



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Via Zoom conference call

May 19, 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 May 19, 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**
Mollye O'Neill, **Brigantine City**
Bill Nimohay **Buena Borough**
Joe Picard, **Cape May City**
Ed Grant, **Cape May Point**
Heather Sparks, **Commercial Twp.**
LaVerne Kim, **Corbin City**
Dawn Marie Bascelli, **Deerfield Twp.**
Jackie Justice, *Alt.*, **Dennis Twp.**
Eileen Tedesco, **Egg Harbor Twp.**
Patricia Gatto, **Folsom Borough**
Alim Parks, Sr., *Alt.*, **Galloway Twp.**
Lisa Marcologno, *Alt.*, **Hamilton 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**
Diane Wood, *Alt.*, **Ocean City**
Chief Riffin, **Pleasantville City**

Kellie Seib, *Chair*, **Sea Isle City**
Shelby Heath, *Alt.*, **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**
Steve O'Connor, **Wildwood City**
Connie Mahon, **Wildwood Crest**

Absent were:

Bob Campbell, **Downe Twp.**
Fund Commissioner, **Estell Manor City**
Sam Barbagli, **Newfield Borough**
Roy Spoltore, **Upper Deerfield Twp.**
DJ Ayers, **Weymouth Twp.**
Lisa Garrison, **Woodbine 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
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 April 21, 2021 Executive Committee Meeting.

Motion by Ms. Burke, seconded by Mr. Simone, to approve the meeting minutes of the April 21, 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 April 21, 2021 Executive Committee meeting.

Motion by Chief Riggan, seconded by Ms. Burke, to approve the Closed Session minutes of the April 21, 2021 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the April 21, 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 #2021-25

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 2021-25*.

Motion by Mr. Craft, seconded by Mr. Simone, to adopt *Resolution 2021-25* as presented.

ROLL CALL

Yeas:

Regina Burke, **Millville**
Ron Simone, **North Wildwood**
Mary Canesi, **Northfield**
Sean Riggan, **Pleasantville**
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 Mr. Riggan, seconded by Mr. Simone, 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 Ms. Burke, seconded by Mr. Simone to approve the claims payments as discussed in *Closed Session*.

They are as follows:

May 2021 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2020181414	2019151486	2021230353
2020181183	2020178338	2021234993
2021214232	2020186116	2021229880
2020193079	2020186069	2021224854
2021234007	2017094500	
2018127762	2019162218 (1-2)	
2019176450		
2021232192		
2020203443		
2020196918		
2021230246		
2021221883		
2020181397		
2021125647		
2020206628		

ROLL CALL

Yeas:

Regina Burke, **Millville**
 Ron Simone, **North Wildwood**
 Mary Canesi, **Northfield**
 Sean Riggin, **Pleasantville**
 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
2018123725
2019168151
2019176869
2019171314

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

ROLL CALL	Yeas:	Regina Burke, Millville Ron Simone, North Wildwood Mary Canesi, Northfield Sean Riffin, Pleasantville Kellie Seib, <i>Chair</i> , Sea Isle City Jim Craft, <i>Sec</i> , Stone Harbor Lauren Vitelli, West Cape May
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – May

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on “Beat the Heat”. Mr. Roselli asked that members copy his Lesson Learned and post them around municipal facilities so the employees see them. He noted to drink water every 15 minutes, rest in the shade to cool down, wear a hat and lightweight clothing, learn signs of heat illness and keep an eye on fellow workers. He gave two examples with two very different outcomes. One employee, age 21, was working outside wearing layers while working on a recycling truck. As it warmed up, he never shed any clothing. While he was drinking water, he did not drink enough water. He had severe muscle cramps and needed IV fluids to rehydrate. Another claim the employee, age 71, working on a machine near a pond. He went into air conditioned building for lunch, but felt ill two hours later while back outside. He refused medical attention, collapsed, was unresponsive and died on way to hospital. He noted that it is not necessarily hi age and this can happen to anyone so please be aware.

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 informed the members that Qual-Lynx was sold by Cigna to Mitchell | Genex | Coventry, or M|G|C. He noted that Mr. Miola had sent an email to the membership last week regarding this situation. Mr. Roselli reported that when things are finalized he will have an update for the members, however, he did not anticipate any noticeable changes. Chair Seib inquired if the Qual-Lynx name will change. Mr. Roselli indicated that he did not believe so.

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).

	<i>April</i>	<i>YTD</i>
<i>Total Intakes (New Claims)</i>	72	407
<i>Report Only</i>	35	135
<i>Report Only % of Total</i>	49%	33%
<i>Medical Only</i>	29	187
<i>Lost Time</i>	8	79
<i>Medical Only/Lost Time Ratio</i>	78:22	70:30
<i>Occupational, Claim Petition, Cancer Presumption</i>	0	6
<i>COVID-19</i>	19	199
<i>Average Days to Report to QL</i>	4.1	5.8

PPO Penetration Report:

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

<i>PPO Penetration Rate</i>	<i>April</i>	<i>YTD</i>
<i>Bill Count</i>	631	2,913
<i>Original Provider Charges</i>	\$714,022	\$3,299,130
<i>Re-priced Bill Amount</i>	\$182,267	\$989,761
<i>Savings</i>	\$531,755	\$2,309,368
<i>% of Savings</i>	74%	70%
<i>Participating Provider Penetration Rate- Bill count</i>	96%	96%
<i>Participating Provider Penetration Rate-Provider Charges</i>	97%	95%
<i>EPO Penetration Rate – Bill Count</i>	96%	97%
<i>EPO Penetration Rate –Provider Charges</i>	95%	97%

Transitional Duty Report

Ms. Beatty presented her *Transitional Duty reports*.

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	2,707
<i>Transitional Duty Days Worked</i>	1,993
<i>% of Transitional Duty Days Worked</i>	74%
<i>Transitional Duty Days Not Accommodated</i>	714
<i>% of Transitional Duty Days Not Accommodated</i>	26%
<i>Money Saved by Accommodating</i>	\$187,806
<i>Cost of Days NOT Accommodated</i>	\$79,225

Ms. Beatty stated that she was going to start listing how other municipalities utilize transitional duty so other members can get ideas. They will be broken down by job, title, injury type, and what the transitional duty assignment was.

COVID-19

Ms. Beatty stated that there are 199 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 three (3) cases closed in May. No questions were entertained.

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.

Resolution 2021-26 Release of 2018 Closed Session

Mr. DeWeese stated that on pages 34 and 35 of the agenda is a resolution authorizing the release of 2018 closed session minutes inclusive of previous redacted discussion due to ongoing litigation that may now be released. He noted that upon review of the previous redactions, he determined that the redacted areas of the February 21, 2018 minutes can now be released.

Chair Seib entertained a motion to approve Resolution 2021-26 *Authorizing the Release of 2018 Closed Session Minutes Inclusive of Previous Redacted Discussion Due to Ongoing Litigation*.

Motion by Ms. Burke, seconded by Mr. Simone to approve Resolution 2021-26 *Authorizing the Release of 2018 Closed Session Minutes Inclusive of Previous Redacted Discussion Due to Ongoing Litigation*, as presented.

ROLL CALL

Yeas:

Regina Burke, **Millville**
Ron Simone, **North Wildwood**
Mary Canesi, **Northfield**
Sean Riggin, **Pleasantville**
Kellie Seib, *Chair*, **Sea Isle City**
Jim Craft, *Sec*, **Stone Harbor**
Lauren Vitelli, **West Cape May**

Nays:

None

Abstain:

None

Motion carried by unanimous vote.

Resolution 2021-27 Release of 2020 Closed Session

Mr. DeWeese stated that on pages 36 and 37 of the agenda is a resolution authorizing the release of 2020 closed session minutes with redacted discussions due to ongoing litigation.

Chair Seib entertained a motion to approve Resolution 2021-27 *Authorizing the Release of 2020 Closed Session Minutes with Redacted Discussions Due to Ongoing Litigation*.

Motion by Mr. Riggin seconded by Mr. Simone to approve Resolution 2021-27 *Authorizing the Release of 2020 Closed Session Minutes with Redacted Discussions Due to Ongoing Litigation*, as presented.

ROLL CALL	Yeas:	Regina Burke, Millville Ron Simone, North Wildwood Mary Canesi, Northfield Sean Riggin, Pleasantville Kellie Seib, <i>Chair</i> , Sea Isle City Jim Craft, <i>Sec</i> , Stone Harbor Lauren Vitelli, West Cape May
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

COVID 19 GUIDANCE

Mr. DeWeese stated he released an email with more Covid-19 guidance last week. He also noted that attached to the email was Department of Health guidance with many summer situations including indoor/outdoor dining, pool activity, sport activities, health clubs and recreation activities.

EXECUTIVE ORDER 241

Mr. DeWeese noted he emailed information regarding Executive Order 241 which eliminates mask requirements in public outdoor spaces and lifts the travel advisory. He asked members to reach out with questions or call the Department of Health.

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

COMMITTEE REPORTS

There were 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 40. 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 to complete 10 or more workouts in May. She stated that there are three levels of 10, 15 or 20 workouts which may be done individually or as a group.

Ms. Simone noted that her newsletter also contains a "Question of the Month". Please email her any health-related questions you may have!

Ms. Simone asked members to email her their planned activities. She requested that members contact her if they need assistance in spending their wellness money or planning wellness activities.

Municipal Activities – Ms. Simone reported that Wildwood Crest held a mindfulness & meditation workshop for all employees. She said it was a great turnout and well received.

Ms. Simone reminded members to review the newsletter which focuses on The Great Outdoors and how nature affects your health and offered tips to incorporate nature into your workspace. She encouraged members to share the newsletter with the other employees.

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

EXECUTIVE DIRECTOR'S REPORT

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 Plan and Grandfathered Status – Mr. Forlenza reported that there are two checklists on pages 71-73. He noted it shows the current status for version 1 and version 2 checklists. He included a copy of the March 10, 2021 email for your reference. He encouraged members to begin the process 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. He stated that the Underwriters are going to review these standards going into 2022 as the market for cyber coverage is unstable.

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 June 30th, please make certain you complete the application for any change in a bonded position. 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 so he encouraged members to begin this process. 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 the in-person training for Chiefs will be held June 3, June 8 and June 23 with AM and PM sessions with a max of 80 participants. Please make certain your police command staff has registered.

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 (12) twelve sessions were held and over 550 have completed this training. He noted that the May 12, 2021 session was postponed to June 9, 2021 and those individuals were automatically re-registered.

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**.

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 97 of the agenda. He stated that this assists the JIF in

defending claims against the municipality and the individual named in the cases as well. He asked members to follow up with their personnel regarding this 2 hour webinar. He strongly recommended all the members to take this training.

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.

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

MEL/RCF REPORTS

Mr. Hirsch noted that his next meeting is scheduled for June 2, 2021.

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report begins on page 99. 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 4,685 courses completed as of May 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 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.

Regional Training - Mr. Garish reminded everyone that tomorrow (May 20th at 10am) is a mandatory regional training for seasonal employees via zoom.

Supervisor Investigation Reports (S.I.R.) – Mr. Garish reported that there has been a decrease in the number of SIR reports being received from the members. He noted that on May 5, 2021 a reminder had gone out to all members of the importance of conducting these reports. He noted that this is a valuable tool to prevent future accidents and stated that this is a **FACT** finding process, not a fault finding process.

Mr. Garish also asked the members review Executive Order 239 which was sent out from his office. Mr. Hirsch inquired if the Safety Director would consider holding an evening class for the summer seasonal employees as some are teachers. Mr. Garish stated that it should be the supervisor, however, a representative can attend and bring back the information. Chair Seib asked if any of the trainings are being recorded. Mr. Garish noted some are and it is determined on a case by case basis.

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 **April 30, 2021**. The report was made part of the agenda packet beginning on page 102. Mr. Hansen noted the following information:

Investment Interest

Interest Income:	April
Interest Received from Account Balances-Investors	\$4,315.31
Interest Received from JCMI	\$14,374.90
Coupon Interest Payment	\$7,081.25
Amortization and/or interest cost	\$0
Amortization and/or interest cost-JCMI	\$568.91
Unrealized Gain/Loss-W&T	<\$25,479.65>
Unrealized Gain/Loss-JCMI	\$25,669.15
Management Fee-W&T	<\$3,266.20>
Management Fee-JCMI	<\$1,626.30>
Misc.	<\$0>
Net Gain/Loss in Interest	\$21,63.37

Interest Accrual:	April
Beginning Interest Accrual	\$57,075.10
Change in Accrued Interest	\$24,872.43
Ending Interest Accrual	\$81,947.53

Unrealized Gain/Loss-W&T	April
Current Month	\$575,906.07
Prior Month	<\$601,385.72>
Change in unrealized gain/loss	<\$25,479.65>

Unrealized Gain/Loss-JCMI	April
Current Month	\$43,216.19
Prior Month	<\$17,547.04>
Change in unrealized gain/loss	\$25,669.15

Investment Balance-W&T	April
Beginning of Month	\$24,476,586.02
End of Month	\$24,451,106.37

Investment Balance-JCMI	April
Beginning of Month	\$14,971,490.30
End of Month	\$15,010,476.96

Overall rate of return this month	.526%
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Portfolio-W&T	Total	Percentage
US Treasury Bonds & Notes	\$24,451,106.37	100%

Portfolio-JCMI	Total	Percentage
US Treasury Bonds & Notes	\$15,010,476.96	100%

Receipt Activity for the Period:

	May	YTD
Subrogation Receipts	\$2,942.40	\$29,769.31
Other	\$1,975.00	\$15,845.00
Adjustment Receipts	\$0	\$1,992.67

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at the end of **May** are in the amount of \$783,908.75 with a total of 340 checks issued totaling 1,108 claims payments.

Cash Activity for the Period – May

During the reporting month, the Fund’s “Cash Position” changed from an opening balance of \$49,969,326.10 to a closing balance of \$48,774,199.18 showing a decrease in the Fund of \$1,195,126.92.

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

Member	5/31/2021 Unaudited(includes interest allocation)
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
Total	\$773,190.44

Outstanding Assessments

Mr. Hansen noted that there was one outstanding second quarter assessment. He will reach out to this member.

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 Mr. Riggan 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**
- Sean Riggan, **Pleasantville**
- Kellie Seib, *Chair*, **Sea Isle City**
- Jim Craft, *Sec*, **Stone Harbor**
- Lauren Vitelli, **West Cape May**

Nays:

None

Abstained:

None

Motion carried by unanimous vote.

Bill List – May

For the Executive Committee’s consideration, Mr. Hansen presented the ***May 2021 Bill List*** in the amount of **\$1,126,767.95**.

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

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

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

ROLL CALL	Yeas:	Regina Burke, Millville Ron Simone, North Wildwood Mary Canesi, Northfield Sean Riggan, Pleasantville 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.

RMC Bill List – May

For the Executive Committee’s consideration, Mr. Hansen presented the ***May 2021 RMC Bill List*** in the amount of **\$173,431.00**.

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

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

Motion by Ms. Burke, seconded by Mr. Riggan, to approve the ***May 2021 RMC Bill List*** as presented.

ROLL CALL	Yeas:	Regina Burke, Millville Ron Simone, North Wildwood Mary Canesi, Northfield Sean Riggan, Pleasantville 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

Next Meeting

Chair Seib reminded the members that the next meeting will be held on **Wednesday June 16, 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 Ms. Vitelli, 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 Mr. Riggin, to close the meeting to the public. All in favor. Motion carried.

MOTION TO ADJOURN

Motion by Mr. Craft, seconded by Ms. Vitelli, to adjourn the May 19, 2021 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 4:00 PM.



Tracy Forlenza, *Recording Secretary* for



James Craft, *Secretary*