



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
Via Zoom conference call

October 20, 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 October 20, 2021 at 3:00 PM, prevailing time. Acting Chair Craft, Borough of Stone Harbor, 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**
Jessica Bishop, **Dennis Twp.**
Samantha Tucker, *Alt.*, **Downe Twp.**
Eileen Tedesco, **Egg Harbor Twp.**
Judson Moore, **Estell Manor City**
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**
Regina Burke, **Millville City**
Dawn Stollenwerk, **Mullica Twp.**
Sam Barbagli, **Newfield Borough**
Ron Simone, **North Wildwood City**
Mary Canesi, **Northfield City**
Liz Woods, *Acting Sec.*, **Ocean City**

Sean Riggin, **Pleasantville City**
Lucy Samuelsen, **Somers Point City**
Jim Craft, *Acting Chair*, **Stone Harbor Borough**
Teri Smuz, **Upper Twp.**
Roy Spoltore, **Upper Deerfield Twp.**
Jim Goos, **Ventnor City**
Jim D'Auria, **Waterford Twp.**
Lauren Vitelli, **West Cape May Borough**
Carl O'Hala, *Alt.*, **West Wildwood City**
Dan Dunn, *Alt.*, **Wildwood City**
Connie Mahon, **Wildwood Crest**

Absent were:

Mollye O'Neill, **Brigantine City**
Dawn Marie Bascelli, **Deerfield Twp.**
Varvara Keun, **Middle Twp.**
Kellie Seib, *Chair*, **Sea Isle City**
DJ Ayres, **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*
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
Assured Partners
Atlantic Associates
J. Byrne Agency, Inc.
Conner Strong & Buckelew
Glenn Insurance
Hardenbergh Insurance (*Joined after roll call*)
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.

In absence of Chair Seib, Sea Isle City, Jim Craft, Stone Harbor, was moved to Acting Chair and Liz Woods, Ocean City, was moved to Acting Secretary. In addition, alternate Lauren Vitelli, West Cape May, was moved to the Executive Board for voting purposes.

Motion by Ms. Burke, seconded by Mr. Simone, to move Jim Craft to Acting Chair, Liz Woods to Acting Secretary and Lauren Vitelli to the Executive Committee for voting purposes. All in Favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES– OPEN SESSION

Acting Chair Craft entertained a motion to approve the meeting minutes of the September 15, 2021 Executive Committee Meeting.

Motion by Mr. Riggin, seconded by Mr. Simone, to approve the meeting minutes of the September 15, 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.

Acting Chair Craft entertained a motion to adopt the Closed Session Meeting Minutes of the September 15, 2021 Executive Committee meeting.

Motion by Ms. Burke, seconded by Ms. Canesi, to approve the Closed Session minutes of the September 15, 2021 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the September 15, 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 #2021-39

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.

Acting Chair Craft entertained a motion to adopt *Closed Session Resolution 2021-39*.

Motion by Ms. Burke, seconded by Mr. Simone, to adopt *Resolution 2021-39* as presented.

ROLL CALL

Yeas:

Regina Burke, **Millville City**
Ron Simone, **North Wildwood**
Mary Canesi, **Northfield**
Liz Woods, *Acting Sec*, **Ocean City**
Sean Riggin, **Pleasantville**
Jim Craft, *Acting Chair*, **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

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

Motion by Ms. Vitelli, seconded by Mr. Simone, 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*.

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

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

Motion by Mr. Riggan, seconded by Mr. Simone to approve the claims payments as discussed in *Closed Session*.

They are as follows:

September 2021 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
MLT-2021211664 (01-06)	2019155596	2022245166
2021229497	2019161621	
2021224547	2020179319	
2018150142		
2020193089		
MLT-2022248615 (01-13)		
2022247283		
2021243046		
2022244596		
001251051		
2022246545		
2019148368		
2022245537		
201960447		
2021236934		
MLT-2022248379 (01-10)		
2021241364		
2021237446		

ROLL CALL *Yeas:* Regina Burke, **Millville City**
Ron Simone, **North Wildwood**
Mary Canesi, **Northfield**
Liz Woods, *Acting Sec*, **Ocean City**
Sean Riggan, **Pleasantville**
Jim Craft, *Acting Chair*, **Stone Harbor**
Lauren Vitelli, **West Cape May**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

ABANDON SUBROGATION

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

Qual-Lynx File #s
2020186124
2020184986
2020186876
2021210222

Seconded by Ms. Burke to abandon subrogation on the files as presented.

ROLL CALL *Yeas:* Regina Burke, **Millville City**
Ron Simone, **North Wildwood**
Mary Canesi, **Northfield**
Liz Woods, *Acting Sec*, **Ocean City**
Sean Riggan, **Pleasantville**
Jim Craft, *Acting Chair*, **Stone Harbor**
Lauren Vitelli, **West Cape May**

Nays: None

Abstain: None

Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS

Ms. Burke noted that there was nothing to report for open session.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – October

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on Indemnity Agreements. He reminded the members that they should consult with their solicitors and Risk Managers; check current indemnification agreements, determine where the liability falls, make sure all are signed; confirm your town is an additional insured; and confirm receipt of certificates of insurance and keep them accessible.

Mr. Roselli explained the example of a claim where someone was severely injured at a political rally and the City could not find the certificate of insurance and the hold harmless was not signed costing the member money and liability. He reiterated that these simple items go a long way.

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).

	Sept	YTD
<i>Total Intakes (New Claims)</i>	116	978
<i>Report Only</i>	44	364
<i>Report Only % of Total</i>	38%	37%
<i>Medical Only</i>	53	430
<i>Lost Time</i>	19	175
<i>Medical Only/Lost Time Ratio</i>	74:26	71:29
<i>Occupational, Claim Petition, Cancer Presumption</i>	0	9
<i>COVID-19</i>	42	299
<i>Average Days to Report to QL</i>	3.1	4.5

PPO Penetration Report:

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

PPO Penetration Rate	September	YTD
<i>Bill Count</i>	590	5,606
<i>Original Provider Charges</i>	\$1,347,637	\$7,570,817
<i>Re-priced Bill Amount</i>	\$442,104	\$2,423,454
<i>Savings</i>	\$905,533	\$5,147,636
<i>% of Savings</i>	67%	68%
<i>Participating Provider Penetration Rate- Bill count</i>	93%	95%
<i>Participating Provider Penetration Rate-Provider Charges</i>	98%	96%
<i>EPO Penetration Rate – Bill Count</i>	95%	97%
<i>EPO Penetration Rate –Provider Charges</i>	98%	97%

Transitional Duty Report

Ms. Beatty presented her *Transitional Duty reports*.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	7,405
<i>Transitional Duty Days Worked</i>	5,568
<i>% of Transitional Duty Days Worked</i>	75%
<i>Transitional Duty Days Not Accommodated</i>	1,837
<i>% of Transitional Duty Days Not Accommodated</i>	25%
<i>Money Saved by Accommodating</i>	\$474,290
<i>Cost of Days NOT Accommodated</i>	\$183,749

Ms. Beatty stated that she included transitional duty jobs broken out by job, title, injury type, and transitional duty assignment which is included in her report.

Prescription Benefit Program

Ms. Beatty noted the following:

<i>Prescription Benefit Program</i>	<i>YTD</i>
<i>Script Count</i>	353
<i>Utilizing Patient Counts</i>	93
<i>Charges</i>	\$35,701
<i>Repriced Amount</i>	\$23,480
<i>Total Savings</i>	\$12,221

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 October with 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 noted the volume of calls has diminished recently. He also 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 are no longer with the municipality.

GL File Status

Mr. DeWeese reported that there are 79 Active GL files with defense counsel assigned.

Subrogation

Mr. DeWeese reported that there was over \$30,000 in subrogation monies collected last month. In addition, there is \$5.4 million in liens and \$3.4 million in Judgments on 106 files. His office is actively trying to collect these monies.

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

COMMITTEE REPORTS

There are no Committee Reports this month.

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 36. She noted that the last day to submit for NJ Well Activities, NJ State Health Benefits Plan, is October 31, 2021 with November 1, 2021 beginning a new cycle for 2022.

Ms. Simone also stated that everyone must use or encumber their JIF Wellness funds by December 31, 2021. She reminded the members to please send in vouchers, receipts to Tracy Forlenza.

Ms. Simone noted that Absecon City is continuing Tuesday Wellness Walks and pumpkin decorating stress relief contest; Avalon is hosting a movement challenge throughout the month; Longport is combining

wellness and safety training with yoga and meditation; Lower Township is hosting a step challenge this month; Millville is hosting a mini health fair on 10/20/21; North Wildwood purchased a calm meditation app for employees; Pleasantville hosted an Activity challenge to encourage movement; Somers Point purchased 4 bikes for employees to use on their lunch breaks; and Upper Township is hosting a health fair on 10/21/21.

Ms. Simone noted that the October newsletter discusses Autumn Reset with hiking trails, remedies for fall allergies, calorie deficit, monkey mind meditation and staying on track; and recipe for butternut squash soup. She noted the monthly move is Core Pilates for Runners and Walkers. She also stated that the wellness observances this month are: Healthy Lung Month, National Breast Cancer Awareness, National Chiropractic month, 10/3-10/9 Make a Difference Day, and 10/29 World Stroke Week.

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

EXECUTIVE DIRECTOR'S REPORT

ACM Annual Retreat – Mr. Forlenza reported that the ACM Annual Report will be held virtually next week on 10/27/21 & 10/28/21. He noted that an invitation was emailed early last week. He asked the members to respond. Webinars are scheduled from 9AM-11AM both days and to fulfill requirements of the Safety Incentive Program, members must attend at least one half day session. Please reach out to AJG or view the copy of the agenda on the JIF website at www.acmjif.org

Certificates of Insurance - Mr. Forlenza noted that the certificates of insurance issued in September 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 asked members to please review the program requirements and balances 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. The deadline to claim or encumber these funds is December 31, 2021.

MEL Cyber Risk Management Plan Compliance Status – Mr. Forlenza reported that there are two checklists on pages 63-64. He noted it depicts 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 was 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 65-67 as it is the individual, not the position, which is bonded. With retirements this year being popular, please make certain you complete the application for any change in a bonded position. He reported that the report format has changed to include multiple positions for one individual. He also noted that any member renewing 1/1/22, had their statutory positions re-underwritten so that all statutory positions will be re-underwritten once every three years. If you are renewing this year, please make certain you follow up with submitting the application to the MEL. 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.

Skateboard Park Approval Status – Mr. Forlenza reported that Brigantine is redesigning their skate board park and will be seeking approval soon.

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* on the MEL website which has been 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. He noted that ONLY 7 members have currently submitted their checklist. Please get these submitted as soon as possible as these will result in higher co-pays and deductibles and possible surcharges.

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 his office and we can provide you the information. He also noted on the EPL checklist, the column “Did the Police Chief attend” and the comments. Please review this checklist to make sure it is accurate.

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. He noted that no additional training has been planned, but if you are still in need, please contact him.

Non-Supervisory EPL Employee Training – Mr. Forlenza noted non-supervisory 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 83 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.

2021-2022 Elected Officials Training – Mr. Forlenza noted again, this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member’s 2022 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions. This credit will also be extended to the member’s CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member’s 2022 MEL Assessment. Information on the training is pending due to the social distancing guidelines in place due to the pandemic. Once information is available regarding the training, a notice will be sent out to all members.

Model RFQ for Risk Management Services – Mr. Forlenza stated that on or about October 8, 2021, a model RFQ for Risk Management Services was sent to all Fund Commissioners, Municipal Clerks, and Risk Managers. This model RFQ was developed by the Strategic Planning Committee to assist members in prioritizing the securing of necessary risk management services from an insurance professional for their municipality instead of the price for these services. Any members with questions regarding these documents can contact Tracy Forlenza at Tracy_Forlenza@riskprogramadministrators.com.

2022 RMC Resolutions and Agreements – Mr. Forlenza stated that on or about October 11, 2021, a memo and sample copies of the JIF Risk Management Consultant Resolution and Agreement for the 2022 Fund Year were emailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once our office receives this documentation, payment can be issued for the 2022 fees at the February 2022 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. Also, all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143 or Tracy_Forlenza@riskprogramadministrators.com.

WIZER Cyber Awareness Training – Mr. Forlenza reminded the members that the JIF has engaged with WIZER to roll out a web based cyber security awareness training program to all employees. The system uses each employees email as a unique identifier, and each Monday they system generates and sends out a compliance report to each Fund Commissioner and provides an overview of the training by member. The attached report depicts members' compliance in the Cyber Awareness Training. He showed the members an updated list. He asked the Fund Commissioner to reach out to the employees on the Monday list that have not completed the training. He noted that if an employee services more than one member, they only need to complete the training one time. Mr. Parks from Galloway stated that his Fund Commissioner was not receiving the Monday emails. Mr. Forlenza asked him to send an email to his office for follow up.

3rd Quarter Attendance – Mr. Forlenza noted a report detailing attendance records through the 3rd quarter of the 2021 Fund Year is attached for your review. As the attendance is taken directly from the minutes, please contact Tracy Forlenza at Tracy_Forlenza@riskprogramadministrators.com with any questions or concerns.

New Member Activity – Mr. Forlenza noted that Egg Harbor City has made application for the JIF effective January 1, 2022. He noted that they were a member of ACM JIF until 2010.

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

MEL/RCF REPORTS

Mr. Hirsch noted that the MEL rate table was voted on earlier today with an overall 9.9% increase in the budget over 2021 before exposure changes. He noted that the MEL Retrospective Program has ended.

Mr. Hirsch stated that the RCF held their budget hearing today as well and transferred 2017 Fund Year to the RCF.

Mr. Forlenza reported that the MEL is sending out notifications each week in October in regards to cyber security and awareness which can be found on page 87.

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 88. He stated that the report is self-explanatory.

He stated the there is a list of overall safety services performed for the month. He noted the bulletins sent out this month are listed in his report. He reminded members that these are also listed on the JIF and MEL

websites and the MEL mobile app. He noted that the Cyber Notices that Mr. Forlenza just mentioned are also being released on the MEL app.

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 report. He noted that the MSI website was recently updated and is now easier to navigate. He reminded members that to offer CEUs, the attendee MUST be present for the entire session.

Mr. Garish requested that the members try the new "Law Enforcement" tab added to the MEL website and can also be found on the JIF website under the Safety tab. He reminded the members also that since Police Command Staff Training is a requirement this year, an extra session has been added for October 25, 2021 in person at the Collingswood Senior Center in Collingswood, NJ.

Mr. Garish noted that due to overwhelming response to the September 23, 2021 DER training, an additional session has been added for October 28, 2021 and will be virtual.

Mr. Garish stated that a mandatory requirement for the Safety Incentive Program is the Wellness training. This will be held November 4th (Indian Springs Country Club, Marlton), November 9th (virtual session), and November 10th (Merighi's). He will be sending a reminder email requesting one representative from each town.

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 **September 30, 2021**. The reports were made part of the agenda packet beginning on page 91. Mr. Hansen noted the following information:

Investment Interest

Interest Income:	September	YTD
Interest Received	\$56,764.39	\$157,175.57
Overall rate of return	-1.338%	

Accrued Interest Position	September
Treasury	\$49,751.81

Unrealized Gain/Loss Position	September
Treasury	\$385,369.94

Receipt Activity for the Period:

	September	YTD
Subrogation Receipts	\$31,069.92	\$275,061.18
Other Receipts	\$475.00	\$29,904.00
Adjustment Receipts	\$2,739.32	\$12,711.67
Assessment Correction	\$12,232.00	

**All members paid the 3rd quarter installment by August 31, 2021.*

Claim Activity for the Period

Claim activity for the month of **September** for claims paid by the Fund and claims payable by the Fund are in the amount of \$829,621.35 with a total of 1,402 checks issued.

Cash Activity for the Period

During the reporting month, the Fund's "Cash Position" changed from an opening balance in **September** of \$51,442,510.26 to a closing balance of \$50,391,834.80 showing a decrease in the Fund of \$1,050,675.46.

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

Member	9/30/2021 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

Allocation of Invested Funds

FUND	August Total	August Percentage	September Total	September Percentage
Treasury	\$22,396,667.24	44%	\$22,415,099.96	44%
JCMI	\$15,101,588.35	29%	\$21,023,649.66	42%
Investors	\$13,944,254.67	27%	\$6,953,085.18	14%
TOTALS	\$51,442,510.26		\$50,391,834.80	

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

Payment Register

Acting Chair Craft entertained a motion to approve the *September 2021 Payment Register* (Claims Activity).

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

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

ROLL CALL	Yeas:	Regina Burke, Millville City Ron Simone, North Wildwood Mary Canesi, Northfield Liz Woods, <i>Acting Sec</i> , Ocean City Sean Riggan, Pleasantville Jim Craft, <i>Acting Chair</i> , Stone Harbor Lauren Vitelli, West Cape May
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

Bill List – October

For the Executive Committee's consideration, Mr. Hansen presented the *October 2021 Bill List* in the amount of \$207,454.95.

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

Acting Chair Craft entertained a motion for approval of the *October 2021 Bill List*.

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

ROLL CALL	Yeas:	Regina Burke, Millville City Ron Simone, North Wildwood Mary Canesi, Northfield Liz Woods, <i>Acting Sec</i> , Ocean City Sean Riggan, Pleasantville Jim Craft, <i>Acting Chair</i> , Stone Harbor Lauren Vitelli, West Cape May
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

MISCELLANEOUS BUSINESS

Next Meeting

Acting Chair Craft reminded the members that due to the League of Municipalities, the next meeting will be held on **MONDAY November 15, 2021 at 3:00 PM via zoom or in person TBD.**

PUBLIC COMMENT

Open Public Comment

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

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

Close Public Comment

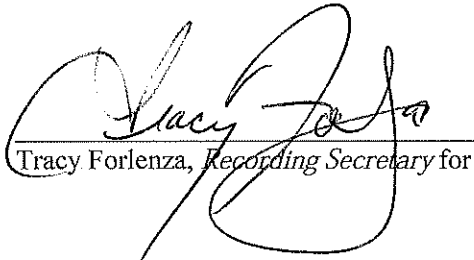
Acting Chair Craft entertained a motion to close the public comment.

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

MOTION TO ADJOURN

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

The meeting was adjourned at 3:58 PM.



Tracy Forlenza, *Recording Secretary* for



Liz Woods, *Acting Secretary*