



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

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

November 18, 2019 at 3:00PM

OPEN SESSION MINUTES

The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on November 18, 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**
Joe Picard, **Cape May City**
Steve O'Connor, **Cape May Point**
Rose Turner, **Corbin City**
Karen Seifrit, **Deerfield Twp**
Jackie Justice, *Alt.*, **Dennis Twp**
Bob Campbell, **Downe Twp**
Peter Miller, **Egg Harbor Twp**
Linda Kent, **Estell Manor City**
Cheryl Prakash, **Galloway Twp**
Ingrid Perez, *Chair*, **Hamilton Twp**
Anthony Strazzeri, *Alt.*, **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**
Ron Simone, **North Wildwood City**
Mary Canesi, **Northfield City**
Diane Wood, *Alt.*, **Ocean City**
Chief Sean Riffin, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Shelby Heath, *Alt.*, **Somers Point City**
Jim Craft, **Stone Harbor Borough**
Teri Smuz, **Upper Twp**
Roy Spoltore, **Upper Deerfield Twp**
Jim Goos, **Ventnor City**
Connie Mahon, **Wildwood Crest Borough**

Lisa Garrison, **Woodbine Borough**

Absent were:

Karen Blowers, **Brigantine City**
Bill Nimohay, **Buena Borough**
Heather Sparks, **Commercial Twp**
Patricia Gatto, **Folsom Borough**
Sam Barbagli, **Newfield Borough**
Rick Yeatman, **Waterford Twp**
Lauren Vitelli, **West Cape May Borough**
Elaine Crowley, **West Wildwood City**
DJ Ayres, **Weymouth Twp**
Carl Groon, **Wildwood City**

Present Fund Professionals were:

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*
Bob Holwitt, Safety Consultant, *J.A. Montgomery Risk Control*
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
John Hansen, Fund Treasurer
Jordan Simone, Fund Wellness Director

Present Risk Management Consultants were:

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

Absent Risk Management Consultants were:

Assured Partners
BCA Insurance

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

MOVE UP ALTERNATES

In absence of Ms. Woods, Ocean City, alternate Ms. Kent, Estell Manor, was moved up for voting purposes.

APPROVAL OF MINUTES– OPEN SESSION

Chair Perez entertained a motion to approve the meeting minutes of the October 23, 2019 Executive Committee Meeting.

Motion by Secretary Picard, seconded by Mr. Wahl, to approve the meeting minutes of the October 23, 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 October 23, 2019 Executive Committee meeting.

Motion by Secretary Picard, seconded by Ms. Seib, to approve the Closed Session minutes of the October 23, 2019 Executive Committee meeting as presented. All in favor. Motion carried.

The Closed Session meeting minutes of the October 23, 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 #2019-45

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 2019-45*.

Motion by Mr. Goos, seconded by Secretary Picard, to adopt *Resolution 2019-45* as presented.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Linda Kent, **Estell Manor**
Ingrid Perez, **Chair, Hamilton Twp**
Julie Picard, **Sec, Lower Twp**
Kellie Seib, **Sea Isle City**
Jim Craft, **Stone Harbor**
Jim Goos, **Ventnor**

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. Seib, 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. Goos, seconded by Secretary Picard to approve the claims for payment as discussed in Closed Session. They are as follows:

October 2019 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>	<i>Auto</i>
2019157935		2020178098	
2017090913		2020183980	
2019172866		2020183370	
2020181414			
2020177859			
MLT-2018111450 (01-02)			
2020183080			
2018113730			
2020179236			
2020180390			
2020182017			
2020180629			
2019170539			
2020178939			
2019169765			
2018142659			
2019157349			
2019151602			

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Linda Kent, **Estell Manor**
Ingrid Perez, **Chair, Hamilton Twp**
Julie Picard, **Sec, Lower Twp**
Kellie Seib, **Sea Isle City**
Jim Craft, **Stone Harbor**
Jim Goos, **Ventnor**

Nays:

None

Abstain:

None

All in favor. Motion carried by unanimous vote.

ABANDON SUBROGATION

Motion by Secretary Picard, seconded by Chair Perez, to abandon subrogation on the following Qual-Lynx files:

Qual-Lynx
2018142659
2019157349
2019151602

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Linda Kent, **Estell Manor**
Ingrid Perez, *Chair*, **Hamilton Twp**
Julie Picard, *Sec*, **Lower Twp**
Kellie Seib, **Sea Isle City**
Jim Craft, **Stone Harbor**
Jim Goos, **Ventnor**

Nays:

None

Abstain:

None

All in favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS

Ms. Seib noted there is nothing for open session.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – November

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on Maintaining Records. He stressed the importance of ensuring adequate and proper documentation as it contributes to efficient and economical operations by guaranteeing that information is documented and accessible to all authorized parties that may need it. He noted that it makes a difference in handling the claim and defending the claim. He also reminded the members that coverage can be denied if this documentation is missing. He suggested keeping electronic copies of these records as well as hardcopy and storing them off the floor in case of flooding.

Mr. Roselli asked the members to review the examples listed in his report as well as a claim of an injury involving bleachers. The member could not identify the manufacturer of the bleachers so no subrogation was possible.

Mr. Roselli reminded the members to review his newsletter and share it with their employees. He asked that this be placed where your employees can see it.

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 November 2019.

Lost Time v. Medical Only Cases

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

	<i>Oct</i>	<i>YTD</i>
<i>Total Intakes (New Claims)</i>	56	806
<i>Report Only</i>	23	260
<i>Report Only % of Total</i>	41.1%	32.3%
<i>Medical Only</i>	29	420
<i>Lost Time</i>	4	126
<i>Medical Only/Lost Time Ratio</i>	88:12	77:23
<i>Average Days to Report to QL</i>	2.1	2.6
<i>Average Days to Report to Employer</i>	1.1	

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>	10,207
<i>Transitional Duty Days Worked</i>	5,875
<i>% of Transitional Duty Days Worked</i>	57.6%
<i>Transitional Duty Days Not Accommodated</i>	4,332
<i>% of Transitional Duty Days Not Accommodated</i>	42.4%

PPO Penetration Report:

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

<i>PPO Penetration Rate</i>	<i>Oct</i>	<i>YTD</i>
<i>Bill Count</i>	696	5,792
<i>Original Provider Charges</i>	\$667,657	\$7,199,230
<i>Re-priced Bill Amount</i>	\$203,172	\$2,241,770
<i>Savings</i>	\$464,485	\$4,957,460
<i>% of Savings</i>	69.6%	68.9%
<i>Participating Provider Penetration Rate- Bill count</i>	97.4%	95.8%
<i>Participating Provider Penetration Rate-Provider Charges</i>	97.7%	97.5%
<i>EPO Penetration Rate – Bill Count</i>	93.9%	97.0%
<i>EPO Penetration Rate –Provider Charges</i>	98.1%	98.8%

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) cases closed in November. He noted a detailed synopsis of the claims can be found in the agenda packet and provided the following brief synopsis of each case:

<i>November Closed Cases</i>	<i>Description</i>
<i>Monte v. City of Brigantine</i>	Trip/Fall into dumpster. Defense Counsel Robert Merenich, Esquire was assigned. Negotiated settlement for \$55,000 from JIF.
<i>Schweizer v. Township of Middle</i>	Excessive Force. Defense Counsel A. Michael Barker, Esquire was assigned. Negotiated settlement for \$125,000 from JIF.
<i>Rodriguez v. City of Pleasantville</i>	Auto accident with FD. Defense Counsel James R. Birchmeier, Esquire was assigned. Judge granted Motion for Summary Judgment and Trial de Novo.
<i>Matus v. City of Ventnor</i>	Window fell on arm. Defense Counsel Thomas G. Smith, Esquire was assigned. Negotiated settlement for \$90,000 from JIF with Stipulation of Dismissal with Prejudice.
<i>Piccolo v. City of Wildwood</i>	Civil Rights/excessive force. Defense Counsel James R. Birchmeier, Esquire was assigned. Negotiated settlement for \$25,000 from JIF

MEL EPL Helpline

Mr. DeWeese reminded the members that information on the MEL Helpline is in the agenda packet. He stated that he is receiving calls from members regarding potential claims. He encouraged the members to call the Helpline for guidance and direction. He encourages all members to contact him prior to taking any action. Mr. DeWeese also reminded members to update the Helpline contact list on pages 28 & 29,

COMMITTEE REPORTS

Nominating Committee Meeting – October 30, 2019

Mr. Hirsch asked the members to review the minutes from the October 30, 2019 meeting. He noted they discussed the charter, eligible Fund Commissioners with both the history and the attendance records in preparation for the 2020 Executive Committee draft slate. The 2020 Nomination Slate is as follows:

Chair:	Julie Picard , Township of Lower
Secretary:	Scott Wahl , Borough of Avalon
Executive Committee:	
	#1 Kellie Seib , City of Sea Isle City
	#2 James Goos , City of Ventnor
	#3 James Craft , Borough of Stone Harbor
	#4 Liz Woods , City of Ocean City

#5 **Linda Kent**, City of Estell Manor

Alternates:

#1 **Ron Simone**, City of North Wildwood

#2 **Regina Burke**, City of Millville

#3 **Steve O'Connor**, Cape May Point

#4 **Mary Canesi**, City of Northfield

#5 **Sean Riggan**, City of Pleasantville

#6 **Peter Miller**, Egg Harbor Township

#7 **Dawn Stollenwerk**, Township of Mullica

Mr. Hirsch noted that the write in nomination form is included in your agenda packets.

Finance Committee Meeting – October 30, 2019

Ms. Stollenwerk stated that the Finance Committee met and reviewed the September 30, 2019 Financials. She noted that the Fund has \$50 million in cash and \$27 million in surplus and all fund years are performing well. She told the members that the budget introduction is on the agenda and can be found on page 57. She reported that there is a .13% reduction in loss funding due to members containing their claims. There is a .52% increase in the overall budget for 2020. She stated the Assessment Allocation Strategy shows that 10 members will receive a .25% increase; 8 renewing members will receive decreases; 1 member, Margate, in the Retrospective Program; and 8 members who will receive an increase between 2-5%. She stated that the 2020 Assessment Certification is on page 74 and reminded the members to return their dividend credit release forms.

Ms. Stollenwerk inquired if we needed to amend the budget for the addition of Buena Vista prior to introduction of the budget. Mr. Miola stated no, it will be done via budget amendment in 2020.

MOTION TO INTRODUCE 2020 BUDGET

Chair Perez entertained a motion to introduce the 2020 Budget.

Motion by Mr. Wahl, second by Mr. Goos, to introduce the 2020 Budget as presented.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Linda Kent, **Estell Manor**
Ingrid Perez, *Chair*, **Hamilton Twp**
Julie Picard, *Sec*, **Lower Twp**
Kellie Seib, **Sea Isle City**
Jim Craft, **Stone Harbor**
Jim Goos, **Ventnor**

Nays:

None

Abstain:

None

Motion carried by unanimous vote.

MOTION TO INTRODUCE 2020 ASSESSMENT ALLOCATION STRATEGY

Chair Perez entertained a motion to introduce the 2020 Assessment Allocation Strategy.

Motion by Mr. Wahl, second by Mr. Goos, to introduce the 2020 Assessment Allocation Strategy as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Linda Kent, Estell Manor Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Kellie Seib, Sea Isle City Jim Craft, Stone Harbor Jim Goos, Ventnor
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

MOTION TO INTRODUCE 2020 ASSESSMENT CERTIFICATION

Chair Perez entertained a motion to introduce the 2020 Assessment Certification.

Motion by Mr. Goos, second by Secretary Picard, to introduce the 2020 Assessment Certification as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Linda Kent, Estell Manor Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Kellie Seib, Sea Isle City Jim Craft, Stone Harbor Jim Goos, Ventnor
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

Resolution 2019-46 Authorizing Transfer of 2015 to Closed Years

Chair Perez entertained a motion to adopt Resolution 2019-46 Authorizing a Transfer of Funds of the 2015 Fund Year to the MEL Residual Claims Fund.

Motion by Mr. Goos, second by Mr. Wahl, to adopt Resolution 2019-46 Authorizing a Transfer of Funds of the 2015 Fund Year to the MEL Residual Claims Fund as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Linda Kent, Estell Manor Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Kellie Seib, Sea Isle City Jim Craft, Stone Harbor Jim Goos, Ventnor
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

New Member Review Committee- Buena Vista

Mr. Miola stated that the New Member Review Committee, made up of Chairs of the standing committees met prior to the Executive Committee meeting and reviewed the application from Buena Vista Township. He noted that their claim history, loss control report, and exposures were discussed. The New Member Review Committee, along with the Executive Director and the Safety Director,

recommend and offer of membership to Buena Vista. He noted that the Executive Committee is being asked to consider membership into the ACM JIF at an assessment of \$210,756 effective January 1, 2020 after approval from the State.

Chair Perez entertained a motion to accept Buena Vista Township effective January 1, 2020.

Motion by Mr. Wahl, second by Secretary Picard, to accept Buena Vista Township effective January 1, 2020 as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Kellie Seib, Sea Isle City Jim Craft, Stone Harbor Jim Goos, Ventnor
	Nays:	None
	Abstain:	Linda Kent, Estell Manor

Motion carried by majority vote.

WELLNESS DIRECTOR REPORT

Ms. Simone stated that her report is included in the agenda packet. She stated that several members Absecon, Avalon, Linwood and, Sea Isle City held wellness activities which are outlined in her report on page 76.

Ms. Simone noted that the November newsletter addressed Stress Management. She stated facts about stress, warning signs about stress and managing stress. 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. Miola reviewed the Executive Director's Report found in the agenda packet with the membership.

He highlighted the following items from his report:

Lost Time Accident Frequency - Mr. Miola asked members to review the Statewide recap.

Certificates of Insurance – Mr. Miola asked members to please review the list of COI's listed in the agenda packet to make sure they were properly issued.

Financial Fast Track - Mr. Miola stated the JIF's surplus position as of September 30, 2019 was \$25 million

Regulatory Filings - Mr. Miola noted that the JIF is up to date with filings.

2018 Safety Incentive Program – Mr. Miola 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. Miola 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. Miola 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. Miola 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.

Employment Practices Liability Compliance - Mr. Miola asked members to review the co-insurance and deductibles.

MEL Cyber Risk Management Plan Compliance - Mr. Miola reminded the members that they should review this report and contact Mr. Cooney with any inaccuracy.

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

Capehart & Scatchard Updates- Mr. Miola stated that the members should review this as there is always good information in this report.

Employee Cyber Hygiene Training - Mr. Miola noted that if you have new employees, please let us know so they could be added to the cyber training list as well as any employees that left.

Pivot Point Newsletter - Mr. Miola stated that the newsletter is on page 137 and to please review.

Elected Officials Save the Dates – Mr. Miola stated that the Elected Officials training invite is in the agenda for December 5, 2019, January 29 (the 5th week of the month), February 6, and March 24, 2020.

Certificate of Insurance Guidelines - Mr. Miola noted that certificate of insurance guidelines are posted to the JIF website.

Land Use Training - Mr. Miola commented that the land use training booklets were mailed out to the members for the training of the land use board members. Municipal Clerks are asked to pass these materials onto their land use board secretaries.

2020 RMC Resolution & Agreement - Mr. Miola noted that sample resolutions and agreements were emailed to all members.

Inclement Weather Policy - Mr. Miola reminded members that the phone number will have updates if the weather is questionable.

Dividend Notices - Mr. Miola stated that Dividend Notices were emailed to all members. Please select how you would like it taken and return to Tracy Forlenza by December 3, 2019.

New Member Activity – Mr. Miola stated that there was no other new member activity.

MEL/RCF REPORTS

Mr. Hirsch reported that the next MEL meeting is November 20, 2019 at the League of Municipalities.

Resolution 2019-47 Appointing Rich Hirsch as MEL/RCF representative

Chair Perez entertained a motion to adopt resolution 2019-47 appointing Rich Hirsch as the Fund Representative to the MEL JIF and the RCF JIF for the 2020 Fund Year.

Motion by Mr. Goos, second by Secretary Picard, to adopt resolution 2019-47 appointing Rich Hirsch as the Fund Representative to the MEL JIF and the RCF JIF for the 2020 Fund Year as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Linda Kent, Estell Manor Ingrid Perez, <i>Chair</i> , Hamilton Twp Julie Picard, <i>Sec</i> , Lower Twp Kellie Seib, Sea Isle City Jim Craft, Stone Harbor Jim Goos, Ventnor
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

SAFETY DIRECTOR'S REPORT

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

MSI Training - Mr. Holwitt noted the MSI training schedules for November and December are in the agenda packet as well as the list of CEUs and TCHs that are available.

Safety Bulletins – Mr. Holwitt commented that three new bulletins were released - CDL Clearinghouse Open for Registration, Leaf Collection, and Law Enforcement - Purchasing and Deploying Vehicles.

Chair Perez inquired if there were any more dates for the DER training? Mr. Holwitt noted that Mr. Garish is trying to secure more dates, but it is not finalized.

TREASURER'S REPORT

October Reports

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

Investment Interest

Interest Income:	Oct
Interest Received from Account Balances	\$10,807.88
Coupon Interest Payment	\$37,100.75
Amortization and/or interest cost	\$00
Unrealized Gain or Loss	\$71,989.58

Management Fee	<\$5,660.92>
Misc.	\$.04
Net Gain/Loss in Interest	\$114,237.33

Interest Accrual:	Oct
Beginning Interest Accrual	\$182,580.38
Change in Accrued Interest	\$26,668.01
Ending Interest Accrual	\$209,248.39

Unrealized Gain/Loss:	Oct
Current Month	\$373,181.90
Prior Month	\$301,192.32
Change in unrealized gain/loss	\$71,989.58

Investment Balance:	Oct
Beginning of Month	\$45,439,394.74
End of Month	\$45,515,498.28
Overall Yield-positive	3.21%

Portfolio	Total	Percentage
US Treasury Bills	\$41,015,803.14	90.11%
US Treasury Bonds & Notes	\$4,499,695.14	9.89%

Receipt Activity for the Period:

	Oct	YTD
Subrogation Receipts	\$120,912.76	\$392,598.51
Other	\$375.00	\$23,626.00
Adjustment Receipts-other	\$617.65	\$11,746.53
Assessments	\$1,790,135.00	
Misc(refund)	\$377.50	

Claim Activity for the Period

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at the end of **October** are in the amount of \$1,253,057.63 with a total of 488 checks issued totaling 1,339 claims payments. The claims detail is as follows:

	Oct
Direct Loss Payments	\$1,253,057.63
Adjustments- receipts	<\$19,376.51>
Less Recoveries	<\$121,287.76>
Net Total	\$1,112,393.36

Cash Activity for the Period – October

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$52,342,572.98 in October to a closing balance of \$52,932,321.48 showing an increase in the Fund of \$589,748.50.

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

Member	10/31/2019 Audited
Hamilton Township	\$61,341.52
Hammonton Town	\$318,230.02
Middle Township	\$101,991.17
Mullica Township	\$26,335.89
Northfield	\$86,548.09
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	\$750,358.34

Payment Register

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

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

Motion by Mr. Wahl, seconded by Mr. Goos to approve the ***October 2019 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

ROLL CALL

Yeas:

Scott Wahl, Avalon

	Linda Kent, Estell Manor
	Ingrid Perez, <i>Chair</i> , Hamilton Twp
	Julie Picard, <i>Sec</i> , Lower Twp
	Kellie Seib, Sea Isle City
	Jim Craft, Stone Harbor
	Jim Goos, Ventnor
<i>Nays:</i>	None
<i>Abstained:</i>	None

Motion carried by unanimous vote.

Bill List – November

For the Executive Committee's consideration, Mr. Hansen presented the *November 2019 Bill List* in the amount of **\$506,124.58**.

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

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

Motion by Ms. Seib, seconded by Secretary Picard, to approve the *November 2019 Bill List* as presented.

ROLL CALL	<i>Yeas:</i>	Scott Wahl, Avalon
		Linda Kent, Estell Manor
		Ingrid Perez, <i>Chair</i> , Hamilton Twp
		Julie Picard, <i>Sec</i> , Lower Twp
		Kellie Seib, Sea Isle City
		Jim Craft, Stone Harbor
		Jim Goos, Ventnor
	<i>Nays:</i>	None
	<i>Abstained:</i>	None

Motion carried by unanimous vote.

RMC Bill List – November

For the Executive Committee's consideration, Mr. Hansen presented the *November 2019 RMC Bill List* in the amount of **\$173,795**.

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

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

Motion by Mr. Goos, seconded by Secretary Picard, to approve the *November 2019 RMC Bill List* as presented.

ROLL CALL	<i>Yeas:</i>	Scott Wahl, Avalon
		Linda Kent, Estell Manor
		Ingrid Perez, <i>Chair</i> , Hamilton Twp
		Julie Picard, <i>Sec</i> , Lower Twp
		Kellie Seib, Sea Isle City
		Jim Craft, Stone Harbor
		Jim Goos, Ventnor
	<i>Nays:</i>	None
	<i>Abstained:</i>	None

Motion carried by unanimous vote.

Mr. Hansen reminded the members that the fourth quarter assessments were due and there are a few outstanding.

MISCELLANEOUS BUSINESS

2020 Renewal Update - Mr. Miola reminded members that at the Retreat, Mr. Cooney informed the members that the cyber renewal will have a 25% increase on the base rate which is about \$150 per member. He also stated that any member who is not in compliance with the Cyber Management Program will be subject to a \$25,000 deductible. He stated that the program is not difficult and members should review this information.

MEL Cyber Task Force Update - Mr. Miola noted that there is a newsletter in the agenda packet with good information.

Next Meeting

Chair Perez reminded the members that the next regular meeting will be held on **Wednesday, December 18, 2019 at 3:00 PM** at Atlantic County Library, Mays Landing, NJ with the Holiday Dinner directly following at The Inn at Sugar Hill.

PUBLIC COMMENT

Open Public Comment

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

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

Close Public Comment

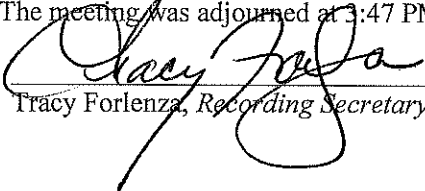
Chair Perez entertained a motion to close the public comment.

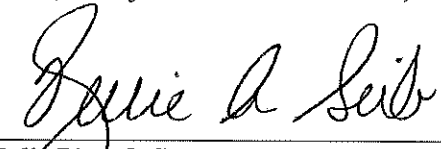

Motion by Mr. Wahl, seconded by Secretary Picard, to close the meeting to the public. All in favor.
Motion carried.

MOTION TO ADJOURN

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

The meeting was adjourned at 3:47 PM.


Tracy Forlenza, Recording Secretary for


Julie Picard, Secretary

Kellie Seib
Acting Secretary