



## ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Avalon Community Hall  
3001 Avalon Ave  
Avalon, New Jersey

June 20, 2018 at 3:00PM

### OPEN SESSION MINUTES

The Executive Committee meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on June 20, 2018, at Avalon Community Hall, 3001 Avalon Ave, Avalon, 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:

John Armstrong, **Absecon City**  
Scott Wahl, **Avalon Borough**  
Bill Nimohay, **Buena Borough**  
Joe Picard, **Cape May City**  
Stephen O'Connor, **Cape May Point**  
Carol Foster, **Corbin City**  
Matt von der Hayden, *Alt.*, **Egg Harbor Twp**  
Cheryl Prakash, **Galloway Twp**  
Ingrid Perez, *Sec*, **Hamilton Twp**  
Ed Beck, **Linwood City**  
Rich Hirsch, **Longport Borough**  
Julie Picard, **Lower Twp**  
Lisa McLaughlin, **Margate City**  
Sue Quinones, *Alt.*, **Middle Twp**  
Regina Burke, **Millville City**  
Dawn Stollenwerk, **Mullica Twp**  
Sam Barbagli, **Newfield Borough**  
Ron Simone, **North Wildwood City**  
Shannon Campbell, *Alt.*, **Northfield City**  
Diane Wood, *Alt.*, **Ocean City**

Sean Riggin, **Pleasantville City**  
 Kellie Seib, **Sea Isle City**  
 Lucy Samuelson, **Somers Point City**  
 Jim Craft, **Stone Harbor Borough**  
 Roy Spoltore, **Upper Deerfield Twp** (*arrived after roll call*)  
 Jim Goos, **Ventnor City**  
 Lauren Vitelli, **West Cape May Borough**  
 Chris Ridings, **West Wildwood City**  
 Chris Wood, **Wildwood City**  
 Connie Mahon, *Chair*, **Wildwood Crest Borough**  
 Jim Gurdziel, *Alt.*, **Woodbine Borough**

Absent were:

Karen Blowers, **Brigantine City**  
 Heather Sparks, **Commercial Twp**  
 Karen Seifrit, **Deerfield Twp**  
 Patrick Moran, **Dennis Twp**  
 Bob Campbell, **Downe Twp**  
 Linda Kent, **Estell Manor City**  
 Patricia Gatto, **Folsom Borough**  
 Rhonda Sharp, **Upper Twp**  
 Rita Hanna, **Waterford Twp**  
 DJ Ayres, **Weymouth Twp**

Present Fund Professionals were:

Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*  
 Chris Roselli, Claims Administrator, *Qual-Lynx*  
 Karen Beatty, Managed Care Provider, *QualCare*  
 Tracy Forlenza, Recording Secretary  
 Rob Garish, 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 J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*

Present Risk Management Consultants were:

C. J. Adams Company  
 Atlantic Associates  
 J. Byrne Agency, Inc.  
 Conner Strong & Buckelew  
 Gerber Insurance  
 Glenn Insurance  
 Hardenbergh Insurance  
 Thomas Heist Insurance Agency  
 Insurance Agencies Inc.  
 Marsh & McLennan Agency

McMahon Agency, Inc.  
 William R. Mints Agency

Absent Risk Management Consultants were:

Assured Partners  
 BCA Insurance  
 Siracusa-Kauffman Insurance

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

### ***WELCOME NEW FUND COMMISSIONER***

Chair Mahon wished Steve Wilkins the best in his endeavors and welcomed new Fund Commissioner Sean Riggan for the City of Pleasantville.

### ***ELECTION OF NEW EXECUTIVE COMMITTEE MEMBER***

Chair Mahon entertained a motion to nominate Chris Wood, City of Wildwood, as a member of the Executive Committee for the Remainder of the 2018 Fund Year.

Motion by Mr. Wahl, seconded by Ms. Perez, to nominate Chris Wood, City of Wildwood, as a member of the Executive Committee for the Remainder of the 2018 Fund Year.

### **ROLL CALL**

#### ***Yeas:***

John Armstrong, **Absecon City**  
 Scott Wahl, **Avalon Borough**  
 Bill Nimohay, **Buena Borough**  
 Joe Picard, **Cape May City**  
 Stephen O'Connor, **Cape May Point**  
 Carol Foster, **Corbin City**  
 Matt von der Hayden, *Alt.*, **Egg Harbor Twp**  
 Cheryl Prakash, **Galloway Twp**  
 Ingrid Perez, *Sec.*, **Hamilton Twp**  
 Ed Beck, **Linwood City**  
 Rich Hirsch, **Longport Borough**  
 Julie Picard, **Lower Twp**  
 Lisa McLaughlin, **Margate City**  
 Sue Quinones, *Alt.*, **Middle Twp**  
 Regina Burke, **Millville City**  
 Dawn Stollenwerk, **Mullica Twp**  
 Sam Barbagli, **Newfield Borough**  
 Ron Simone, **North Wildwood City**  
 Shannon Campbell, *Alt.*, **Northfield City**  
 Diane Wood, *Alt.*, **Ocean City**  
 Sean Riggan, **Pleasantville City**  
 Kellie Seib, **Sea Isle City**  
 Lucy Samuelson, **Somers Point City**  
 Jim Craft, **Stone Harbor Borough**  
 Roy Spoltore, **Upper Deerfield Twp**  
 Jim Goos, **Ventnor City**  
 Lauren Vitelli, **West Cape May Borough**

Chris Ridings, **West Wildwood City**  
 Chris Wood, **Wildwood City**  
 Connie Mahon, *Chair*, **Wildwood Crest Borough**  
 Jim Gurdgiel, *Alt.*, **Woodbine Borough**

*Nays:* None

*Abstained:* None

All in favor. Motion carried by unanimous vote.

***RESOLUTION 2018-31 ELECTING MEMBER OF EXECUTIVE COMMITTEE***

Chair Mahon entertained a motion to adopt Resolution 2018-31, electing Chris Wood, City of Wildwood, as a member of the Executive Committee.

Motion by Mr. Wahl, seconded by Ms. Perez, to nominate Chris Wood, City of Wildwood, as a member of the Executive Committee.

**ROLL CALL**

*Yeas:*

Scott Wahl, **Avalon**  
 Ingrid Perez, *Sec*, **Hamilton Twp**  
 Julie Picard, **Lower Township**  
 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.

***OATH OF OFFICE***

An *Oath of Office* was administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chris Wood, City of Wildwood, Executive Committee, for the remainder of the 2018 Fund Year.

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

***RESOLUTION 2018-32 CONFIRMING EXECUTIVE COMMITTEE FOR REMAINDER OF 2018***

Chair Mahon entertained a motion to adopt Resolution 2018-32, confirming election of Chris Wood, City of Wildwood, as a member of the Executive Committee for the Remainder of the 2018 Fund Year.

Motion by Ms. Perez, seconded by Mr. Ventnor, to nominate Chris Wood, City of Wildwood, as a member of the Executive Committee for the Remainder of the 2018 Fund Year.

**ROLL CALL*****Yeas:***

Scott Wahl, **Avalon**  
 Ingrid Perez, **Sec, Hamilton Twp**  
 Julie Picard, **Lower Township**  
 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.

***APPROVAL OF MINUTES- OPEN SESSION***

Chair Mahon entertained a motion to approve the meeting minutes of the May 16, 2018 Executive Committee Meeting which were verbally amended to include Stephen O'Connor, Cape May Point, as being present.

Motion by Mr. Wahl, seconded by Mr. Goos, to approve the meeting minutes of the May 16, 2018 Executive Committee Meeting as verbally amended to include Stephen O'Connor, Cape May Point, as being present. 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 May 16, 2018 Meeting of the Fund as presented.

Motion by Mr. Ridings, seconded by Ms. Perez, to approve the Closed Session minutes of the May 16, 2018 Executive Committee Meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the May 16, 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 #2018-33***

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 2018-33* as presented.

Motion by Ms. Picard, seconded by Mr. Goos, to adopt *Resolution 2018-33*.

**ROLL CALL****Yeas:**

Scott Wahl, **Avalon**  
 Ingrid Perez, *Sec*, **Hamilton Twp**  
 Julie Picard, **Lower Township**  
 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. Wahl, seconded by Mr. Wood, 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. Goos, seconded by Ms. Perez to approve the claims for payment as discussed in *Closed Session*. They are as follows:

**May 2018 PARs:**

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2017103741	1240762	2018131352
2018121832	1236265	2018131897
2017106165	1237652	2018141995
2017097124	1256074	2018121935
001192702		
2018111340		
2018115397		
2017104597		
2018132308		
2018129801		
001254862		
001252295		
001252238		

001253491		
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**ROLL CALL**      *Yeas:*      Scott Wahl, **Avalon**  
    Ingrid Perez, *Sec*, **Hamilton Twp**  
    Julie Picard, **Lower Township**  
    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 files:

QL File#
001254862
001252295
001252238
001253491

**ROLL CALL**      *Yeas:*      Scott Wahl, **Avalon**  
    Ingrid Perez, *Sec*, **Hamilton Twp**  
    Julie Picard, **Lower Township**  
    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 - June***

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on "Entering and exiting vehicles properly and safely". Mr. Roselli explained that there are safety steps that should always be followed such as: Maintaining 3 points of contact at all times until seated or on the ground; wear proper footwear with sturdy non-slip soles; only step in dedicated stepping areas; face the vehicle when getting in or out; do not jump down from the vehicle; examine the ground for uneven areas, ice and water; only grip fixed objects - not steering wheel or door; and wear gloves to help facilitate a proper hold.

Mr. Roselli stated that there are claims that may have been prevented if these precautions were followed.

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 May 2018.

### ***Lost Time v. Medical Only Cases***

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

	<i>May</i>	<i>YTD</i>
<i>Lost Time</i>	6	45
<i>Medical Only</i>	40	152
<i>Report Only</i>	29	135
<i>Total Intakes(New Claims)</i>	75	332
<i>Report Only % of Total</i>	38.7%	40.7%
<i>Medical Only/Lost Time Ratio</i>	87:13	77:23
<i>Average Days to Report</i>	1.5	1.9

### ***Transitional Duty Report***

Ms. Beatty presented the *Transitional Duty Report*.

<b><i>Transitional Duty Summary Report</i></b>	<b><i>YTD</i></b>
<i>Transitional Duty Days Available</i>	2,709
<i>Transitional Duty Days Worked</i>	2,103
<i>% of Transitional Duty Days Worked</i>	77.6%



<i>Transitional Duty Days Not Accommodated</i>	606
<i>% of Transitional Duty Days Not Accommodated</i>	22.4%

### ***PPO Penetration Report:***

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

<b><i>PPO Penetration Rate</i></b>	<b><i>May</i></b>	<b><i>YTD</i></b>
<i>Bill Count</i>	550	2,602
<i>Original Provider Charges</i>	\$518,542	\$3,179,914
<i>Re-priced Bill Amount</i>	\$193,437	\$1,124,898
<i>Savings</i>	\$325,105	\$2,055,016
<i>% of Savings</i>	62.7%	64.6%
<i>Participating Provider Penetration Rate- Bill count</i>	96.4%	94.9%
<i>Participating Provider Penetration Rate-Provider Charges</i>	96.4%	94.9%
<i>EPO Penetration Rate -- Bill Count</i>	97.6%	94.0%
<i>EPO Penetration Rate --Provider Charges</i>	97.3%	96.9%

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 June. 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:

<b><i>Closed Case</i></b>	<b><i>Description</i></b>
<i>Harden v. City of Millville</i>	Motor vehicle stop with excessive force; civil rights. Assigned Defense Counsel Thomas B. Reynolds, Esquire, and Patrick J. Madden, Esquire, were assigned. He filed a Motion to Dismiss. Since Plaintiff did not answer the judge, he dismissed them. Motion was granted and marked closed.
<i>Coppens v. City of Pleasantville</i>	Motor vehicle crash with officer. Assigned Defense Counsel James R. Birchmeier, Esquire, was assigned. Defense Counsel filed Opposition to Motion. The judge granted Motion after hearing the oral argument and reviewing the briefs.
<i>Martin v. City of Sea Isle</i>	Bike struck by Public Works. Assigned Defense Counsel Thomas Smith, Esquire, was assigned. He negotiated settlement for \$1.4 mil from JIF and MEL.

<i>Hayes v. City of Wildwood</i>	Theft; false arrest. Thomas B. Reynolds, Esquire, was assigned. Motion for Summary Judgment was granted with Prejudice.
<i>Turner v. Borough of Wildwood Crest</i>	Bike fall. Assigned Defense Counsel A. Michael Barker, Esquire, was assigned. He negotiated settlement for \$242,500 from both the JIF and the other defendant.

***Resolution 2018-34 to Pay Scheeler Attorney Fees***

Mr. DeWeese informed the members that the Scheeler case was overturned and the JIF was ordered to pay his attorney fees. He noted that the negotiated amount was \$38,000.

Chair Mahon entertained a motion to Adopt *Resolution 2018-34 Authorizing Payment of Harry P. Scheeler's Attorney's Fees* as presented by Mr. DeWeese.

Motion by Mr. Ridings, second by Ms. Picard, *Adopt Resolution 2018-34 Authorizing Payment of Harry P. Scheeler's Attorney's Fees* as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
 Ingrid Perez, **Sec, Hamilton Twp**  
 Julie Picard, **Lower Township**  
 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.

***COMMITTEE REPORTS***

***Finance Committee - May 22, 2018***

Ms. Stollenwerk reported on the May 22, 2018 Finance Committee meeting minutes which are a handout. She noted that the Committee met with the auditor to review the audit and noted there were no findings or recommendations. She reported on the financial information found in the minutes. She noted that the audit and the financial reports vary slightly because the financial reports show the Fund's ownership share of the MEL and the RCF as well. She stated that a resolution accepting the audit is being presented tonight for the Executive Committee's consideration.

***Resolution 2018-35 Accepting Annual Audit***

Chair Mahon entertained a motion to adopt *Resolution 2018-35 Accepting the Annual Audit Report for the Period Ending December 31, 2017*.

Motion by Mr. Goos, second by Mr. Wahl, to Adopt *Resolution 2018-35* Accepting the Annual Audit Report for the Period Ending December 31, 2017 as presented.

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

Motion carried by unanimous vote.

### ***Financial Update***

Ms. Stollenwerk noted that the current surplus is \$24 million. She reminded the members that for 2018 only one quarter of the premiums have been received, but the JIF has paid half of the EPL premiums. She reviewed more financials. She noted that all Fund Years are performing well with surplus balances ranging from \$2 million - \$3.9 million. She stated that there is a deficit in the 2016 Property line, but the 2016 Fund Year has a positive cash position. She noted that the Committee is recommending a transfer of \$50,000 from the deductible line. She further stated that there is some deterioration in the 2015 Fund Year due to poor development of three claims.

Ms. Stollenwerk informed the members of a recent change to the RCF Fund Year transfer process. She stated that previously, the Fund year being transferred to the RCF was valued at June 30<sup>th</sup>; however, beginning this year with the transfer of the 2014 Fund Year, the RCF agreed to accept the transfer valued as of December 31, 2018, allowing an additional six months for the claims to develop. She thanked Mr. Forlenza for his ongoing efforts to have the RCF make this change.

### ***Resolution 2018-36 Transfer of 2014 Fund Year to RCF***

Chair Mahon entertained a motion to Adopt *Resolution 2018-36 Authorizing the Transfer of the 2014 Fund Year to the RCF valued as of December 31, 2018*.

Motion by Ms. Picard, second by Mr. Wahl, to adopt *Resolution 2018-36 Authorizing the Transfer of the 2014 Fund Year to the RCF valued as of December 31, 2018* as presented.

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

Motion carried by unanimous vote.

### ***Resolution 2018-37 Transfer of \$50,000 from 2016 Deductible to Property***

Chair Mahon entertained a motion to Adopt *Resolution 2018-37 Authorizing the Transfer of \$50,000 from the 2016 Deductible to the 2016 Property line.*

Motion by Mr. Goos, second by Mr. Wahl, to adopt *Resolution 2018-37 Authorizing the Transfer of \$50,000 from the 2016 Deductible to the 2016 Property line.* as presented.

**ROLL CALL**

**Yeas:**

Scott Wahl, **Avalon**  
 Ingrid Perez, **Sec, Hamilton Twp**  
 Julie Picard, **Lower Township**  
 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.

***WELLNESS DIRECTOR'S REPORT***

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

Ms. Smith noted that there are upcoming health fairs. Wildwood Crest is June 21, 2018 and open to employees and the community. Hamilton Township and Weymouth are hosting wellness events with nutrition in mind. Shoprite does not charge to host these sessions. Sea Isle City held a heart walk earlier this month.

Ms. Smith reported that Ventnor completed a biggest loser competition along with Atlantic Care. She stated that the winner won fit bits and a membership to the gym.

Ms. Smith noted that she presented at last month's ergonomic session. She stated that sometimes the employee can make the change in the safety of the workplace. She further stated that June 22, 2018 a lifeguard symposium will be held. Ms. Smith stated that Inspira of Cumberland County is hosting skin cancer screenings are taking place on July 28. She will look into the Atlantic County screenings.

Ms. Smith noted that the June newsletter was sent via email and is on the website. She stated that June is Eye Awareness month. She stated to protect your eyes all year round. She asked members to share the newsletter.

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

***EXECUTIVE DIRECTOR'S REPORT***

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership.

He highlighted the following items from his report:

***2017 Safety Incentive Program*** – Mr. Forlenza 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. Forlenza 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. Forlenza 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. Forlenza asked the members to review page 63 for accuracy as it shows the co-pays and deductibles of each member and their compliance in regards to this coverage for the 2018-2019 term. He stated the new program is highlighted on pages 94-110 with a deadline of October 1, 2018. Chair Mahon inquired if the Elected Officials training was taken now, would the member get credit for it. Mr. Forlenza responded no, the credits were already given and applied to the member billings.

**2018 EPL/Cyber Risk Management Budget** – Mr. Forlenza 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. Forlenza reminded members to review this list and make the necessary changes by resolution. Please forward executed resolutions to his office.

**Skateboard Park Approvals** - Mr. Forlenza reminded members to contact the JIF prior to beginning renovations or new construction. He noted that earlier today he was made aware of a situation where a town was considering taking another town's skate park equipment and self-installing the equipment. He noted that in this situation the skate parks would NOT be covered.

**MEL Cyber Risk Management Program** - Mr. Forlenza 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](http://www.acmjif.org)).

**Police Command Staff Training** - Mr. Forlenza noted the remaining date for the Police Command Staff training is 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. Forlenza noted the remaining Managerial & Supervisory training sessions are scheduled for September 11 and September 27, 2018. He reminded members that the training is mandatory to achieve lower co-pays and deductibles.

**Member Visitation** - Mr. Forlenza stated that he and Mr. Forlenza have been undertaking the member visitation program for renewing members. He noted that resolutions and agreements for renewing members have been coming back. These are due back by August 17, 2018.

**Fireworks - MEL Bulletin** - Mr. Forlenza reminded the members that if you are seeking coverage for this event, please review the bulletin and follow the steps. He reminded the members not to wait until the last moment in seeking coverage for their fireworks event.

Mr. Forlenza entertained questions. No questions were entertained.

#### **MEL/RCF REPORTS**

Mr. Hirsch stated the meeting was held June 7, 2018 and the minutes are in the agenda packet. He highlighted the following:

**MEL Year End Financials** - Mr. Hirsch noted that the MEL's audit was completed and the surplus is approximately \$22 million. He reported that the Actuary reviewed the report and said liability reserves increased, but it was offset by decreases in Workers' Compensation expenses.

**Planning and Zoning Boards** - Mr. Hirsch stated that to be eligible for the policy, board members are required to attend a training program designed to prevent land use liability claims.

**Legislation** - Mr. Hirsch reported there are two firefighter bills impacting WC; S-716 the "cancer presumption bill" and a second bill that would expand WC coverage for firefighters suffering heart attacks. The MEL is attempting to secure an amendment to require first responders receive annual physicals. He commented that the MEL is working with sponsors to modify wording in bill. He noted an email alert was sent out last week.

**Cyber Security** - Mr. Hirsch is continuing to work with Rutgers on assigned Cyber Task Force projects.

**MEL Legal Bulletin 18-29** - Mr. Hirsch noted this bulletin was sent to all members as a reminder to be aware of inquiries about your solicitation ordinances. Please make sure you read the bulletin and discuss with your Municipal Solicitor.

**RCF** - Mr. Hirsch stated that the RCF has an unrestricted net position of \$12 million and reserves totaling approximately \$80 million for Fund Years 1995-2017.

Mr. Hirsch noted the next meeting is September 5, 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:

**Safety Bulletins** - Mr. Garish commented that bulletins were released in May. The bulletins were *Ticks and Tick-borne Diseases* and *Protecting Summer Seasonal Employees*. He reminded the members that a series of alerts and training reminders were also released.

**MEL Media Library** - Mr. Garish reported that the MEL provided funding to update the library which will be rolled out shortly.

**MSI Training** – Mr. Garish stated that a list of training for June, July and August are included in the agenda.

**Upcoming Training** – Mr. Garish stated that there are several trainings coming up. Please see page 125 of the agenda for the training and dates.

**JIF Website** - Mr. Garish asked all members to review the website.

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

### **TREASURER'S REPORT**

#### **May Report**

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

#### **Investment Interest**

<b>Interest Income:</b>	<b>May</b>
Interest Received from Account Balances	\$10,457.48
Coupon Interest Payment	\$42,312.50
Amortization and/or interest cost	\$1,589.61
Unrealized Gain or Loss	\$85,399.56
Misc.	<\$ .00>
<b>Net Gain in Interest</b>	<b>\$139,759.15</b>

<b>Interest Accrual:</b>	
Beginning Interest Accrual	\$141,011.49
Change in Accrued Interest	\$4,206.78
<b>Ending Interest Accrual</b>	<b>\$145,218.27</b>

<b>Investment Balance:</b>	
Beginning of Month	\$43,670,324.00
End of Month	\$43,751,309.50
Overall Yield-positive	3.35 %

Portfolio	Total	Percentage
US Treasury Bonds & Notes	\$29,786,099.50	68.08%
US Government Agencies	\$13,965,210.00	31.92%

***Receipt Activity for the Period:***

	May	YTD
Subrogation Receipts	\$20,966.04	\$134,039.16
Recovery Receipts-other	\$0.00	\$3,200.00
Adjustment Receipts-other	\$0.00	\$9,287.19
Other	\$4.25	
Current Year assessments	\$3,876,427.00	\$8,857,545.00
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 **May** end are in the amount of \$919,325.40 with a total of 468 checks issued totaling 1,014 claims payments. The claims detail is as follows:

	May
Direct Loss Payments	\$919,325.40
Adjustments	<\$20,966.04>
Adjustments-void check	<\$38,372.90>
Less Recoveries	<\$0.00>
<b>Net Total</b>	<b>\$859,986.46</b>

***Cash Activity for the Period***

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$50,134,079.68 to a closing balance of \$52,934,944.20 showing an increase in the Fund of \$2,800,864.52.

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

Member	5/31/18 Audited
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
<b>Total</b>	<b>\$420,870.13</b>

### ***Payment Register***

Chair Mahon entertained a motion to approve the ***May 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. Ridings, seconded by Mr. Wood approve the ***May 2018 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

#### **ROLL CALL**

#### ***Yeas:***

Scott Wahl, **Avalon**  
 Ingrid Perez, **Sec, Hamilton Twp**  
 Julie Picard, **Lower Township**  
 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 - June***

For the Executive Committee's consideration, Mr. Hansen presented the ***June 2018 Bill List*** in the amount of **\$291,678.93**.

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

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

Motion by Mr. Goos, seconded by Mr. Wahl, to approve the ***June 2018 Bill List***.

#### **ROLL CALL**

#### ***Yeas:***

Scott Wahl, **Avalon**  
 Ingrid Perez, **Sec, Hamilton Twp**  
 Julie Picard, **Lower Township**

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**

#### ***Resolution 2018-38 Executing Joint Contract with North Shore Consulting and BURLCO and TRICO JIFs.***

Chair Mahon entertained a motion to authorize the Fund Chair and Fund Secretary to Execute a Contract with North Shore Consulting to Complete a Claims Audit in Conjunction with the BURLCO JIF and TRICO JIF at a cost not to exceed \$32,150 as presented.

Motion by Ms. Perez, seconded by Ms. Picard, to approve executing a Contract with North Shore Consulting to Complete a Claims Audit in Conjunction with the BURLCO JIF and TRICO JIF at a cost not to exceed \$32,150.

#### **ROLL CALL**

*Yeas:* Scott Wahl, **Avalon**  
 Ingrid Perez, *Sec*, **Hamilton Twp**  
 Julie Picard, **Lower Township**  
 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.

#### ***Next Meeting***

Chair Mahon reminded the members that the next meeting will be held **Wednesday, July 18, 2018 at 3:00 PM** at Avalon Recreation Center, Avalon, 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. Picard, 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. Wood, seconded by Mr. Goos, to close the meeting to the public. All in favor. Motion carried.

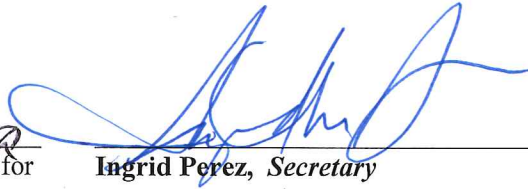
### **MOTION TO ADJOURN**

Motion by Ms. Perez, seconded by Mr. Wahl, to adjourn the June 20, 2018 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 3:56 PM.



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Tracy Forlenza, *Recording Secretary* for

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**Ingrid Perez, Secretary**