in the 2018 budget development.

Motion to Open the 2018 Budget Amendment Public Hearing

Chair Mahon entertained a motion to open the Public Hearing on the 2018 Fund Budget Amendment.

Motion by Ms. Perez, seconded by Mr. Ridings to open the 2018 Budget Amendment Public Hearing. All in favor. Motion carried.

Motion to Close the 2018 Budget Amendment Public Hearing

Hearing no comments from the public, Chair Mahon entertained a motion to close the 2018 Budget Amendment Public Hearing.

Motion by Ms. Perez, seconded by Mr. Wahl to close the 2018 Budget Amendment Public Hearing. All in favor. Motion carried.

Motion to Adopt the 2018 Budget Amendment

Chair Mahon entertained a motion to adopt the 2018 Budget Amendment.

Motion by Mr. Wood, seconded by Mr. Goos to adopt the 2018 Budget Amendment as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Ingrid Perez, <i>Sec</i> , Hamilton Twp Stephen Wilkins, Pleasantville 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.

Motion to Adopt the 2018 Amended Assessment Certification

Chair Mahon entertained a motion to adopt the 2018 Amended Assessment Certification.

Motion by Mr. Wahl, seconded by Mr. Wood to adopt the 2018 Amended Assessment Certification as presented.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Ingrid Perez, *Sec*, **Hamilton Twp**
Stephen Wilkins, **Pleasantville**
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.

Safety Committee – March 15, 2018

Ms. Foster noted that the minutes from the Executive Safety Committee meeting were a handout tonight. She highlighted the following: Two members, Millville and Pleasantville, are still on the safety watch list; Eleven (11) municipalities are up for renewal; Upcoming Ergonomics Workshop on May 7, 2018 at Ocean City library; Excited Delirium workshop was postponed due to lack of sign ups; PEOSHA advisory updates; small members hold combined meetings which have been occurring for five years with good results; Wellness policy which helps programs continue instead of a one-time deal. She noted the next meeting is June 21, 2018.

WELLNESS DIRECTOR'S REPORT

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

Ms. Smith noted that a member inquired if there is a policy to nominate a wellness coordinator. Ms. Smith stated that there is no official policy, however, if you have an employee that is willing to take time to take charge of wellness than let them.

Ms. Smith announced that this month's "shout out" goes to City of Sea Isle. Carol, a newly appointed wellness coordinator, has taken control of their wellness program. She sends wellness tips, teaches yoga, and keeps up the wellness lifestyle, not just "one and done" activities. She is planning new quarterly activities.

Ms. Smith noted that the April newsletter was sent via email and is on the website. She stated that it is alcohol awareness month. 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:

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 the deadline for claiming or encumbering these funds is December 31, 2018 and all encumbered funds have to be claimed by February 1, 2019. He asked members to review the spreadsheets.

2018 Optional Safety Budget – Mr. Miola stated 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. He asked members to review the spreadsheets.

2018 Wellness Incentive Program – Mr. Miola stated 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. He asked members to review the spreadsheets.

Employee Practices Liability Coverage- Mr. Miola asked the members to review page 61 for accuracy as it shows the co-pays and deductibles of each member.

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 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 by resolution. Please forward executed resolutions to his office.

Financial Fast Track – Mr. Miola noted that the JIF has a healthy surplus of \$28,561,871 as of the end of February.

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

Capehart & Scatchard Updates- Mr. Miola suggested reviewing the Capehart & Scatchard updates and mentioned a specific article that relates to compensability when an employee has been intoxicated or on drugs.

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.

Elected Officials Training – Mr. Miola noted that the training has been completed; however, there is an online training program available on the MEL 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 receiving 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).

Ms. Foster noted that this was through the MEL, not the JIF. Mr. Miola confirmed it was through the MEL and offered his assistance if needed.

WWW.ACMJIF.ORG Website – Mr. Miola noted that Megan Matro at his office is working on updating the website.

Police Command Staff Training – Mr. Miola noted dates for the Police Command Staff training 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.

Managerial & Supervisory Training – Mr. Miola noted the Managerial & Supervisory training is scheduled for May 8, September 11 and September 27, 2018. He reminded members that the training is mandatory to achieve lower co-pays and deductibles.

Financial Disclosure Statement – Mr. Miola stated these are now available from the DCA. He noted that if anyone has questions to contact Kristi Kristie at his office.

Quarterly Attendance Report- Mr. Miola stated that the attendance report is taken from the meeting minutes.

Mr. Miola entertained questions. No questions were entertained.

MEL/RCF REPORTS

Mr. Hirsch stated the meeting was held on April 6, 2018 as part of 2018 MEL Retreat. He highlighted that the MEL has \$21.7 million in surplus; QBE increased land-use liability limits; approved a budget transfer of \$900,000 from MEL AELCF to liability premiums; Board approved ServPro of Woodbury/Deptford as Emergency Restoration Services; and crossing guard video to be updated. Next meeting is June 7, 2018.

SAFETY DIRECTOR'S REPORT

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

MEL Media Library – Mr. Holwitt noted that the MEL Media Library usage is in the agenda with Galloway (noting they are the Goldstar leader), Pleasantville, Stone Harbor and Wildwood Crest; he noted there are over 100 new DVDs. The catalog can be found at NJMEL.org.

Safety Bulletins – Mr. Holwitt commented that bulletins were released in March. The bulletins were *Playground Inspections* and *Work Zone Awareness Week*. He reminded the members as the nicer weather approaches to resume inspecting roadways, signs, walkways, playgrounds and boardwalks.

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

Ergonomics Workshop- Mr. Holwitt noted that May 7, 2018 at Ocean City Library an Ergonomics Workshop will be held. He commented that there would be a wellness portion and hands on wellness activity with an ergonomics specialist from J.A. Montgomery.

Boardwalk Check – Mr. Holwitt and Mr. Garish will be starting their annual boardwalk checks very soon.

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

TREASURER'S REPORT

March Report

Mr. Hansen presented the Treasurer's Report for the period ending **March 31, 2018**. The report was made part of the agenda packet for members' review. Mr. Hansen presented the following information:

Investment Interest

Interest Income:	March
Interest Received from Account Balances	\$9,171.91
Coupon Interest Payment	\$21,750.00
Amortization and/or interest cost	<\$1,269.50>
Unrealized Gain or Loss	\$52,459.87
Misc.	<\$.03>
Net Gain in Interest	\$81,112.25

Interest Accrual:	
Beginning Interest Accrual	\$100,578.82
Change in Accrued Interest	\$26,513.07
Ending Interest Accrual	\$127,091.89

Investment Balance:	
Beginning of Month	\$43,704,502.00
End of Month	\$43,753,602.50
Overall Yield-positive	2.5 %

Portfolio	Percentage	Total
US Treasury Bonds & Notes	68.12%	\$29,806,672.50
US Government Agencies	31.88%	\$13,946,930.00

Receipt Activity for the Period:

	March	YTD
Subrogation Receipts	\$42,625.78	\$69,356.35
Recovery Receipts-other	\$800.00	\$3,300.00
Adjustment Receipts-other	\$0	\$6,829.64
Other	\$229.00	
Current Year assessments	\$7,806.00	\$3,313,813.00
Prior Year assessments	\$0	\$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 **March** end are in the amount of \$1,085,899.49 with a total of 463 checks issued totaling 1,006 claims payments. The claims detail is as follows:

	March
Direct Loss Payments	\$1,085,899.49
Adjustments	<\$0>
Adjustments-void check	<\$9,971.47>
Less Recoveries	<\$43,425.78>
Net Total	\$1,032,502.24

Cash Activity for the Period

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$52,723,544.25 to a closing balance of \$51,532,990.55 showing a decrease in the Fund of \$1,190,553.70.

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

Member	3/31/18 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 ***March 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. Perez approve the ***March 2018 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
 Ingrid Perez, **Sec, Hamilton Twp**
 Stephen Wilkins, **Pleasantville**
 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.

Bill List –April

For the Executive Committee's consideration, Mr. Hansen presented the ***April 2018 Bill List*** in the amount of **\$2,482,064.52.**

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

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

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

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
 Ingrid Perez, **Sec, Hamilton Twp**
 Stephen Wilkins, **Pleasantville**
 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.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Mahon reminded the members that the next meeting will be held **Wednesday, May 16, 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. Wahl, 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. Ridings, seconded by Mr. Wood, to close the meeting to the public. All in favor. Motion carried.

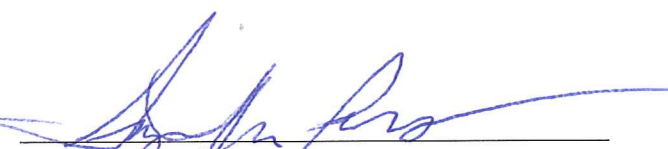
MOTION TO ADJOURN

Motion by Ms. Perez, seconded by Mr. Wahl, to adjourn the April 18, 2018 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 3:45 PM.



Tracy Forlenza, *Recording Secretary* for



Ingrid Perez, *Secretary*