



To: Fund Commissioners, Municipal Clerks, & Risk Management Consultants

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

Date: September 1, 2020

Subject: Managers & Supervisors Training Revisions

As you may recall, in February of this year, the JIF announced a series of dates for Managers & Supervisors Training. Attendance at one of these training sessions by your managers & supervisors is a mandatory component required for JIF members to be in compliance with the MEL's Employment Practices Risk Management Program. Originally, this training was scheduled to be approximately three (3) hours in length and was going to include required training on employment related matters as well as training on the recently enacted child sexual abuse and molestation statute. **Unfortunately, due to the ongoing restrictions on the size of indoor gatherings all of these training sessions have been cancelled.**

In response to this situation, it has been decided to split this training into two (2) separate training sessions. The first training session is being offered online as a live webinar entitled *Protecting Children from Abuse*. This training is in direct response to the recently enacted legislation and outlines municipal employee obligations should they witness or suspect the abuse of a child. The dates of these training sessions are listed below. **Please circulate this memorandum to your managers and supervisors and have them complete the registration process by following the instructions and links below for these training sessions.**

The second training sessions will be scheduled for next Spring and will focus on employment related matters of importance to your managers and supervisors. This training will be conducted by an attorney and provide the most recent updates to employment related law and how it impacts the role and responsibilities of your managers and supervisors. Ideally, this training will be done in person, again, COVID restrictions permitting. Invitations for the Spring employment training will be sent to all members once it is determined that this format is viable and dates and locations have been secured.

Should you have any problems enrolling in this training, please contact Andrea Felip at 866-661-5120 or via email at AFelip@jamontgomery.com.

Should you have any questions about the training, please do not hesitate to contact me at 856-446-9135 or via email at Paul.Forlenza@riskprogramadministrators.com.

Thank you for your attention to this important matter.

Protecting Children from Abuse Live Webinar Training Schedule

Click on Topic to Register

Date	Webinar Topic	Time
9/17/20	Protecting Children from Abuse -For Managers/Supervisors/Elected Officials	1:00 - 3:00 pm
9/22/20	Protecting Children from Abuse - For Managers/Supervisors/Elected Officials	9:00 - 11:00 am
9/24/20	Protecting Children from Abuse - For Managers/Supervisors/Elected Officials	9:00 - 11:00 am
9/29/20	Protecting Children from Abuse - For Managers/Supervisors/Elected Officials	9:00 - 11:00 am
9/29/20	Protecting Children from Abuse - For Managers/Supervisors/Elected Officials	1:00 - 3:00 pm
9/30/20	Protecting Children from Abuse -For Managers/Supervisors/Elected Officials	1:00 - 3:00 pm
10/6/20	Protecting Children from Abuse - For Managers/Supervisors/Elected Officials	9:00 - 11:00 am
10/6/20	Protecting Children from Abuse - For Managers/Supervisors/Elected Officials	1:00 - 3:00 pm
10/7/20	Protecting Children from Abuse - For Managers/Supervisors/Elected Officials	9:00 - 11:00 am
10/7/20	Protecting Children from Abuse - For Managers/Supervisors/Elected Officials	1:00 - 3:00 pm

About Zoom Training:

- A Zoom account is not needed to attend a class. Attendees can log-in and view the presentations from a laptop, smartphone, or tablet.
- Registration is required. Once registered you will receive the webinar link for your class, be sure to save the link on your calendar to access the day of training.

File: ACM/BURLCO/TRICO/GEN/EPL Plan of Risk Management Tab: 2021-2022
 ACM/BURLCO/TRICO/GEN/SAM Plan of Risk Management Tab: 2021-2022