



**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**  
*Via conference call*

**March 26, 2020 at 3:00PM**

***OPEN SESSION MINUTES***

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The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held via conference call on March 26, 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**  
Steve O'Connor, **Cape May Point**  
Heather Sparks, **Commercial Twp**  
LaVerne Kirn, **Corbin City**  
Karen Seifrit, **Deerfield Twp**  
Jackie Justice, *Alt.*, **Dennis Twp**  
Eileen Tedesco, *Alt.*, **Egg Harbor Twp**  
Linda Kent, **Estell Manor City**  
Patricia Gatto, **Folsom Borough**  
Cheryl Prakash, **Galloway Twp**  
Ingrid Perez, **Hamilton Twp**  
Leigh Napoli, **Linwood City**  
Rich Hirsch, **Longport Borough**  
Lisa McLaughlin, **Margate City**  
Varvara Keun, **Middle Twp**  
Regina Burke, **Millville City**  
Dawn Stollenwerk, **Mullica Twp**  
Ron Simone, **North Wildwood City**  
Mary Canesi, **Northfield City**  
Liz Woods, **Ocean City**  
Kellie Seib, *Sec.*, **Sea Isle City**  
Shelby, Heath, *Alt.*, **Somers Point City**  
Jim Craft, **Stone Harbor Borough**  
Teri Smuz, **Upper Twp**  
Jim Goos, **Ventnor City** (*arrived after roll call*)  
Rick Yeatman, **Waterford Twp**  
Lauren Vitelli, **West Cape May Borough**

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

Absent were:

Karen Blowers, **Brigantine City**  
Bill Nimohay, **Buena Borough**  
Joe Picard, **Cape May City**  
Bob Campbell, **Downe Twp**  
Karen Fournier, **Lower Twp**  
Sam Barbagli, **Newfield Borough**  
Chief Sean Riggan, **Pleasantville City**  
Roy Spoltore, **Upper Deerfield Twp**  
Elaine Crowley, **West Wildwood City**  
Carl Groon, **Wildwood City**

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  
Conner Strong & Buckelew  
Glenn Insurance  
Hardenbergh Insurance  
Marsh & McLennan Agency  
McMahon Agency, Inc.  
William R. Mints Agency

Absent Risk Management Consultants were:

Atlantic Associates  
BCA Insurance  
J. Byrne Agency, Inc.  
Thomas Heist Insurance Agency  
Insurance Agencies Inc.  
Siracusa-Kauffman Insurance

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

***MOVE UP ALTERNATES***

Chair Wahl moved up alternate Ms. Burke, Millville, for voting purposes in absence of Mr. Goos, Ventnor.

***APPROVAL OF MINUTES– OPEN SESSION***

Chair Wahl entertained a motion to approve the meeting minutes of the February 19, 2020 Executive Committee Meeting.

Motion by Ms. Seib, seconded by Ms. Burke, to approve the meeting minutes of the February 19, 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 February 19, 2020 Executive Committee meeting.

Motion by Ms. Woods, seconded by Mr. Simone, to approve the Closed Session minutes of the February 19, 2020 Executive Committee meeting as presented. Motion carried by unanimous vote.

The Closed Session meeting minutes of the February 19, 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.

Confidential Closed Session Meeting Minutes were collected.

***CLOSED SESSION - RESOLUTION #2020-21***

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 2020-21*.

Motion by Ms. Seib, seconded by Mr. Simone, to adopt *Resolution 2020-21* as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, *Chair, Avalon*  
Linda Kent, *Estell Manor City*  
Regina Burke, *Millville City*  
Liz Woods, *Ocean City*  
Ron Simone, *North Wildwood*  
Kellie Seib, *Sec, Sea Isle City*  
Jim Craft, *Stone Harbor*

***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. Craft, seconded by Ms. Burke, 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. Woods, seconded by Ms. Kent to approve the claims for payment as discussed in Closed Session. They are as follows:

**February 2020 PARs:**

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2019160973	001264033	2019177330
2020184965	2017106711	2020196137
001264066	20191711129	2020196426
2017100760	001241268	2020197045
MLT-2020195338 (01-03)		
2018130564		
2020187256		
2020191564		
2019163258		
2019171907		
001263713		
MLT-Z3255 (01-02)		
2020193135		
2020187019		
2019164840		
2019167196		
2019170732		
2020192726		
2019158757		
2020191099		
2019165951		
2018106814		

<b>ROLL CALL</b>	<b>Yeas:</b>	Scott Wahl, <i>Chair</i> , Avalon Linda Kent, <b>Estell Manor City</b> Regina Burke, <b>Millville City</b> Liz Woods, <b>Ocean City</b> Ron Simone, <b>North Wildwood</b> Kellie Seib, <i>Sec</i> , <b>Sea Isle City</b> Jim Craft, <b>Stone Harbor</b>
	<b>Nays:</b>	None
	<b>Abstain:</b>	None

All in favor. Motion carried by unanimous vote.

#### ***ABANDON SUBROGATION***

There are no files for subrogation to be abandoned.

#### ***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 – March***

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on *Office Safety*. He noted that the report is self-explanatory and found on page 17.

Mr. Roselli asked the members to review the examples listed in his report.

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***

Ms. Beatty noted that the Managed Care summary begins on page 18 and asked members to review. She noted that Qual-Lynx is fully operational and nurses are working with the providers to ensure that all patients continue to improve or do not regress. She stated that doctors are continuing to "see" patients via tele-therapy or in office when necessary.

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

#### ***SOLICITOR'S REPORT***

Mr. DeWeese noted that there were eight (8) cases closed in February as found on pages 25-30.

He noted six (6) were closed with no payment. He stated that one had a settlement of \$305,000; however, only \$5,000 was paid by the insured. He noted that the other case settled for \$13,000.

***MEL EPL Helpline***

Mr. DeWeese stated that the MEL helpline is very active with calls in regards to personnel issues related to the pandemic. He commented that he has been sending updates regarding employer/employee issues as they relate to COVID-19.

***General and Auto Liability Files***

Mr. DeWeese stated that there are 66 active general and auto liability files and the number continues to decline.

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

***COMMITTEE REPORTS***

Nothing to report.

***WELLNESS DIRECTOR REPORT***

Ms. Simone stated that her report is included in the agenda packet and encouraged the members to read through her material. She noted that it is found on pages 34-46. She reminded members that she has been sending emails every Monday with ways to keep busy physically and mentally during these unusual times. Please share with your employees.

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

***EXECUTIVE DIRECTOR'S REPORT***

Mr. Forlenza noted the Executive Director's Report found in the agenda packet on pages 47-90 and self-explanatory. He noted the following trainings have been postponed or cancelled: April 1<sup>st</sup> Police Command Staff training; April 7<sup>th</sup> Manager and Supervisor training; and the March 24<sup>th</sup> Elected Officials training, which will not be rescheduled. He stated that on March 16<sup>th</sup> an email announcing that the Elected Officials training will be available online was sent to all members.

Mr. Forlenza reiterated that all the Fund Professionals are still working, but just remotely. He noted that if anyone needs assistance, please contact us via phone or email. He reminded the members that the JIF has a lot of resources to assist everyone so please do not hesitate to reach out.

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

***MEL/RCF REPORTS***

Mr. Hirsch stated that page 91 of the agenda is an announcement regarding MEL Leadership Skills Training for Supervisors. He noted that the September 10, 17 and 24<sup>th</sup> will be held at the Longport Municipal Building Fire Headquarters. He also noted you can register on the MEL app by clicking on the MEL Leadership link. He stated that the MEL meeting is tomorrow and he will report in April.

Chair Wahl also noted that he recently downloaded the MEL app on to his phone and finds the alerts of information very beneficial.

***SAFETY DIRECTOR'S REPORT***

Mr. Garish stated that the Safety Director's Report was included in the agenda on pages 92-108. He stated that if you wish to know where your own municipality stands with Police One training, please contact him directly.

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

### ***TREASURER'S REPORT***

#### **February Reports**

Mr. Hansen presented the Treasurer's Report for the period ending **February 29, 2020**. The report was made part of the agenda packet beginning on page 109. Mr. Hansen noted the following information: The JIF has \$46,100,000 invested. He spoke with Wilmington Trust and M&T and since all the investments are laddered over the next 2-3 years, the JIF is in a good position.

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

#### ***Payment Register***

Chair Wahl entertained a motion to approve the ***February 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 Ms. Burke to approve the ***February 2020 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

#### **ROLL CALL**

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

Scott Wahl, *Chair, Avalon*  
Linda Kent, *Estell Manor City*  
Regina Burke, *Millville City*  
Liz Woods, *Ocean City*  
Ron Simone, *North Wildwood*  
Kellie Seib, *Sec, Sea Isle City*  
Jim Craft, *Stone Harbor*

##### ***Nays:***

None

##### ***Abstained:***

None

Motion carried by unanimous vote.

#### ***Bill List – March***

For the Executive Committee's consideration, Mr. Hansen presented the ***March 2020 Bill List*** in the amount of **\$223,460.01**.

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

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

Motion by Mr. Simone, seconded by Ms. Seib, to approve the ***March 2020 Bill List*** as presented.

#### **ROLL CALL**

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

Scott Wahl, *Chair, Avalon*  
Linda Kent, *Estell Manor City*  
Regina Burke, *Millville City*  
Liz Woods, *Ocean City*  
Ron Simone, *North Wildwood*  
Kellie Seib, *Sec, Sea Isle City*  
Jim Craft, *Stone Harbor*

##### ***Nays:***

None

##### ***Abstained:***

None

Motion carried by unanimous vote.

### **MISCELLANEOUS BUSINESS**

#### ***Resolution 2020-22 Authorizing Payments of Contractual Expenditures and Claims***

Mr. Forlenza explained that Resolution 2020-22 was emailed to the members last week and authorizes the payment of contractual expenditures and claims payments in the event of the cancellation of a regularly scheduled monthly meeting in 2020. He noted that this authorizes allows him, in consultation with the Fund Chair, Fund Solicitor and Claims Chair, to authorize the payment of claims as well as ongoing administrative costs due to the State-mandated quarantine. He noted that this would also allow the JIF to pay property claims to the members if the committee is unable to meet or no Executive Committee majority is present.

Chair Wahl entertained a motion to adopt *Resolution 2020-22*.

Motion by Ms. Woods, seconded by Mr. Simone, to adopt *Resolution 2020-22* as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Scott Wahl, <i>Chair</i> , <b>Avalon</b> Linda Kent, <b>Estell Manor City</b> Regina Burke, <b>Millville City</b> Liz Woods, <b>Ocean City</b> Ron Simone, <b>North Wildwood</b> Kellie Seib, <i>Sec</i> , <b>Sea Isle City</b> Jim Craft, <b>Stone Harbor</b>
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<b>Nays:</b>	None
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<b>Abstained:</b>	None
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All in favor. Motion carried by unanimous vote.

#### ***Motion to Re-advertise Meeting***

Mr. Forlenza explained that with the unknown status of the state quarantine over the next few weeks, he is seeking authorization to re-advertise the April meeting to be held via conference call if necessary. He will consult with the Fund Chair and Secretary in the next two weeks to discuss.

Chair Wahl agreed that the idea of meeting in person is not likely so this is pertinent.

Motion by Ms. Seib, seconded by Ms. Woods, to authorize the Executive Director to re-advertise the April meeting to a conference call if necessary. All in favor. Motion carried by unanimous vote.

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

Chair Wahl reminded the members that the next meeting will be held on **Wednesday, April 15, 2020 at 3:00 PM** at Atlantic County Library, Mays Landing, NJ unless otherwise re-advertised.

### **PUBLIC COMMENT**

#### ***Open Public Comment***

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

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



***Roll Call/Check Information***

Ms. Forlenza, Recording Secretary, asked members if they missed the roll call in beginning of meeting to please stay on the line or email her after. She further stated that all the member and fund professional checks will be mailed tonight after the meeting.

***Close Public Comment***

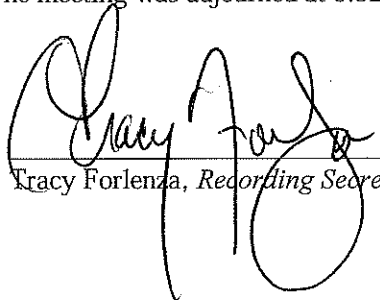
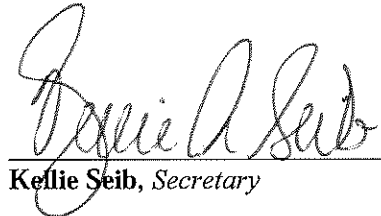
Chair Wahl entertained a motion to close the public comment.

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

***MOTION TO ADJOURN***

Motion by Ms. Woods, seconded by Ms. Kent, to adjourn the March 26, 2020 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 3:32 PM.

  
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Tracy Forlenza, Recording Secretary for  
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Kellie Seib, Secretary