



**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**

*Via Zoom conference call*

**July 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 July 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**  
Scott Wahl, **Avalon Borough**  
Bill Nimohay **Buena Borough**  
Joe Picard, **Cape May City**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Twp.**  
LaVerne Kirn, **Corbin City**  
Dawn Marie Bascelli, **Deerfield Twp.**  
Jessica Bishop, **Dennis Twp.**  
Samantha Tucker, *Alt.*, **Downe Twp.**  
Judson Moore, **Estell Manor City**  
Patricia Gatto, **Folsom Borough**  
Alim Parks, Sr., *Alt.* **Galloway Twp.**  
Anthony Strazzeri, *Alt.*, **Linwood City**  
Rich Hirsch, **Longport Borough**  
Karen Fournier, **Lower Twp.**  
Lisa McLaughlin, **Margate City** (*Joined after roll call*)  
Sue Quinones, *Alt.*, **Middle Twp.**  
Dawn Stollenwerk, **Mullica Twp.**  
Sam Barbagli, **Newfield Borough**  
Ron Simone, **North Wildwood City**  
Mary Canesi, **Northfield City**  
Liz Woods, *Acting Sec.*, **Ocean City**  
Kellie Seib, *Chair*, **Sea Isle City**  
Shelby Heath, *Alt.*, **Somers Point City**

Teri Smuz, **Upper Twp.**  
Roy Spoltore, **Upper Deerfield Twp.**  
Jim Goos, **Ventnor City**  
Jim D'Auria, **Waterford Twp.**  
Lauren Vitelli, **West Cape May Borough**  
Carl O'Hala, *Alt.*, **West Wildwood City**  
DJ Ayres, **Weymouth Twp.**  
Dan Dunn, *Alt.*, **Wildwood City**  
Connie Mahon, **Wildwood Crest**

Absent were:

Mollye O'Neill, **Brigantine City**  
Eileen Tedesco, **Egg Harbor Twp.**  
Lisa Marcologno, *Alt.*, **Hamilton Twp.**  
Regina Burke, **Millville City**  
Sean Riggan, **Pleasantville City**  
Jim Craft, *Sec.*, **Stone Harbor Borough**  
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*  
Keith 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.*

In absence of Regina Burke, Millville, Sean Riggin, Pleasantville, and Secretary Jim Craft, Stone Harbor, alternates Lauren Vitelli, West Cape May, Joseph Picard, Cape May City and Heather Sparks, Commercial Twp, were moved to the Executive Board for voting purposes. Elizabeth Woods, Ocean City was moved to Acting Secretary in Secretary Craft's absence.

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

Chair Seib entertained a motion to approve the meeting minutes of the June 16, 2021 Executive Committee Meeting.

Motion by Ms. Woods, seconded by Mr. Simone, to approve the meeting minutes of the June 16, 2021 Executive Committee Meeting as presented. All in Favor. 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 June 16, 2021 Executive Committee meeting.

Motion by Ms. Canesi, seconded by Mr. Simone, to approve the Closed Session minutes of the June 16, 2021 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the June 16, 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 #2021-32***

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 2021-32*.

Motion by Ms. Canesi, seconded by Mr. Simone, to adopt *Resolution 2021-32* as presented.

**ROLL CALL**

***Yeas:***

Heather Sparks, **Commercial Twp**  
Joe Picard, **Cape May City**  
Ron Simone, **North Wildwood**  
Mary Canesi, **Northfield**  
Liz Woods, *Acting Sec*, **Ocean City**  
Kellie Seib, *Chair*, **Sea Isle City**  
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. Picard, seconded by Ms. Canesi, to reopen the public portion of the meeting. All in favor. Motion carried.

**AUTHORIZATION OF CLAIMS PAYMENTS**

The claims for payment were presented 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. Vitelli to approve the claims payments as discussed in *Closed Session*.

They are as follows:

**June 2021 PARs:**

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Auto</i>	<i>Property</i>
2021233791	2020183803	2017104871	2021241022
2021237286	2021213254		2021237124
2021234875	2020181602		2021239318
2019162198	2019175230		
2019148007	2019164294		
2021237523			
2021229819			
2019161851			
2020208042			
2019161335			
2021238654			
2019173700			
2021240497			
2021235601			

**ROLL CALL**

**Yeas:**

Heather Sparks, **Commercial Twp**  
 Joe Picard, **Cape May City**  
 Ron Simone, **North Wildwood**  
 Mary Canesi, **Northfield**  
 Liz Woods, *Acting Sec*, **Ocean City**  
 Kellie Seib, *Chair*, **Sea Isle City**  
 Lauren Vitelli, **West Cape May**

**Nays:**

None

**Abstain:**

None



**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>June</b>	<b>YTD</b>
<i>Total Intakes (New Claims)</i>	98	570
<i>Report Only</i>	40	196
<i>Report Only % of Total</i>	41%	34%
<i>Medical Only</i>	48	255
<i>Lost Time</i>	8	112
<i>Medical Only/Lost Time Ratio</i>	86:14	70:30
<i>Occupational, Claim Petition, Cancer Presumption</i>	2	7
<i>COVID-19</i>	3	211
<i>Average Days to Report to QL</i>	3.5	6.2

**PPO Penetration Report:**

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

<b>PPO Penetration Rate</b>	<b>June</b>	<b>YTD</b>
<i>Bill Count</i>	708	4,016
<i>Original Provider Charges</i>	\$949,056	\$4,420,956
<i>Re-priced Bill Amount</i>	\$286,755	\$1,400,190
<i>Savings</i>	\$662,301	\$3,345,661
<i>% of Savings</i>	70%	70%
<i>Participating Provider Penetration Rate- Bill count</i>	97%	96%
<i>Participating Provider Penetration Rate-Provider Charges</i>	98%	96%
<i>EPO Penetration Rate – Bill Count</i>	98%	97%
<i>EPO Penetration Rate –Provider Charges</i>	99%	97%

**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>	4,651
<i>Transitional Duty Days Worked</i>	3,384
<i>% of Transitional Duty Days Worked</i>	73%
<i>Transitional Duty Days Not Accommodated</i>	1,267
<i>% of Transitional Duty Days Not Accommodated</i>	27%
<i>Money Saved by Accommodating</i>	\$310,498
<i>Cost of Days NOT Accommodated</i>	\$139,550

Ms. Beatty stated that she included transitional duty jobs broken out by job, title, injury type, and what the transitional duty assignment was on page 22.

### ***COVID-19***

Ms. Beatty stated that there are 211 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 July; both closed with little or no payment to the Plaintiff.

#### ***MEL EPL Helpline***

Mr. DeWeese stated that there is a reminder regarding the MEL EPL Helpline in the agenda. He again urged members to review the MEL EPL Helpline authorized contact list and make certain that the individual listed is accurate as he noted he recognizes several individuals that retired and/or should not be on this list.

Mr. DeWeese entertained any questions. Ms. Canesi questioned if she can contact him regarding a public official issue. Mr. DeWeese stated that Ms. Canesi is welcome to contact him. No other questions were entertained.

### ***COMMITTEE REPORTS***

#### ***Joint Coverage Committee meeting – June 22, 2021***

Mr. Miola noted the minutes from the Joint Coverage Committee meeting that was held on June 22, 2021 via zoom and are included in the agenda packet beginning on page 31. He noted that 2021 renewal process was discussed and difficulties due to the hardening of the insurance markets. He stated that the MEL assumed more risk "in house" to save more costs. He reported that the Fund Underwriter, Mr. Cooney, discussed the current state of the insurance market, the increases and how it relates to the renewal challenges for 2022. He noted that the fire fighter cancer presumption, sexual abuse and molestation, pension offset, COVID -19, and recreational marijuana are some items affecting the increases. He reported that there are JIF programs in place (listed on page 36-37) to help control some of these costs. These are cyber risk management program, repair shop program, workers' compensation initiatives, return to work program, police initiatives, EPL/Land Use training, SAM training/background checks, inter-local agreements, exposure data, etc. He further stated that rental reimbursement limits for certain vehicles was also discussed. They also discussed that the ACM JIF does not have Environmental Impairment Liability coverage and should be obtained through the individual risk management consultants.

Mr. Miola entertained any questions. No questions were entertained.

#### ***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 58. She noted that the July challenge is a walking challenge and discussed the benefits of it.

Ms. Simone also stated that she has reached out to all the municipalities regarding their Wellness Incentive funds for 2021. She noted that Cape May City hosted two Employee Farm Markets; Deerfield Twp is hosting weekly wellness walks; Folsom purchased e-readers and is hosting a summer book club; and Sea Isle City purchased fresh fruit and veggies trays for their employees.

Ms. Simone noted that Mr. Roselli and Qual-lynx explained how comorbidities affect workers' compensation claims and how wellness can be a big part of minimizing them.

Ms. Simone noted that the newsletter focuses on Skin Health issues; protecting yourself from ticks, the sun; mindful moments including 3 mid-work exercises; and recipes. She asked that all members share the newsletter with their employees.

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

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

***2021 3<sup>rd</sup> Installment*** – Mr. Forlenza commented that earlier this week it was discovered that there was an issue with some members receiving their JIF 3<sup>rd</sup> quarter installment bills due to integration of Microsoft 365 and it potentially “black listing” the “@AJG.com” exchange. Please check with your CFO and if you have not gotten your bill, please reach out to Tracy Forlenza in our office as we did not get any notification.

***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 Rob Garish 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 Compliance/Grandfathered Status*** – Mr. Forlenza reported that there are two checklists on pages 86-87. He noted it shows the members' current status in regards to version 1 and version 2 of the Cyber RMP. He encouraged members to work with their IT personnel to implement these guidelines to protect their municipality, assist the JIF in getting cyber coverage and reduce their deductibles. If you feel your report is inaccurate, please contact Ed Cooney at the Fund Underwriter's office. He noted the deadline is 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 88-89 as it is the individual, not the position, which is bonded. With retirements at June 30<sup>th</sup> being popular, 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 (linked from the JIF 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 2020. 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. He noted that there is a revised Safe Treatment of Minors policy updated to include background check resources. He noted that if you have already adopted the policy before the revision, the MEL will accept the old policy.

***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



were held June 3, June 8 and June 23 and sign in sheets were on the JIF website until there was a concern with police officers signatures being posted. Mr. Forlenza noted that you may reach out to our office and we can provide you the information.

***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 was held via webinar with Armando Riccio. He noted that twenty (20) different sessions were held and close to 1,000 have completed this training. The individuals that have participated are listed on the JIF website [www.acmjif.org](http://www.acmjif.org). He noted that no additional training has been planned, but if you are still in need, please send an email to [Paul\\_forlenza@AJG.com](mailto:Paul_forlenza@AJG.com).

***Non-Supervisory EPL Employee Training - Building a Safe Workspace: Anti-Harassment and Discrimination*** is available on the MEL website through the MSI. He noted that his office sent notification with REVISED instructions on April 14, 2021 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 103 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.

***Renewing Members*** – Mr. Forlenza noted that there are eleven (11) members who are up for renewal 1/1/2022. Mr. Miola and he are meeting with their governing bodies and answering questions they may have regarding the JIF. The presentations are being well received.

***2022 Exposure Renewal Process*** – Mr. Forlenza stated that on July 8, 2021 members were notified of the process from our office and followed up with a link from the Origami system. The exposure renewal process needs to be completed by August 31, 2021.

***2021 Property Reports*** – Mr. Forlenza commented that 25% of the members were physically appraised and completed reports were sent to members July 8, 2021. He asked that members review the report and notify our office with any concerns.

***Quarterly Attendance*** – Mr. Forlenza reminded members that the quarterly attendance report can be found in the agenda on page 105. He stated that any discrepancies should be directed to Tracy Forlenza.

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

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

Mr. Hirsch noted that the MEL has not met since June 2, 2021. He asked members to review the MEL cyber task force update on pages 106-108. He stated the MEL meets September 1, 2021.

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 109. 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; 25/26 are using the Police One platform; 18/25 are actively taking Police One courses with approximately 5,069 courses completed as of June 14, 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 LIVE 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.

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 **June 30, 2021**. The report was made part of the agenda packet beginning on page 112. Mr. Hansen noted the following information:

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

<b>Interest Income:</b>	<b>June</b>
Interest Received from Account Balances-Investors	\$4,235.90
Interest Received from JCMI	\$11,256.35
Coupon Interest Payment	\$0
Amortization and/or interest cost	\$0
Amortization and/or interest cost-JCMI	\$544.89
Unrealized Gain/Loss-W&T	<\$41,529.07>
Unrealized Gain/Loss-JCMI	\$2,014.55
Management Fee-W&T	<\$0>
Management Fee-JCMI	<\$1,630.03>
Misc.	<\$0>
<b>Net Gain/Loss in Interest</b>	<b>\$27,548.87</b>

<b>Interest Accrual:</b>	<b>June</b>
Beginning Interest Accrual	\$114,921.72
Change in Accrued Interest	\$21,900.26
<b>Ending Interest Accrual</b>	<b>\$93,021.46</b>

<b>Unrealized Gain/Loss-W&amp;T</b>	<b>June</b>
Current Month	\$496,260.08
Prior Month	\$537,789.15
Change in unrealized gain/loss	<\$41,529.07>

<b>Unrealized Gain/Loss-JCMI</b>	<b>June</b>
Change in unrealized gain/loss	\$2,014.55

<b>Investment Balance-W&amp;T</b>	<b>June</b>
Beginning of Month	\$24,426,309.76
End of Month	\$23,384,780.69

<b>Investment Balance-JCMI</b>	<b>June</b>
Beginning of Month	\$15,031,691.03
End of Month	\$15,043,876.79
Overall rate of return this month	.651 %

<b>Portfolio-W&amp;T</b>	<b>Total</b>	<b>Percentage</b>
US Treasury Bonds	\$23,384,780.69	100%

<b>Portfolio-JCMI</b>	<b>Total</b>	<b>Percentage</b>
MEL JCMI ACCOUNT	\$15,043,876.79	100%

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

	<b>June</b>	<b>YTD</b>
Subrogation Receipts	\$130,701.02	\$192,236.44
Other	\$0	\$29,429.00
Adjustment Receipts	\$720.50	\$2,954.57

Claim activity for the month for claims paid by the Fund and claims payable by the Fund are in the amount of \$954,573.46 with a total of 397 checks issued totaling 1,351 claims payments.

***Cash Activity for the Period***

During the reporting month, the Fund's "Cash Position" changed from an opening balance of \$51,639,055.39 to a closing balance of \$49,989,501.27 showing a decrease in the Fund of \$1,649,554.12.

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

<b>Member</b>	<b>6/30/2021 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>

***Allocation of Funds***

<b>FUND</b>	<b>Total</b>	<b>Percentage</b>
Treasury	\$23,384,780.69	47%
JCMI	\$15,043,876.79	30%
Investors	\$11,536,745.24	23%

***3<sup>rd</sup> Quarter Installments***

Mr. Hansen noted that if payments are not received by late August, he will send an email reminder.

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

***Payment Register***

Chair Seib entertained a motion to approve the ***June 2021 Payment Register*** (Claims Activity).

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

Motion by Mr. Simone, seconded by Ms. Vitelli to approve the ***June 2021 Payment Register*** (Claims Activity) as submitted by Mr. Hansen.

<b>ROLL CALL</b>	<b>Yeas:</b>	Heather Sparks, <b>Commercial Twp</b> Joe Picard, <b>Cape May City</b> Ron Simone, <b>North Wildwood</b> Mary Canesi, <b>Northfield</b> Liz Woods, <i>Acting Sec</i> , <b>Ocean City</b> Kellie Seib, <i>Chair</i> , <b>Sea Isle City</b> Lauren Vitelli, <b>West Cape May</b>
	<b>Nays:</b>	None
	<b>Abstained:</b>	None

Motion carried by unanimous vote.

***Bill List – July***

For the Executive Committee’s consideration, Mr. Hansen presented the ***July 2021 Bill List*** in the amount of **\$1,566,092.14**.

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

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

Motion by Mr. Picard, seconded by Mr. Simone, to approve the ***July 2021 Bill List*** as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Heather Sparks, <b>Commercial Twp</b> Joe Picard, <b>Cape May City</b> Ron Simone, <b>North Wildwood</b> Mary Canesi, <b>Northfield</b> Liz Woods, <i>Acting Sec</i> , <b>Ocean City</b> Kellie Seib, <i>Chair</i> , <b>Sea Isle City</b> Lauren Vitelli, <b>West Cape May</b>
	<b>Nays:</b>	None
	<b>Abstained:</b>	None

Motion carried by unanimous vote.

***RMC Bill List – July***

For the Executive Committee’s consideration, Mr. Hansen presented the ***July 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 ***July 2021 RMC Bill List***.

Motion by Ms. Vitelli, seconded by Ms. Canesi, to approve the ***July 2021 RMC Bill List*** as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Heather Sparks, <b>Commercial Twp</b> Joe Picard, <b>Cape May City</b>
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Ron Simone, **North Wildwood**  
Mary Canesi, **Northfield**  
Liz Woods, *Acting Sec*, **Ocean City**  
Kellie Seib, *Chair*, **Sea Isle City**  
Lauren Vitelli, **West Cape May**

*Nays:* None  
*Abstained:* None

Motion carried by unanimous vote.

**MISCELLANEOUS BUSINESS**

***Resolution 2021-33 Authorizing the Executive Director to Execute the Destruction of Records***

Chair Seib entertained a motion to approve Resolution 2021-33 Authorizing the Executive Director to Execute the Required New Jersey Department of Taxation, Division of Revenue & Enterprise Services, Records Management Services form for the Destruction of Claims files.

Motion by Ms. Vitelli, seconded by Mr. Simone to approve Resolution 2021-33 Authorizing the Executive Director to Execute the Required New Jersey Department of Taxation, Division of Revenue & Enterprise Services, Records Management Services form for the Destruction of Claims files, as presented.

**ROLL CALL**      *Yeas:*            Heather Sparks, **Commercial Twp**  
Joe Picard, **Cape May City**  
Ron Simone, **North Wildwood**  
Mary Canesi, **Northfield**  
Liz Woods, *Acting Sec*, **Ocean City**  
Kellie Seib, *Chair*, **Sea Isle City**  
Lauren Vitelli, **West Cape May**

*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

***Motion to Authorize Payment of Fund Vendors in August 2021***

Chair Seib entertained a Motion for Authorization to Process and Pay Fund Vendors in August 2021.

Motion by Ms. Vitelli, seconded by Mr. Simone for Authorization to Process and Pay Fund Vendors in August 2021, as presented.

**ROLL CALL**      *Yeas:*            Heather Sparks, **Commercial Twp**  
Joe Picard, **Cape May City**  
Ron Simone, **North Wildwood**  
Mary Canesi, **Northfield**  
Liz Woods, *Acting Sec*, **Ocean City**  
Kellie Seib, *Chair*, **Sea Isle City**  
Lauren Vitelli, **West Cape May**

*Nays:*                    None  
*Abstain:*                None

Motion carried by unanimous vote.

***Motion to Authorize Executive Director's Office to Re-Advertise Meetings***

Chair Seib entertained a Motion to Authorize the Executive Director's Office to re-advertise the September, October, November and December 2021 Executive Committee meetings if necessary in consultation with the Fund Chair, Fund Secretary, and Fund Solicitor.

Motion by Ms. Canesi, seconded by Mr. Simone for Authorization for the Executive Director's Office to re-advertise the September, October, November and December 2021 Executive Committee meetings if necessary in consultation with the Fund Chair, Fund Secretary, and Fund Solicitor, as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Heather Sparks, <b>Commercial Twp</b> Joe Picard, <b>Cape May City</b> Ron Simone, <b>North Wildwood</b> Mary Canesi, <b>Northfield</b> Liz Woods, <i>Acting Sec</i> , <b>Ocean City</b> Kellie Seib, <i>Chair</i> , <b>Sea Isle City</b> Lauren Vitelli, <b>West Cape May</b>
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	<b>Nays:</b>	None
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	<b>Abstain:</b>	None
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Motion carried by unanimous vote.

***Motion to Authorize Executive Director's Office to Prepare, Advertise, and Receive Managed Care Proposals***

Chair Seib entertained a Motion to Authorize the Executive Director's Office to Prepare, Advertise, and Receive Requests for Proposals for Managed Care Services.

Motion by Ms. Vitelli, seconded by Mr. Simone to Authorize the Executive Director's Office to Prepare, Advertise, and Receive Requests for Proposals for Managed Care Services, as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Heather Sparks, <b>Commercial Twp</b> Joe Picard, <b>Cape May City</b> Ron Simone, <b>North Wildwood</b> Mary Canesi, <b>Northfield</b> Liz Woods, <i>Acting Sec</i> , <b>Ocean City</b> Kellie Seib, <i>Chair</i> , <b>Sea Isle City</b> Lauren Vitelli, <b>West Cape May</b>
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	<b>Nays:</b>	None
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	<b>Abstain:</b>	None
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Motion carried by unanimous vote.

***Motion to Authorize Executive Director's Office to Prepare, Advertise, and Receive Technology Risk Management Services Proposals***





Motion carried by majority vote.

*Next Meeting*

Chair Seib reminded the members that there will be NO August meeting. The next meeting will be held on **Wednesday September 15, 2021 at 3:00 PM** in person at Avalon Community Hall.

***PUBLIC COMMENT***

***Open Public Comment***

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

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

***MOTION TO ADJOURN***

Motion by Mr. Simone, seconded by Ms. Canesi, to adjourn the July 21, 2021 meeting of the ACM JIF. Motion carried.

The meeting was adjourned at 4:08 PM.

  
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Tracy Forlenza, *Recording Secretary* for

  
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Elizabeth Woods, *Acting Secretary*