



**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

*Via Zoom conference call*

**January 20, 2021 at 3:00PM**

**OPEN SESSION MINUTES**

---

The *Reorganization* meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held via Zoom conference following social distancing guidelines for COVID-19 on January 20, 2021 at 3:00 PM, prevailing time. Chair Wahl, Borough of Avalon, presiding. The meeting was called to order at 3:00 PM.

***SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON***

***FLAG SALUTE***

***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 of 2020 FUND COMMISSIONERS***

Those in attendance were:

Jessica Thompson, **Absecon City**  
Scott Wahl, *Chair*, **Avalon Borough**  
Karen Blowers, **Brigantine City**  
Bill Nimohay **Buena Borough**  
Joe Picard, **Cape May City**  
Heather Sparks, **Commercial Twp.**  
LaVerne Kirn, Representing **Corbin City**  
Alex Bauer, **Deerfield Twp.**  
Jessica Bishop, **Dennis Twp.** (*missed roll call*)  
Samantha Tucker, *Alt.*, **Downe Twp.**  
Eileen Tedesco, *Alt.*, **Egg Harbor Twp.**  
Teri Seelman, *Alt.*, **Estell Manor City**  
Patricia Gatto, **Folsom Borough**  
Cheryl Prakash, **Galloway Twp.**  
Leigh Ann Napoli, **Linwood City**  
Rich Hirsch, **Longport Borough**  
Karen Fournier, **Lower Twp.**  
Dan Adams, *Alt.*, **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**  
Chief Sean Riggin, **Pleasantville City**  
Kellie Seib, *Sec*, **Sea Isle City**  
Shelby Heath, *Alt.*, **Somers Point City**  
Jim Craft, **Stone Harbor Borough**  
Teri Smuz, **Upper Twp.**  
Roy Spoltore, **Upper Deerfield Twp.**  
Jim Goos, **Ventnor City**  
Jim D'Auria, **Waterford Twp.**  
Lauren Vitelli, **West Cape May Borough**  
Carl O'Hala, *Alt.*, **West Wildwood City**  
DJ Ayres, **Weymouth Twp.**  
Steve O'Connor, Representing **Wildwood City**  
Lisa Garrison, **Woodbine Borough**

Absent were:

Ed Grant, **Cape May Point**  
Arch Liston, **Hamilton Twp.**  
Sam Barbagli, **Newfield Borough**  
Connie Mahon, **Wildwood Crest Borough**

Present Fund Professionals were:

Paul A. 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*  
Chief Hummel, 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 (*missed roll call*)  
Thomas Heist Insurance Agency  
Insurance Agencies Inc.  
McMahon Agency, Inc.  
William R. Mints Agency  
Siracusa-Kauffman Insurance

Absent Risk Management Consultants were:

BCA Insurance  
Marsh & McLennan Agency

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

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

Chair Wahl entertained a motion to approve the meeting minutes of the December 16, 2020 Executive Committee Meeting.

Motion by Mr. Goos, seconded by Ms. Woods, to approve the meeting minutes of the December 16, 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 December 16, 2020 Executive Committee meeting.

Motion by Ms. Burke, seconded by Mr. Simone, to approve the Closed Session minutes of the December 16, 2020 Executive Committee meeting as presented. Motion carried by unanimous vote.

The Closed Session meeting minutes of the December 16, 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.

***ADJOURN THE SINE DIE MEETING***

Chair Wahl entertained a motion to adjourn the Sine Die Meeting. Motion by Ms. Woods, seconded by Mr. Goos to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Chair Wahl passed the gavel to Paul Forlenza, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2021 Fund Year has been completed.

Chair Wahl thanked the members of the board, membership and all the Fund Professionals for helping him through this year.

Mr. Forlenza welcomed all in attendance to the *2021 Reorganization Meeting of the ACM JIF*. He then asked the Recording Secretary for a Roll Call vote of the 2021 Fund Commissioners

***ROLL CALL of 2021 FUND COMMISSIONERS***

Those in attendance were:

Jessica Thompson, **Absecon City**  
Scott Wahl, **Avalon Borough**  
Karen Blowers, **Brigantine City**  
Bill Nimohay **Buena Borough**  
Joe Picard, **Cape May City**  
Heather Sparks, **Commercial Twp.**  
LaVerne Kirn, **Corbin City**  
Alex Bauer, **Deerfield Twp.**  
Jessica Bishop, **Dennis Twp.**  
Samantha Tucker, *Alt.*, **Downe Twp.**  
Eileen Tedesco, *Alt.*, **Egg Harbor Twp.**  
Teri Seelman, **Estell Manor City**  
Patricia Gatto, **Folsom Borough**

Cheryl Prakash, **Galloway Twp.**  
Leigh Ann Napoli, **Linwood City**  
Rich Hirsch, **Longport Borough**  
Karen Fournier, **Lower Twp.**  
Dan Adams, *Alt.*, **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**  
Chief Sean Riggin, **Pleasantville City**  
Kellie Seib, **Sea Isle City**  
Shelby Heath, *Alt.*, **Somers Point City**  
Jim Craft, **Stone Harbor Borough**  
Teri Smuz, **Upper Twp.**  
Roy Spoltore, **Upper Deerfield Twp.**  
Jim Goos, **Ventnor City**  
Jim D'Auria, **Waterford Twp.**  
Lauren Vitelli, **West Cape May Borough**  
Carl O'Hala, *Alt.*, **West Wildwood City**  
DJ Ayres, **Weymouth Twp.**  
Steve O'Connor, **Wildwood City**  
Lisa Garrison, **Woodbine Borough**

Absent were:

Ed Grant, **Cape May Point**  
Arch Liston, **Hamilton Twp.**  
Sam Barbagli, **Newfield Borough**  
Connie Mahon, **Wildwood Crest**

Mr. Forlenza welcomed all the 2021 Fund Commissioners.

### ***ELECTION OF 2021 OFFICERS***

Mr. Forlenza presented for the membership's consideration the 2021 Nomination Slate. The Nominating Committee met in November and presented the Nomination Slate at the November and December Executive Committee Meetings.

He noted the slate included:

Chair:	<b>Kellie Seib</b> , City of Sea Isle City
Secretary:	<b>James Craft</b> , Borough of Stone Harbor
Executive Committee:	
	#1 <b>Elizabeth Woods</b> , City of Ocean City
	#2 <b>Ron Simone</b> , City of North Wildwood
	#3 <b>Regina Burke</b> , City of Millville
	#4 <b>Mary Canesi</b> , City of Northfield
	#5 <b>Sean Riggin</b> , City of Pleasantville

- Alternates:
- #1 **Lauren Vitelli**, West Cape May
  - #2 **Joe Picard**, Cape May City
  - #3 **Heather Sparks**, Commercial Township
  - #4 **Jessica Bishop**, Dennis Township
  - #5 **James Goos**, City of Ventnor
  - #6 **Vacant**
  - #7 **Vacant**

Mr. Forlenza then stated that pursuant to the Fund's Executive Committee Nomination Policy, no petitions for a position on the 2021 Executive Committee slate were received by the deadline. He then asked for a roll call vote for the election of a Fund Chair & Secretary for the 2021 Fund Year.

***Election of a Chairman and Secretary***

Mr. Forlenza asked for a Roll Call Vote of the full membership for an *Election of a Chairperson and Secretary* as presented.

- ROLL CALL**      *Yeas:*
- Jessica Thompson, **Absecon City**
  - Scott Wahl, **Avalon Borough**
  - Karen Blowers, **Brigantine City**
  - Bill Nimohay **Buena Borough**
  - Joe Picard, **Cape May City**
  - Heather Sparks, **Commercial Twp.**
  - LaVerne Kirm, **Corbin City**
  - Alex Bauer, **Deerfield Twp.**
  - Jessica Bishop, **Dennis Twp.**
  - Samantha Tucker, *Alt.*, **Downe Twp.**
  - Eileen Tedesco, *Alt.*, **Egg Harbor Twp.**
  - Teri Seelman, **Estell Manor City**
  - Patricia Gatto, **Folsom Borough**
  - Cheryl Prakash, **Galloway Twp.**
  - Leigh Ann Napoli, **Linwood City**
  - Rich Hirsch, **Longport Borough**
  - Karen Fournier, **Lower Twp.**
  - Dan Adams, *Alt.*, **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**
  - Chief Sean Riggin, **Pleasantville City**
  - Kellie Seib, **Sea Isle City**
  - Shelby Heath, *Alt.*, **Somers Point City**
  - Jim Craft, **Stone Harbor Borough**
  - Teri Smuz, **Upper Twp.**
  - Roy Spoltore, **Upper Deerfield Twp.**
  - Jim Goos, **Ventnor City**
  - Jim D'Auria, **Waterford Twp.**

Lauren Vitelli, **West Cape May Borough**  
Carl O'Hala, *Alt.*, **West Wildwood City**  
DJ Ayres, **Weymouth Twp.**  
Steve O'Connor, **Wildwood City**  
Lisa Garrison, **Woodbine Borough**

*Nays:* None

*Abstained:* None

All in favor. Motion carried by unanimous vote.

### **Election of an Executive Committee and Alternates for 2021**

Again, Mr. Forlenza noted that no petitions were received for a position on the Executive Committee; therefore, he asked for a Roll Call Vote to *Elect an Executive Committee and Alternates for 2021* as presented.

#### **ROLL CALL**

*Yeas:*

Jessica Thompson, **Absecon City**  
Scott Wahl, **Avalon Borough**  
Karen Blowers, **Brigantine City**  
Bill Nimohay **Buena Borough**  
Joe Picard, **Cape May City**  
Heather Sparks, **Commercial Twp.**  
LaVerne Kim, **Corbin City**  
Alex Bauer, **Deerfield Twp.**  
Jessica Bishop, **Dennis Twp.**  
Samantha Tucker, *Alt.*, **Downe Twp.**  
Eileen Tedesco, *Alt.*, **Egg Harbor Twp.**  
Teri Seelman, **Estell Manor City**  
Patricia Gatto, **Folsom Borough**  
Cheryl Prakash, **Galloway Twp.**  
Leigh Ann Napoli, **Linwood City**  
Rich Hirsch, **Longport Borough**  
Karen Fournier, **Lower Twp.**  
Dan Adams, *Alt.*, **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**  
Chief Sean Riggan, **Pleasantville City**  
Kellie Seib, **Sea Isle City**  
Shelby Heath, *Alt.*, **Somers Point City**  
Jim Craft, **Stone Harbor Borough**  
Teri Smuz, **Upper Twp.**  
Roy Spoltore, **Upper Deerfield Twp.**  
Jim Goos, **Ventnor City**  
Jim D'Auria, **Waterford Twp.**  
Lauren Vitelli, **West Cape May Borough**  
Carl O'Hala, *Alt.*, **West Wildwood City**  
DJ Ayres, **Weymouth Twp.**  
Steve O'Connor, **Wildwood City**  
Lisa Garrison, **Woodbine Borough**

**Nays:** None  
**Abstained:** None

All in favor. Motion carried by unanimous vote.

### ***OATHS OF OFFICE***

*Oaths of Office* were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2021 Fund Year.

All *Oaths of Office* were signed and presented to the Fund Solicitor.

At this time, Mr. Forlenza passed the gavel to newly elected Chair Kellie Seib, City of Sea Isle City, to conduct the 2021 Reorganization Meeting of the Fund. Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election.

Chair Seib took over the meeting and presented the Organizational Resolutions for 2021.

### ***ORGANIZATIONAL RESOLUTIONS***

The following 2021 Organizational Resolutions were presented for adoption by Chair Wahl:

*Resolution 2021-01 – Confirming the Election of a Chairman and Secretary*

*Resolution 2021-02 – Confirming the Election of an Executive Committee and Alternates*

*Resolution 2021-03 – Appointing Professional Staff*

*Resolution 2021-04 – Approving Defense Counsel and Approved Associates*

*Resolution 2021-05 – Recommending the EPL/POL Defense Panel*

*Resolution 2021-06 – Appointing Louis J. Greco, Esquire as Conflict Solicitor*

*Resolution 2021-07 – Adopting Cash and Investment Policy*

*Resolution 2021-08 – Adopting Procedures in Compliance with the Open Public Meetings Act*

*Resolution 2021-09 – Adopting Fiscal Policies and Procedures*

*Resolution 2021-10 – Adopting Administrative Policies and Procedures*

*Resolution 2021-11 – Designating the Executive Director as Public Agency Compliance Officer*

*Resolution 2021-12 – Adopting and Establishing a Conflict of Interest Policy*

*Resolution 2021-13 – Establishing a Fund Records Program*

*Resolution 2021-14 – Establishing a 2021 Plan of Risk Management /Committee Charters*

*Resolution 2021-15 – Designation of Certifying and Approving Officer for Payment of Claims*

*Resolution 2021-16 – Authorizing participation in the MEL Named Storm Deductible Risk Sharing Program*

Chair Seib entertained a motion to adopt the *Organizational Resolutions 2021-01 through 2021-16* as presented.

Motion by Ms. Burke, seconded by Ms. Woods to adopt *Organizational Resolutions 2021-01 through 2021-16*.

<b>ROLL CALL</b>	<b>Yeas:</b>	Regina Burke, <b>Millville</b> *Ron Simone, <b>North Wildwood</b> Mary Canesi, <b>Northfield</b> Liz Woods, <b>Ocean City</b> Chief Riggan, <b>Pleasantville</b> Kellie Seib, <i>Chair</i> , <b>Sea Isle City</b> Jim Craft, <i>Sec</i> , <b>Stone Harbor</b>
	<b>Nays:</b>	None
	<b>Abstain:</b>	*Ron Simone, <b>North Wildwood</b> from R2021-03 only

Motion carried by majority vote.

***Resolution 2021-17 Travel Expenses***

Chair Seib entertained a motion to adopt *Resolution 2021-17 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA and AGRIP Conferences* as presented.

Motion by Ms. Woods, seconded by Ms. Burke to adopt *Resolution 2021-17 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA and AGRIP Conferences*.

<b>ROLL CALL</b>	<b>Yeas:</b>	Regina Burke, <b>Millville</b> Ron Simone, <b>North Wildwood</b> Mary Canesi, <b>Northfield</b> Liz Woods, <b>Ocean City</b> Chief Riggan, <b>Pleasantville</b> Kellie Seib, <i>Chair</i> , <b>Sea Isle City</b> Jim Craft, <i>Sec</i> , <b>Stone Harbor</b>
	<b>Nays:</b>	None
	<b>Abstain:</b>	None

Motion carried by unanimous vote.

***CLOSED SESSION - RESOLUTION #2021-18***

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 Seib entertained a motion to adopt *Closed Session Resolution 2021-18*.

Motion by Mr. Simone, seconded by Ms. Woods, to adopt *Resolution 2021-18* as presented.



**ROLL CALL**

**Yeas:** Regina Burke, **Millville**  
 Ron Simone, **North Wildwood**  
 Mary Canesi, **Northfield**  
 Liz Woods, **Ocean City**  
 Chief Riggan, **Pleasantville**  
 Kellie Seib, *Chair*, **Sea Isle City**  
 Jim Craft, *Sec*, **Stone Harbor**

**Nays:** None

**Abstained:** None

All in favor. Motion carried by unanimous vote.

***REOPEN PUBLIC PORTION OF THE MEETING***

Chair Seib entertained a motion to reopen the public portion of the meeting.

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

***AUTHORIZATION OF CLAIMS PAYMENTS***

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

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

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

Motion by Ms. Burke, seconded by Ms. Woods to approve the claims payments as discussed in *Closed Session*.

They are as follows:

**December 2020 PARs:**

<b><i>Workers' Compensation</i></b>	<b><i>General Liability</i></b>	<b><i>Auto Liability</i></b>	<b><i>Property</i></b>
2018126560	001252536	2020203280	2021219870
2021213854	2018142331	2019151495	2021220407
2021215935	2020183423	2018108846 (01-02)	
MLT-2021222712 (01-09)	001213728 (01-02)		
2021216836			
2020191944			
MLT-2021223347 (01-09)			
MLT-2020190700 (01-03)			

**ROLL CALL**

**Yeas:** Regina Burke, **Millville**  
 Ron Simone, **North Wildwood**  
 Mary Canesi, **Northfield**  
 Liz Woods, **Ocean City**  
 Chief Riggan, **Pleasantville**  
 Kellie Seib, *Chair*, **Sea Isle City**  
 Jim Craft, *Sec*, **Stone Harbor**

**Nays:** None

**Abstain:** None

All in favor. Motion carried by unanimous vote.

**ABANDON SUBROGATION**

Secretary Craft motioned to abandon subrogation on the following Qual-lynx files:

Qual-Lynx File #s
001263713
2019161645
2020181543

Motion by Mr. Craft, seconded by Ms. Woods to abandon the files for subrogation as presented.

**ROLL CALL**      **Yeas:**                      Regina Burke, **Millville**  
Ron Simone, **North Wildwood**  
Mary Canesi, **Northfield**  
Liz Woods, **Ocean City**  
Chief Riffin, **Pleasantville**  
Kellie Seib, *Chair*, **Sea Isle City**  
Jim Craft, *Sec*, **Stone Harbor**

**Nays:** None

**Abstain:** None

All in favor. Motion carried by unanimous vote.

**CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS**

Chair Seib noted there was nothing to report for open session.

**CLAIMS ADMINISTRATOR'S REPORT**

**Lessons Learned from Losses – January**

Mr. Roselli thanked the members for the reappointment of Qual-Lynx. He reported that the *Lessons Learned from Losses* this month focuses on Winter Safety. He reminded the members that the weather can have a serious impact on claims, but this can be minimized with the right preparation and monitoring of problem areas. He noted to consider who is capable of snow removal; pre-treat parking lots and sidewalks when snow or ice is expected; plan where to pile snow to avoid icy patches; discuss footwear with employees; provide caution/wet floor signs at all entrances; maintain heat and consider areas of building where pipes may freeze especially against outside walls.

Mr. Roselli informed members of two weather related claims. He noted one employee was walking in parking lot where snow melted and refroze. The employee slipped and was severely injured totaling \$83,000 thus far. The second employee climbed over a snow mound instead of going around and slipped. The employee has had two surgeries so far totaling \$130,000.

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 in hopes they read the bulletin.

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 thanked the members for the reappointment of QualCare. She presented the ACM JIF Lost Time v. Medical Only Cases (Intake Report).

	<i>Dec</i>	<i>YTD</i>
<i>Total Intakes (New Claims)</i>	180	1,304
<i>Report Only</i>	35	326
<i>Report Only % of Total</i>	19%	25%
<i>Medical Only</i>	117	677
<i>Lost Time</i>	28	298
<i>Medical Only/Lost Time Ratio</i>	81:19	69:31
<i>Occupational, Claim Petition, Cancer Presumption</i>	0	3
<i>COVID-19</i>	134	607
<i>Average Days to Report to QL</i>	4.3	3.3

**PPO Penetration Report:**

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

<b>PPO Penetration Rate</b>	<i>Dec</i>	<i>YTD</i>
<i>Bill Count</i>	750	7,254
<i>Original Provider Charges</i>	\$924,517	\$10,156,445
<i>Re-priced Bill Amount</i>	\$243,894	\$2,994,848
<i>Savings</i>	\$680,623	\$7,164,597
<i>% of Savings</i>	74%	71%
<i>Participating Provider Penetration Rate- Bill count</i>	97%	96%
<i>Participating Provider Penetration Rate-Provider Charges</i>	98%	97%
<i>EPO Penetration Rate – Bill Count</i>	97%	97%
<i>EPO Penetration Rate –Provider Charges</i>	98%	97%

**Transitional Duty Report**

Ms. Beatty presented her Transitional Duty reports.

<b>Transitional Duty Summary Report</b>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	9,148
<i>Transitional Duty Days Worked</i>	6,231
<i>% of Transitional Duty Days Worked</i>	68%
<i>Transitional Duty Days Not Accommodated</i>	2,917
<i>% of Transitional Duty Days Not Accommodated</i>	32%
<i>Money Save by Accommodating</i>	\$598,889

<i>Cost of Days NOT Accommodated</i>	\$274,394
--------------------------------------	-----------

***COVID-19***

Ms. Beatty stated that there are 607 COVID exposures reported to date for the ACMJIF members.

***PRESCRIPTION BENEFIT PROGRAM***

Ms. Beatty noted that there is a new quarterly report on page 114 detailing the prescription benefit program usage which was a new program beginning in January 2020.

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

***SOLICITOR'S REPORT***

Mr. DeWeese thanked the members for the reappointment of his firm. He presented the following reports:

***Closed Claims***

Mr. DeWeese noted that there were four (4) cases closed in January with no payments to Plaintiff.

***MEL EPL Helpline***

Mr. DeWeese stated that there is a reminder regarding the MEL EPL Helpline in the agenda. He asked members to review the MEL EPL Helpline authorized contact list and make certain that the individual listed is accurate.

***COVID VACCINE BULLETIN*** – Mr. DeWeese noted that Mr. Forlenza forwarded the COVID vaccine bulletin to members on Mr. DeWeese's behalf. He asked that all review this bulletin. He noted for all to review with their solicitor or labor council before making determinations as of how to proceed. This memo was prepared in conjunction with the MEL. He asked members to contact him if there are any questions.

Mr. DeWeese entertained any questions. No questions were entertained.

***COMMITTEE REPORTS***

***Committee Chairs Meeting*** – Chair Seib noted that the Committee Chairs meeting was held on January 14, 2021 via Zoom and the minutes were a handout today. She noted the Committee discussed the makeup of each sub-committee and selected representatives for the 2021 Fund Year based upon preferences of each Fund Commissioner and the needs of the Fund. Risk Managers were also assigned to various committees. She noted that co-chairs for each committee were discussed and ultimately agreed to nominate a co-chair for each committee in an effort to ensure continuity. She asked members to please review the committee assignments and any changes should be emailed to the Executive Director's office and to her as well. No questions were entertained.

***WELLNESS DIRECTOR REPORT***

Ms. Simone thanked the members for her reappointment. She stated that her report is included in the agenda packet and encouraged the members to read through her material beginning on page 121. She noted that she will continue offering individual or group health coaching. She stated some areas to be addressed are physical fitness, weight management, stress management, long and short term goal setting, building healthy habits and routines. She asked members to contact her to set a date and time that is convenient.

Ms. Simone also stated that she will be offering a webinar, "Release Stress through Mindfulness" in January 26, 2021 at 12:00pm and a zoom link will be emailed. She reported that she and the Wellness Director

from Burlco and Trico JIFs jointly held a focus group to better understand what the members would like to see as far as wellness. She noted that another will be held early February.

Ms. Simone reported that Sea Isle City Wellness Committee provided employees with healthy snacks during the holiday season including fruits, nuts, and seltzer. Upper Deerfield purchased ergonomic office chairs and Wildwood Crest purchased a Peloton bike for employees to use.

Ms. Simone reminded members that a portion of the Wellness funds, after using the Optional Safety Budget, may be used to help offset the PPE costs and to encumber the funds by December 31, 2020 and claim by February 1, 2021 which is quickly approaching. She asked members to reference the approved Wellness items/activities list when using the wellness funds. Please contact Jordan or Tracy Forlenza if you are unsure if they will be eligible for reimbursement under this program.

Ms. Simone reminded members to review the newsletter which was about staying active at work and home; looking at the physical and mental aspects of exercise.

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

### ***EXECUTIVE DIRECTOR'S REPORT***

Mr. Forlenza thanked the members for the reappointment of Arthur J. Gallagher.

***AJG Risk Management Services Disclosure Statement*** – Mr. Forlenza noted this is in the agenda packet and asked that it be made part of the minutes from today's meeting.

***Certificates of Insurance*** -Mr. Forlenza noted that the certificates of insurance issued were delayed, but to review when released and please make sure that these were requested by your municipality and issued properly. If you have not received your certificates, please reach out to Ed Cooney at the Underwriter's office.

***Safety, OSB, Wellness and EPL/Cyber Reimbursement***- Mr. Forlenza stated that all SIP, OSB, Wellness and EPL/Cyber funds are available for use at this time and might be able to be used to offset unanticipated Corona virus expenses, noting PPE supplies can be purchased with OSB money. He asked members to please review the program requirements and contact Jordan, Tracy or the Safety Director prior to purchases if unsure if it is an approved purchase. He stressed the date to claim encumbered funds of February 1, 2021.

***MEL Cyber Compliance Status Checklist*** - Mr. Forlenza stated that on pages 147-148 is the MEL Cyber Compliance status checklist for each member. He informed the members that it's important to be in compliance at the time of the breach occurs. He noted that the MEL is updating these standards and will be releasing them this spring. He stated that it is likely to now be a 3 tier system and deadline for compliance will be around October 2021. He mentioned that if you are currently compliant, you will have time to come into compliance with the new standards (grandfathered with a set deadline).

***Statutory Bonds*** - Mr. Forlenza noted that there are statutory positions that require individual bonds so please review the checklist on pages 149-150 as it is the individual, not the position, which is bonded. Any changes must have a completed application, found on the MEL website, submitted to the MEL Underwriting Office for approval. Please contact Ed Cooney with questions.

***2022-2023 MEL EPL Risk Management Plan Update*** – Mr. Forlenza noted the revised Model Employment Practice Policies and Employee Handbook were placed on the NJ MEL's website (NJMEL.org) in July. Adopting the revised policies and handbook are one of steps required by all members to become/remain in compliance with the MEL EPL Risk Management Plan. He noted that Police Command Staff training will be held in spring 2021, hopefully, in person, but will be done as webinar if needed. He stated the date for completing the necessary steps for compliance with the MEL EPL Risk Management Plan is June 1, 2021.

**Managerial & Supervisors Training** – Mr. Forlenza noted another aspect of the MEL EPL Risk Management Plan is Managers and Supervisors training. He stated the training was split and Sexual Abuse & Molestation training, which is a component of the MEL's Risk Management Program, was done in the fall by Paul Shives, JA Montgomery. The Employment Practice piece of the training will now be held online with Armando Riccio. He noted that there will be six or seven dates in April/May with AM and PM sessions. Registration will be done via the MSI network which tracks attendance and participation.

**Non-Supervisory EPL Employee Training** – Mr. Forlenza noted non-supervisory employee training - *Building a Safe Workspace: Anti-Harassment and Discrimination* is now available on the MEL website through MSI. He noted that his office sent notification with instructions to access that video through the MSI on November 23, 2020. He commented that this course must be offered to employees as a requirement of the program, but the employees are not required to complete it. He noted that the process of offering them the program must be documented. He stated the date for completing the necessary steps for compliance with the MEL EPL Risk Management Plan is June 1, 2021.

**2020-2021 Elected Officials Training** - Mr. Forlenza reported that Elected Official training is available only online this year through the MSI. He noted that you can register directly through the MSI and follow the steps in the email he sent out on November 23, 2020 to access the training and on pages 166-171 of the agenda packet. Elected Officials who take the training will be eligible for the \$250 credit which is limited to 5% of the member's 2021 MEL assessment for the total credit. The deadline is May 1, 2021.

**2021 1<sup>st</sup> Installment JIF Billing** – Mr. Forlenza stated that the JIF bills were issued in late December and are due by February 16, 2021. If you have any questions, please contact Tracy Forlenza.

**2020 Attendance** – Mr. Forlenza reported that the 2020 can be found on page 173 and are taken directly from the meeting minutes. Please contact the Executive Director's office with any questions.

**2021 RMC Agreement and Resolution** - Mr. Forlenza noted that an email was sent to all Risk Managers containing the 2021 RMC agreement and resolutions. He noted that all fully executed documents must be received in order to pay the RMCs on the February bill list. Please send all executed resolutions and agreements to Tracy Forlenza.

**2021 Safety Breakfast/Safety and Claim Coordinator Roundtable** – Mr. Forlenza stated the Mr. Miola and J.A. Montgomery held a discussion regarding how to celebrate the safety efforts of 2020. He noted that further details will follow.

**Loss Ratio Snapshots**- Mr. Forlenza informed the members that there have been changes made to how the 9/30/20 Loss Ratio snapshots are distributed. He noted that instead of mailing these, they are now available in the Origami system. He stated that Tracy Forlenza emailed members and Risk Managers with instructions on how to access and download the reports from Origami. Please contact Ms. Forlenza if you have questions accessing the reports or the adjuster listed on the claim for questions regarding the claims.

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

### **SAFETY DIRECTOR'S REPORT**

Mr. Garish thanked the members for the reappointment of J.A. Montgomery. He stated that the Safety Director's Report is on pages 174-176. He stated that the report is self-explanatory. He stated that 26/41 members have police agencies; 19/26 are using the Police One platform; 17/19 are actively taking Police One courses with approximately 4,250 courses completed as of January 15, 2021. He noted that anyone who would like to know where they stand with Police One training to please contact him. He thanked Megan Matro from the Executive Director's office for providing this information.

Mr. Garish noted that there are four (4) different platforms for training now. He stated that they are: MSI training (which includes the MEL media library video rentals); the MSI NOW (streaming videos added this year due to COVID); the traditional videos for streaming on MSI; and webinar trainings with live instructors

for CEUs (this can be accessed from MSI). He noted the virtual MSI training directory is in the handout. He reminded members that to offer CEUs, the attendee **MUST** be present for the entire session; noting you cannot come late or leave early as no credits will be awarded. He noted polls and questions are issued during the class to ensure participation. Please reach out with any questions.

Mr. Garish reminded members that the signed Safety Incentive Program is due back to by March 31, 2021. He asked that members report any new Safety Coordinators to his office.

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

### ***MEL/RCF REPORTS***

Mr. Hirsch noted that he reported on the January 6, 2021 meeting last month and highlighted that the MEL conducted its reorganization meeting and noted that the minutes are included in the agenda packet. He stated that they are hopeful to be in person for meetings by September 2021. He noted that the underwriter commented that the market is extremely hard right now noting changes in the reinsurance and excess insurance program as a result. He stated that the Plan of Risk Management was adopted as well as appointing resolutions.

Mr. Hirsch stated that the RCF held their reorganization as well.

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

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

#### **Reports**

Mr. Hansen thanked the members for his reappointment. He presented the Treasurer's Report for the period ending **December 31, 2020**. The report was made part of the agenda packet beginning on page 185. Mr. Hansen noted the following information:

#### ***Investment Interest***

<b>Interest Income:</b>	<b>December</b>
Interest Received from Account Balances	\$10,678.75
Coupon Interest Payment	\$38,219.23
Amortization and/or interest cost	\$18,132.57
Unrealized Gain or Loss	<\$51,177.59>
Management Fee	<\$0>
Misc.	<\$.03>
<b>Net Gain/Loss in Interest</b>	<b>\$15,852.93</b>

<b>Interest Accrual:</b>	<b>December</b>
Beginning Interest Accrual	\$121,878.24
Change in Accrued Interest	\$2,736.39
<b>Ending Interest Accrual</b>	<b>\$124,614.63</b>

Mr. Hansen stated that 2020 had very good interest, unfortunately it does not look as good in the upcoming months.

<b>Unrealized Gain/Loss:</b>	<b>December</b>
Current Month	\$732,516.75
Prior Month	\$783,694.34
Change in unrealized gain/loss	<\$51,177.59>

<b>Investment Balance:</b>	<b>December</b>
Beginning of Month	\$31,808,306.28
End of Month	\$28,642,355.73
Overall rate of return this month	.348%

<b>Portfolio</b>	<b>Total</b>	<b>Percentage</b>
US Treasury Bonds & Notes	\$28,642,355.73	100%

***Receipt Activity for the Period:***

	<b>December</b>	<b>YTD</b>
Subrogation Receipts	\$8,756.90	\$357,748.12
Adjustment Receipts-other	\$1,500	\$8,927.45
Assessments*	\$30	

\*Mr. Hansen noted that one member had a due and owing balance of \$30 and paid in early December.

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at the end of **December** are in the amount of \$1,151,517.06 with a total of 408 checks issued totaling 1,426 claims payments. The claims detail is as follows:

	<b>December</b>
Direct Loss Payments	\$1,151,517.06
Adjustments- receipts	<\$68,282.22>
Less Recoveries	<\$8,756.90>
<b>Net Total</b>	<b>\$1,074,477.94</b>



***Cash Activity for the Period – December***

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$55,758,378.71 to a closing balance of \$53,526,062.67 showing a decrease in the Fund of \$2,232,316.04.

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

<b>Member</b>	<b>12/31/2020 Unaudited</b>
Buena Vista	12,169.00
Egg Harbor City	31,302.00
Hamilton Township	83,127.90
Hammonton Town	0
Middle Township	169,240.17
Mullica Township	27,095.89
Northfield	108,203.09
Pleasantville City	493.39
Port Republic	1,074.00
Upper Deerfield Township	71,898.37
Waterford Township	27,331.45
Upper Township	115,792.01
Stone Harbor	9,194.43
<b>Total</b>	<b>\$656,921.70</b>

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

***Payment Register***

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

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

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

**ROLL CALL**

***Yeas:***

- Regina Burke, **Millville**
- Ron Simone, **North Wildwood**
- Mary Canesi, **Northfield**
- Liz Woods, **Ocean City**
- Chief Riggan, **Pleasantville**
- Kellie Seib, *Chair*, **Sea Isle City**
- Jim Craft, *Sec*, **Stone Harbor**

*Nays:* None  
*Abstained:* None

Motion carried by unanimous vote.

***Bill List – January***

For the Executive Committee's consideration, Mr. Hansen presented the ***January 2021 Bill List*** in the amount of **\$247,501.70**. (\*Note that the January 2021 bill list was emailed to the members following the meeting as the agenda accidentally contained the December 2020 bill list).

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

Chair Seib entertained a motion for approval of the ***January 2021 Bill List***.

Motion by Ms. Woods, seconded by Mr. Riggin, to approve the ***January 2021 Bill List*** as presented.

<b>ROLL CALL</b>	<b><i>Yeas:</i></b>	Regina Burke, <b>Millville</b> Ron Simone, <b>North Wildwood</b> Mary Canesi, <b>Northfield</b> Liz Woods, <b>Ocean City</b> Chief Riggin, <b>Pleasantville</b> Kellie Seib, <i>Chair</i> , <b>Sea Isle City</b> Jim Craft, <i>Sec</i> , <b>Stone Harbor</b>
	<b><i>Nays:</i></b>	None
	<b><i>Abstained:</i></b>	None

Motion carried by unanimous vote.

***MISCELLANEOUS BUSINESS***

***Resolution 2021-19 Honoring Scott Wahl***

Chair Seib thanked Mr. Wahl for his service as Chair for 2020 and presented him with a resolution and plaque honoring him for his service. Mr. Wahl commented that he was honored to serve the JIF and noted that he is thankful to all members for assisting with this crazy year. Chair Seib read the resolution for his recognition of former Chair into the minutes of the meeting and thanked Mr. Wahl.

Mr. Forlenza noted that a plaque for his services will be delivered to Mr. Wahl.

Chair Seib entertained a motion to approve Resolution 2021-19 Honoring Past Chair Scott Wahl.

Motion by Ms. Woods, seconded by Mr. Simone, to approve resolution 2021-19 Honoring Past Chair Scott Wahl as presented. All in favor. Motion carried.

***Next Meeting***

Chair Seib reminded the members that the Reorganization meeting will be held on **Wednesday February 17, 2021 at 3:00 PM** via ZOOM conference call with no in person.

***PUBLIC COMMENT***

***Open Public Comment***

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

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

***Close Public Comment***

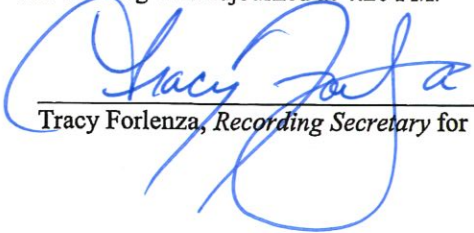
Chair Seib entertained a motion to close the public comment.

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

***MOTION TO ADJOURN***

Motion by Ms. Woods, seconded by Ms. Burke, to adjourn the January 20, 2021 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 4:20 PM.

  
\_\_\_\_\_  
Tracy Forlenza, *Recording Secretary* for

  
\_\_\_\_\_  
James Craft, *Secretary*