



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Avalon Community Hall
3001 Avalon Ave
Avalon, New Jersey

September 18, 2019 at 3:00PM

OPEN SESSION MINUTES

The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on September 18, 2019, at Avalon Community Hall, 3001 Avalon Ave, Avalon, 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**
Heather Sparks, **Commercial Twp**
Rose Turner, **Corbin City**
Jessica Bishop, **Dennis Twp**
Peter Miller, **Egg Harbor Twp**
Cheryl Prakash, **Galloway Twp**
Ingrid Perez, *Chair*, **Hamilton Twp**
Leigh Ann Napoli, **Linwood City**
Rich Hirsch, **Longport Borough**
Julie Picard, *Secretary*, **Lower Twp**
Lisa McLaughlin, **Margate City**
Varvara Keun, **Middle Twp**
Regina Burke, **Millville City**
Dawn Stollenwerk, **Mullica Twp**
Sam Barbagli, **Newfield Borough**
Ron Simone, **North Wildwood City**
Mary Canesi, **Northfield City**
Liz Woods, **Ocean City**
Sean Riggin, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Shelby Heath, *Alt.*, **Somers Point City**
Teri Smuz, **Upper Twp**
Roy Spoltore, **Upper Deerfield Twp**
Suzanne Schumann, *Alt.*, **West Cape May Borough**
Elaine Crowley, **West Wildwood City**

DJ Ayres, **Weymouth Twp**
Connie Mahon, **Wildwood Crest Borough**
Jim Gurdgiel, *Alt.*, **Woodbine Borough**

Absent were:

Karen Seifrit, **Deerfield Twp**
Bob Campbell, **Downe Twp**
Linda Kent, **Estell Manor City**
Patricia Gatto, **Folsom Borough**
Jim Craft, **Stone Harbor Borough**
Jim Goos, **Ventnor City**
Rick Yeatman, **Waterford Twp**
Carl Groon, **Wildwood City**

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*
Chief Hummel, Safety Consultant, *J.A. Montgomery Risk Control*
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Jordan Simone, Fund Wellness Director

Absent Fund Professionals were:

John Hansen, Fund Treasurer

Present Risk Management Consultants were:

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

Absent Risk Management Consultants were:

Assured Partners
BCA Insurance
Hardenbergh Insurance
William R. Mints Agency

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

MOVE UP ALTERNATES

In absence of Mr. Goos, Ventnor, and Mr. Craft, Stone Harbor, alternates Mr. Barbagli, Newfield, and Mr. Miller, Egg Harbor Twp, were moved up for voting purposes.

APPROVAL OF MINUTES– OPEN SESSION

Chair Perez entertained a motion to approve the meeting minutes of the July 17, 2019 Executive Committee Meeting.

Motion by Ms. Picard, seconded by Mr. Wahl, to approve the meeting minutes of the July 17, 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 July 17, 2019 Executive Committee meeting.

Motion by Ms. Woods, seconded by Mr. Wahl, to approve the Closed Session minutes of the July 17, 2019 Executive Committee meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the July 17, 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 #2019-38

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 2019-38*.

Motion by Mr. Wahl, seconded by Ms. Picard, to adopt *Resolution 2019-38* as presented.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Peter Miller, **Egg Harbor Twp**
Ingrid Perez, **Chair, Hamilton Twp**
Julie Picard, **Sec, Lower Twp**
Sam Barbagli, **Newfield**
Liz Woods, **Ocean City**
Kellie Seib, **Sea Isle City**

Nays:

None

Abstained:

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

July 2019 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
001201449	001244855	2019177237
20181071068	2018124217	2019158399
2017102787	2018139002	
2019172810	2017093740	
2019165178	001154017	
2017092196		
2019148007		
2019168139		
2019153458		
2018120008		

August 2019 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>	<i>Auto</i>
2017090588	2020178672	2020181739	001260157
2018115566	2017106676	2019175328	
2019157702	2018142331	2020178933	
2019160731	001255099	2020181593	
2018138966	2017090919	2020179654	
2019174451			
2019176814			
2020178003			
2020177932			
001258555			
2019175060			
2019148821			
2020178004			
2019175917			
2019165281			
2020180620			
2017100565			

2019159068			
2018145469			
2019168342			
2018145173			
2020181056			
2019164343			
2018123568			
MLT-2018144460 (01-02)			
2018111819			
2018118707			
2018109883			

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Peter Miller, **Egg Harbor Twp**
Ingrid Perez, *Chair*, **Hamilton Twp**
Julie Picard, *Sec*, **Lower Twp**
Sam Barbagli, **Newfield**
Liz Woods, **Ocean City**
Kellie Seib, **Sea Isle City**

Nays:

None

Abstain:

None

All in favor. Motion carried by unanimous vote.

ABANDON SUBROGATION

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

Qual-Lynx File #
2018145469
MLT-2018144460
2018111819
2018118707
2018109883

CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS

Ms. Seib noted there is nothing for open session.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – September

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on Workers' Compensation claims. He reminded the members that one way to combat loss from WC is utilizing the transitional duty program. He noted that the longer an employee is out, the tougher it is to get them back to work. He

stated that the WC judges will often use the length of time the employee is out to measure the significance of an injury. He reminded them that transitional duty is temporary and not designed to create a new position. He commented that this boosts morale, saves money and the employee experiences faster recoveries, both physically and psychologically.

Mr. Roselli asked the members to review the *Sample Transitional Duty Job Bank* on the JIF website for more information. He stated that there are some examples listed in his report as well.

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

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 July and August 2019.

Lost Time v. Medical Only Cases

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

	<i>Aug</i>	<i>YTD</i>
<i>Total Intakes (New Claims)</i>	<i>113</i>	<i>683</i>
<i>Report Only</i>	<i>40</i>	<i>221</i>
<i>Report Only % of Total</i>	<i>35.4%</i>	<i>32.4%</i>
<i>Medical Only</i>	<i>63</i>	<i>359</i>
<i>Lost Time</i>	<i>10</i>	<i>103</i>
<i>Medical Only/Lost Time Ratio</i>	<i>86:14</i>	<i>78:22</i>
<i>Average Days to Report</i>	<i>3.9</i>	<i>3.1</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>8,645</i>
<i>Transitional Duty Days Worked</i>	<i>5,018</i>
<i>% of Transitional Duty Days Worked</i>	<i>58.0%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>3,627</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>42.0%</i>

PPO Penetration Report:

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

<i>PPO Penetration Rate</i>	<i>Aug</i>	<i>YTD</i>
<i>Bill Count</i>	<i>710</i>	<i>4,698</i>
<i>Original Provider Charges</i>	<i>\$787,361</i>	<i>\$6,042,664</i>
<i>Re-priced Bill Amount</i>	<i>\$244,167</i>	<i>\$1,896,085</i>
<i>Savings</i>	<i>\$543,194</i>	<i>\$4,146,579</i>

<i>% of Savings</i>	69.0%	68.6%
<i>Participating Provider Penetration Rate- Bill count</i>	93.9%	95.3%
<i>Participating Provider Penetration Rate-Provider Charges</i>	94.4%	97.4%
<i>EPO Penetration Rate – Bill Count</i>	97.9%	97.5%
<i>EPO Penetration Rate –Provider Charges</i>	99.5%	98.9%

Ms. Beatty encouraged all members to report claims immediately even if it only ends up as a report only claim. She warned the members to be aware of tick bites. She stated that there are currently a few tick bite claims. She reported that one employee has developed Rocky Mountain spotted fever and EEE (Encephalitis) from the bite while the other has been in the hospital for weeks. She asked members to review what employees should do when they return from working outdoors on www.CDC.gov/ticks. She 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) cases closed in August and three (3) cases closed in September. He noted a detailed synopsis of the claim can be found in the agenda packet and provided the following brief synopsis of each case:

<i>August Closed Cases</i>	<i>Description</i>
<i>Leeds v. City of Absecon</i>	Trip/Fall-Boat dock. Defense Counsel Robert Merenich, Esquire, was assigned. Defense filed Motion to file amended complaint to include City engineer Remington Vernick. Negotiated settlement for \$75,000; \$5,000 from JIF and \$70,000 from co-defendant
<i>Imperiale v. City of Margate</i>	Trip/Fall- sidewalk. Defense Counsel Robert Merenich, Esquire was assigned. Negotiated settlement for \$6,500 with no payment from the JIF.
<i>Read v. Township of Middle</i>	Trip/Fall-bike. Defense Counsel James R. Birchmeier, Esquire was assigned. Defense filed Motion to file amended complaint to include Twp engineer Remington Vernick. Negotiated settlement for \$160,000; \$60,000 from JIF and \$100,000 from co-defendant
<i>Dudo-Hartnett v. City of North Wildwood</i>	Trip/Fall- sidewalk. Defense Counsel James R. Birchmeier, Esquire was assigned. Negotiated settlement for \$175,000 with no payment from the JIF. A Stipulation of Dismissal with prejudice as to the insured was filed with the court.

<i>Prin v. Borough of Stone Harbor</i>	Civil Rights. Defense Counsel A. Michael Barker, Esquire was assigned. Defense Counsel submitted an offer of Judgment to the Plaintiff for \$1,001 exclusive of counsel fees. The offer was accepted.
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<i>September Closed Cases</i>	<i>Description</i>
<i>Smith v. Abescon</i>	Trip/Fall-roadway. Defense Counsel Robert Merenich, Esquire, was assigned. Negotiated settlement for \$90,000 from JIF.
<i>Renaud v. Twp of Egg Harbor</i>	Golf cart crash. Defense Counsel L. Patricia Sampoli, Esquire was assigned. Plaintiff amended complaint to include EHTYO. Plaintiff's counsel executed a Stipulation of Dismissal with prejudice.
<i>Chaney Estate v. City of Millville</i>	Drowning at Park. Defense Counsel James R. Birchmeier, Esquire was assigned. Defense Counsel filed Motion for Summary Judgment with Title 59 defenses which was granted.

MEL EPL Helpline

Mr. DeWeese reminded the members that information on the MEL Helpline is in the agenda packet. He stated that he learned at the MEL meeting that he is receiving more calls than the other attorneys. He encouraged the members to call the Helpline for guidance and direction. He encourages all members to contact him prior to taking any action.

Resolution 2019-39 Designating Additional Approved Associate-Samuel A. Scimeca, Jr.

Mr. DeWeese stated that he reviewed the request for an additional approved associate, Samuel A. Scimeca, Jr. from Peitras Saracino Smith & Meeks, LLP with the Claims Review Committee. The Committee approved the request and recommends adding the associate. Mr. DeWeese explained that an existing member of the Workers Compensation Defense Panel has a significant health condition and will be out for six months. He noted that this individual is not very experienced, but will be well supervised acting only as an associate, not doing any work outside their designated tasks as an Approved Associates.

Mr. Miller questioned Samuel A. Scimeca, Jr. work experience. He noted that his resume is not current. Mr. DeWeese stated that the individual has been working for the Pietras firm for approximately 18 months and explained that Mr. Pietras supplied the resume in haste due to the emergent situation. Mr. DeWeese noted that he has already permitted Mr. Scimeca to perform work on files based on the emergent circumstance. His understanding from the Qual-Lynx WC Supervisor is that no issues were encountered thus far with Mr. Scimeca's work and he is being supervised by one of the Defense Panel members as detailed in the billing. Mr. Miller noted that he would have a difficult time voting for this associate.

Chair Perez entertained a motion to adopt Resolution 2019-39 Designating Additional Associate Samuel A. Scimeca, Jr. to the Defense Panel.

Motion by Ms. Picard, seconded by Ms. Woods, to adopt Resolution 2019-39 Designating Additional Associate Samuel A. Scimeca, Jr. to the Defense Panel as presented.

ROLL CALL *Yeas:* Scott Wahl, **Avalon**
Ingrid Perez, *Chair*, **Hamilton Twp**
Julie Picard, *Sec*, **Lower Twp**
Sam Barbagli, **Newfield**
Liz Woods, **Ocean City**
Kellie Seib, **Sea Isle City**

Nays: Peter Miller, **Egg Harbor Twp**

Abstain: None

All in favor. Motion carried by majority vote.

Subrogation Update

Mr. DeWeese reported that subrogation collected through August 2019 is in excess of \$268,000.

Fund Administrator RFP

Mr. DeWeese recommended that at the end of the meeting the Executive Committee hold a Special Closed Session to discuss the response for the Fund Administrator RFP. He noted that the score sheets were distributed to the members on the Review Committee and were returned back. He feels it would be appropriate to discuss with all members in a special closed session.

COMMITTEE REPORTS

Finance

Chair Perez stated that a Public Hearing will be held for the 2019 Budget Amendment at this time.

2019 Budget Amendment

Ms. Stollenwerk stated that tonight's Budget Hearing will be for the 2019 Budget Amendment that is needed for EPL surcharges; EPL buy downs; the EPL/POL land use miscalculation; 10% increase in Cyber due to late increase from carrier due to poor claims development; addition of Cape May Recycling exposures effective 4/8/19; addition of North Wildwood SID on 5/16/19; the addition of Margate Library on 9/1/19; Operating Expense, Optional Safety Budget, MEL and RMC adjustments.

Motion to Open the 2019 Budget Amendment Public Hearing

Chair Perez entertained a motion to open the Public Hearing on the 2019 Fund Budget Amendment.

Motion by Ms. Picard, seconded by Mr. Wahl to open the 2019 Budget Amendment Public Hearing. All in favor. Motion carried.

Motion to Close the 2019 Budget Amendment Public Hearing

Hearing no comments from the public, Chair Perez entertained a motion to close the 2019 Budget Amendment Public Hearing.

Motion by Mr. Wahl, seconded by Ms. Woods to close the 2019 Budget Amendment Public Hearing. All in favor. Motion carried.

Motion to Adopt the 2019 Amended Budget

Chair Perez entertained a motion to adopt the 2019 Amended Budget.

Motion by Ms. Woods, seconded by Mr. Wahl to adopt the 2019 Amended Budget as presented.

ROLL CALL *Yeas:* Scott Wahl, **Avalon**
Peter Miller, **Egg Harbor Twp**

Ingrid Perez, *Chair*, **Hamilton Twp**
Julie Picard, *Sec*, **Lower Twp**
Sam Barbagli, **Newfield**
Liz Woods, **Ocean City**
Kellie Seib, **Sea Isle City**

Nays: None
Abstained: None

Motion carried by unanimous vote.

Motion to Adopt the 2019 Amended Assessment Certification

Chair Perez entertained a motion to adopt the 2019 Amended Assessment Certification.

Motion by Mr. Wahl, seconded by Ms. Seib to adopt the 2019 Amended Assessment Certification as presented.

ROLL CALL

Yeas: Scott Wahl, **Avalon**
Peter Miller, **Egg Harbor Twp**
Ingrid Perez, *Chair*, **Hamilton Twp**
Julie Picard, *Sec*, **Lower Twp**
Sam Barbagli, **Newfield**
Liz Woods, **Ocean City**
Kellie Seib, **Sea Isle City**
Nays: None
Abstained: None

Motion carried by unanimous vote.

2020 Budget Highlights

Ms. Stollenwerk noted that as of June 30, 2019 the Fund had a surplus of \$26.4 million with \$48 million in cash and \$14 million in case reserves. She stated that Fund Years 2015 through 2018 all have strong cash positions with \$16.5 mil in Closed Years funds. She commented that FY 2015 will be transferred at 12/31 and has \$3.6 million in surplus. She also stated that the Fund had \$1.5 million in the MEL JIF Retro Fund which is set aside for any additional obligation, inclusive of the Cancer Presumption bill, that may come in the next 10 years noting that after that time it will be returned to the members as surplus.

Ms. Stollenwerk informed members that discussions have occurred regarding being experienced rated by the MEL and also being placed on the MEL Retrospective Program. She noted that Mr. Forlenza is addressing this with the MEL when they meet in October.

Ms. Stollenwerk reported that the Finance Committee is recommending that the JIF release \$3.5 million in dividends this year and a resolution will be presented today. She stated that the notices will be released in early November with the options of crediting your 2020 JIF Assessment, receiving a check or placing into the AELCF for future use or any combination.

Resolution 2019-40 Releasing Surplus from Closed Years

Chair Perez entertained a motion to adopt Resolution 2019-40 Authorizing Refund of Closed Years accounts.

Motion by Ms. Picard, seconded by Mr. Wahl, to adopt Resolution 2019-40 Authorizing Refund of Closed Years accounts as presented.

ROLL CALL *Yeas:* Scott Wahl, **Avalon**
Peter Miller, **Egg Harbor Twp**
Ingrid Perez, *Chair*, **Hamilton Twp**
Julie Picard, *Sec*, **Lower Twp**
Sam Barbagli, **Newfield**
Liz Woods, **Ocean City**
Kellie Seib, **Sea Isle City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

2020 Draft JIF Budget

Ms. Stollenwerk stated that the 2020 Budget discussions are underway and will be ready for introduction in November. She reported that only one member, Margate, will be placed on the Retrospective Program for 2020. She stated that a \$20,000 decrease is anticipated in the loss funding. She commented that most Fund Professionals were approved at a 2% increase, however, the Claims Administrator's request will be reviewed by the Claims Review Committee and the Wellness Coordinator will be reviewed by the Safety Committee. She noted that the Finance Committee is awaiting the decision of the Administrator's RFP to be discussed at the end of the meeting. She reported that a one-time payment to the Actuary for the loss funding information broken out by member, by line of coverage, is being recommended. She also commented that the Fund is anticipating increases in the MEL and Excess lines with an overall budget increase of 1.56%.

Cancer Presumption and Sexual Molestation Legislation

Ms. Stollenwerk informed the members that there is a significant exposure and a lot of uncertainty in regards to the impact these two pieces of legislation. She noted that all claims will be handled by the RCF and for the Cancer Presumption, the RCF will bill back the JIFs for their proportionate share of the expenses based on actual expense derived by the number of fire fighters per member. She also noted that any Sexual Molestation claims will be paid as a standard GL claim if it occurred in an open year, however, if it occurred in a year that has already been transferred to the RCF, it will be paid by the RCF and the member will be back billed. She stated that the MEL and RCF are establishing surplus floors of about 12.5%; however, the RCF first needs to fund their deficits from prior years by setting up receivables. The JIF will pay these deficits with the current surplus. She noted that the Finance Committee is also recommending a revision to the Surplus Distribution Policy and the JIF Plan of Risk Management pertaining to the release of surplus to former members to protect the JIF from these new exposures.

Strategic Planning Committee- August 16, 2019

Mr. Hirsch noted that the minutes are in the agenda packet on page 39. He highlighted the following: 15 members are up for renewal; Buena Vista Twp made an application to rejoin the JIF; the fall AGRIP conference is October 6-9 in Cleveland, Ohio; Fund Commissioner attendance; Elected Officials save the date email was sent on August 6th; Land Use Liability Risk Management Program was made more user friendly by Mr. Forlenza; Executive Committee and Alternate number of members; Artemis (Records Retention) is finally recognizing the JIFs for ability to destroy old records; and the Annual Planning Retreat is October 23 & 24th. He noted the next meeting is scheduled for September 19, 2019 via conference call.

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

WELLNESS DIRECTOR REPORT

Ms. Simone stated that her report is included in the agenda packet. She stated that Absecon hosted chair yoga and provided refillable water bottles; Buena gave employees a farm stand gift card and brought in a chiropractor to speak; Deerfield, Egg Harbor Twp, and Lower are all hosting Health & Wellness fairs; Linwood is organizing Wellness Wednesday with different activities; Middle Twp had 20 employees participate in NJ Well and will receive a 20% reduction in their municipal health care costs; Mullica is organizing a yoga class; North Wildwood held an Employee Farmer's Market Day where all employees received free produce and recipes; and Ventnor is holding a monthly yoga & tai-chi class as well as hosting quarterly mental health seminars.

Ms. Simone noted that the September newsletter addressed healthy meal planning and preparation; recipes; healthy snacks and habits. She also encouraged all members consider adopting their wellness policies. She reminded members to utilize their wellness money on healthy items and to contact her if you need assistance in spending these.

Ms. Simone 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 COI's listed in the agenda packet to make sure they were properly issued.

2018 Safety Incentive Program – Mr. Forlenza asked members to review their balances noting to claim or encumber these funds by December 31, 2019 and all encumbered funds have to be claimed by February 1, 2020.

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.

MEL Cyber Risk Management Plan Compliance – Mr. Forlenza asked members to review the list on page 96 for compliance with the MEL Cyber Risk Management program. He stated that the list shows ten (10) members are compliant; Corbin City and Weymouth recently became 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. He urged members to become compliant with the program as soon as possible. He noted that at the last Statewide EPL meeting, there have been discussions on the upcoming cyber renewal. He reported that the statewide loss ratio for cyber is +200% and as a result, the minimum rate increase next year is probably 25% increase. In addition, he stated that members in compliance

with tier 1 & 2, will likely receive a \$10,000 deductible; if you are not in compliance, you will have a \$25k, \$50k or \$100k deductible. He strongly recommended that members become compliant on both Tiers.

Statutory Bond Status – Mr. Forlenza asked the members to review the list and reminded them that the individual is bonded, not the position.

Employee Cyber Hygiene Training– Mr. Forlenza stated that ten (10) members who had all their employees complete the training; six (6) who are 99% complete; eight (8) who are 80-89% complete; seven (7) who are 70-79% complete; and ten (10) below 70%. He noted that this is a key component for being in compliance for the MEL Cyber Risk Management Program.

Pivot Point –Vulnerability Testing - Mr. Forlenza urged members to review the newsletter. He stated that everyone should be receiving the Intrusion Testing Reports; however, he understands that some are not and these should be reviewed with your IT people. He will speak with Pivot Point regarding this. He stated the latest statistics show 3.4% clicked on the phishing emails referencing work station updates, Amazon delivery and apple updates which is a great percentage noting the norm is 8-10%.

Member Renewal Resolutions and Agreements – Mr. Forlenza noted that all the renewing members have renewed with the Fund.

Elected Officials Save the Dates – Mr. Forlenza stated that the Elected Officials training dates have been release and are December 5, January 29 (the 5th week of the month), February 6, and March 24, 2020 plus a session or two at the League of Municipalities. He noted that training is more elaborate and they may not be offered online as the MEL feels that the training is too important and the message may be lost.

Annual Retreat – Mr. Forlenza stated that the JIF Annual Retreat will be held on October 23 & 24, 2019 at The Flanders Hotel in Ocean City. He asked members to RSVP in the email that will be sent tomorrow from his office. He reminded the members of the requirement to attend at least a half-day session for the SIP qualifications.

New Member Activity – Mr. Forlenza stated that Buena Vista Township submitted an application to return to the ACM JIF effective 1/1/20. He noted that his office is currently reviewing the application and will schedule a New Member Review Committee meeting to discuss.

Annual Report Cards – Mr. Forlenza noted that on or about September 15, 2019 the member annual report cards were sent out to each member so please share with your governing bodies.

Mr. Forlenza asked if there were any questions. Chair Perez inquired if a former member reapplies to the JIF, can we access their claims history with the previous carrier. Mr. Forlenza stated that a detailed five year loss run is part of the application process. No other questions were entertained.

Mr. Meola also commented to watch out when transferring employee information to payroll companies. Mr. Forlenza stated to make certain that your contractual relationship with the payroll company requires cyber liability coverage. Mr. Meola noted that because you are transferring personal information you should also require "theft of funds" coverage. Chair Perez stated that these are included in the revised COI guidelines coming out very soon.

MEL/RCF REPORTS

Mr. Hirsch reported that the MEL September report is in the agenda packet. He noted that 2020 MEL budget is included on page 131 noting a 2% increase; the new Sexual Molestation Legislation will impact

the budget in upcoming years; the Model Personnel Policies Committee is recommending MEL to hire an attorney to update the model documents in the Personnel Manuals for NTE of \$40,000. He stated the next meeting is October 16, 2019.

Mr. Hirsch asked if there were any questions. Ms. Stollenwerk inquired why the MEL is hiring an outside attorney for \$40,000 to update the policies when the MEL Defense attorneys were originally supposed to make the recommendations on what needed to be changed. Mr. Forlenza commented that it has been 18-20 years since the model policies were reviewed in their entirety and the MEL is seeking to have all the policies reviewed in their entirety by an outside entity. Mr. Miller commented that if they are hiring someone on the Defense Panel, how is that an outside entity. Mr. Hirsch was not sure. No other questions were entertained.

SAFETY DIRECTOR'S REPORT

Chief Hummel stated that the Safety Director's Report was included in the agenda. He highlighted the following items:

Lost Control Visits - Chief Hummel reported that 20 loss control visits were done in July and August.

MSI Training - Chief Hummel noted the MSI training schedules for September, October and November are in the agenda packet as well as the list of CEUs and TCHs that are available. Deadline to request holding training has been extended to September 30, 2019; 16 members have requested 114 training classes thus far. He stated that there is a new training: Dealing with Difficult People Internally and Externally- anyone interested in hosting please contact him directly.

Safety Bulletins – Chief Hummel commented that several bulletins were released, but he noted that “Best Practices for Use of Blue Emergency Warning Lights for First Responders” needs to be highlighted. He stated that this can be found on page 145 and should be reviewed. He stated that another JIF just settled a \$4 million claim due to improper use of these lights. He also stated that Fire Arm Safety is another important bulletin that should be shared as well.

Upcoming Training - Chief Hummel informed members that there is an upcoming lunch seminar which will help officers prepare for litigation. He stated that this will be held at Merighi's on October 1, 2019.

Police One Update - Chief Hummel noted that 26 of 41 members have police agencies and 19 of 26 have signed up for police one; 17 of 19 are actively taking classes and 2 more recently signed up and are getting started. He stated that if anyone wishes to know their town's participation in the program, please see him after meeting.

TREASURER'S REPORT

July and August Reports

In absence of Mr. Hansen, Mr. Forlenza presented the Treasurer's Report for the period ending **August 31, 2019**. The report was made part of the agenda packet for members' review. Mr. Forlenza presented the following information:

Investment Interest

Interest Income:	July and Aug
Interest Received from Account Balances	\$21,883.35
Coupon Interest Payment	\$106,079.51
Amortization and/or interest cost	\$35,362.70
Unrealized Gain or Loss	\$111,753.71

Misc.	<\$5,594.09>
Net Gain/Loss in Interest	\$269,485.18

Interest Accrual:	July and Aug
Beginning Interest Accrual	\$229,675.17
Change in Accrued Interest	\$14,920.61
Ending Interest Accrual	\$244,595.78

Unrealized Gain/Loss:	July and Aug
Current Month	\$363,932.22
Prior Month	<\$252,178.51>
Change in unrealized gain/loss	\$111,753.71

Investment Balance:	July and Aug
Beginning of Month	\$45,116,947.23
End of Month	\$45,308,948.88
Overall Yield-positive	6.45 %

Portfolio	Total	Percentage
US Treasury Bills	\$39,944,834.33	88.16%
US Treasury Bonds & Notes	\$5,364,114.55	11.84%

Receipt Activity for the Period:

	July	Aug	YTD
Subrogation Receipts	\$16,516.15	\$32,343.28	\$268,018.32
Other	\$1,551.00	\$6,800.00	\$16,751.00
Adjustment Receipts-other	\$462.13	\$883.91	\$10,534.88

Claim Activity for the Period

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at **July and August** end are in the amount of \$947,500.02 and \$962,490.34 with a total of 489 and 494 checks issued totaling 1,454 and 1,418 claims payments respectively. The claims detail is as follows:

	July	Aug
Direct Loss Payments	\$947,500.02	\$962,490.34
Adjustments- receipts	<8,521.53>	<4,777.23>
Less Recoveries	<\$18,067.15>	<\$39,143.28>
Net Total	\$920,911.34	\$918,569.83

Cash Activity for the Period – July and August

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$50,544,780.36 in July to a closing balance of \$53,110,117.24 in August showing an increase in the Fund of \$3,167,107.21 since July 31, 2019.

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

Member	8/31/2019 Audited
Hamilton Township	\$61,341.52
Hammonton Town	\$318,230.02
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	\$720,358.34

Payment Register

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

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

Motion by Ms. Woods, seconded by Ms. Seib to approve the ***July and August 2019 Payment Register*** (Claims Activity) as submitted by Mr. Forlenza for Mr. Hansen.

ROLL CALL	Yeas:	Scott Wahl, Avalon Peter Miller, Egg Harbor Twp Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Sam Barbagli, Newfield Liz Woods, Ocean City Kellie Seib, Sea Isle City
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

Ratification of Bill List –August

For the Executive Committee's consideration, Mr. Forlenza presented for Mr. Hansen, the ***August 2019 Bill List*** for Ratification in the amount of **\$206,735.72**.

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

Chair Perez entertained a motion for approval of the ***August 2019 Bill List*** as presented for Ratification.

Motion by Mr. Wahl, seconded by Ms. Seib, to ratify the ***August 2019 Bill List***.

ROLL CALL	Yeas:	Scott Wahl, Avalon Peter Miller, Egg Harbor Twp Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Sam Barbagli, Newfield Liz Woods, Ocean City Kellie Seib, Sea Isle City
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

Bill List – September

For the Executive Committee's consideration, Mr. Forlenza presented for Mr. Hansen, the ***September 2019 Bill List*** in the amount of **\$191,151.33**.

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

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

Motion by Ms. Woods, seconded by Ms. Seib, to approve the ***September 2019 Bill List*** as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Peter Miller, Egg Harbor Twp Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Sam Barbagli, Newfield Liz Woods, Ocean City Kellie Seib, Sea Isle City
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

Resolution 2019-41 Authorization for Destruction of File Records

Chair Perez entertained a motion to adopt Resolution 2019-41 Authorizing the Executive Director to execute the required NJ Department of Taxation, Division of Revenue & Enterprise Services, Records Management Services Forms for the Destruction of Claims Files.

Motion by Ms. Woods, seconded by Mr. Wahl, to authorize the Executive Director to execute the required NJ Department of Taxation, Division of Revenue & Enterprise Services, Records Management Services Forms for the Destruction of Claims Files as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Peter Miller, Egg Harbor Twp Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Sam Barbagli, Newfield Liz Woods, Ocean City Kellie Seib, Sea Isle City
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

PRIMA Report – Mr. Miller noted his PRIMA report was on page 357 of the agenda packet.

SPECIAL CLOSED SESSION - RESOLUTION #2019-42

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 approve Resolution 2019-42 authorizing a special closed session to discuss contract matters.

Motion by Ms. Seib, seconded by Ms. Woods, to approve Resolution 2019-42 authorizing a special closed session to discuss contract matters as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Peter Miller, Egg Harbor Twp Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Sam Barbagli, Newfield Liz Woods, Ocean City Kellie Seib, Sea Isle City
	Nays:	None
	Abstained:	None

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

Motion to Authorize the Solicitor to Prepare a Contract for the Administrator/Executive Director for 2020

Chair Perez entertained a motion to authorize the Solicitor to prepare a contract for the Administrator/Executive Director to Arthur J. Gallagher for the 2020 Fund Year.

Motion by Ms. Seib, seconded by Mr. Wahl, to authorize the Solicitor to prepare a contract for the Administrator/Executive Director to Arthur J. Gallagher for the 2020 Fund Year as presented.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Ingrid Perez, **Chair, Hamilton Twp**
Julie Picard, **Sec, Lower Twp**
Sam Barbagli, **Newfield**
Kellie Seib, **Sea Isle City**

Nays:

None

Abstained:

None

Motion carried by unanimous vote.

Next Meeting

Chair Perez reminded the members that the next regular meeting will be held during the Annual Retreat on **Wednesday, October 23, 2019 at 3:00 PM** at The Flanders Hotel, Ocean City, NJ.

PUBLIC COMMENT

Open Public Comment

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

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

Close Public Comment

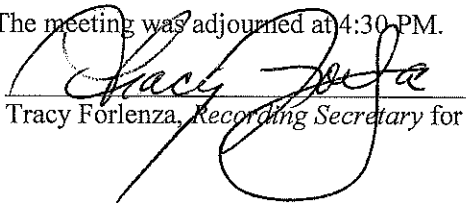
Chair Perez entertained a motion to close the public comment.


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

MOTION TO ADJOURN

Motion by Ms. Picard, seconded by Ms. Seib, to adjourn the September 18, 2019 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 4:30 PM.


Tracy Forlenza, *Recording Secretary for*


Julie Picard, *Secretary*