



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Via Zoom conference call

March 17, 2021 at 3:00 PM

OPEN SESSION MINUTES

The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held via Zoom conference following social distancing guidelines for COVID-19 on March 17, 2021 at 3:00 PM, prevailing time. Chair Seib, City of Sea Isle City, presiding. The meeting was called to order at 3:00 PM.

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 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**
Ed Grant, **Cape May Point**
Heather Sparks, **Commercial Twp.**
LaVerne Kirn, **Corbin City**
Jessica Bishop, **Dennis Twp.**
Samantha Tucker, *Alt.*, **Downe Twp.**
Patricia Gatto, **Folsom Borough**
Cheryl Prakash, **Galloway Twp.**
Leigh Ann Napoli, **Linwood City**
Rich Hirsch, **Longport Borough**
Karen Fournier, **Lower Twp.**
Lisa McLaughlin, **Margate City**
Varvara Keun, **Middle Twp.**
Regina Burke, **Millville City**
Dawn Stollenwerk, **Mullica Twp.**
Ron Simone, **North Wildwood City**
Liz Woods, **Ocean City**
Kim Ward, *Alt.*, **Pleasantville City**
Kellie Seib, *Chair*, **Sea Isle City**
Shelby Heath, *Alt.*, **Somers Point City**
Jim Craft, *Sec*, **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**
Ron Carroll, *Alt.*, **Weymouth Twp.**
Steve O'Connor, **Wildwood City**
Patricia Feketics, *Alt.*, **Wildwood Crest**
Lisa Garrison, **Woodbine Borough**

Absent were:

Alex Bauer, **Deerfield Twp.**
Peter Miller, **Egg Harbor Twp.**
Teri Seelman, **Estell Manor City**
Arch Liston, **Hamilton Twp.**
Sam Barbagli, **Newfield Borough**
Mary Canesi, **Northfield City**

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
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:

Assured Partners
BCA Insurance

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

ALTERNATES

Chair Seib moved up alternates Ms. Vitelli, West Cape May, and Mr. Picard, Cape May City, for voting purposes in absence of Ms. Canesi, Northfield and Chief Riffin, Pleasantville.

APPROVAL OF MINUTES – OPEN SESSION

Chair Seib entertained a motion to approve the meeting minutes of the February 17, 2021 Executive Committee Meeting.

Motion by Ms. Burke, seconded by Ms. Woods, to approve the meeting minutes of the February 17, 2021 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 Seib entertained a motion to adopt the Closed Session Meeting Minutes of the February 17, 2021 Executive Committee meeting.

Motion by Ms. Woods, seconded by Mr. Picard, to approve the Closed Session minutes of the February 17, 2021 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the February 17, 2021 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 #2021-22

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 2021-22*.

Motion by Mr. Craft, seconded by Ms. Burke, to adopt *Resolution 2021-22* as presented.

ROLL CALL

Yeas:

Joe Picard, **Cape May City**
Regina Burke, **Millville**
Ron Simone, **North Wildwood**
Liz Woods, **Ocean City**
Kellie Seib, *Chair*, **Sea Isle City**
Jim Craft, *Sec*, **Stone Harbor**
Lauren Vitelli, **West Cape May**

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 Ms. Burke, seconded by Ms. Vitelli, to reopen the public portion of the meeting. All in favor. Motion carried.

AUTHORIZATION OF CLAIMS PAYMENTS

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

They are as follows:

March 2021 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
MLT-2020190832 (1-17)	2020187312	2021228780
MLT-2021226671 (1-3)	2019151246	2021210640
2019169665	2020204371	2021217841
2021214302		
MLT-2021221897 (1-15)		
MLT-2021224718 (1-3)		
2021229819		
MLT-2021225877 (1-6)		
MLT-2021221374 (1-2)		
2020202140		

ROLL CALL

Yeas:

Joe Picard, **Cape May City**
Regina Burke, **Millville**
Ron Simone, **North Wildwood**
Liz Woods, **Ocean City**
Kellie Seib, *Chair*, **Sea Isle City**
Jim Craft, *Sec*, **Stone Harbor**
Lauren Vitelli, **West Cape May**

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
MLT-2020179216

MANAGED HEALTH CARE REPORT**Lost Time v. Medical Only Cases**

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

	Feb	YTD
<i>Total Intakes (New Claims)</i>	99	258
<i>Report Only</i>	40	81
<i>Report Only % of Total</i>	40%	31%
<i>Medical Only</i>	46	130
<i>Lost Time</i>	9	40
<i>Medical Only/Lost Time Ratio</i>	84:16	76:24
<i>Occupational, Claim Petition, Cancer Presumption</i>	4	7
<i>COVID-19</i>	46	142
<i>Average Days to Report to QL</i>	5.6	4.8

PPO Penetration Report:

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

PPO Penetration Rate	Feb	YTD
<i>Bill Count</i>	689	1,292
<i>Original Provider Charges</i>	\$643,042	\$1,305,689
<i>Re-priced Bill Amount</i>	\$218,239	\$429,969
<i>Savings</i>	\$424,802	\$875,721
<i>% of Savings</i>	66%	67%
<i>Participating Provider Penetration Rate- Bill count</i>	96%	96%
<i>Participating Provider Penetration Rate-Provider Charges</i>	97%	97%
<i>EPO Penetration Rate – Bill Count</i>	96%	96%
<i>EPO Penetration Rate –Provider Charges</i>	98%	96%

Transitional Duty Report

Ms. Beatty presented her *Transitional Duty reports*.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	1,209
<i>Transitional Duty Days Worked</i>	943
<i>% of Transitional Duty Days Worked</i>	78%
<i>Transitional Duty Days Not Accommodated</i>	266
<i>% of Transitional Duty Days Not Accommodated</i>	22%
<i>Money Save by Accommodating</i>	\$85,696
<i>Cost of Days NOT Accommodated</i>	\$27,998

COVID-19

Ms. Beatty stated that there are 142 COVID exposures reported to date in 2021 for the ACMJIF members.

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

SOLICITOR'S REPORT

Mr. DeWeese presented the following reports:

Closed Claims

Mr. DeWeese noted that there were eight (8) cases closed in March with all eight (8) having 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. He noted that several individuals currently on the list have retired and the members need to update their contacts.

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

COMMITTEE REPORTS

There are no committee reports.

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 37. 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 this month's wellness idea is a simple self-care challenge on page 48; a bingo board and explanation of the rules are included in her report.

Ms. Simone noted that she and the Wellness Director from BURLCO and TRICO JIFs are jointly holding a focus group to better understand what the members would like to see as far as wellness. She is holding another "Release Stress through Mindfulness" webinar on March 25, 2021 at 12:00pm and the zoom link will be emailed the day before.

Ms. Simone noted that her newsletter also contains a "Question of the Month". Please email her any health-related questions you may have! This month she answered "Is coffee beneficial or harmful to your health?" Read and find out.

Ms. Simone noted that Netflix has a new series, "A guide to meditation."

Ms. Simone reported that Lower Township held their Wellness Committee to plan a year of wellness activities; sent NJ Wee info to the employees' homes and are participating in the Well-being bingo challenge this month. Sea Isle City employees made a goal of drinking more water for the month of March; and Wildwood Crest is hosting a meditation workshop for all employees next week.

Ms. Simone reported to members the attached "Wellness Approved Activities and Items" (also found on the website) will be permitted. Those foods include vegetables, fruits, nuts, seeds and specific healthy bars (see sheet for approved brands) as well as farm stand certificates for fruit and vegetables. 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 focuses on complementary and alternative medicine. She noted that this month is National Nutrition month – take the quiz!

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

EXECUTIVE DIRECTOR'S REPORT

Loss Ratio Snapshots 12/31/20 - Mr. Forlenza reported that these snapshots can now be found in Origami. Please review the email from Tracy Forlenza on how to access these reports. Contact Tracy with any questions viewing these.

Certificates of Insurance -Mr. Forlenza noted that the certificates of insurance are included in the agenda. He asked members to review 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. He noted that the official letter stating all the SIP amounts will be emailed to members next week. He also stated that the Safety Incentive Program letter will be going out within the next week. 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 that all members should claim their reimbursements as they are spent and not wait until the end of the year.

MEL Cyber Risk Management Program – version 2 – Mr. Forlenza stated that an email was sent to all members and RMCs on March 10, 2021 regarding version 2 of the MEL Cyber Risk Management Program. He asked members to review with their IT personnel as the tiers have changed and there are also changes within the tiers. He noted the deadline will be October 1, 2021. He also stated that members already in compliance with tier 1 or tier 2 as of March 5, 2021 are grandfathered until October 1, 2021.

Statutory Bonds - Mr. Forlenza noted that there are statutory positions that require individual bonds so please review the checklist on pages 74-75 as it is the individual, not the position, which is bonded. With retirements at year end, please make certain you have the correct individual listed. Any changes require a completed application, which can be found on the MEL website, and 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 stated the date for completing the necessary steps for compliance with the MEL EPL Risk Management Plan will likely be extended from June 1, 2021 to November 1, 2021.

Model Volunteer Handbook – Mr. Forlenza stated that by request from many members across the state, the MEL will be issuing a Model Volunteer Handbook. He noted that you do not have to adopt this document if you have your employee handbook and are satisfied with it. An email notification will be sent once this is placed on the MEL website.

Police Command Staff Training – Mr. Forlenza stated that a component of the MEL EPL Risk Management Program is Police Command Staff training. He has been speaking with Chief Hummel, Safety Director, regarding the format, and the goal is in-person training for Chiefs. All other command staff training will be held via webinar. Details will be sent out in the near future regarding this training, but is anticipated to be held in May and June 2021.

Managerial & Supervisors Training – Mr. Forlenza noted another aspect of the MEL EPL Risk Management Plan is Managers and Supervisors training. The Employment Practice piece of the training will now be held via webinar with Armando Riccio. He noted that this invite was sent March 9, 2021. Registration will be done via the Zoom & MSI network which tracks attendance and participation. Registration will be limited to 100 attendees in each session to control participation. There will also be mechanism built into presentation to guarantee participation. Due to popular demand, he noted two additional webinars will be held at 6:30 pm to allow for volunteers who work during daytime hours.

Non-Supervisory EPL Employee Training - Building a Safe Workspace: Anti-Harassment and Discrimination is now available on the MEL website through the MSI. He noted that his office sent notification with instructions to access that video through the MSI. 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.

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 95-100 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. Mr. Forlenza reported that a follow up notification has been sent because the current attendees count was extremely low. Please follow up with your elected officials. The deadline is May 1, 2021.

Protection & Safe Treatment of Minors – Mr. Forlenza reminded members that the MEL launched the protection and safe treatment of minors program last fall. He noted that training was held, but additional dates were released and can be found on page 101 of the agenda. He stated that this assists the JIF in defending claims and the individual named in the cases as well. He asked members to follow up with their personnel regarding this 2 hour webinar.

2020 Payroll Audit Process – Mr. Forlenza stated that the payroll audits are being handled again by Bowman & Company. Emails were sent in early February outlining the information needed to complete the audits. He noted that all materials should be submitted to the auditor by March 11, 2021. If you have any questions, please contact Tracy Forlenza.

2021 Property Appraisals - Mr. Forlenza noted that an email was sent to out in early February asking the members and risk managers to review the information in Origami Exposure system no later than March 23, 2021. Members receiving a physical appraisal this year will be contacted by AssetWORKS directly noting that they are following State guidelines for COVID restrictions and social distancing.

New Fund Commissioner Orientation - Mr. Forlenza noted that on or about February 12, 2021, all fund commissioners, alternates and RMCs were sent an email to gauge interest in this webinar. He noted that about 20 members wish to attend this orientation and it is scheduled for mid-April.

Training Deadlines – Mr. Forlenza stated that with all the upcoming deadlines, his office will be sending out a memorandum outlining the training requirements and deadlines. This will also be available on the JIF website.

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

MEL/RCF REPORTS

Mr. Hirsch noted that his report can be found beginning on page 103 of the agenda. Mr. Hirsch reported that the 2021 MEL, MRHIF & NJCE education seminar is virtual and will be held on May 14, 2021 and May 21, 2021. He noted the CEUs will be available. He also stated that the MEL released a Model Personnel Policies Procedure Manual and Employee Handbook Frequently Asked Questions.

Mr. Hirsch stated that there is no RCF report until the meeting on March 26, 2021.

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report is on pages 107-109. 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; 18/19 are actively taking Police One courses with approximately 4,468 courses completed as of March 17, 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 reported that an updated MSI platform was released last week and all members should try it out. 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 or problems using the MSI on the MSI hotline.

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

TREASURER'S REPORT**Reports**

Mr. Hansen presented the Treasurer's Report for the period ending **February 28, 2021**. The report was made part of the agenda packet beginning on page 110. Mr. Hansen noted the following information:

Investment Interest

Interest Income:	February
Interest Received from Account Balances	\$10,601.23
Coupon Interest Payment	\$64,436.25
Amortization and/or interest cost	\$4,033.20
Unrealized Gain or Loss	<\$41,877.75>
Management Fee	<\$0>
Misc.	<\$.03>
Net Gain/Loss in Interest	\$37,192.90

Interest Accrual:	February
Beginning Interest Accrual	\$163,934.98
Change in Accrued Interest	<\$32,675.17>
Ending Interest Accrual	\$131,259.81

Unrealized Gain/Loss:	February
Current Month	\$630,498.18
Prior Month	\$672,375.93
Change in unrealized gain/loss	<\$41,877.75>

Investment Balance:	February
Beginning of Month	\$28,608,543.03
End of Month	\$24,505,698.48
Overall rate of return this month	.853%

Portfolio	Total	Percentage
US Treasury Bonds & Notes	\$24,505,698.48	100%

JCMI Investment

Mr. Hansen reported that he has recently invested \$15 million into the JCMI program since approved by the members. He noted that these yields are slightly above 1%. He did note that the JIF money is evenly spread out between long term investments, Investors Bank, and the JCMI.

Receipt Activity for the Period:

	February	YTD
Subrogation Receipts	\$2,148	\$2,414
Other	\$.00	\$7,820
Adjustment Receipts	\$387.67	\$388.67
Assessments	\$2,591,317.25	

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at the end of **February** are in the amount of \$1,027,904.45 with a total of 371 checks issued totaling 1,552 claims payments. The claims detail is as follows:

	February

Direct Loss Payments	\$1,027,904.25
Adjustments- receipts	<\$949.26>
Less Recoveries	<\$2,148.00>
Net Total	\$1,024,807.19

Cash Activity for the Period – February

During the reporting month, the Fund’s “Cash Position” changed from an opening balance of \$52,383,995.41 to a closing balance of \$51,234,483.44 showing a decrease in the Fund of \$1,149,511.97.

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

Member	2/28/2021 Unaudited(includes interest allocation)
Buena Vista	16,238.31
Egg Harbor City	42,087.09
Hamilton Township	85,134.21
Hammonton Town	102,735.41
Middle Township	173,324.81
Mullica Township	27,749.85
Northfield	110,345.35
Pleasantville City	505.30
Port Republic	2,816.03
Upper Deerfield Township	73,633.65
Waterford Township	27,991.10
Upper Township	117,280.99
Stone Harbor	9,416.34
Total	\$789,258.44

**Note: The AELCF balances for Buena Vista does not reflect the recent withdrawal.*

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

Payment Register

Chair Seib entertained a motion to approve the ***March 2021 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 *March 2021 Payment Register* (Claims Activity) as submitted by Mr. Hansen.

ROLL CALL	Yeas:	Joe Picard, Cape May City Regina Burke, Millville Ron Simone, North Wildwood Liz Woods, Ocean City Kellie Seib, <i>Chair</i> , Sea Isle City Jim Craft, <i>Sec</i> , Stone Harbor Lauren Vitelli, West Cape May
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

Bill List – March

For the Executive Committee's consideration, Mr. Hansen presented the *March 2021 Bill List* in the amount of **\$251,237.08**.

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

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

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

ROLL CALL	Yeas:	Joe Picard, Cape May City Regina Burke, Millville Ron Simone, North Wildwood Liz Woods, Ocean City Kellie Seib, <i>Chair</i> , Sea Isle City Jim Craft, <i>Sec</i> , Stone Harbor Lauren Vitelli, West Cape May
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

Motion to Authorize the Executive Director's Office to Re-Advertise April-July

Chair Seib entertained a motion to authorize the Executive Director's office to re-advertise the April, May, June, and July 2021 Executive Committee meetings to a Zoom format.

Motion by Ms. Burke, seconded by Ms. Vitelli, to authorize the Executive Director's office to re-advertise the April, May, June, and July 2021 Executive Committee meetings to a Zoom format as presented. All in favor. Motion carried by unanimous vote.

Next Meeting

Chair Seib reminded the members that the next meeting will be held on **Wednesday April 21, 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. Picard, seconded by Mr. Craft, to open the meeting to the public. All in favor. Motion carried.

Close Public Comment

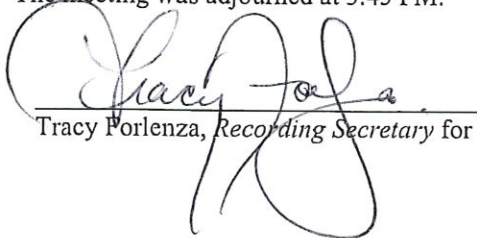
Chair Seib entertained a motion to close the public comment.

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

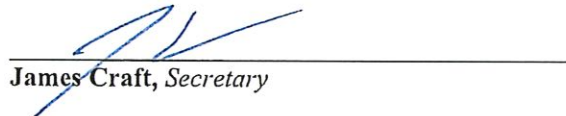
MOTION TO ADJOURN

Motion by Mr. Craft, seconded by Mr. Simone, to adjourn the March 17, 2021 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 3:45 PM.



Tracy Forlenza, *Recording Secretary* for



James Craft, Secretary