



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

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

March 20, 2019 at 3:00PM

OPEN SESSION MINUTES

The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on March 20, 2019, at Atlantic County Library – Mays Landing Branch, 40 Farragut Ave, Mays Landing, New Jersey at 3PM, prevailing time. *Chair Perez, Hamilton Township*, presiding. The meeting was called to order at 3:00 PM.

ROLL CALL

Those in attendance were:

Jessica Thompson, **Absecon City**
Scott Wahl, **Avalon Borough**
Karen Blowers, **Brigantine City**
Bill Nimohay, **Buena Borough**
Joe Picard, **Cape May City**
Steve O'Connor, **Cape May Point**
Rose Turner, **Corbin City**
Karen Seifrit, **Deerfield Twp**
April Clifton, *Alt.*, **Downe Twp**
Patricia Gatto, **Folsom Borough**
Peter Miller, **Egg Harbor Twp**
Teri Seelman, *Alt.*, **Estell Manor City**
Ingrid Perez, *Chair*, **Hamilton Twp**
Leigh Ann Napoli, **Linwood City**
Rich Hirsch, **Longport Borough**
Julie Picard, *Secretary*, **Lower Twp**
Lisa McLaughlin, **Margate City**
Dawn Stollenwerk, **Mullica Twp**
Sam Barbagli, **Newfield Borough**
Ron Simone, **North Wildwood City**
Mary Canesi, **Northfield City**
Liz Woods, **Ocean City**
Kellie Seib, **Sea Isle City**
Shelby Heath, *Alt.*, **Somers Point City**
Rhonda Sharp, **Upper Twp**
Roy Spoltore, **Upper Deerfield Twp**
Jim Goos, **Ventnor City**
Suzanne Schumann, *Alt.*, **West Cape May Borough**

Chris Ridings, **West Wildwood City**
DJ Ayres, **Weymouth Twp**
Connie Mahon, **Wildwood Crest Borough**

Absent were:

Heather Sparks, **Commercial Twp**
Jessica Bishop, **Dennis Twp**
Cheryl Prakash, **Galloway Twp**
Kim Krauss, **Middle Twp**
Regina Burke, **Millville City**
Sean Riggan, **Pleasantville City**
Jim Craft, **Stone Harbor Borough**
Rick Yeatman, **Waterford Twp**
Chris Fox, **Wildwood City**
Lisa Garrison, **Woodbine Borough**

Present Fund Professionals were:

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

Present Risk Management Consultants were:

C. J. Adams Company
Atlantic Associates
J. Byrne Agency, Inc.
Conner Strong & Buckelew
Glenn Insurance
Hardenbergh Insurance
Insurance Agencies Inc.
Marsh & McLennan Agency
McMahon Agency, Inc.
Siracusa-Kauffman Insurance
William R. Mints Agency

Absent Risk Management Consultants were:

Assured Partners
BCA Insurance
Thomas Heist Insurance Agency

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

MOVE UP ALTERNATES

In absence of Mr. Craft, Stone Harbor, alternate Ms. Woods, Ocean City was moved up for voting purposes.

APPROVAL OF MINUTES- OPEN SESSION

Chair Perez entertained a motion to approve the meeting minutes of the February 20, 2019 Executive Committee Meeting.

Motion by Ms. Picard, seconded by Mr. Ridings, to approve the meeting minutes of the February 20, 2019 Executive Committee Meeting as presented. All in favor. Motion carried.

APPROVAL OF MINUTES - CLOSED SESSION

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

Chair Perez entertained a motion to adopt the Closed Session Meeting Minutes of the February 20, 2019 Meeting of the Fund.

Motion by Mr. Wahl, seconded by Mr. Ridings, to approve the Closed Session minutes of the February 20, 2019 Executive Committee Meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the February 20, 2019 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 #2019-23

Be it moved by the Atlantic County Municipal Joint Insurance Fund that the public be excluded from this portion of the meeting to permit the Executive Committee to consider in closed session matters affecting the safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations and that the minutes covering these matters and the results of closed session will be released to the public when the reasons for discussing and on them in closed session no longer exists as required by the Open Public Meeting Act.

Chair Perez entertained a motion to adopt *Closed Session Resolution 2019-23*.

Motion by Ms. Picard, seconded by Mr. Ridings, to adopt *Resolution 2019-23* as presented.

ROLL CALL	<i>Yeas:</i>	Scott Wahl, Avalon Ingrid Perez, Chair, Hamilton Twp Julie Picard, Sec, Lower Twp Liz Woods, Ocean City Kellie Seib, Sea Isle City Jim Goos, Ventnor Chris Ridings, West Wildwood
	<i>Nays:</i>	None
	<i>Abstained:</i>	None

All in favor. Motion carried by unanimous vote.

REOPEN PUBLIC PORTION OF THE MEETING

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

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

AUTHORIZATION OF CLAIMS PAYMENTS

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

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

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

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

February 2019 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>	<i>Auto</i>
2019161181	001240796	2019164029	001229176
2019155835	001229694	2019161522	
2019166800	2018139002 (01-02)	2019163889	
2019150391	001236265	2018120639	
2019157922	2018108999	2019164307	
MLT-201916330 (01-04)	001241268		
2019148301	001256317		
2019161852	001239942		
2019163258			
2019161030			
MLT-2019163511 (01-02)			
201955580			
2019158806			
2019150985			
2018119997			
2019156426			
MLT-2017097641 (01-02)			

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Ingrid Perez, *Chair*, **Hamilton Twp**
Julie Picard, *Sec*, **Lower Twp**
Liz Woods, **Ocean City**
Kellie Seib, **Sea Isle City**
Jim Goos, **Ventnor**
Chris Ridings, **West Wildwood**

Nays:

None

Abstain:

None

All in favor. Motion carried by unanimous vote.

ABANDON SUBROGATION

Motion by Ms. Picard, seconded by Mr. Ridings, to abandon subrogation on the following Qual-Lynx files:

QL File#
2018119997
2017097641

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Ingrid Perez, *Chair*, **Hamilton Twp**
Julie Picard, *Sec*, **Lower Twp**
Liz Woods, **Ocean City**
Kellie Seib, **Sea Isle City**
Jim Goos, **Ventnor**
Chris Ridings, **West Wildwood**

Nays:

None

Abstain:

None

All in favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE REPORT - OPEN SESSION ITEMS

Ms. Seib 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 Indemnity Agreements. He noted that this month there are positive outcomes that came from properly executed indemnity agreements and contracts. He reminded the members that they should always: consult with their solicitor; consult with their RMC; check your current indemnification agreements and contracts to insure they clearly indicate where responsibilities lie. If your town is going to be named as an additional insured

on a COI, confirm that the insurer has actually named your town as an additional insured on an endorsement to the policy. Do not assume it is there without checking.

Mr. Roselli cited examples of claims that were decided in favor of the member. He noted that a member town lent an ambulance to a non-related Rescue Squad. He stated the ambulance was in an accident, but the town was held harmless per the Shared Services Agreement. He remarked that another member town was engaged in a construction project and a woman walking her dog tripped and fell suing the construction company and the member town. The member town was held harmless and indemnified in the settlement for \$75,000 with no contribution from the member town/JIF.

Mr. Roselli reminded the members to review his newsletter and share it with their employees.

Claims Audit Response

Mr. Roselli directed the members to a handout at their places. He stated it is a response to the claims audit report completed earlier this year.

Mr. Roselli asked if there were any questions. Ms. Stollenwerk inquired if the members received a copy of the claims audit report. Mr. Forlenza noted that the Claims Review Committee received and reviewed the report. She inquired if there was an issue with reserving practices, but cannot tell since they did not see the report. Mr. Forlenza stated he will email the claims audit report to all members.

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 February 2019.

Lost Time v. Medical Only Cases

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

	<i>Feb</i>	<i>YTD</i>
<i>Total Intakes (New Claims)</i>	<i>61</i>	<i>136</i>
<i>Report Only</i>	<i>23</i>	<i>51</i>
<i>Report Only % of Total</i>	<i>37.7%</i>	<i>37.5%</i>
<i>Medical Only</i>	<i>28</i>	<i>64</i>
<i>Lost Time</i>	<i>10</i>	<i>21</i>
<i>Medical Only/Lost Time Ratio</i>	<i>74:26</i>	<i>75:25</i>
<i>Average Days to Report</i>	<i>2.5</i>	<i>2.0</i>

Transitional Duty Report

Ms. Beatty presented her *Transitional Duty* reports.

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	<i>1,331</i>

<i>Transitional Duty Days Worked</i>	579
<i>% of Transitional Duty Days Worked</i>	43.5%
<i>Transitional Duty Days Not Accommodated</i>	752
<i>% of Transitional Duty Days Not Accommodated</i>	56.5%

PPO Penetration Report:

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

<i>PPO Penetration Rate</i>	<i>Feb</i>	<i>YTD</i>
<i>Bill Count</i>	524	1066
<i>Original Provider Charges</i>	\$735,232	\$1,282,124
<i>Re-priced Bill Amount</i>	\$261,060	\$427,759
<i>Savings</i>	\$474,172	\$854,365
<i>% of Savings</i>	64.5%	66.6%
<i>Participating Provider Penetration Rate- Bill count</i>	96.4%	98.7%
<i>Participating Provider Penetration Rate-Provider Charges</i>	98.2%	99.4%
<i>EPO Penetration Rate – Bill Count</i>	91.0%	99.0%
<i>EPO Penetration Rate –Provider Charges</i>	99.9%	99.5%

Ms. Beatty noted that they are watching the use of Transitional Duty by the members trying to identify what jobs were, or were not, able to be accommodated. She asked members to keep an open mind when an employee needs transitional duty.

Ms. Beatty asked if there were any questions at this time. No questions were entertained.

SOLICITOR'S REPORT

RFP Meeting

Mr. DeWeese stated that the Strategic Planning Committee meeting to discuss the RFP has been scheduled for April 4, 2019 at 11:00am at the Longport Municipal building, second floor Centennial Room. He noted that he will send the attachments related to the RFP as well as minutes from prior Strategic Planning Committee meetings where these discussions were ongoing. He stated he hopes to see everyone there.

Mr. DeWeese presented the following reports:

Closed Claims

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

<i>Closed Case</i>	<i>Description</i>
<i>Paredes v. Township of Egg Harbor</i>	Illegal search; civil rights. Assigned Defense Counsel Robert Merenich, Esquire, was assigned. Settlement of this matter for payment to Plaintiff for \$35,000. Order of Dismissal with Prejudice was entered on March 4, 2019.

<i>Stengel v. City of Northfield</i>	Unlawful seizure Xanax/arrest. Defense Counsel A. Michael Barker, Esquire, was assigned. Resolved for payment to the Plaintiff for \$25,000.
<i>Bennett v. City of Ocean City</i>	Slip/fall on handicap ramp. Defense Counsel James Birchmeier, Esquire, was assigned. Settled for \$267,000 payment to Plaintiff.

Egg Harbor Settlement

Mr. Miller inquired how the JIF could settle a case when the member was not consulted. Mr. DeWeese questioned if the municipality was notified at all of the settlement. Mr. Miller answered no. Mr. DeWeese stated that he will follow up on this matter. He stated that the pre-trial conference was October 12, 2018. Mr. Miller stated that the municipality was not even notified that the complaint was amended naming the police officers as individuals. He stated the last communication he had from Defense Counsel was that Summary Judgment Motion was granted and the Township is out of the case. Mr. DeWeese inquired if he was notified that the Motion of Reconsideration was filed. Mr. Miller stated no. Mr. DeWeese asked that he please let him know if these things happen as he can get involved much sooner. Mr. Miller commented that he assumes Defense Counsel would speak to him and not his governing body or Police Chief as they do not have authority to authorize settlement. Mr. DeWeese will investigate if the discussion was only with another party and let him know.

General Liability Status Report

Mr. DeWeese reported that there are 85 active GL files which he presented at the Claims Review Committee. He noted that there are \$4.4 million in liens attempting to be collected; \$2.9 million in Judgments. If anyone would like to see these broken out by their member town, please contact him directly.

Mr. DeWeese asked for any questions. No questions were entertained.

COMMITTEE REPORTS

There were no committee reports.

WELLNESS DIRECTOR REPORT

Ms. Smith gave an overview of some members' activities: Longport is bringing in a chiropractor for massages. Millville had a Stress Management Presentation with a health coach. Sea Isle City held a "Gut Health" lunch and learn (she noted that Cape Regional will come out and present for no charge as well as bringing the lunch). Galloway also held lunch and learn and a health coach will speak on healthy eating. Pleasantville is planning an employee lunch and learn and will have a pharmacist speak to their recently formed wellness committee. Folsom purchased Yeti water bottles and will hold a hydration lunch and learn. Wildwood Crest will hold its health fair in June while Lower Twp will hold its health fair in September. Larger municipalities should plan now because vendors book early for the fall. In May, Lower Twp will hold a fun employee field day and is inviting Cape May City and Middle Twp employees to participate.

Ms. Smith noted that the March newsletter was sent via email and is on the website; topic of fighting fatigue while driving. She noted the newsletter also has stretches that can be done anywhere. 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:

Certificates of Insurance – Mr. Forlenza asked members to please review the list of COIs listed in the agenda packet to make sure they were properly issued. He noted that sometimes COI are just reissued from the prior year even if it wasn't requested so please review.

2018 Safety Incentive Program – Mr. Forlenza noted that an email on how to collect your 2018 Safety Incentive funds was sent on March 14, 2019.

2019 Optional Safety Budget – Mr. Forlenza stated that the deadline for claiming or encumbering these funds is December 31, 2019 and all encumbered funds have to be claimed by February 1, 2020. He asked members to review the spreadsheets. He asked members to submit their receipts as they use them and not wait until the deadline.

2019 Wellness Incentive Program – Mr. Forlenza stated that the deadline for claiming or encumbering these funds is December 31, 2019 and all encumbered funds have to be claimed by February 1, 2020. He asked members to review the spreadsheets. He asked members to submit their receipts as they use them and not wait until the deadline.

2019 EPL/Cyber Risk Management Budget – Mr. Forlenza stated that the JIF has budgeted \$725 per member to help offset employment practices and cyber security related expenses. He reminded members that the deadline for claiming or encumbering these funds is December 31, 2019 and all encumbered funds have to be claimed by February 1, 2020. He asked members to submit their receipts as they use them and not wait until the deadline.

EPL Helpline, Authorized Contact List - Mr. Forlenza reminded members to review this list and make the necessary changes by resolution (on www.acmjif.org). He asked that you review the list in the agenda packet and forward executed resolutions to Kristi Kristie in his office. He noted that this list will also be used for the new MEL LINE so please review for accuracy. He also stated that Mr. DeWeese highlighted the program last month and the formal announcement is in the agenda packet.

Employment Practices Liability Compliance – Mr. Forlenza asked members to review their compliance status, their deductibles and co-insurance for accuracy especially if you changed your deductible this year.

MEL Cyber Risk Management Plan Compliance – Mr. Forlenza asked members to review the list on page 71 for compliance with the MEL Cyber Risk Management program. He stated that the list shows that only five (5) members are compliant. He reminded them that there is a \$10,000 deductible on cyber claims. If you already submitted your checklist and it is not depicted on the checklist, please follow up with them.

Statutory Bond Status - Mr. Forlenza reminded members to review the checklist for changes as it is written to the individual, not the position.

Elected Officials Training - Mr. Forlenza reported that the last Elected Officials trainings is tomorrow; 3/21/19. Please encourage your Elected Officials to attend for a credit towards your MEL assessment. Please check the JIF website for sign in sheets from previous seminars. Mr. Miller asked when the online training would be available. Mr. Forlenza noted that the MEL will not tell the JIFs if there will be an online training until after April 1st as they would rather see everyone attend the in-person session. Ms. Perez stated that she is also interested in the online training.

Employee Cyber Hygiene Training (Media Pro) - Mr. Forlenza stated that in November his email requested an employee listing of those who utilize a municipal computer. He noted that 40 members have responded with the exception of Millville. His office has reached out, but no information has been received. He noted that of all the employees currently enrolled, 54% completed the training.

Technology Risk Management Services - Mr. Forlenza stated that the phishing attempts are underway and the percentage of those "clicking" on these attempts is very low at 8% in January and 4-5% in February. He reported that Pivot Point is also doing the intrusion testing on the IP networks. He stated that Cape May, Downe Twp, Newfield and Ocean City have not provided their IP addresses as requested via email in November. He asked these members to please follow up with their IT professionals to gather this information.

Payroll Audits- Mr. Forlenza noted that this process is underway. Bowman and Company is collecting this information through their secure portal. Please review the email from February 7th if you have not yet started this process.

Property Appraisal - Mr. Forlenza noted that this process has also begun and we are looking to wrap up by March 22, 2019 so the trending of values and physical appraisals can begin.

New Fund Commissioner Orientation - Mr. Forlenza stated that the New Fund Commissioner Orientation will be held directly before the April 17th Executive Committee meeting at 1pm. Details are on page 86 of the agenda. He noted this is also open to new staff of any Fund Professionals as well. Deadline to register is April 10, 2019.

New Member Activity - Mr. Forlenza stated that earlier today his office received an application to the JIF from the Wildwood Boardwalk Special Improvement District sponsored by North Wildwood. He will begin reviewing this information and will discuss with the RMC of this municipality as well.

Mr. Forlenza asked if any members had any questions. No questions were entertained.

MEL/RCF REPORTS

Mr. Hirsch noted that the MEL/RCF meeting is March 29, 2019. He stated that the Strategic Planning Committee meeting to discuss the RFP has been scheduled for April 4, 2019 at 11:00am at the Longport Municipal building, second floor Centennial Room. He stated everyone is welcome.

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report was a handout today. He highlighted the following items:

Police One Training- Mr. Garish reported that 26 of the 41 members in the Atlantic JIF have police departments. He stated that some have not responded at all to the training. He stated Brigantine is the highest with 155 uses so far; Ventnor has 112 and Millville with 84! He noted there is an upcoming Police Ad-hoc on March 22, 2019.

Safety Bulletins – Mr. Garish commented that several bulletins were released in February: MEL Leadership Training has an upcoming session in Lumberton and each member must attend all three programs in each session to complete the training. The sessions are scheduled for April 9, April 16, and April 23, 2019. He noted that the second one will be in Middle Township on June 4, June 11, and June 18, 2019. He also stated that Excited Delirium will be on April 12, 2019 at Merighi's.

Safety and Claims Coordinators Roundtable – Mr. Garish noted that all but one member attended. He commented that the Safety Committee will discuss how to handle this next month since there was an emergency last minute which caused them to cancel.

TREASURER'S REPORT

February Report

Mr. Hansen presented the Treasurer's Report for the period ending **February 28, 2019**. The report was made part of the agenda packet for members' review. Mr. Hansen presented the following information:

Investment Interest

Interest Income:	February
Interest Received from Account Balances	\$18,835.15
Coupon Interest Payment	\$56,477.65
Amortization and/or interest cost	\$7,109.37
Unrealized Gain or Loss	<\$3,805.37>
Misc.	<\$.01>
Net Gain/Loss in Interest	\$78,616.79

Interest Accrual:	February
Beginning Interest Accrual	\$130,080.79
Change in Accrued Interest	\$8,243.72

Ending Interest Accrual	\$138,324.51
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Unrealized Gain/Loss:	February
Current Month	<\$181,323.47>
Prior Month	<\$177,518.10>
Change in unrealized gain/loss	<\$3,805.37>

Investment Balance:	February
Beginning of Month	\$44,400,287.20
End of Month	\$44,504,840.76
Overall Yield-positive	2.66 %

Portfolio	Total	Percentage
US Treasury Bills	\$22,651,950.00	50.90%
US Treasury Bonds & Notes	\$21,852,890.76	49.10%

Receipt Activity for the Period:

	February	YTD
Subrogation Receipts	\$34,990.13	\$72,747.25
Other	\$.00	\$5,200.00
Adjustment Receipts-other	\$1,757.59	\$2,450.08
CY Assessments	\$2,330,900.00	\$2,970,094.00

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 \$783,488.12 with a total of 423 checks issued totaling 1,299 claims payments. The claims detail is as follows:

	February
Direct Loss Payments	\$783,488.12
Adjustments-void check	<\$3,807.39>

Adjustments-receipts	<\$1,785.59>
Less Recoveries	<\$34,990.13>
Net Total	\$742,905.01

Cash Activity for the Period - February

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$54,371,609.16 to a closing balance of \$53,557,475.29 showing a decrease in the Fund of \$814,133.87.

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

Member	2/28/2019 Unaudited
Hamilton Township	\$61,341.52
Hammonton Town	\$219,141.02
Middle Township	\$101,991.17
Mullica Township	\$26,335.89
Northfield	\$56,548.09
Pleasantville City	\$479.39
Upper Deerfield Township	\$61,477.37
Waterford Township	\$26,564.45
Upper Township	\$58,454.01
Stone Harbor	\$8,936.43
Total	\$621,269.34

Payment Register

Chair Perez entertained a motion to approve the ***February 2019 Payment Register*** (Claims Activity).

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

Motion by Ms. Picard, seconded by Mr. Ridings to approve the ***February 2019 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
 Ingrid Perez, **Chair, Hamilton Twp**
 Julie Picard, **Sec, Lower Twp**
 Liz Woods, **Ocean City**
 Kellie Seib, **Sea Isle City**
 Jim Goos, **Ventnor**
 Chris Ridings, **West Wildwood**
 None

Nays:

Abstained: None

Motion carried by unanimous vote.

Bill List - March

For the Executive Committee's consideration, Mr. Hansen presented the ***March 2019 Bill List*** in the amount of **\$267,803.47**.

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

Chair Perez entertained a motion for approval of the ***March 2019 Bill List***.

Motion by Mr. Wahl, seconded by Ms. Seib, to approve the ***March 2019 Bill List*** as presented.

ROLL CALL	<i>Yeas:</i>	Scott Wahl, Avalon Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Liz Woods, Ocean City Kellie Seib, Sea Isle City Jim Goos, Ventnor Chris Ridings, West Wildwood
	<i>Nays:</i>	None
	<i>Abstained:</i>	None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

Resolution 2019-22 Authorizing a Service Contract with Arthur J. Gallagher - April 1 - December 31, 2019

Mr. Miller asked that a correction to the contract be made from December 31, 2019 and be changed to January 1, 2020 on page 6.

Chair Perez entertained a Motion for *verbally amended* Resolution 2019-22 Authorizing a Service Contract with Arthur J. Gallagher to service as Administrator for nine months under the non-fair and open process. Chair Perez noted this was approved verbally last month.

Motion by Mr. Ridings, seconded by Mr. Goos, to approve Resolution 2019-22 Authorizing a Service Contract with Arthur J. Gallagher to service as Administrator for nine months under the non-fair and open process as amended verbally with the change to the date of January 1, 2020.

ROLL CALL	<i>Yeas:</i>	Scott Wahl, Avalon Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Liz Woods, Ocean City Kellie Seib, Sea Isle City Jim Goos, Ventnor Chris Ridings, West Wildwood
	<i>Nays:</i>	None
	<i>Abstained:</i>	None

Motion carried by unanimous vote.

Adoption of Revised Claims Review Charter

Chair Perez entertained a Motion to adopt the revised Claims Review Committee charter. Mr. Forlenza explained that attached to the Claims Review Committee minutes is a proposed revised charter. He stated that the proposed changes are on page 22 of the CRC minutes, under specific duties, #1. He noted that the proposed change was to remove the \$5,000 threshold and replace with the "maximum amount the certifying and approving officer may approve pursuant to NJAC 11:52-2.22 as established in Section 11 of the ACM JIF Plan of Risk Management..." He noted that the Plan of Risk Management outlines the authority Qual-Lynx has to pay claims and settle claims up to a certain level. The Committee would like to not list this amount here and instead reference the Plan of Risk Management where it already outlines the authority.

Mr. Forlenza entertained questions. Ms. Stollenwerk inquired if the authority to settle would no longer go through the Claims Review Committee. Mr. Forlenza stated no, the Claims Review Committee still would have that authority as they follow the Plan of Risk Management. She asked that if the Plan of Risk Management changes that the Executive Committee please check with the Claims Review Committee prior. Chair Perez noted that it makes sense that this is tied to the Plan of Risk Management and the Executive Committee would review any changes with the Claims Review Committee. Chair Perez noted this was done for Property and Liability already. Mr. Forlenza commented that they are looking to review the Property again as well.

Motion by Mr. Ridings, seconded by Mr. Wahl, to adopt the revised Claims Review Committee Charter. All in favor. Motion carried.

Next Meeting

Chair Perez reminded the members that the next regular meeting will be held on **Wednesday, April 17, 2019 at 3:00 PM** at Atlantic County Library, Mays Landing, NJ.

PUBLIC COMMENT

Open Public Comment

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

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

Close Public Comment

Chair Perez entertained a motion to close the public comment.

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

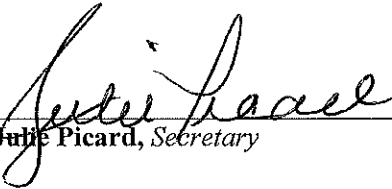
MOTION TO ADJOURN

Motion by Mr. Ridings, seconded by Mr. Goos, to adjourn the March 20, 2019 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 3:47 PM.



Tracy Forlenza, Recording Secretary for



Julie Picard, Secretary