



**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

*Via Zoom conference call*

**April 21, 2021 at 3:00 PM**

***OPEN SESSION MINUTES***

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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 April 21, 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**  
Mollye O'Neill, **Brigantine City**  
Bill Nimohay **Buena Borough**  
Joe Picard, **Cape May City**  
Heather Sparks, **Commercial Twp.**  
LaVerne Kirn, **Corbin City**  
Karen Seifrit, *Representing*, **Deerfield Twp.**  
Jessica Bishop, **Dennis Twp.**  
Patricia Gatto, **Folsom Borough**  
Alim Parks, Sr., *Alt.* **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**  
Mary Canesi, **Northfield City**  
Liz Woods, **Ocean City**  
Chief Riggin, **Pleasantville City**  
Kellie Seib, *Chair*, **Sea Isle City**  
Lucy Samuelsen, **Somers Point City**  
Jim Craft, *Sec.* **Stone Harbor Borough**  
Teri Smuz, **Upper Twp.**

Jim Goos, **Ventnor City**  
Jim D'Auria, **Waterford Twp.**  
Lauren Vitelli, **West Cape May Borough**  
Carl O'Hala, *Alt.*, **West Wildwood City**  
DJ Ayers, **Weymouth Twp.**  
Steve O'Connor, **Wildwood City**  
Connie Mahon, **Wildwood Crest**  
Lisa Garrison, **Woodbine Borough**

Absent were:

Scott Wahl, **Avalon Borough**  
Ed Grant, **Cape May Point**  
Bob Campbell, **Downe Twp.**  
Peter Miller, **Egg Harbor Twp.**  
Teri Seelman, **Estell Manor City**  
Arch Liston, **Hamilton Twp.**  
Sam Barbagli, **Newfield Borough**  
Roy Spoltore, **Upper Deerfield Twp.**

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  
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.*

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

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

Motion by Ms. Burke, seconded by Ms. Woods, to approve the meeting minutes of the March 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 March 17, 2021 Executive Committee meeting.

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

The Closed Session meeting minutes of the March 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 #2021-23***

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 2021-23*.

Motion by Mr. Craft, seconded by Mr. Simone, to adopt *Resolution 2021-23* 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> Sean Riggan, <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

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

**AUTHORIZATION OF CLAIMS PAYMENTS**

Mr. Riggin 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. Burke to approve the claims payments as discussed in *Closed Session*.

They are as follows:

**April 2021 PARs:**

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2021218482	2019147265	2021222603
2021229484		2021230070
2021226687		2021232679
2018145173		2021221250
2020190013		2021224299
2019163232		2021229167
2021221149		
MLT-2021223695 (1-8)		
2020182581		
2021217146		
MLT-2021231134 (1-8)		
MLT-2020208424 (1-2)		
MLT-2020181991 (1-2)		

**ROLL CALL**

**Yeas:**

Regina Burke, **Millville**  
 Ron Simone, **North Wildwood**  
 Mary Canesi, **Northfield**  
 Liz Woods, **Ocean City**  
 Sean Riggin, **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
2019175169
2020190965

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

<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> Sean Riggin, <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.

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

Chief Riggin noted that there was nothing to report for open session.

### ***CLAIMS ADMINISTRATOR'S REPORT***

#### ***Lessons Learned from Losses – April***

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on Inspection Programs. He reiterated the importance of inspections and reviewed a great outcome of a recent claim and how inspections helped them win the case. He noted that someone tripped and fell on boardwalk due to a raised nail and the demand was almost \$900,000. He stated that the member has an active maintenance and inspection programs which included the extremely important action to document every aspect of the process. The suit was decided in favor of the insured mostly because this town's employees carry everything with them to make repairs or place warnings until repairs can be done. He noted that these actions show a protocol is in place that proves that someone is looking, tracking locations and repairing. He reminded the members that defense claims rely heavily on the information provided by the member municipalities.

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.

Mr. Roselli also commented that the Qual-Lynx 2019-2020 Annual report is included in the claims minutes this month. He asked members to review this report and contact him with any questions.

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).

	<b>March</b>	<b>YTD</b>
<i>Total Intakes (New Claims)</i>	76	332
<i>Report Only</i>	26	105
<i>Report Only % of Total</i>	34%	32%
<i>Medical Only</i>	45	160
<i>Lost Time</i>	5	61
<i>Medical Only/Lost Time Ratio</i>	90:10	72:28
<i>Occupational, Claim Petition, Cancer Presumption</i>	0	6
<i>COVID-19</i>	22	160
<i>Average Days to Report to QL</i>	8.1	6.2

**PPO Penetration Report:**

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

<b>PPO Penetration Rate</b>	<b>March</b>	<b>YTD</b>
<i>Bill Count</i>	990	2,282
<i>Original Provider Charges</i>	\$1,279,419	\$2,858,108
<i>Re-priced Bill Amount</i>	\$377,525	\$807,494
<i>Savings</i>	\$901,893	\$1,777,614
<i>% of Savings</i>	70%	69%
<i>Participating Provider Penetration Rate- Bill count</i>	95%	96%
<i>Participating Provider Penetration Rate-Provider Charges</i>	93%	95%
<i>EPO Penetration Rate – Bill Count</i>	99%	97%
<i>EPO Penetration Rate –Provider Charges</i>	99%	98%

**Transitional Duty Report**

Ms. Beatty presented her *Transitional Duty reports*.

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	1,858
<i>Transitional Duty Days Worked</i>	1,437
<i>% of Transitional Duty Days Worked</i>	77%
<i>Transitional Duty Days Not Accommodated</i>	266
<i>% of Transitional Duty Days Not Accommodated</i>	23%
<i>Money Saved by Accommodating</i>	\$138,347
<i>Cost of Days NOT Accommodated</i>	\$38,049

**COVID-19**

Ms. Beatty stated that there are 160 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 two (2) cases closed in April. He noted that the first case (Estate of George Bradley Smith v. City of North Wildwood) was a drowning from 2014. He noted that after judgments, appeals, etc, on January 8, 2021, the Appellate Division ultimately affirming no liability on part of the City of North Wildwood and its employees. He expressed the significance of this case as precedence for any member with body of water. He remarked on the outstanding work A. Michael Barker, Esquire and his staff did on this case.

Mr. DeWeese stated that the next closed case (Tennant v. City of Pleasantville) ultimately ended when an Order denying Plaintiff's Motion for Leave to File a Late Notice of Claim against the insured was entered.

### ***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.

### ***Daniel's Law***

Mr. DeWeese reported on a bulletin he sent to members on Monday regarding *Daniel's Law*. He noted that some members asked for clarification. He noted that the purpose of the law is to protect judges, police, etc. He stated that although the purpose is good, he has several issues with the legislation. He noted that it will be difficult to comply with the requirements contained in this law. He stated that the law prevents you from disclosing addresses and personal information from retired, former, and current judges, prosecutors both current and former, and law enforcement officers both current and former. Municipalities asked how they would know if these folks were a former judge or officer or prosecutor. He noted that this is a flaw in the law. He asked that members are cautious with OPRA requests. He commented that some may ask to remove the information which is easy; however, if we don't know who they are, we cannot remove them. His hope is that it is amended or they provide additional guidance in the near future so our municipalities can manage it better.

Mr. DeWeese entertained any questions. Chair Seib inquired if it is only OPRA requests or taxes, since that is public record. Mr. DeWeese noted that it is any public posting which makes it very difficult since you may not know what positions they held. No other questions were entertained.

## ***COMMITTEE REPORTS***

### ***EPL/Technology Committee - March 17, 2021***

Mr. Simone noted that the minutes from the EPL/Technology Committee held on March 17, 2021 are in the agenda packet. He highlighted that they discussed the 6 yr. loss ratio reports; only two (2) files are open and still being handled by XL; from Nov 2020-March 2021 there were twenty-one (21) claims closed with eleven (11) due to coverage denials; five (5) closed due to inactivity; and two (2) dismissed without payment and three (3) settled with payment to the Plaintiff.

Mr. Simone noted that the MEL EPL RMP compliance date was moved from June 1, 2021 to November 1, 2021. He reminded members to update authorized EPL contacts for the MEL hotline; he noted the committee discussed the need for a RFP for Technology Risk Services Director and this is still in discussion.

***Strategic Planning Committee - March 25, 2021***

Mr. Hirsch noted that the minutes from the Strategic Planning Committee are in the agenda packet. He highlighted that the Committee charter was reviewed; he noted there are eleven (11) members up for renewal 1/1/22 and will be scheduled for visitations this summer. He also stated that they discussed Egg Harbor City's interest in rejoining; he noted the PRIMA conferences will be virtual this year; he stated that new Fund Commissioner Orientation was April 14, 2021 and well attended. He reported Fund Commissioner Attendance was discussed and a request was made to continue virtual availability. He stated that the Elected Officials training is due by May 3<sup>rd</sup> and so far only thirty-eight members have taken it. He noted that it was discussed to hopefully meet in person in September if all is good with COVID. He reported that October 27<sup>th</sup> and 28<sup>th</sup> was selected for the Annual Retreat.

Mr. Hirsch reported that police command staff and managers and supervisor training information was emailed to all members. He also noted that fund professional performance evaluations were discussed. He stated that the recording secretary and administrative consultant will be asked to complete self-evaluations.

***Executive Safety Committee – March 31, 2021***

Mr. Picard noted that the Safety Committee minutes from March 31, 2021 are in the agenda packet. He highlighted that they discussed the Annual Safety Director's loss control report; he stated the DER training will be April 22 and September 23, 2021. He reminded the members that there are now three platforms in which to watch the training videos. He noted the Summer Seasonal Employee Training for Supervisors is scheduled for May 20, 2021. He stated the managers and supervisors training has two more sessions next week and four more dates in May. He reported that Estell Manor is moving in right direction with safety program, but will advise committee with any concerns. He stated that they discussed the loss ratios; marijuana legislation and the importance of background checks. He noted the next meeting is August 5, 2021.

***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 65. 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 7 Day Sugar Elimination Challenge and virtual yoga classes.

Ms. Simone noted that the webinar "Release Stress through Mindfulness" is on the JIF website.

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 the question was, "What in the world are macros?"

Ms. Simone reported that Estell Manor purchased ergonomic office chairs; Wildwood and North Wildwood's Fire Departments are doing a swim clinic every Sunday for firefighters to develop a standard for ocean rescues. North Wildwood Police is working on an exercise and wellness challenge.

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 before purchasing them.

Ms. Simone reminded members to review the newsletter which focuses on complementary and alternative medicine. She noted that this month on humor and health. It reminded everyone that humor can have a positive aspect on life.

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

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

***SLEO Training*** – Mr. Forlenza stated that this is not in the agenda, but noted that there are three SLEO training dates coming. He noted that the JIF sponsors training for the officers each year so please alert your chiefs and enroll your officers. He stated that Chief Hummel emailed this directly to the Chiefs in the JIF and the Fund Commissioners and clerks were notified from our office.

***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 were emailed to members. 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 asked that 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. The Underwriter indicated that the coverage is getting very difficult to place and insurers will only consider entities with a good cyber risk management plan in place.

***Statutory Bonds*** - Mr. Forlenza noted that there are statutory positions that require individual bonds so please review the checklist on pages 107-108 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 has been extended from June 1, 2021 to November 1, 2021.

***Police Command Staff Training*** – Mr. Forlenza stated that a component of the MEL EPL Risk Management Program is Police Command Staff training. He reported that a Save the Date went out for in-person training for Chiefs in June with AM and PM sessions with a max of 80 participants. Details will be sent out in the near future regarding registration.

***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 the first session was held last week. He

apologized as there were technical difficulties allowing 133 participants, when the cap was 100. He asked that if you were not able to get on, please sign up for one of the remaining session.

***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 the MSI. He noted that his office sent notification with REVISED 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 agenda. 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 there were only 66 elected official who took the training. Please follow up with them. The deadline is May 3, 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 138 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.

***Summary of JIF Trainings and Reimbursement Programs*** – Mr. Forlenza stated that on pages 140-147 are a list of training and reimbursement programs offered by the JIF. He strongly urged members to review this information. He noted this is also on the website.

***New Fund Commissioner Orientation*** - Mr. Forlenza noted that New Fund Commissioner orientation was held on April 14, 2021 and was well attended. He asked anyone with questions to contact his office.

***Financial Disclosure Statement Filing*** – Mr. Forlenza stated that the Local Finance board extended the date for completing the Financial Disclosure filing to June 30, 2021. He reminded everyone you must use your Fund Commissioner PIN number when filing. If you lost this number, please contact Kris Kristie in his office.

#### ***Quarterly Attendance Report***

Mr. Forlenza noted the quarterly attendance is on page 148. He asked members to review.

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 158 of the agenda. Mr. Hirsch reported that they met on March 26, 2021. He confirmed that the MEL EPL Compliance has been extended from May 1, 2021 to June 1, 2021 and the documents/directions are on website. He reported there was a bill that significantly impacts Workers' Compensation. He also stated that the MEL hired Princeton Public Affairs recently.

Mr. Hirsch reported that the MEL attorney is drafting the bid for RFQ for Background Check Companies. He noted the MRHIF and the NJCE Educational Seminar will be held May 14<sup>th</sup> and May 21, 2021 and CEUs are available.

Mr. Hirsch stated that included is a Cannabis Legislation legal update on page 158. Please review this information especially the opt-out information which has a deadline of August 21, 2021. If you do not do this, you automatically are opted-in for five years.

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 begins on page 167. He stated that the report is self-explanatory.

He stated the bulletins sent out this month are listed in his report. He noted 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 4,577 courses completed as of April 19, 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 website was recently updated and easier to navigate. 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. He noted that there is a new defensive driving, state approved course, for members. He noted that mandatory regional training for seasonal employees, is available on May 20, 2021 via zoom and a save the date has gone out.

Mr. Garish informed members that the ACM JIF website is continuously updated so please check it out.

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 **March 31, 2021**. The report was made part of the agenda packet beginning on page 170. Mr. Hansen noted the following information:

***Investment Interest***

<b>Interest Income:</b>	<b>March</b>
Interest Received from Account Balances-Investors	\$5,194.30
Interest Received from JCMI	\$15,587.35
Coupon Interest Payment	\$107,256.26
Amortization and/or interest cost	\$0
Amortization and/or interest cost-JCMI	\$741.23
Unrealized Gain/Loss-W&T	<\$29,112.46>
Unrealized Gain/Loss-JCMI	<\$43,216.19>
Management Fee-W&T	<\$0>

Management Fee-JCMI	<\$1,622.09>
Misc.	<\$.04>
<b>Net Gain/Loss in Interest</b>	<b>\$54,828.36</b>

<b>Interest Accrual:</b>	<b>March</b>
Beginning Interest Accrual	\$131,259.81
Change in Accrued Interest	<\$74,184.71>
<b>Ending Interest Accrual</b>	<b>\$57,075.10</b>

<b>Unrealized Gain/Loss-W&amp;T</b>	<b>March</b>
Current Month	\$601,385.72
Prior Month	<\$630,498.18>
Change in unrealized gain/loss	<\$29,112.46>

<b>Unrealized Gain/Loss-JCMI</b>	<b>March</b>
Current Month	\$0
Prior Month	<\$43,216.19>
Change in unrealized gain/loss	<\$43,216.19>

<b>Investment Balance-W&amp;T</b>	<b>March</b>
Beginning of Month	\$24,505,698.48
End of Month	\$24,476,586.02

<b>Investment Balance-JCMI</b>	<b>March</b>
Beginning of Month	\$0
End of Month	\$14,971,490.30

Overall rate of return this month	1.30%
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<b>Portfolio-W&amp;T</b>	<b>Total</b>	<b>Percentage</b>
US Treasury Bonds & Notes	\$24,476,586.02	100%

<b>Portfolio-JCMI</b>	<b>Total</b>	<b>Percentage</b>
US Treasury Bonds & Notes	\$15,000,000.00	100%
Price Local	\$14,971,490.30	

**JCMI**

Mr. Hansen reminded the members that the JCMI is available for financing of local needs. He noted the interest rates are low and the rate of return is 1.30%.

**Receipt Activity for the Period:**

	<b>March</b>	<b>YTD</b>
Subrogation Receipts	\$24,412.91	\$26,826.91
Other	\$6,050.00	\$13,870.00
Adjustment Receipts	\$1,604.00	\$1,992.67

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at the end of **March** are in the amount of \$1,124,924.23 with a total of 521 checks issued totaling 1,926 claims payments. The claims detail is as follows:

	<b>March</b>
Direct Loss Payments	\$1, 124,924.23
Adjustments- receipts	<\$25,712.66>
Less Recoveries	<\$30,462.91>
<b>Net Total</b>	<b>\$1,068,748.66</b>

**Cash Activity for the Period – March**

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$51,234,483.44 to a closing balance of \$49,969,326.10 showing a decrease in the Fund of \$1,265,157.34.

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

<b>Member</b>	<b>3/31/2021 Unaudited(includes interest allocation)</b>
Buena Vista	170.31

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
<b>Total</b>	<b>\$773,190.44</b>

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

***Payment Register***

Chair Seib entertained a motion to approve the ***April 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 ***April 2021 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**
- Sean Riffin, **Pleasantville**
- Kellie Seib, *Chair*, **Sea Isle City**
- Jim Craft, *Sec*, **Stone Harbor**

***Nays:***

None

***Abstained:***

None

Motion carried by unanimous vote.

***Bill List – April***

For the Executive Committee's consideration, Mr. Hansen presented the ***April 2021 Bill List*** in the amount of **\$1,415,906.42**.

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

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

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

<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> Sean 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>Abstained:</b>	None

Motion carried by unanimous vote.

***MISCELLANEOUS BUSINESS***

***Resolution 2021-24 Authorizing the Payment of \$59,995 for COVID Expenses***

Chair Seib entertained a motion to approve Resolution 2021-24 authorizing the payment in allocated file expenses for 2020 COVID related workers' compensation expenses from the 2020 loss funding budget and further authorizing the ongoing payment of 2021 COVID related expenses in accordance with the professional services contracts between Qual-Lynx and the ACM JIF.

Mr. Forlenza noted that the actual resolution is correct, however, noted that the agenda listed the incorrect payment and would like to make a verbal correction to the amount \$59,995.

Motion by Ms. Burke, seconded by Ms. Woods, to approve Resolution 2021-24 authorizing the payment in allocated file expenses for 2020 COVID related workers' compensation expenses from the 2020 loss funding budget and further authorizing the ongoing payment of 2021 COVID related expenses in accordance with the professional services contracts between Qual-Lynx and the ACM JIF as verbally corrected.

<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> Sean 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>Abstained:</b>	None

Motion carried by unanimous vote.

Chief Riggin thanked Mr. DeWeese, Mr. Miola and Mr. Forlenza for resolving this issue in a way that satisfied all parties.

***Motion to Authorize RFQ for Workers' Compensation and Liability Defense Attorneys***

Chair Seib entertained a motion to authorize the Fund Solicitor and Executive Director to prepare, advertise and receive requests for qualifications for the position of workers' compensation defense attorneys and liability defense attorneys.

Motion by Ms. Woods, seconded by Ms. Burke, to authorize the Fund Solicitor and Executive Director to prepare, advertise and receive requests for qualifications for the position of workers' compensation defense attorneys and liability defense attorneys 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 May 19, 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 Ms. Woods, to open the meeting to the public. All in favor. Motion carried.

***Background Checks***

Ms. Mahon inquired about the background checks for beach patrols, etc. She noted that there is a big delay in fingerprinting from these companies and she heard that some municipalities might bypass this step for lifeguards. Mr. DeWeese noted that bypassing any background checks is not recommended at all. He stated that this would put the municipality in a very dangerous position if they accidentally hired someone with prior offenses or issues. He stated that this opens the member and the JIF up to significant liability exposure by not having the background checks performed. He urged members to complete these if they wanted to protect themselves and the municipality.

Chair Seib noted that she explored companies to perform background checks and it is very challenging since fingerprints are being delayed. The company she is currently using will provide a 7 year background check from each state that the person resided in over the last 7 years. She also noted that this information is all electronic. She will happily share this information with anyone needing it. Brigantine, Northfield and Wildwood Crest asked for Chair Seib to forward this information.

Mr. Forlenza reported that the MEL recently issued an RFP for Background Check Companies and is currently reviewing the responses they received. The MEL will then post the information on the MEL website. He stated it will be the company, the cost, and the type of services they offer.

***Close Public Comment***

Chair Seib entertained a motion to close the public comment.

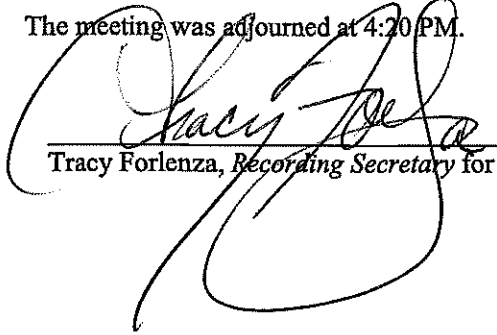
Motion by Ms. Burke, seconded by Mr. Simone, to close the meeting to the public. All in favor. Motion carried.

***MOTION TO ADJOURN***

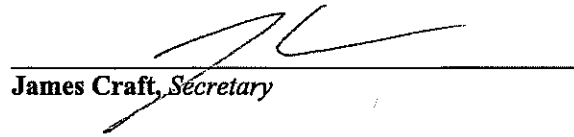
Motion by Ms. Woods, seconded by Ms. Burke, to adjourn the April 21, 2021 meeting of the ACM JIF. Motion carried.



The meeting was adjourned at 4:20 PM.



Tracy Forlenza, *Recording Secretary* for



James Craft, *Secretary*