Atlantic County Municipal Joint Insurance Fund

Established in 1987

South Jersey Communities Securing Their Future

AGENDA PACKET

Wednesday, July 15, 2020 at 3:00 PM

Via Conference Call

WWW.ACMJIF.ORG

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
Via Conference Call
July 15, 2020 – 3:00 PM

AGENDA

I. Meeting called to order by Chairman

II. Flag Salute

III. Statement of Compliance with Open Public Meetings Act
- A. Notice of this meeting was given by:
  - 1. Sending sufficient notice herewith to:
    - a. ***The Press of Atlantic City***
    - b. ***Courier Post***, Cherry Hill, New Jersey; and
  - 2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
  - 3. Posting notice on the public bulletin boards of all member municipalities.

IV. Roll Call
- A. Fund Commissioners
- B. Fund Professionals
- C. Risk Management Consultants
- D. Move up Alternates (if necessary)

V. Approval of Minutes……...…….....Pages 1-14
- A. Adoption of the **June 17, 2020** minutes – **Motion – All in Favor**
- B. Approval of the **June 17, 2020** Closed Session minutes – **Motion – All in Favor**

  The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has an opportunity to review them.

VI. Closed Session – Resolution 2020- _____ Authorizing a Closed Session of the Atlantic County Municipal Joint Insurance Fund to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations – **Motion -Roll Call**

- A. Claims Review Committee Report – Closed Session Items
- B. Professionals' Reports
  - 1. Claims Administrator's Report
  - 2. Executive Director's Report
  - 3. Safety Director's Report
  - 4. Solicitor's Report

VII. Reopen Public Portion of Meeting – **Motion – All in Favor**

VIII. Authorization of Claims Payments – **Motion - Roll Call**

IX. Authorization to Abandon Subrogation (if necessary) – **Motion - Roll Call**

X. Claims Review Committee Report: – Open Session Items

XI. Claims Administrator's Report
- A. Lessons Learned from Losses …….....Page 15

XII. Managed Health Care Report
- A. Managed Care Summary……..Page 16
- B. Average Days to Report……Page 17
- C. COVID – 19 Report……Page 18
- D. Transitional Duty Reports……Page 19
- E. PPO Savings and Penetration Reports……Pages 20-21
- F. Top 10 Providers/Paid Providers by Specialty……Page 22
- G. Nurse Case Management Assignment Report……Page 23

XIII. Solicitor's Report
- A. Closed Cases Report……Page 24
- B. MEL Helpline and Contact List……Pages 25-27

XIV. Committee Reports

None

XV. Wellness Director Report
- A. Wellness Report……Page 28
- B. In Good Health……Pages 29-36
- C. Monthly Move……Page 37
- D. Produce Storage Guide……Pages 38-39
- E. NJ Well Program Steps……Pages 40-42

XVI. Executive Director……Pages 43-80
- A. Lost Time Accident Frequency……Pages 48-49
- B. Certificates of Insurance……Pages 50-51
- C. Financial Fast Track Report……Page 52
- D. Regulatory Filing Checklists……Pages 53-54
- E. 2019 Safety Incentive Program Awards……Page 55
- F. 2020 Optional Safety Budget……Page 56
- G. 2020 Wellness Incentive……Page 57
- H. EPL/Cyber Risk Management Budget……Page 58
- I. EPL Compliance Status ……Page 59
- J. MEL Cyber Risk Management Plan Compliance Status……Page 60
- K. Statutory Bond Status……Pages 61-62
- L. Skateboard Park Approval Status……Page 63
- M. Capehart & Scatchard Updates……Pages 64-68
- N. Monthly Calendars……Pages 69-71
- O. Pivot Point Newsletter……Page 72
- P. Police Command Staff Training
- Q. Land Use Training Certification……Page 73
- R. Managerial & Supervisory Training
- S. Financial Disclosure Statement Filing……Pages 74-79
- T. Renewing Members
- U. Renewing Member Visitation Program
- V. 2021 Exposure Renewal Process
- W. 2020 Property Reports
- X. Quarterly Attendance Report……Page 80
- Y. Website
- Z. New Member Activity

XVII. MEL and/or RCF Reports

None

XVIII. Safety Director's Report

A. Activity Report ……..……..... ...…..…Pages 81-84
B. Police One Training……..…..... …. Update
C. MSI Bulletin: Reopening Update……..Pages 85-87
D. MSI Bulletin: Reopening Outdoor Activities & Facilities…….Pages 88-91
E. MSI Bulletin: Reopening Playgrounds……..……Pages 92-93
F. MSI Bulletin: Hurricane Season & COVID ……..…Page 94
G. LE Bulletin: Ford Develops Process Heat & Decontaminate Patrol SUVs……...Page 95
H. LE Bulletin: Hearing Protection…….…...Pages 96-98
I. LE Bulletin: Identifying the Unseen Victims of the Pandemic…….Pages 99-106
J. LE Bulletin: Outdoor Dining Considerations……Pages 107-108

XIX. Treasurer's Report as of July 31, 2020……..……..…...…Pages 109-207

A. Fund Status
B. Investment Report
C. Payment Register – **Motion to Approve - Roll Call**
D. Bill List – **Motion to Approve – Roll Call**…….……...…..…..…….Page 203
E. RMC Bill List – **Motion to Approve – Roll Call**……..…..Page 204
F. Analysis of Non-Assessment Receipts
G. AELCF

XX. Miscellaneous Business

A. Authorization to Process and pay Fund Vendors in August 2020 – **Motion – Roll Call**
B. Resolution 2020-_____ Authorizing the Fund Chair and the Fund Secretary to Execute a Contract with Police One Academy to Provide Online Police Related Training for a Period of One Year at a Cost Not to Exceed $24,000.00 – **Motion - Roll Call**…..….Pages 208-209
C. Resolution 2020-_____ Authorizing the Fund Chair and the Fund Secretary to Execute a Contract with Media Pro and Pivot Point Security to Technology Risk Management Services for a Period of One Year at a Cost Not to Exceed $21,582.00 – **Motion - Roll Call**……..……Pages 210-211
D. Motion to Authorize the Executive Directors Office to Re-Advertise the September Executive Committee Meeting in Consultation with the Fund Chair, Fund Secretary, and Fund Solicitor - **Motion – All in Favor**

The next meeting will be held on Wednesday, September 16, 2020
at 3:00 PM at the Avalon Community Center, Avalon, NJ or Via Conference Call

XXI. Public Comment

A. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
B. Motion to Close Meeting to Public Comment – **Motion – All in Favor**

XXII. Motion to Adjourn Meeting – **All in Favor**

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
Via conference call

June 17, 2020 at 3:00PM

OPEN SESSION MINUTES

The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held via conference call following social distancing guidelines for COVID-19 on June 17, 2020 at 3PM, prevailing time. *Chair Wahl*, **Avalon Borough,** presiding. The meeting was called to order at 3:00 PM.

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to *The Press of Atlantic City* and the *Courier Post*, Cherry Hill, New Jersey; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Atlantic County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Atlantic County Municipal Joint Insurance Fund.

ROLL CALL

Jessica Thompson, **Absecon City**
Scott Wahl, *Chair*, **Avalon Borough**
Karen Blowers, **Brigantine City**
Bill Nimohay, **Buena Borough**
Joe Picard, **Cape May City**
Ed Grant, **Cape May Point**
Heather Sparks, **Commercial Twp**
Matte Kane, *Alt*., **Corbin City**
Alex Bauer, **Deerfield Twp**
Jessica Bishop, **Dennis Twp**
Samantha Tucker, *Alt*., **Downe Twp**
Eileen Tedesco, *Alt*., **Egg Harbor Twp**
Linda Kent, **Estell Manor City** *(arrived after roll call)*
Patricia Gatto, **Folsom Borough**
Cheryl Prakash, **Galloway Twp**
Arch Liston, **Hamilton Twp**
Leigh Napoli, **Linwood City**
Rich Hirsch, **Longport Borough**
Karen Fournier, **Lower Twp**
Lisa McLaughlin, **Margate City**
Varvara Keun, **Middle Twp**
Pam Shapiro, *Alt*., **Millville City**
Dawn Stollenwerk, **Mullica Twp**
Ron Simone, **North Wildwood City**
Liz Woods, **Ocean City**
Kellie Seib, *Sec*, **Sea Isle City**
Lucy Samuelsen, **Somers Point City**
Jim Craft, **Stone Harbor Borough**
Teri Smuz, **Upper Twp**

Roy Spoltore, **Upper Deerfield Twp**
Jim Goos, **Ventnor City**
Lauren Vitelli, **West Cape May Borough**
Elaine Crowley, **West Wildwood City**
DJ Ayres, **Weymouth Twp**
Dan Dunn, *Alt.*, **Wildwood City**
Lisa Garrison, **Woodbine Borough**

Absent were:

Sam Barbagli, **Newfield Borough**
Mary Canesi, **Northfield City**
Chief Sean Riggin, **Pleasantville City**
Rick Yeatman, **Waterford Twp**
Connie Mahon, **Wildwood Crest Borough**

Present Fund Professionals were:

Paul Forlenza, MGA, 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*
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
Assured Partners
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
Siracusa-Kauffman Insurance

Absent Risk Management Consultants were:
BCA Insurance

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

MOVE UP ALTERNATES

Chair Wahl moved up alternate Ms. Stollenwerk, Mullica, for voting purposes in absence of Ms. Kent, Estell Manor.

WELCOME NEW FUND COMMISSIONER

Chair Wahl welcomed new Fund Commissioners Joanne Siedlecki, Corbin City and Ed Grant, Cape May Point.

APPROVAL OF MINUTES– OPEN SESSION

Chair Wahl entertained a motion to approve the meeting minutes of the May 20, 2020 Executive Committee Meeting.

Motion by Ms. Seib, seconded by Ms. Woods, to approve the meeting minutes of the May 20, 2020 Executive Committee Meeting as presented. Motion carried by unanimous vote.

APPROVAL OF MINUTES – CLOSED SESSION

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

Chair Wahl entertained a motion to adopt the Closed Session Meeting Minutes of the May 20, 2020 Executive Committee meeting.

Motion by Ms. Seib, seconded by Mr. Goos, to approve the Closed Session minutes of the May 20, 2020 Executive Committee meeting as presented. Motion carried by unanimous vote.

The Closed Session meeting minutes of the May 20, 2020 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.

CLOSED SESSION - RESOLUTION #2020-28

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

Chair Wahl entertained a motion to adopt *Closed Session Resolution 2020-28.*

Motion by Mr. Goos, seconded by Mr. Simone, to adopt *Resolution 2020-28* as presented.

ROLL CALL	***Yeas:***	Scott Wahl, *Chair*, **Avalon** Dawn Stollenwerk, **Mullica** Liz Woods, **Ocean City** Ron Simone, **North Wildwood** Kellie Seib, *Sec*, **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 Wahl entertained a motion to reopen the public portion of the meeting.

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

AUTHORIZATION OF CLAIMS PAYMENTS

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

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

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

Motion by Ms. Seib, seconded by Mr. Simone to approve the claims payments as discussed in Closed Session. They are as follows:

May 2020 PARs:

Workers' Compensation	***General Liability***	***Property***
2020198319	2018144614	2020205564
2020204206	2018109223	
2018120744	001257318	
2018146519	2020196153	
2018111625		
2020203443		
MLT-2020205887		
2019170429		
MLT-2020205462		
2018106776		

ROLL CALL ***Yeas:*** Scott Wahl, *Chair*, **Avalon**
Dawn Stollenwerk, **Mullica**
Liz Woods, **Ocean City**
Ron Simone, **North Wildwood**
Kellie Seib, *Sec*, **Sea Isle City**
Jim Craft, **Stone Harbor**
Jim Goos, **Ventnor**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

ABANDON SUBROGATION

Ms. Seib presented the following files for subrogation to be abandoned.

Motion by Ms. Seib, seconded by Mr. Goos to abandon the following files for subrogation:

Qual-Lynx Files
2019169665

ROLL CALL ***Yeas:*** Scott Wahl, *Chair,* **Avalon**
Dawn Stollenwerk, **Mullica**
Liz Woods, **Ocean City**
Ron Simone, **North Wildwood**
Kellie Seib, *Sec*, **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 was nothing to report for open session.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – June

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on *Police Vehicle Safety*. He noted that the report is self-explanatory and found on page 11. He asked members to read the example given regarding a claim and how some injuries to police officers in their vehicles could be minimized.

Mr. Roselli noted that last month there were quite a few accidents that occurred while officers were sitting inside their vehicles. He noted that there were a few things that they could do to help minimize potential injuries. Mr. Roselli noted that wearing a seatbelt at all times in the vehicle; limit the amount of time the officer is sitting in the police car on the side of the road; and limit the equipment in the car if it cannot be secured in the car.

Mr. Roselli reminded the members to review his newsletter and share it with their employees. He asked that his *Lessons Learned* 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
Lost Time v. Medical Only Cases

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

	May	***YTD***
Total Intakes (New Claims)	*81*	*267*
Report Only	*14*	*103*
Report Only % of Total	*17%*	*39%*

Medical Only	*56*	*119*
Lost Time	*11*	*37*
Medical Only/Lost Time Ratio	*84:16*	*76:24*
Occupational, Claim Petition, Cancer Presumption	*0*	*3*
COVID-19	*39*	*81*
Average Days to Report to QL	*2.1*	*3.9*

Ms. Beatty noted that page 14 is a new report on COVID-19 related claims which shows 81 claims as of May 31st. The report breaks out per member exposures with only 4 claimants that tested positive.

Ms. Beatty noted that there is a 70% savings for May and YTD.

Transitional Duty Report

Ms. Beatty presented her *Transitional Duty reports.*

Transitional Duty Summary Report	***YTD***
Transitional Duty Days Available	3,322
Transitional Duty Days Worked	2,299
% of Transitional Duty Days Worked	69%
Transitional Duty Days Not Accommodated	1,023
% of Transitional Duty Days Not Accommodated	31%

PPO Penetration Report:

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

PPO Penetration Rate	***May***	***YTD***
Bill Count	299	2,594
Original Provider Charges	$510,968	$3,943,777
Re-priced Bill Amount	$155,295	$1,179,919
Savings	$355,673	$2,763,857
% of Savings	70%	70%
Participating Provider Penetration Rate- Bill count	99%	96%
Participating Provider Penetration Rate-Provider Charges	99%	98%
EPO Penetration Rate – Bill Count	97%	97%
EPO Penetration Rate –Provider Charges	98%	98%

Ms. Beatty stated that a lot of the surgeries placed on hold during COVID, have now taken place or are soon to be done in the near future.

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 was one (1) case closed in June. He noted a detailed synopsis of the claim(s) can be found in the agenda packet and provided the following brief synopsis of the case:

Closed Cases	***Description***
Robinson v. City of Pleasantville	Civil Rights. Defense Counsel Thomas B. Reynolds, Esquire was assigned. Voluntary Stipulation of Dismissal with Prejudice was filed with the Court on behalf of the Plaintiff.

MEL EPL Helpline

Mr. DeWeese stated that there is a reminder regarding the MEL EPL Helpline on pages 21-23. He commented that he has been receiving calls regarding employer/employee issues and sending email updates as they relate to COVID-19. He asked members to review the MEL EPL Helpline authorized contact list and make certain that the individual listed is accurate.

Mr. DeWeese asked if anyone had questions. No questions were entertained.

COMMITTEE REPORTS

Finance Committee – May 29, 2020

Ms. Stollenwerk reported that the Finance Committee met with the Auditor to review the 12/31/19 financials. She stated that there were no findings or items of concern. She noted that the Fund is in a strong financial position with $53.5 million in cash and investments; $14.2 million in case reserves; and a statutory surplus of $25.2 million. She commented that the JIF has returned $38.8 million to its members since 1987. She reminded the members that FY 2016 is being transferred to the RCF at year end with $2.3 million that will be added to the Closed Year Fund.

Ms. Stollenwerk also noted that the Finance Committee has begun discussing dividend releases and how to assist members with cash flow problems. She stated that a new assessments by department policy is being recommended for adoption. She also stated that the release of Hammonton's AELCF balance is being recommended as well. The next meeting is August 28, 2020.

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

Resolution 2020-29 Accepting Annual Audit

Chair Wahl entertained a motion for Resolution 2020-29 Accepting the Annual Audit Report for the period ending December 31, 2019.

Motion by Mr. Goos, seconded by Mr. Craft to Resolution 2020-29 Accepting the Annual Audit Report for the period ending December 31, 2019 as presented.

ROLL CALL	***Yeas:***	Scott Wahl, *Chair*, **Avalon** Dawn Stollenwerk, **Mullica** Liz Woods, **Ocean City** Ron Simone, **North Wildwood** Kellie Seib, *Sec*, **Sea Isle City** Jim Craft, **Stone Harbor** Jim Goos, **Ventnor**
	Nays:	None

Abstain: None

All in favor. Motion carried by unanimous vote.

Motion to Adopt the Estimating Department Assessment Policy
Chair Wahl entertained a motion to adopt the Estimating to a Department Assessment Policy as presented.

Motion by Mr. Goos, seconded by Mr. Simone to adopt the Estimating to a Department Assessment Policy. All in favor. Motion carried.

Resolution 2020-30 Authorizing the Release of Hammonton's share of AELCF
Chair Wahl entertained a motion for Resolution 2020-30 Authorizing the Release of $423,296.02 of the Town of Hammonton's share of the AELCF.

Motion by Ms. Woods, seconded by Mr. Craft to approve Resolution 2020-30 Authorizing the Release of $423,296.02 of the Town of Hammonton's share of the AELCF as presented.

ROLL CALL	***Yeas:***	Scott Wahl, *Chair*, **Avalon** Dawn Stollenwerk, **Mullica** Liz Woods, **Ocean City** Ron Simone, **North Wildwood** Kellie Seib, *Sec*, **Sea Isle City** Jim Craft, **Stone Harbor** Jim Goos, **Ventnor**
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

Motion to Extend the 3rd Quarter 2020 Installment Payment Deadline from August 17, 2020 to September 30, 2020
Chair Wahl entertained a Motion to Extend the 3rd Quarter 2020 Installment Payment Deadline from August 17, 2020 to September 30, 2020.

Motion by Ms. Woods, seconded by Mr. Goos to approve Motion to Extend the 3rd Quarter 2020 Installment Payment Deadline from August 17, 2020 to September 30, 2020 as presented. All in favor. Motion carried.

Strategic Planning Committee – June 4, 2020
Mr. Hirsch noted that the minutes can be found in the agenda packet. He highlighted that there are fifteen (15) members up for renewal effective January 1, 2021 and these members will be reviewed at the August 6, 2020 Executive Safety Committee meeting. He noted that Mr. Forlenza and Mr. Miola are in the process of setting up both online and in person renewal presentations with the renewing members. He stated that there are no new member prospects for 2021. He reported that Hammonton requested the release of their AELCF share for $423,296.02. He also announced that the fall AGRIP conference for October 4-7th is still being held in Dallas, TX and the AGRIP membership billing will be changed to the calendar year.

Mr. Hirsch stated that the Fund Commissioner Orientation was held via WebEx on May 21, 2020. He noted that Fund Commissioner attendance will be reviewed at the next meeting in August. He reminded members that the Elected Official Training sign in sheets through May 31, 2020 are on the JIF website.

Mr. Hirsch reported that the Flanders Hotel is booked for October 28, 2020 and the Executive Director's office will be in constant contact with them should anything change. He commented that the RMC sample agreement will be reviewed at the September meeting. He noted that the committee discussed in detail the Committee nomination process and the details are in the minutes.

Mr. Hirsch noted that they hope to hold the next meeting in person. He inquired if there were any questions. No questions were entertained.

Motion to Adopt the Revised Fund Professional Evaluation Policy
Chair Wahl entertained a Motion to Adopt the Revised Fund Professional Evaluation Policy.

Motion by Ms. Woods, seconded by Mr. Goos to approve Motion to Adopt the Revised Fund Professional Evaluation Policy as presented. All in favor. Motion carried.

Motion to Adopt the Revised Nominating Committee Charter
Chair Wahl entertained a Motion to Adopt the Revised Nominating Committee Charter.

Motion by Ms. Woods, seconded by Mr. Simone to approve Motion to Adopt the Revised Nominating Committee Charter as presented. All in favor. Motion carried.

Motion to Adopt the Revised Fund Executive Committee Succession Plan & Election Process
Chair Wahl entertained a Motion to Adopt the Revised Fund Executive Committee Succession Plan & Election Process.

Motion by Ms. Seib, seconded by Ms. Woods to approve Adopt the Revised Fund Executive Committee Succession Plan & Election Process as presented. All in favor. Motion carried.

WELLNESS DIRECTOR REPORT
Ms. Simone stated that her report is included in the agenda packet and encouraged the members to read through her material beginning on page 69. She noted that she will continue sending motivational emails to members bi-weekly on Monday with information for free virtual workouts, webinars, meditation, and wellness information. She stated that the ACM JIF website is being updated to contain videos for exercise, yoga, etc. She is also holding zoom classes for the member towns on group meditation, exercises or whatever the member wants/needs twice weekly. Please send an email and she will set it up for different times/days to accommodate the member's needs.

Ms. Simone reported that there is now individual and/or group health coaching for any municipal employee that finds it difficult to maintain a healthy lifestyle or reduce stress during this time. She will be sending an email shortly.

Ms. Simone noted the June newsletter discusses Postural Health. It is imperative for the employees to maintain healthy posture. She also has a section that deals with returning to work during COVID-19 and this time of stress.

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

EXECUTIVE DIRECTOR'S REPORT
Mr. Forlenza noted the Executive Director's Report can be found in the agenda packet on pages 80-121 and is self-explanatory. He highlighted that all SIP, OSB and Wellness funds are available for use at this time and might be able to be used to offset corona virus expenses, noting PPE supplies can be purchased with OSB money. He also mentioned that the Managers and Supervisors and Police Command Staff trainings

will be rescheduled hopefully early next year. He stated that a new invitation will be sent out via email within next few weeks. The current EPL compliance deadline is June 1, 2021.

Mr. Forlenza reminded members that filing Financial Disclosure statements deadline was April 30, 2020; however, that deadline was extended to July 31st due to COVID 19 He reminded everyone that they need to include their position of Fund Commissioner.

Mr. Forlenza reminded the members that the JIF renewal paperwork is due by mid-August. He noted that the renewing member visitation program has begun. He stated that most are being held via conference call or video conferences. He asked that if you change your meeting to in person with social distancing that you notify his office as soon as possible.

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

MEL/RCF REPORTS

Mr. Hirsch stated that the MEL report can be found on page 122 of the agenda. He noted that the MEL met on June 3rd and adopted the 2021 rate table which represents no increase over the 2020 rate table.

Mr. Hirsch stated that they discussed the RCF Trigger Assessment and Committee reports. He noted that the model employee handbook was approved. He noted that there is an Ad Hoc committee for SAM and Firefighter Cancer Presumption. He reported that their committee is generating a panel of defense attorneys for SAM claims and appointing attorneys.

Mr. Hirsch stated that the RCF supplemental assessment totaled $5.2 mil to be assessed over a 10 year period. He also noted that the 2019 RCF Bbudget will be amended on September 2, 2020.

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

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report was included in the agenda on pages 129-139. He stated that the report is self-explanatory. He stated that they have 26 members that are actively taking Police One courses – 3, 061 classes as of June 17th. He noted that anyone who would like to know where they stand with Police One training to please contact him.

Mr. Garish noted that MSI training is being handled via Zoom with an instructor and moderator in the class. Please reach out with any questions.

Mr. Garish reported on the release of the MSI NOW streaming service so please take advantage of this program.

Mr. Garish stated that tomorrow, June 18, the bi-annual Lifeguard Symposium will be held at 9am via Zoom webinar. He encouraged the 19 members with beach operations to please attend.

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

TREASURER'S REPORT

May Reports
Mr. Hansen presented the Treasurer's Report for the period ending **May 31, 2020.** The report was made part of the agenda packet beginning on page 140. Mr. Hansen noted the following information:

Investment Interest

Interest Income:	**May**
Interest Received from Account Balances	$6,155.41
Coupon Interest Payment	$0
Amortization and/or interest cost	$3,398.44
Unrealized Gain or Loss	<$34,118.68>
Management Fee	$0
Misc.	$0
Net Gain/Loss in Interest	**<$24,564.83>**

Interest Accrual:	**May**
Beginning Interest Accrual	$139,413.24
Change in Accrued Interest	$53,138.93
Ending Interest Accrual	**$192,552.17**

Unrealized Gain/Loss:	**May**
Current Month	$1,059,901.56
Prior Month	$1,094,020.24
Change in unrealized gain/loss	<$34,118.68>

Investment Balance:	**May**
Beginning of Month	$40,435,475.29
End of Month	$40,404,755.05
Overall rate of return this month	-.05%

Portfolio	**Total**	**Percentage**
US Treasury Bonds & Notes	$37,375,307.36	92.51%
Cash & Equivalents	3,029,447.79	7.49%

Receipt Activity for the Period:

	May	**YTD**
Subrogation Receipts	$75,375.96	$185,030.90
Other	$.00	$2,977.00
Adjustment Receipts-other	$0	$5,881.29
Assessments	$3,596,747.00	

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 **May** are in the amount of $523,706.55 with a total of 282 checks issued totaling 726 claims payments. The claims detail is as follows:

	May
Direct Loss Payments	$523,706.55
Adjustments- receipts	<$510.10>
Less Recoveries	<$80,496.12>
Net Total	**$442,700.33**

Cash Activity for the Period – May

During the reporting month, the Fund's "Cash Position" changed from an opening balance of $49,968,432.52 in April to a closing balance of $52,642,022.34 showing an increase in the Fund of $2,673,589.82.

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

Member	**5/31/2020 Unaudited**
Buena Vista	12,169.00
Egg Harbor City	31,302.00
Hamilton Township	83,127.90
Hammonton Town	423,296.02
Middle Township	169,240.17
Mullica Township	27,095.89
Northfield	88,203.09

Pleasantville City	493.39
Port Republic	1,074.00
Upper Deerfield Township	71,898.37
Waterford Township	27,331.45
Upper Township	60,141.01
Stone Harbor	9,194.43
Total	**$1,004,566.72**

**Mr. Hansen noted that Hammonton's amount was approved for release via resolution this meeting.*

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

Payment Register

Chair Wahl entertained a motion to approve the ***June 2020 Payment Register*** (Claims Activity).

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

Motion by Ms. Woods, seconded by Mr. Goos to approve the ***June 2020 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

ROLL CALL	***Yeas:***	Scott Wahl, *Chair*, **Avalon**
		Dawn Stollenwerk, **Mullica**
		Liz Woods, **Ocean City**
		Ron Simone, **North Wildwood**
		Kellie Seib, *Sec*, **Sea Isle City**
		Jim Craft, **Stone Harbor**
		Jim Goos, **Ventnor**
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

Bill List – June

For the Executive Committee's consideration, Mr. Hansen presented the ***June 2020 Bill List*** in the amount of **$1,807,468.17**.

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

Chair Wahl entertained a motion for approval of the ***June 2020 Bill List***.

Motion by Mr. Goos, seconded by Mr. Simone, to approve the ***June 2020 Bill List*** as presented.

ROLL CALL	***Yeas:***	Scott Wahl, *Chair*, **Avalon**
		Dawn Stollenwerk, **Mullica**
		Liz Woods, **Ocean City**
		Ron Simone, **North Wildwood**
		Kellie Seib, *Sec*, **Sea Isle City**
		Jim Craft, **Stone Harbor**
		Jim Goos, **Ventnor**
	Nays:	None

Abstained: None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

Motion to Authorize the Executive Director to Re-advertise July Meeting

Chair Wahl entertained a motion to authorize the Executive Director's Office to re-advertise the July Executive Committee Meetings in consultation with the Fund Chair, Fund Secretary, and Fund Solicitor.

Motion by Mr. Goos, seconded by Mr. Simone to authorize the Executive Directors Office to re-advertise the July Executive Committee Meetings in consultation with the Fund Chair, Fund Secretary, and Fund Solicitor as presented. All in favor. Motion carried.

Next Meeting

Chair Wahl reminded the members that the next meeting will be held on **Wednesday, July 15, 2020** at **3:00 PM** via conference call or in person if possible.

PUBLIC COMMENT

Open Public Comment

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

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

Close Public Comment

Chair Wahl entertained a motion to close the public comment.

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

MOTION TO ADJOURN

Motion by Mr. Goos, seconded by Mr. Simone, to adjourn the July 15, 2020 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 3:55 PM.

_____ _____

Tracy Forlenza, *Recording Secretary* for **Kellie Seib,** *Secretary*

LESSONS LEARNED FROM LOSSES

MONTHLY NEWSLETTER – JULY 2020

PROMPT REPORTING

- For all lines of coverage, please report the claim as soon as possible to our office.
- The sooner we get any claim the sooner we can begin to help you through the claim process, provide an immediate defense if needed or assist an employee with medical needs.
- In Workers' Compensation, late reporting can lead to injuries becoming worse and it makes it more difficult for us to determine whether the injury occurred on the job.
- In Liability, late reporting can jeopardize the best possible defense being provided to your town.
- With Property claims, late reporting can cause coverage issues and delays in getting repairs completed.
- Delays can also cost us the ability to secure restitution from negligent parties.

Example: As a claims organization, we have many examples of employees with underlying conditions who would have benefitted from the claim being reported earlier so there would be earlier involvement of a nurse case manager since we are allowed to direct medical treatment in a Workers' Compensation claim in New Jersey. These case managers are registered nurses that can recognize the need for specific medical treatment for a claimant. Please report any injury to us as soon as you can so that all proper medical care can be administered.

Municipal Joint Insurance Fund
South Jersey Communities Securing Their Future

Qual-lynx.com QUAL-LYNX

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

JULY 2020

CLOSED CASES

THERE HAVE BEEN NO CASES CLOSED SINCE THE JUNE 11, 2020 MEETING.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
WELLNESS DIRECTOR'S REPORT

To:	Municipal Fund Commissioners, Safety Coordinators, and Risk Managers
From:	Jordan Simone, ACM JIF Wellness Director
Date:	July 15th, 2020 - Conference Call
Contact Information:	jsimonewellness@gmail.com (609) 435-0708

July Activities & Planned Events

Bi-Weekly Wellness emails: These emails will include various wellness information, including a schedule for weekly group Zoom workouts & meditations.

Weekly Wellness Zooms: Each week there are 1-2 scheduled group Zooms for live exercise and meditation. If the scheduled dates/times do not work with a member municipality's schedule, I am happy to make arrangements that accommodate the member municipality's needs.

Individual & Group Health Coaching: This disruption to our daily life and normal routine can have a great impact on our physical and mental wellbeing. Therefore, I am offering my services as a Certified Health Coach to any municipal employee who is finding it difficult to maintain healthy lifestyle choices or reduce their stress during this time. Individual and Group Coaching can take place in-person or virtually over Zoom.

July *In Good Health* Newsletter

This month's issue of ***In Good Health*** discusses **Active Aging**. Humanity is living longer and working more! As we spend more time in the workforce and live longer lives it is super important that we take our health seriously as we age. Specifically, we take a closer look at:

- The human condition - we're all aging!
- Shattering the stereotypes of aging
- How exercise is possible at EVERY age and it's never too late to start
- Nutrition for longevity and what "The Mind Diet" entails

Brain Power: Simple Stress Reduction Techniques for Better Living, and How Walking Meetings Improve Productivity

Nourish:
- Recipe: Fish Tacos with Pomegranate Salsa

The Monthly Move: 3 Core Exercises to Improve Balance

Other handouts: Produce Storage Guide

Notes:

NJ Well Reminder: You can now complete the Biometric Screening portion of the NJ Well Program right from your own home! Review the attached 'NJ Well Program Steps' document for further information. Feel free to email me with any questions or assistance!

Atlantic County Municipal Joint Insurance Fund
Established in 1987
South Jersey Communities Securing Their Future

To: Fund Commissioners

From: Paul A. Forlenza, MGA, RMC, Executive Director

Date: July 15, 2020

Re: Executive Director's Report

A. Lost Time Accident Frequency Report (pgs. 48-49)

The May 2020 Lost Time Accident Frequency Summary and the Statewide Recap for May 2020 is attached for your review.

B. Certificates of Insurance (pgs. 50-51)

Summaries of the Certificates of Insurance issued in June 2020 are attached for your review.

C. Financial Fast Track Report (pg. 52)

The Financial Fast Track Report as of May 31, 2020 is attached for your review. The report is generated by PERMA and provides a "snapshot" of the JIF's financial status. The JIF's surplus position as of May 31, 2020 was **$24,626,094**

D. Regulatory Filing Checklists (pgs. 53-54)

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items listed.

E. 2019 Safety Incentive Program Awards (pg. 55)

An announcement letter, including instructions on how to collect your 2019 Safety Incentive Awards was emailed to all members on or about March 13, 2020. A report detailing the reward amounts for each member is included in the agenda. If you have any questions on how to collect your 2019 Safety Incentive Award, please contact our office. **Please note that the deadline to claim or encumber these funds is December 31, 2020. All encumbered funds have to be claimed by February 1, 2021.**

F. 2020 Optional Safety Budget (pg. 56)

A consolidated announcement letter including instructions on how to collect your 2020 Optional Safety Budget allowance for those that are participating in 2020, was emailed to all members the week of February 17, 2020. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2020 Optional Safety Budget allowance, please contact our office. **Please note that the deadline for claiming or encumbering these funds is December 31, 2020. All encumbered funds must be claimed by February 1, 2021.**

G. 2020 Wellness Incentive Program Allowance (pg. 57)

A consolidated announcement letter including instructions on how to collect your 2020 Wellness Incentive Program Budget allowance was emailed to all members the week of February 17, 2020. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2020 Wellness Incentive Program Budget allowance, please contact our office. **Please note that the deadline for claiming or encumbering these funds is December 31, 2020. All encumbered funds must be claimed by February 1, 2021.**

H. EPL/Cyber Risk Management Budget (pg. 58)

A consolidated announcement letter including instructions on how to collect your 2020 EPL/Cyber Risk Management Budget allowance was emailed to all members the week of February 17, 2020. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2020 EPL/Cyber Risk Management Budget allowance, please contact our office. **Please note that the deadline for claiming or encumbering these funds is December 31, 2020. All encumbered funds must be claimed by February 1, 2021.**

I. Employment Practices Liability Compliance – (pg. 59)

A compliance status report regarding the Employment Practices Liability Coverage is attached for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

J. MEL Cyber Risk Management Plan Compliance Status (pg. 60)

A report regarding each member's compliance status with the MEL Cyber Risk Management Plan is included for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

K. Statutory Bond Status (pgs. 61-62)

The latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy. Any questions on the status of an application or a bond listed on the report should be directed to Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

L. Skateboard Park Approval Status (pg. 63)

Enclosed, pleased find a spreadsheet depicting the current status of all approved skateboard parks or those currently under construction by a member municipality. The MEL has established a process, outlined in MEL Coverage Bulletin **2020-09**, which must be followed by all members who wish to construct a skateboard park and have the Atlantic JIF and MEL provide said facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the current status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward.

M. Capehart & Scatchard Updates (pgs. 64-68)

John Geaney, Esq. of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA, and FMLA issues. Copies of his latest updates are included for your information.

N. Monthly Activity Calendars (pgs. 69-71)

Attached for your review is the monthly activity calendar for the months of July/August/September.

O. Pivot Point *Security with a Smile* Newsletter (pg. 72)

The JIF has contracted with Pivot Point Security to provide technology risk management services to the members. These services include phishing tests, the development of, and training on, various cyber related policies and procedures, the development of third party cyber risk standards, as well as network vulnerability assessments**.** Over the next few months, members will begin to see the role out of different risk management services from Pivot Point. Please do not hesitate to contact the Executive Director's office if you have any questions.

P. Police Command Staff Training

Due to the COVID-19 pandemic, and the required social distancing guidelines, the JIF has had to cancel the April 1, 2020 Police Command Staff training. It is our goal to reschedule this training date for either later this year or early next year once the pandemic restrictions have been lifted. A notice will be sent to all members once a decision regarding the rescheduling of these sessions has been made. If you or any officers have registered for the September 22nd or October 15th Police Command Staff training sessions a decision will be made no later than the first week of September as to whether these sessions will be held. A notice will be sent to all members once a decision is made regarding these sessions. Please do not try and register for these sessions until a decision is announced as to whether these sessions will be held. Finally, over the past few weeks, several members have suggested that we make this training available online. Due to the sensitive nature of this training and the subject matter to be discussed, the preference is hold this training in person. Again, we will notify you should this change.

Q. Land Use Training Certification (pg. 73)

On or about October 11th, a supply of Land Use Liability Training Booklets were mailed to each member's Municipal Clerk. Included with the Booklets was a memorandum and certification. The Clerk was asked to provide these materials to the municipality's Land Use Board Secretary(s), who will work with the Land Use Board Attorney(s) to complete the training process. Land Use Board members that complete the training process will be eligible for enhanced coverage should they be personally named in a Land Use claim. Attached for your review is a list of members that have provided a certification to the Fund Underwriter indicating that this training has been completed for certain Board Members. Please note that only these Board members that have completed the training are eligible for the enhanced coverage. If you have any questions, please do not hesitate to contact Ed Cooney, Fund Underwriter at 973-659-642 or ecooney@connerstrong.com.

R. Managerial & Supervisory Training

Due to the COVID-19 pandemic, and the required social distancing guidelines, the JIF has had to cancel the April 1st Police Command Staff training sessions. It is our goal to reschedule these training dates for either later this year or early next year once the pandemic restrictions have been lifted. A notice will be sent to all members once a decision regarding the rescheduling of these sessions has been made. If you or any of your employees have registered for September 22nd or October 15th Police Command Staff training sessions, a decision will be made no later than the first week of September as to whether these sessions will be held. A notice will be sent to all members once a decision is made regarding these sessions. Please do not try and register for these sessions until a decision is announced as to whether these sessions will be held. Finally, over the past few weeks, several members have suggested that we make this training available online. Due to the sensitive nature of this training and the subject matter to be discussed, the preference is to hold this training in person. Again, we will notify you should this change.

S. Financial Disclosure Statement Filing (pgs. 74-79)

In 2014, the Division of Local Government Services implemented a new "on line" process for completion and submission of Financial Disclosure Statements (FDS). Each Fund Commissioner has a unique PIN # for which to file for their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from the Executive Director's office once we are notified of their assignment and have 30 days from their day of assignment in which to file. On March 30, 2020, Kris Kristie notified all Fund Commissioners, and Fund Professionals required to complete the FDS process, via email of their responsibility to include their role with the JIF on their FDS which originally had to be submitted by April 30, 2020 has been extended until July 31, 2020. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie at 856-446-9136.

T. Renewing Members

Renewal letters were emailed on or about June 3, 2020 to the fourteen (14) members whose membership in the JIF is up for renewal on January 1, 2021. These members are: Absecon, Cape May, Cape May Point, Corbin, Deerfield, Egg Harbor, Estell Manor, Folsom, Linwood, Mullica, Ocean City, West Wildwood, Weymouth and Wildwood.. Included in the mailing was a ***Resolution*** *for Renewal of Membership in the Atlantic County Municipal JIF, a Certification* required under the Local Public Contracts Law, and an ***Agreement*** *to Renew Membership in the Atlantic County Municipal JIF*. Please have the Resolution placed on your governing body's agenda and return both the Resolution and the Agreement to our office by August 14, 2020

U. Renewing Member Visitation Program

Last month, the Executive Director's office sent a request to each of the renewing members regarding the current and anticipated format of their governing body meetings. The purpose of this request is to determine the process by which the Executive Director's office can provide each of the governing bodies with information pertaining to their renewal in the JIF. Based upon the response to this request, the Executive Director's office will participate in these meetings either in person, via conference call, or through video conferencing. Each renewing member is asked to respond to this email as soon as possible.

V. 2021 Exposure Renewal Process

On or about July 8, 2020, all members and their risk managers received a notification that the 2021Exposure Renewal Process will begin on or about July 13, 2020. As occurred last year, members will receive an email from Origami containing a link to the Origami renewal site. Included in the July 13th correspondence was important information pertaining to your property and equipment schedules, employee payroll information/counts, and other exposure data. In addition, the July 13th correspondence included important information regarding coverage exclusions and limits. All members and risk managers are urged to carefully review this information prior to starting the renewal process. Anyone with questions regarding the exposure renewal process should contact Jodi Palmeri (Jodi_Palmeri@riskprogramadministrators.com) or Tracy Forlenza (Tracy_Forlenza@riskprogramadministrators.com). Members are asked to complete the 2021 exposure renewal process no later than Friday, August 28, 2020

W. 2020 Property Reports

On or about July 13, 2020, members that received a physical appraisal this year should have received a copy of their appraisal report via email. The reports were emailed to the Municipal Clerk and copied to their RMC and Fund Commissioner. Members are encouraged to review the report and notify the Property Appraisal if any properties were missed during the appraisal process. Any

questions regarding the report can be addressed to Mel Ngayan at AssetWORKS at Melvin.ngayan@assetworks.com or 215-354-1078.

X. Quarterly Attendance Reports (pg. 80)

A report detailing attendance records through the second quarter of the 2020 Fund Year is attached for your review.

Y. Website (www.acmjif.org)

In early 2019 the new ACMJIF website was launched. Please take a moment to explore the new site, which contains a plethora of information in an easy to read format and navigate site. If you have any questions, comments, or feedback, please contact Megan Matro at 856-446-9141 or Megan_Matro@riskprogramadministrators.com.

Z. New Member Activity

There is no new member activity to report at this time.

Atlantic County Municipal Joint Insurance Fund

2019 SIP Qualifiers Award

Member Municipality	Town Size	Opening Balance	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	Paid in 2021	**Total YTD Expenses**	*Ending Balance*	Encumb Funds
Absecon	M	2,500.00					2,500.00									*2,500.00*	*0.00*	
Avalon	M	2,500.00					2,500.00									*2,500.00*	*0.00*	
Brigantine	L	2,750.00					2,750.00									*2,750.00*	*0.00*	
Buena	S	2,250.00														*0.00*	*2,250.00*	
Cape May	L	2,750.00					2,750.00									*2,750.00*	*0.00*	
Cape May Point	XS	2,000.00					2,000.00									*2,000.00*	*0.00*	
Commercial	XS	2,000.00														*0.00*	*2,000.00*	
Corbin City	XS	2,000.00					2,000.00									*2,000.00*	*0.00*	
Deerfield	XS	2,000.00														*0.00*	*2,000.00*	
Dennis	S	2,250.00					2,250.00									*2,250.00*	*0.00*	
Downe	XS	2,000.00					2,000.00									*2,000.00*	*0.00*	
Egg Harbor Twp.	XL	3,000.00					3,000.00									*3,000.00*	*0.00*	
Estell Manor	XS	2,000.00					2,000.00									*2,000.00*	*0.00*	
Folsom	XS	2,000.00				2,000.00										*2,000.00*	*0.00*	
Galloway	L	2,750.00					2,750.00									*2,750.00*	*0.00*	
Hamilton	L	2,750.00														*0.00*	*2,750.00*	
Linwood	M	2,500.00														*0.00*	*2,500.00*	
Longport	S	2,250.00				2,250.00										*2,250.00*	*0.00*	
Lower	L	2,750.00					2,750.00									*2,750.00*	*0.00*	
Margate	L	2,750.00														*0.00*	*2,750.00*	
Middle	L	2,750.00														*0.00*	*2,750.00*	
Millville	XL	3,000.00					3,000.00									*3,000.00*	*0.00*	
Mullica	S	2,250.00				2,259.00										*2,259.00*	*-9.00*	
Newfield	XS	2,000.00														*0.00*	*2,000.00*	
North Wildwood	M	2,500.00														*0.00*	*2,500.00*	
Northfield	M	2,500.00				2,500.00										*2,500.00*	*0.00*	
Ocean City	XL	3,000.00					3,000.00									*3,000.00*	*0.00*	
Pleasantville	XL	3,000.00					3,000.00									*3,000.00*	*0.00*	
Sea Isle City	L	2,750.00														*0.00*	*2,750.00*	
Somers Point	M	2,500.00					2,500.00									*2,500.00*	*0.00*	
Stone Harbor	M	2,500.00					2,500.00									*2,500.00*	*0.00*	
Upper Twp.	M	2,500.00					2,500.00									*2,500.00*	*0.00*	
Upper Deerfield	S	2,250.00					2,250.00									*2,250.00*	*0.00*	
Ventnor	L	2,750.00					2,750.00									*2,750.00*	*0.00*	
Waterford	M	2,500.00					2,500.00									*2,500.00*	*0.00*	
West Cape May	XS	2,000.00					2,000.00									*2,000.00*	*0.00*	
West Wildwood	XS	2,000.00														*0.00*	*2,000.00*	
Weymouth	XS	2,000.00					2,000.00									*2,000.00*	*0.00*	
Wildwood	XL	3,000.00					3,000.00									*3,000.00*	*0.00*	
Wildwood Crest	M	2,500.00														*0.00*	*2,500.00*	
Woodbine	XS	2,000.00					2,000.00									*2,000.00*	*0.00*	
Total By Line		$100,000.00	0.00	0.00	0.00	9,009.00	62,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,259.00	28,741.00	

Must be Claimed or Encumbered by December 31, 2020. All Encumbered Funds Must be Claimed by February 1, 2021

Atlantic County Municipal Joint Insurance Fund

2020 Optional Safety Budget

Member Municipality	Opening Balance	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	Paid 2021	Total YTD Paid	Remaining Balance	Date Encumbered
Absecon City																	
Avalon Borough	$1,500.00														$0.00	$1,500.00	
Brigantine City																	
Buena Borough																	
Cape May City	$1,500.00														$0.00	$1,500.00	
Cape May Point	$1,000.00														$0.00	$1,000.00	
Commercial Township	$1,500.00														$0.00	$1,500.00	
Corbin City																	
Deerfield Township																	
Dennis Township																	
Downe Township																	
Egg Harbor Township																	
Estell Manor City																	
Folsom Borough																	
Galloway Township																	
Hamilton Township	$2,000.00														$0.00	$2,000.00	
Linwood	$1,500.00														$0.00	$1,500.00	
Longport Borough																	
Lower Township	$2,000.00														$0.00	$2,000.00	
Margate City																	
Middle Township																	
Millville City																	
Mullica Township																	
Newfield Borough	$1,000.00														$0.00	$1,000.00	
North Wildwood City																	
Northfield City	$1,500.00							$1,091.57							$1,091.57	$408.43	
Ocean City	$2,500.00														$0.00	$2,500.00	
Pleasantville City	$2,500.00						$1,472.29								$1,472.29	$1,027.71	
Sea Isle City																	
Somers Point City																	
Stone Harbor	$1,500.00														$0.00	$1,500.00	
Upper Township																	
Upper Deerfield Township																	
Ventnor City																	
Waterford Township	$1,500.00														$0.00	$1,500.00	
West Cape May	$1,000.00														$0.00	$1,000.00	
West Wildwood																	
Weymouth Township	$1,000.00														$0.00	$1,000.00	
Wildwood City	$2,500.00														$0.00	$2,500.00	
Wildwood Crest Borough																	
Woodbine Borough																	
Total By Line	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,472.29	$1,091.57	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,563.86	$23,436.14	

Must be Claimed or Encumbered by December 31, 2020. All Encumbered Funds Must be Claimed by February 1, 2021

Atlantic County Municipal Joint Insurance Fund
2020 WELLNESS INCENTIVE PROGRAM ALLOWANCE

Member Municipality	Opening Balance	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Sept. 2020	October 2020	November 2020	December 2020	Paid in 2021	Total YTD Paid	Remaining Balance	Date Encumbered
Absecon	800.00														0.00	$800.00	
Avalon	1,000.00														0.00	$1,000.00	
Brigantine	1,500.00														0.00	$1,500.00	
Buena	600.00														0.00	$600.00	
Cape May City	1,000.00														0.00	$1,000.00	
Cape May Point	275.00														0.00	$275.00	
Commercial	275.00							71.46							71.46	$203.54	
Corbin City	275.00														0.00	$275.00	
Deerfield	275.00														0.00	$275.00	
Dennis	600.00														0.00	$600.00	
Downe Township	275.00														0.00	$275.00	
Egg Harbor Twp.	1,500.00														0.00	$1,500.00	
Estell Manor	275.00														0.00	$275.00	
Folsom	275.00			143.41											143.41	$131.59	
Galloway	1,000.00														0.00	$1,000.00	
Hamilton	1,000.00														0.00	$1,000.00	
Linwood	800.00														0.00	$800.00	
Longport	800.00														0.00	$800.00	
Lower	1,000.00														0.00	$1,000.00	
Margate	1,500.00														0.00	$1,500.00	
Middle	1,000.00														0.00	$1,000.00	
Millville	1,500.00														0.00	$1,500.00	
Mullica	600.00														0.00	$600.00	
Newfield	275.00														0.00	$275.00	
North Wildwood	1,000.00														0.00	$1,000.00	
Northfield	800.00														0.00	$800.00	
Ocean City	1,500.00														0.00	$1,500.00	
Pleasantville	1,500.00														0.00	$1,500.00	
Sea Isle City	1,000.00														0.00	$1,000.00	
Somers Point	1,000.00														0.00	$1,000.00	
Stone Harbor	1,000.00														0.00	$1,000.00	
Upper Twp.	800.00														0.00	$800.00	
Upper Deerfield	600.00														0.00	$600.00	
Ventnor	1,500.00														0.00	$1,500.00	
Waterford	800.00														0.00	$800.00	
West Cape May	275.00														0.00	$275.00	
West Wildwood	275.00			104.18											104.18	$170.82	
Weymouth	275.00					275.00									275.00	$0.00	
Wildwood	1,500.00														0.00	$1,500.00	
Wildwood Crest	1,000.00														0.00	$1,000.00	
Woodbine	275.00														0.00	$275.00	
Total By Line	$33,500.00	$0.00	$0.00	$247.59	$0.00	$275.00	$0.00	$71.46	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$594.05	$32,905.95	

Must be claimed or encumbered by December 31, 2020. Encumbered Funds need to be claimed by February 1, 2021

Updated as of 7/8/2020

Atlantic County Municipal Joint Insurance Fund
2020 EPL/CYBER Risk Management Budget

Member Municipality	Opening Balance	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Sept. 2020	October 2020	November 2020	December 2020	Paid in 2021	Total YTD Expenses	Ending Balance	Date Encumbered
Absecon	725.00														0.00	$725.00	
Avalon	725.00														0.00	$725.00	
Brigantine	725.00														0.00	$725.00	
Buena	725.00														0.00	$725.00	
Cape May City	725.00														0.00	$725.00	
Cape May Point	725.00														0.00	$725.00	
Commercial	725.00														0.00	$725.00	
Corbin City	725.00														0.00	$725.00	
Deerfield	725.00														0.00	$725.00	
Dennis	725.00														0.00	$725.00	
Downe Township	725.00														0.00	$725.00	
Egg Harbor Twp.	725.00														0.00	$725.00	
Estell Manor	725.00														0.00	$725.00	
Folsom	725.00														0.00	$725.00	
Galloway	725.00														0.00	$725.00	
Hamilton	725.00														0.00	$725.00	
Linwood	725.00														0.00	$725.00	
Longport	725.00														0.00	$725.00	
Lower	725.00														0.00	$725.00	
Margate	725.00						725.00								725.00	$0.00	
Middle	725.00														0.00	$725.00	
Millville	725.00														0.00	$725.00	
Mullica	725.00														0.00	$725.00	
Newfield	725.00														0.00	$725.00	
North Wildwood	725.00														0.00	$725.00	
Northfield	725.00														0.00	$725.00	
Ocean City	725.00														0.00	$725.00	
Pleasantville	725.00														0.00	$725.00	
Sea Isle City	725.00														0.00	$725.00	
Somers Point	725.00														0.00	$725.00	
Stone Harbor	725.00														0.00	$725.00	
Upper Twp.	725.00														0.00	$725.00	
Upper Deerfield	725.00														0.00	$725.00	
Ventnor	725.00														0.00	$725.00	
Waterford	725.00														0.00	$725.00	
West Cape May	725.00														0.00	$725.00	
West Wildwood	725.00														0.00	$725.00	
Weymouth	725.00														0.00	$725.00	
Wildwood	725.00														0.00	$725.00	
Wildwood Crest	725.00														0.00	$725.00	
Woodbine	725.00														0.00	$725.00	
Total By Line	$29,725.00	$0.00	$0.00	$0.00	$0.00	$0.00	$725.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$725.00	$29,000.00	

Must be Claimed or Encumbered by December 31, 2020. All Encumbered Claims Must be Claimed by February 1, 2021

Updated as of 7/8/2020

2020 ACM Meeting Attendance

Municipality	Name	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	# FC Attended	#ALT Attended	Total Meetings	% FC Attended	%ALT Attended	Combined Attendance
(Mtg Occurred=Y)		Y	Y	Y	Y	Y	Y									6			
Absecon	Thompson/Snyder	FC	FC	FC	Alt	FC	FC							5	1	6	83%	17%	100%
Avalon	Wahl/Waldron	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Brigantine	Blowers/O'Neill	FC	FC	N/A	FC	FC	FC							5	0	6	83%	0%	83%
Buena Boro	Nimohay/Jones	FC	N/A	N/A	FC	N/A	FC							3	0	6	50%	0%	50%
Cape May	Picard/Burke	FC	FC	N/A	FC	FC	FC							5	0	6	83%	0%	83%
Cape May Point	O'Connor/vanHeeswyk	FC	FC	FC	FC	N/A	FC							5	0	6	83%	0%	83%
Commercial Twp	Sparks/Humphries	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Corbin City	Kirn/Kane	FC	FC	FC	FC	FC	Alt							5	1	6	83%	17%	100%
Deerfield	Bauer/Closer	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Dennis	Bishop/Justice	Alt	Alt	Alt	FC	FC	FC							3	3	6	50%	50%	100%
Downe	Campbell, B./Tucker	FC	Alt	N/A	Alt	Alt	Alt							1	4	6	17%	67%	83%
Egg Harbor Twp.	Miller/Tedesco	Alt	N/C	Alt	Alt	Alt	Alt							0	5	6	0%	83%	83%
Estell Manor	Kent/Seelman	NA	FC	FC	N/A	FC	FC							4	0	6	67%	0%	67%
Folsom	Gatto/Schenker	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Galloway	Prakash/Johansen	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Hamilton	Liston/Marcologno	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Linwood	Napoli/Strazzeri	Alt	FC	FC	FC	FC	FC							5	1	6	83%	17%	100%
Longport	Hirsch/Kelly	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Lower	Fournier/Ridgway	N/A	FC	N/A	FC	FC	FC							4	0	6	67%	0%	67%
Margate	McLaughlin/Adams	N/A	Alt	FC	FC	FC	FC							4	1	6	67%	17%	83%
Middle	Keun/Quinones	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Millville	Burke/Shapiro	N/A	FC	FC	FC	FC	Alt							4	1	6	67%	17%	83%
Mullica	Stollenwerk	N/A	FC	FC	FC	FC	FC							5	0	6	83%	0%	83%
Newfield	Barbagli/Marandino	N/A	FC	N/A	N/A	N/A	N/A							1	0	6	17%	0%	17%
North Wildwood	Simone/Nordberg	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Northfield	Canesi/Campbell	FC	FC	FC	FC	N/A	N/A							4	0	6	67%	0%	67%
Ocean City	Woods/Wood	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Pleasantville	Riggin/Stewart	FC	FC	N/A	FC	FC	N/A							4	0	6	67%	0%	67%
Sea Isle	Seib/Savastano	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Somers Point	Samuelson/Heath	FC	FC	Alt	FC	FC	FC							5	1	6	83%	17%	100%
Stone Harbor	Craft/Wagner	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Upper Deerfield	Spoltore/Vagnarelli	FC	FC	N/A	FC	FC	FC							5	0	6	83%	0%	83%
Upper Township	Smuz/Young	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Ventnor	Goos/Iannuzzelli	FC	Alt	FC	FC	FC	FC							5	1	6	83%	17%	100%
Waterford	Yeatman/Danson	N/A	N/A	FC	FC	Rep	N/A							2	0	6	33%	0%	33%
West Cape May	Vitelli/Schumann	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
West Wildwood	Brunkel-Crowley, E/	N/A	FC	N/A	FC	N/A	FC							3	0	6	50%	0%	50%
Weymouth	Ayres/Carroll	FC	FC	FC	FC	FC	FC							6	0	6	100%	0%	100%
Wildwood City	Groon/Dunn	N/A	N/A	N/A	N/A	Alt	Alt							0	2	6	0%	33%	33%
Wildwood Crest	Mahon/Feketics	FC	N/A	FC	FC	Alt	N/A							3	1	6	50%	17%	67%
Woodbine	Garrison/Gurdgiel	FC	FC	Alt	FC	FC	FC							5	1	6	83%	17%	100%
41		33	37	31	38	36	36	41	41	41	41	41	41	185	23	246	75%	9%	85%
		80%	90%	76%	93%	88%	88%	100%	100%	100%	100%	100%	100%						

N/A	No representation for this municipality
FC	Fund Commissioner in attendance
ALT	Alt. Fund Commissioner in attendance

Last Update 7/8/2020

Atlantic County Municipal Joint Insurance Fund

TO: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Robert Garish, Senior Risk Control Consultant

DATE: July 6, 2020

J. A. MONTGOMERY CONSULTING SERVICE TEAM & LOSS CONTROL ACTIVITIES

Keith Hummel Associate Director Public Sector Risk Control Office: 856-552-6862 khummel@jamontgomery.com	Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18th Floor Camden, NJ 08102 P.O. Box 99106 Camden, NJ 08101	Robert Holwitt Senior Consultant rholwitt@jamontgomery.com Office: 856-552-4624 Cell: 856-628-5705
Lauren Gershman Administrative Assistant lgershman@jamontgomery.com Office: 856-446-9279		Robert Garish Senior Consultant rgarish@jamontgomery.com Office: 856-552-4650 Cell: 609-947-9719

LOSS CONTROL SURVEYS

- Upper Township- Conducted a Loss Control Survey on June 4, 2020
- Stone Harbor – Conducted a Loss Control Survey on June 10, 2020
- Ventnor City- Conducted a Loss Control Survey on June 9, 2020
- Wildwood Crest – Conducted a Loss Control Survey on June 10, 2020
- Folsom Borough – Conducted a Loss Control Survey on June 18, 2020
- Somers Point-Conducted a Loss Control Survey on June 18, 2020
- Small Member Joint Safety Meeting – June 19, 2020
- Wildwood Crest – Conducted a Loss Control Survey on June 25, 2020
- Ocean City– Conducted a Loss Control Survey on June 29, 2020
- Sea Isle- Conducted a Loss Control Survey on June 30, 2020

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- No visits were conducted during the month of June

JOB HAZARD IDENTIFICATION INITIATIVE.

- Sea Isle- Hazard Communication Labels on June 1, 2020
- Stone Harbor- Water/Sewer Repair on June 9, 2020

MEETINGS ATTENDED

- Atlantic JIF Claims Meeting (Telephonic) – June 11, 2020
- Atlantic JIF Fund Meeting (Telephonic) – June 17, 2020

UPCOMING MEETING SCHEDULE

DATE	TOPIC	LOCATION
July 9, 2020	Claims Meeting	T.B.D.
July 15, 2020	Executive Committee Meeting	T.B.D.

SAFETY DIRECTOR'S BULLETINS AND NOTICES

Training announcements and bulletins are distributed by email to Fund Commissioners, Safety Coordinators, and Risk Consultants. Please access the JIF website to verify contact information is correct. If you find a discrepancy, please let us know.

The following Safety Director Bulletins and alerts were distributed by email. If you are not receiving updates or would like to add other names to the distribution list, please let us know. If applicable, a copy or copies of the Safety Director's Bulletins are attached.

- Law Enforcement Bulletin- Disinfection Software for Ford SUV's on June 2, 2020
- Reopening Outdoor Activities Bulletin on June 4, 2020
- MEL-Sponsored Webinar: Communication in a Crisis on June 11, 2020
- Live Safety Training Webinars- July Registration Now Open! On June 11, 2020
- Live Safety Training Webinars- July Registration Now Open! Update on June 15, 2020
- Latest Reopening Schedule Bulletin on June 16, 2020
- Model Waiver Form for Summer Camps on June 22, 2020
- Reminder- MEL Webinar Facing and Embracing Crisis for Your Municipality on June 23, 2020
- Hurricane Season and COVID Bulletin on June 24, 2020
- Expanding Outdoor Dining Areas on June 26, 2020
- Reopening Playgrounds on June 30, 2020

MEL MEDIA LIBRARY

The new MEL Video Library (856-552-4900) is available for borrowing 560+ safety videos in 45 different categories. To view the full video catalog and rent videos, please visit www.njmel.org or email the video library at melvideolibrary@jamontgomery.com.

June	
Municipality	Number of Videos
---	-0-

MEL SAFETY INSTITUTE (MSI)

Streaming safety videos have been added to the Learning Management System. Under this new service, called MSI Now, about 130 titles are now available by logging into the LMS and selecting the MSI NOW & Online Training College at the bottom right of the Home page. Once the College is opened, the list of videos

will show on the right side of the page, under one of ten categories. Select the desired category and a list of videos that can be streamed right to your workplace.

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

MSI in-classroom training programs will continue to be suspended until further notice. We will be announcing future training opportunities soon.

NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions, or you need to appoint a new Training Administrator, please advise (afelip@jamontgomery.com).

July Webinar Training Schedule

Date	Webinar Topic	Time
7/1/20	BBP	9:00 - 10:00 am
7/2/20	HazCom w/GHS	1:00 - 2:30 pm
7/7/20	Fire Safety	1:00 - 2:00 pm
7/8/20	Fall Protection Awareness	9:00 - 11:00 am
7/9/20	CDL-Drivers Safety Regulations	1:00 - 3:00 pm
7/10/20	Driving Safety Awareness	9:00 - 10:30 am
7/13/20	Dealing with Difficult People	9:00 - 11:00 am
7/13/20	MSI Learning Management System - Administrator Overview	1:00 - 2:30 pm
7/14/20	Hearing Conservation	9:00 - 10:00 am
7/15/20	Asbestos, Lead, Silica, Lead Overview	9:00 - 10:00 am
7/16/20	BBP	1:00 - 2:00 pm
7/17/20	Protecting Children from Abuse	9:00 - 11:00 am
7/17/20	PPE	1:00 - 3:00 pm
7/20/20	Fire Extinguisher	1:00 - 2:00 pm
7/21/20	Dealing with Difficult People	9:00 - 11:00 am
7/22/20	HazCom w/GHS	9:00 - 10:30 am
7/23/20	Fire Safety	9:00 - 10:00 am
7/24/20	Protecting Children from Abuse	9:00 - 11:00 am
7/27/20	CDL-Drivers Safety Regulations	9:00 - 11:00 am
7/28/20	PPE	9:00 - 11:00 am
7/29/20	Mower Safety	9:00 - 10:00 am
7/30/20	Fire Extinguisher	9:00 - 10:00 am
7/31/20	MSI Learning Management System - Administrator Overview	10:00 - 11:30 am

CEU's for Certified Publics Works Managers

MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	HazCom with Globally Harmonized System	1 / T,G
Advanced Safety Leadership	10 / M	Hazardous Materials Awareness w/ HazCom & GHS	3 / T
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hazard Identification - Making Your Observations Count	1 / T,M
Back Safety / Material Handling	1 / T	Hearing Conservation	1 / T,G
Bloodborne Pathogens Training	1 / G	Heavy Equipment Safety	1 / G - 2 / T
Bloodborne Pathogens Administrator Training	1 / T,M	Hoists, Cranes and Rigging	2 / T
BOE Safety Awareness	3 / T	Housing Authority Safety Awareness	3 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Jetter Safety	2 / T
CDL - Drivers' Safety Regulations	2 / G	Landscape Safety	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Leaf Collection Safety Awareness	2 / T
Confined Space Entry – Permit Required	3.5 / T	Lockout Tagout	2 / T
Confined Space Awareness	1 / T,G	Personal Protective Equipment (PPE)	2 / T
Dealing With Difficult People	1 / M	Playground Safety Inspections	2 / T
Defensive Driving-6-Hour	6 / M	Sanitation and Recycling Safety	2 / T
Driving Safety Awareness	1.5 / T	Safety Committee Best Practices	1.5 / M
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	2 / M,G
Excavation Trenching & Shoring	2 / T,M	Shop and Tool Safety	1 / T
Fall Protection Awareness	2 / T,M	Seasonal Public Works Operations	3 / T
Fast Track to Safety	4 / T	Snow Plow Safety	2 / T
Fire Extinguisher	1 / T	Special Events Management	2 / M
Fire Safety	.5/ T - .5/ G	Shift Briefing Essentials	1 / M
Flagger / Workzone Safety	2 / T,M		

CEU's for Registered Municipal Clerks

MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Hazard Identification - Making your Observations Count	2 / P
Bloodborne Pathogens Training	1 / P	Safety Committee Best Practices	1.5 / P
Dealing With Difficult People	1 / P	Safety Coordinator's Skills Training	4 / P
Employee Conduct and Violence in the Work Place	1.5 / E	Special Event Management	2 / P

TCH's For Water/ Wastewater

MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	HazCom with Globally Harmonized System	1.5 / S
Advanced Safety Leadership	10 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Heavy Equipment Safety	3 / S
Back Safety / Material Handling	1 / S	Housing Authority Safety Awareness	3 / S
Bloodborne Pathogens Training	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Administrator Training	2 / Non S	Hearing Conservation	1 / S
BOE Safety Awareness	3 / S	Hoists, Cranes and Rigging	2 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Jetter Safety	2 / S
CDL - Drivers' Safety Regulations	2 / S	Ladder Safety/Walking Working Surfaces	2 / S
Confined Space Awareness	1 /S	Landscape Safety	2 / S
Confined Space Entry - Permit Required	3.5 / S	Leaf Collection Safety Awareness	2 / S
Dealing With Difficult People	1 / S	Lockout Tagout	2 / S
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety	1 / S
Driving Safety Awareness	1.5 / S	Office Safety	2 / S
Employee Conduct and Violence in the Work Place	1.5 / Non S	Personal Protective Equipment (PPE)	2 / S
Excavation Trenching & Shoring	4 / S	Safety Committee Best Practices	1.5 / S
Fall Protection Awareness	2 / S	Safety Coordinator's Skills Training	4 / Non S
Fast Track to Safety	4 / S	Seasonal Public Works Operations	3 / S
Fire Extinguisher	1 / S	Shift Briefing Essentials	1.5 / S
Fire Safety	1 / S	Snow Plow Safety	2 / S
Flagger / Workzone Safety	2 / S	Special Event Management	2 / S

CEU's for Tax Collectors

MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E
Dealing With Difficult People	1 / E, Gen

CEU's for County/Municipal Finance Officers

MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E
Dealing With Difficult People	1 / E, M

CEU's for Certified Recycling Professionals

MSI Course	CEU's/Cat.
Fire Extinguisher Safety	1 / CRP
Hazard Recognition- Making your Observations Count	2 / CRP
Heavy Equipment	3 / CRP
Sanitation and Recycling Safety	2 / CRP

CEU's for Qualified Purchasing Agents

MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E
Dealing With Difficult People	1 / OFF

CEU's for Park and Rec Professionals

MSI Course	CEU's/Cat.
Playground Safety Inspections (CEUs for all Park and Rec Professionals)	.2

***Categories	***Categories(cont.)
E - Ethics	Non S - Non Safety (Management)
T - Technical	P - Professional Development
G - Governmental	M - Management
S - Safety / Non S - Non Safety	CRP - Certified Recycling Professional Classroom CEU
GEN - General Secondary Duties	OFF - Office Admin/General Duties

July 4, 2020

To the Members of the
Executive Board of the
Atlantic County Municipal
Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund. The statements included in this report are prepared on a "modified cash basis" and relate to financial activity through the one month period ending **June 30, 2020**, for Closed Fund Years 1987 to 2015, and Fund Years 2016, 2017, 2018, 2019 and 2020. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST & INVESTMENTS:

ACTIVITY:

Interest Income:	
Interest received from Account Balances	$ 6,931.96
Coupon Interest Payment	$ 90,150.00
Amortization and/or interest cost {net}	$ 6,612.50
Unrealized gain/<loss>	< $ 42,845.71>
Management Fee	< $ >
misc.	$ .02
Net gain/<loss> in position	$ 60,848.73

Interest Accrual:	
Beginning Interest Accrual at M&T/Wilmington Trust	$192,552.17
Change in Accrued interest at M&T/Wilmington Trust	$ 39,899.92
Ending Interest Accrual	$152,652.25

Unrealized Gain/Loss	
Current Month	$1,017,055.85
Prior Month	$1,059,901.56
Change in Unrealized Gain/Loss	<$ 42,845.71>

Investment Balance beginning of period:	$40,404,755.05
end of month-	$39,376,439.45

Overall rate of return this month .117%

Portfolio:			
US Treasury Bonds	$	36,107,074.05	91.70%
Cash & Equivalents	$	3,269,365.40	8.30%

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts-	$72,690.81	{ytd=$257,721.71}
Other-	$ 25.00	{ytd=$25.00}
Adjustment Receipts	$ -0-	[ytd=$5,881.29}
Assessments	$918,233.00	

CLAIM ACTIVITY FOR THE PERIOD:

ACTIVITY

The enclosed report shows claim activity during the reporting period for claims paid by the fund and claims payable by the Fund at period end in the amount of $672,197.44. The claims detail shows 365 checks totaling 1023 claims payments issued and are categorized as follows:

Further Analysis:

Payments:	$	672,197.44
Adjustments-	<$	3,981.44>
Less Recoveries	<$	72,690.81>
Net Total	$	595,525.19

CASH ACTIVITY FOR THE PERIOD:

ACTIVITY-

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of $52,642,022.34 to a closing balance of $51,218,135.73 showing a decrease in the fund's cash position of $1,423,886.61. A detailed account reconciliation of this change, including its affect on our banking instruments, is included in my report.

A.E.L.C.F. PARTICIPANT YEAR-END BALANCES

	6/30/2020 UNAUDITED {interest posted-unaudited}	
Buena Vista	$ 12,169.00	
Egg Harbor City	$ 31,302.00	
Hamilton Township	$ 83,127.90	
Hammonton Township	$ -0-	*released
Middle Township	$ 169,240.17	
Mullica Township	$ 27,095.89	
Northfield	$ 88,203.09	
Pleasantville	$ 493.39	
Port Republic	$ 1,074.00	
Upper Deerfield Township	$ 71,898.37	
Waterford Township	$ 27,331.45	
Upper Township	$ 60,141.01	
Stone Harbor	$ 9,194.43	
	$ 581,270.70	

SUMMARY REPORT OF AELCF/DIVIDENDS/RETRO PROGRAM
-attached

BILL LIST FOR THE PERIOD:

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list at the end of my report.

The information contained in this cover report is a summary of key elements related to activity during the reporting period. Other detailed information is contained in the attached documents and, if desired, a more specific explanation on any question can be obtained by contacting me at 609-425-1136 or email *ocjjh4263@gmail.com*.

Respectfully Submitted,
John J. Hansen
John J. Hansen, Treasurer

ATLANTIC COUNTY MUNICIPAL JIF
BILL LIST - JULY 2020

	Payable To:	FY 2020	FY 2019	Appropriation	Description
1	The Actuarial Advantage	**8,792.00**		Prof Services/Actuary	June 2020 Fees
2	Arthur J. Gallagher Risk Management Services, Inc	**83,058.00**		Prof Services/Administration	July 2020 Fees
3	Arthur J. Gallagher Risk Management Services, Inc	**14.25**		Misc/Postage/Copies/Fax	June 2020 Fees
4	The DeWeese Law Firm, P.C.	**10,883.00**		Prof Services/Attorney	July 2020 Fees
5	Qual-Lynx	**67,188.00**		Prof Services/Claims Administration	July 2020 Fees
6	Joyce Media	**375.00**		Misc/JIF Website	July 2020 Fees
7	Bowman & Company LLP	**8,528.00**		Prof Services/Payroll Auditor	WC payroll audit #90816
8	Tracy Forlenza	**538.00**		Misc/Recording Secretary	July 2020 Fees
9	J.A. Montgomery Risk Control Services	**18,554.00**		Prof Services/Safety Director/Loss Control	July 2020 Fees
10	Pivot Point Security		**1,112.00**	EPL/CYBER/Technology Risk Management Ser	July 2020 Fees
11	John Hansen	**2,043.00**		Prof Services/Treasurer	July 2020 Fees
12	John Hansen	**7.75**		Misc/Postage/Copies/Fax	USPS fee for checks
13	Conner Strong & Buckelew	**1,021.00**		Prof Services/Underwriting Mgr	July 2020 Fees
14	Jordan Simone	**5,329.00**		Wellness/Wellness Incentive Program	July 2020 Fees
15	ARC Reprographics	**127.53**		Misc/Office Supplies	Inv#277338 Deefield Renewal bks
16	Courier Post	**59.36**		Misc/Legal Notices	#4263223-01 July Mtg Change
17	Iron Mountain	**136.62**		Misc/Records Retention Service	Inv#CTWX396 Storage 7/1-31/2020; Service 5/27-8/23/2020
18	The Press of Atlantic City	**43.64**		Misc/Legal Notices	July Mtg Change
19	Township of Commercial	**71.46**		Wellness/Wellness Incentive Program	Healthy snacks
20	City of Northfield	**1,091.57**		Optional Safety Budget	safety items
21	City of Sea Isle City	**2,000.00**		Contingency	Police re-accreditation June 11, 2020
22	City of Ventnor		**725.00**	EPL/CYBER/EPL/Cyber Incentive Program	Reimbursement -appealed late submission
	Subtotals	**209,861.18**	**1,837.00**		

JIF BILL LIST TOTAL	**211,698.18**
RMC BILL LIST TOTAL	**173,303.00**
COMBINED BILL LIST TOTAL	**385,001.18**

ATLANTIC COUNTY MUNICIPAL JIF

RMCS BILL LIST (3rd Installment) - July 2020

	Payable To:	FY 2020	Appropriation	Description
1	CJ Adams	**15,475.00**	Risk Management Consultants	3rd Qtr Pymts - Longport, Margate, Ventnor
2	Assured Partners	**529.00**	Risk Management Consultants	3rd Qtr Pymts - Downe Twp
3	Atlantic Associates	**11,173.00**	Risk Management Consultants	3rd Qtr Pymts - Pleasantville
4	BCA Insurance	**2,517.00**	Risk Management Consultants	3rd Qtr Pymts -Newfield and Upper Deerfield
5	J. Byrne Agency	**45,317.00**	Risk Management Consultants	3rd Qtr Pymts -Deerfield, Lower, North Wildwood, Stone Harbor, West Wildwood, Wildwood, and Wildwood Crest
6	Conner Strong & Buckelew	**4,825.00**	Risk Management Consultants	3rd Qtr Pymts -Waterford
7	Glenn Insurance Agency	**11,498.00**	Risk Management Consultants	3rd Qtr Pymts -Absecon, Linwood, Somers Pt, Weymouth
8	Hardenbergh Group	**10,172.00**	Risk Management Consultants	3rd Qtr Pymts -Estell Manor, Folsom, Hamilton, Mullica and Northfield
9	Thomas Heist Insurance Agency	**1,750.00**	Risk Management Consultants	3rd Qtr Pymts -Upper Twp
10	Insurance Agencies Inc	**2,002.00**	Risk Management Consultants	3rd Qtr Pymts -Buena Borough
11	Marsh & McLennan Agency, LLC	**29,283.00**	Risk Management Consultants	3rd Qtr Pymts -Avalon, Cape May, Cape May Pt, Dennis Twp, Galloway, Middle, Sea Isle, West Cape May. Woodbine
12	McMahon Agency Inc	**12,756.00**	Risk Management Consultants	3rd Qtr Pymts -Corbin City and Ocean City
13	William Mints Agency	**10,977.00**	Risk Management Consultants	3rd Qtr Pymts -Commercial and Millville
14	Siracusa Kaufman Insurance Agency	**15,029.00**	Risk Management Consultants	3rd Qtr Pymts -Brigantine, EHT
	RMCS BILL LIST TOTAL	**173,303.00**		

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2020-___

A RESOLUTION AUTHORIZING THE FUND CHAIR AND FUND SECRETARY TO EXECUTE A CONTRACT WITH POLICE ONE ACADEMY TO PROVIDE ON LINE POLICE RELATED TRAINING FOR A PERIOD OF ONE YEAR AT A COST NOT TO EXCEED $24,000

WHEREAS, the Atlantic County Municipal Joint Insurance Fund (FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.;* and

WHEREAS, the FUND is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the FUND members with police operations participate in a Police Ad Hoc Committee with members from the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) and the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF); and

WHEREAS, the Police Ad Hoc Committee meets on a regular basis to discuss exposures facing police operations and risk management techniques that can be utilized to mitigate these exposures; and

WHEREAS, at a Police Ad Hoc Committee meeting in Spring 2018, the Police Command Staff present recommended that the Funds seek police related on line training that can be made available to their rank and file officers; and

WHEREAS, the Police Command Staff believe that this type of training will allow their officers easy access to needed training that can be assigned, tracked, and documented effectively and efficiently; and

WHEREAS, on February 21, 2018, the FUND adopted Resolution 2018-24, authorizing an interlocal agreement with the BURLCO JIF and the TRICO JIF to provide online police related training; and

WHEREAS, the Executive Director's office issued a Request for Proposals (RFP) on April 11, 2018 with all proposals to be returned to the Executive Director's office by May 4, 2018; and

WHEREAS, proposals were received from Police One Academy, The Rodgers Group, and Relias; and

WHEREAS, each proposal was evaluated by a subcommittee which included a Fund Commissioner from each of the Funds involved in the interlocal agreement; and

WHEREAS, each proposal was reviewed and scored using the criteria included in the RFP that outlined the basis by which the proposals would be evaluated by the Funds; and

WHEREAS, following the evaluation and scoring process, each of the Funds determined that Police One Academy should be awarded a contract to provide online police related training in accordance with the terms and conditions outlined in the RFP and the proposal received from Police One Academy; and

WHEREAS, in accordance with this recommendation, the FUND approved Resolution 2018-40 on July 18, 2018 awarding a contract to Police One for a period of one year effective September 1, 2018 through August 31, 2019; and

WHEREAS, on July 17, 2019, the FUND approved resolution 2019-36 authorizing an agreement with Police One Academy in accordance with Year 2 of their May 4, 2018 proposal to provide the above enumerated services for the period of September 1, 2019 through August 31, 2020; and

WHEREAS, it is the recommendation of the FUND's Executive Safety Committee that the FUND authorize an additional year of training in accordance with the terms and conditions as outlined in Police One's original proposal dated May 4, 2018; and

WHEREAS, based upon the number of police personnel currently enrolled in the Police One program including sworn officers (full time, part time, and seasonal), Special Law Enforcement Officers, Resource Officers and other police personnel as recorded in the Police One Academy platform the total cost to the FUND to provide online police related training shall not exceed $24,000 for one year access to the Police One Academy library; and

WHEREAS, funds to pay for this expense are available in the 2020 & 2021 FUND Operating Expense Budget;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Atlantic County Municipal Joint Insurance Fund that the FUND Chair and FUND Secretary are hereby authorized to execute a contract with Police One Academy to provide online police related training for the period of September 1, 2020 to August 31, 2021; and

BE IT FURTHER RESOLVED, that the total cost to the FUND shall not exceed $24,000 for one year access to the Police One Academy library; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be provided to the BURLCO JIF, TRICO JIF, Executive Director's office, Fund Treasurer, and Safety Director for their information and knowledge; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be filed with the Division of Local Government Services in the Department of Community Affairs.

This Resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund at a public meeting held on July 15, 2020.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Attest: _____ By: _____

Kellie Seib Secretary Scott Wahl, Chairperson

Date: July 15, 2020

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2020-___

A RESOLUTION AUTHORIZING THE FUND CHAIR AND FUND SECRETARY TO EXECUTE A CONTRACT WITH MEDIA PRO AND PIVOT POINT SECURITY TO PROVIDE TECHNOLOGY RISK MANAGEMENT SERVICES FOR A PERIOD OF ONE YEAR AT A COST NOT TO EXCEED $21,582

WHEREAS, the Atlantic County Municipal Joint Insurance Fund (FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.;* and

WHEREAS, the FUND is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

WHEREAS, the FUND members were recently subject to Technology Risk Assessments to determine each members greatest vulnerability from the use of technology in their governmental operations; and

WHEREAS, based upon the completed assessments it was determined that the FUND members all share similar exposures from the use of technology; and

WHEREAS, these vulnerabilities include the need for employee security awareness training; the timely distribution of security awareness notifications; the development of, and training therein, of security risk policies; the development of incident management plans; the completion of "phishing" assessments; the development of, and training therein, of third party risk management policies; and the completion of external vulnerability testing; and

WHEREAS, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) and the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) completed the same Technology Risk Assessments with the same vulnerabilities identified; and

WHEREAS, on March 27, 2018, the FUND adopted Resolution 2018-27, authorizing an interlocal agreement with the TRICO JIF and the BURLCO JIF to seek qualified firms to provide services to address the vulnerabilities outlined above; and

WHEREAS, the Executive Director's office issued a Request for Proposals (RFP) on April 30, 2018 with all proposals to be returned to the Executive Director's office by May 24, 2018; and

WHEREAS, proposals were received from Media Pro, Pivot Point Security, and The Incendio Group; and

WHEREAS, each proposal was evaluated by a subcommittee which included a Fund Commissioner from each of the Funds involved in the interlocal agreement; and

WHEREAS, each proposal was reviewed and scored using the criteria included in the RFP that outlined the basis by which the proposals would be evaluated by the Funds; and

WHEREAS, following the evaluation and scoring process, each of the Funds determined that Media Pro should be awarded a contract to provide employee security awareness training and Pivot Point Security should be awarded a contract to provide the timely distribution of security awareness notifications; the development of, and training therein, of security risk policies; the development of incident management plans; the completion of "phishing" assessments; the development of, and training therein, of third party risk management policies; and the completion of external vulnerability testing in accordance with the terms and conditions outlined in the RFP and the proposal received from Media Pro and Pivot Point Security; and

WHEREAS, in accordance with the aforementioned recommendation, on July 18, 2018, the FUND approved resolution 2018-41 authorizing an agreement with Media Pro and Pivot Point Security to provide the above enumerated services for the period of September 1, 2018 through August 31, 2019; and

WHEREAS, on July 17, 2019, the FUND approved resolution 2019-37 authorizing an agreement with Media Pro and Pivot Point Security in accordance with Year 2 of their May 24, 2018 proposal to provide the above enumerated services for the period of September 1, 2019 through August 31, 2020; and

WHEREAS, it is in the FUND's best interest to execute an agreement with Media Pro and Pivot Point Security for the above enumerated services in accordance with Year 3 of their May 24, 2018 proposal for the period of September 1, 2020 through August 31, 2021; and

WHEREAS, based upon the number of employees to be trained, the total cost to the FUND to provide employee security awareness training shall not exceed $8,243 for one year access to the Media Pro library; and

WHEREAS, based upon the number of members to receive the following services; the timely distribution of security awareness notifications; the development of, and training therein, of security risk policies; the development of incident management plans; the completion of "phishing" assessments; the development of, and training therein, of third party risk management policies; and the completion of external vulnerability testing by Pivot Point Security the total cost of which to the FUND to provide these services shall not exceed $13,339 for one year; and

WHEREAS, funds to pay for this expense are available in the 2020 & 2021 FUND Operating Expense Budget;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Atlantic County Municipal Joint Insurance Fund that the FUND Chair and FUND Secretary are hereby authorized to execute a contract with Media Pro and Pivot Point Security for the services outlined above and in accordance with the terms and conditions outlined in the RFP and the proposal received from Media Pro and Pivot Point Security; and

BE IT FURTHER RESOLVED, that the total cost to the FUND shall not exceed $21,582 as noted above; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be provided to the TRICO JIF, BURLCO JIF, Executive Director's office, and Fund Treasurer, for their information and knowledge; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be filed with the Division of Local Government Services in the Department of Community Affairs.

This Resolution was duly adopted by the Atlantic County
Municipal Joint Insurance Fund at a public meeting held on July 15, 2020.

ATLANTIC COUNTY
MUNICIPAL JOINT INSURANCE FUND

Attest: _____ By: _____
Kellie Seib, Secretary Scott Wahl, Chairperson

Date: July 15, 2020