



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Via Zoom conference call

January 19, 2022 at 3:00 PM

OPEN SESSION MINUTES

The **Reorganizational** meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held via Zoom conferencing platform following social distancing guidelines for COVID-19 on January 19, 2022 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 2021 FUND COMMISSIONERS

Those in attendance were:

Jessica Thompson, **Absecon City**
Scott Wahl, **Avalon Borough**
Mollye O'Neill, **Brigantine City**
Bill Nimohay **Buena Borough**
Deb Lindholm, *Representing* **Cape May City**
Anita vanHeeswyk, *Alt.*, **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.**
Jeff Mayfield, **Egg Harbor Twp.**
Christine Masker, *Representing* **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** (*Missed roll call*)
Varvara Keun, **Middle Twp.**
Dawn Stollenwerk, **Mullica Twp.**
Sam Barbagli, **Newfield Borough**
Ron Simone, **North Wildwood City**

Mary Canesi, **Northfield City**
Liz Woods, **Ocean City**
Skip Williams, *Representing Pleasantville City*
Kellie Seib, *Chair, Sea Isle City*
Jim Craft, *Sec, Stone Harbor Borough*
Teri Smuz, **Upper Twp.**
Roy Spoltore, **Upper Deerfield Twp.**
Jim Goos, **Ventnor City**
Jim D'Auria, **Waterford Twp.**
Lauren Vitelli, **West Cape May Borough**
Carl O'Hala, *Alt., West Wildwood City*
Steve O'Connor, **Wildwood City**
Connie Mahon, **Wildwood Crest**

Absent were:

Regina Burke, **Millville City**
Lucy Samuelsen, **Somers Point 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.*
Kamini Patel, MBA, CIC, CPCU, Pooling Administrator, *AJG Risk Management Services, Inc.*
Tracy Forlenza, Recording Secretary
Chris Roselli, Claims Administrator, *Qual-Lynx*
Chris Winter, Sr., Law Enforcement Consultant
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
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 December 15, 2021 Executive Committee Meeting.

Motion by Mr. Simone, seconded by Mr. Craft, to approve the meeting minutes of the December 15, 2021 Executive Committee Meeting. 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 December 15, 2021 Executive Committee meeting.

Motion by Mr. Simone, seconded by Mr. Craft, to approve the Closed Session minutes of the December 15, 2021 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the December 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.

ADJOURN THE SINE DIE MEETING

Chair Seib entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Craft, seconded by Mr. Simone to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Chair Seib passed the gavel to Mr. Forlenza, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2022 Fund Year has been completed.

Mr. Forlenza welcomed all in attendance to the *2022 Reorganization Meeting of the ACM JIF*. He then asked the Recording Secretary for a Roll Call of the 2022 Fund Commissioners

ROLL CALL of 2022 FUND COMMISSIONERS

Those in attendance were:

Jessica Thompson, **Absecon City**
Scott Wahl, **Avalon Borough**
Mollye O’Neill, **Brigantine City**
Bill Nimohay **Buena Borough**
Deborah Lindholm, **Cape May City**
Anita vanHeeswyk, *Alt.*, **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.**
Jeff Mayfield, **Egg Harbor Twp.**
Christine Masker, **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**
Varvara Keun, **Middle Twp.**
Dawn Stollenwerk, **Mullica Twp.**
Sam Barbagli, **Newfield Borough**
Ron Simone, **North Wildwood City**
Mary Canesi, **Northfield City**
Liz Woods, **Ocean City**
Skip Williams, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Jim Craft, **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**
Steve O'Connor, **Wildwood City**
Connie Mahon, **Wildwood Crest**

Absent were:

Regina Burke, **Millville City**
Lucy Samuelson, **Somers Point City**
DJ Ayres, **Weymouth Twp.**
Lisa Garrison, **Woodbine Borough**

Mr. Forlenza welcomed all the 2022 Fund Commissioners.

ELECTION OF 2022 OFFICERS

Mr. Forlenza presented for the membership's consideration the 2022 Nomination Slate. The Nominating Committee met in November and presented the Nomination Slate at the November and December Executive Committee Meetings. He noted the 2022 slate included:

Chair:	James Craft , Borough of Stone Harbor
Secretary:	Liz Woods , City of Ocean City
Executive Committee:	#1 Ron Simone , City of North Wildwood
	#2 Mary Canesi , City of Northfield
	#3 Jessica Bishop , Dennis Township
	#4 Ron Spoltore , Upper Deerfield Township
	#5 Lauren Vitelli , West Cape May
Alternates:	#1 Heather Sparks , Commercial Township
	#2 Teri Smuz , Upper Township

- #3 **Lisa Garrison**, City of Woodbine
- #4 **Scott Wahl**, Avalon Borough
- #5 **James Goos**, City of Ventnor
- #6 **Sam Barbagli**, Borough of Newfield
- #7 **Leigh Ann Napoli**, City of Linwood

Mr. Forlenza then stated that pursuant to the *Fund's Executive Committee Nomination Policy*, no petitions for a position on the 2022 Executive Committee slate were received by the deadline. He then asked for a roll call vote for the election of a Fund Chair & Secretary for the 2022 Fund Year.

Election of a Chairman and Secretary

Mr. Forlenza asked for a Roll Call Vote of the full membership for an *Election of a Chairperson and Secretary* as presented.

ROLL CALL	Yeas:	Jessica Thompson, Absecon City Scott Wahl, Avalon Borough Mollye O'Neill, Brigantine City Bill Nimohay Buena Borough Deborah Lindholm, Cape May City Anita vanHeeswyk, <i>Alt.</i> , Cape May Point Heather Sparks, Commercial Twp. LaVerne Kirn, Corbin City Dawn Marie Bascelli, Deerfield Twp. Jessica Bishop, Dennis Twp. Samantha Tucker, <i>Alt.</i> , Downe Twp. Jeff Mayfield, Egg Harbor Twp. Christine Masker, Estell Manor City Patricia Gatto, Folsom Borough Alim Parks, Sr., <i>Alt.</i> Galloway Twp. Lisa Marcologno, <i>Alt.</i> , Hamilton Twp. Leigh Ann Napoli, Linwood City Rich Hirsch, Longport Borough Karen Fournier, Lower Twp. Lisa McLaughlin, Margate City Varvara Keun, Middle Twp. Dawn Stollenwerk, Mullica Twp. Sam Barbagli, Newfield Borough Ron Simone, North Wildwood City Mary Canesi, Northfield City Liz Woods, Ocean City Skip Williams, Pleasantville City Kellie Seib, Sea Isle City Jim Craft, 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, <i>Alt.</i> , West Wildwood City Steve O'Connor, Wildwood City Connie Mahon, Wildwood Crest
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Nays: None

Abstained: None

All in favor. Motion carried by unanimous vote.

Election of an Executive Committee and Alternates for 2022

Again, Mr. Forlenza noted that no petitions were received for a position on the Executive Committee; therefore, he asked for a Roll Call Vote to *Elect an Executive Committee and Alternates for 2022* as presented.

ROLL CALL	<i>Yeas:</i>	Jessica Thompson, Absecon City Scott Wahl, Avalon Borough Mollye O'Neill, Brigantine City Bill Nimohay Buena Borough Deborah Lindholm, Cape May City Anita vanHeeswyk, <i>Alt.</i> , Cape May Point Heather Sparks, Commercial Twp. LaVerne Kirn, Corbin City Dawn Marie Bascelli, Deerfield Twp. Jessica Bishop, Dennis Twp. Samantha Tucker, <i>Alt.</i> , Downe Twp. Jeff Mayfield, Egg Harbor Twp. Christine Masker, Estell Manor City Patricia Gatto, Folsom Borough Alim Parks, Sr., <i>Alt.</i> Galloway Twp. Lisa Marcologno, <i>Alt.</i> , Hamilton Twp. Leigh Ann Napoli, Linwood City Rich Hirsch, Longport Borough Karen Fournier, Lower Twp. Lisa McLaughlin, Margate City Varvara Keun, Middle Twp. Dawn Stollenwerk, Mullica Twp. Sam Barbagli, Newfield Borough Ron Simone, North Wildwood City Mary Canesi, Northfield City Liz Woods, Ocean City Skip Williams, Pleasantville City Kellie Seib, Sea Isle City Jim Craft, 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, <i>Alt.</i> , West Wildwood City Steve O'Connor, Wildwood City Connie Mahon, Wildwood Crest
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Nays: None

Abstained: None

All in favor. Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2022 Fund Year.

All *Oaths of Office* were signed and presented to the Fund Solicitor.

Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election. At this time, Mr. Forlenza passed the gavel to newly elected Chair Craft, Stone Harbor, to conduct the 2022 Reorganization Meeting of the Fund.

Chair Craft took over the meeting and presented the Organizational Resolutions for 2022.

ORGANIZATIONAL RESOLUTIONS

The following 2022 Organizational Resolutions were presented for adoption by Chair Craft:

Resolution 2022-01 – Confirming the Election of a Chairman and Secretary

Resolution 2022-02 – Confirming the Election of an Executive Committee and Alternates

Resolution 2022-03 – Appointing Professional Staff

Resolution 2022-04 – Approving Defense Counsel and Approved Associates

Resolution 2022-05 – Recommending the EPL/POL Defense Panel

Resolution 2022-06 – Appointing Joseph Nardi, III, Esquire as Conflict Solicitor

Resolution 2022-07 – Adopting Cash and Investment Policy

Resolution 2022-08 – Adopting Procedures in Compliance with the Open Public Meetings Act

Resolution 2022-09 – Adopting Fiscal Policies and Procedures

Resolution 2022-10 – Adopting Administrative Policies and Procedures

Resolution 2022-11 – Designating the Executive Director as Public Agency Compliance Officer

Resolution 2022-12 – Adopting and Establishing a Conflict of Interest Policy

Resolution 2022-13 – Establishing a Fund Records Program

Resolution 2022-14 – Establishing a 2022 Plan of Risk Management /Committee Charters

Resolution 2022-15 – Designation of Certifying and Approving Officer for Payment of Claims

Resolution 2022-16 – Authorizing participation in the MEL Named Storm Deductible Risk Sharing Program

Chair Craft entertained a motion to adopt the *Organizational Resolutions 2022-01 through 2022-16* as presented.

Motion by Mr. Simone, seconded by Ms. Woods to adopt *Organizational Resolutions 2022-01 through 2022-16*.

ROLL CALL	Yeas:	Jessica Bishop, Dennis Twp. Ron Simone, North Wildwood Mary Canesi, Northfield Liz Woods, <i>Sec</i> , Ocean City Jim Craft, <i>Chair</i> , Stone Harbor Roy Spoltore, Upper Deerfield Twp. Lauren Vitelli, West Cape May
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

Resolution 2022-17 Travel Expenses

Chair Seib entertained a motion to adopt *Resolution 2022-17 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA and AGRIP Conferences* as presented.

Motion by Mr. Spoltore, seconded by Mr. Simone to adopt *Resolution 2022-17 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA and AGRIP Conferences*.

ROLL CALL	Yeas:	Jessica Bishop, Dennis Twp. Ron Simone, North Wildwood Mary Canesi, Northfield Liz Woods, <i>Sec</i> , Ocean City Jim Craft, <i>Chair</i> , Stone Harbor Roy Spoltore, Upper Deerfield Twp. Lauren Vitelli, West Cape May
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

CLOSED SESSION - RESOLUTION #2022-18

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 Craft entertained a motion to adopt *Closed Session Resolution 2022-18*.

Motion by Ms. Vitelli, seconded by Ms. Bishop, to adopt *Resolution 2022-18* as presented.

ROLL CALL	Yeas:	Jessica Bishop, Dennis Twp Ron Simone, North Wildwood Mary Canesi, Northfield Liz Woods, <i>Sec</i> , Ocean City Jim Craft, <i>Chair</i> , Stone Harbor Roy Spoltore, Upper Deerfield Twp Lauren Vitelli, West Cape May
	Nays:	None
	Abstained:	None

All in favor. Motion carried by unanimous vote.

REOPEN PUBLIC PORTION OF THE MEETING

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

Motion by Ms. Woods, seconded by Ms. Vitelli, 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 Craft asked if there were any questions at this time. No questions were entertained.

Chair Craft 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:

December 2021 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Auto</i>	<i>Property</i>
MLT-2022258094 (01-09)	2018127150	2020198508	2022258281
2021229484	2019157735		2022257402
2022245984			
2021241957			
MLT-2022257735 (01-13)			
2021238446			
2022246709			
2020202854			
2022244879			
2022242233			

ROLL CALL

Yeas:

Jessica Bishop, **Dennis Twp**
 Ron Simone, **North Wildwood**
 Mary Canesi, **Northfield**
 Liz Woods, *Sec.*, **Ocean City**
 Jim Craft, *Chair*, **Stone Harbor**
 Roy Spoltore, **Upper Deerfield Twp**
 Lauren Vitelli, **West Cape May**

Nays:

None

Abstain:

None

All in favor. Motion carried by unanimous vote.

ABANDON SUBROGATION

Secretary Woods made a motion to abandon subrogation on the following Qual-Lynx files:

<i>Qual-Lynx Files Presented for Abandonment</i>
2020191229

2021219673
2021209096
2021210983
2021216841
MLT-2019153495

Motion by Ms. Woods, seconded by Ms. Bishop to abandon subrogation on the presented Qual-Lynx files.

ROLL CALL *Yeas:* Jessica Bishop, **Dennis Twp**
Ron Simone, **North Wildwood**
Mary Canesi, **Northfield**
Liz Woods, *Sec*, **Ocean City**
Jim Craft, *Chair*, **Stone Harbor**
Roy Spoltore, **Upper Deerfield Twp**
Lauren Vitelli, **West Cape May**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS

CLAIMS ADMINISTRATOR’S REPORT

Lessons Learned from Losses – January

Mr. Roselli thanked the members for the reappointment of Qual-Lynx and reported that the *Lessons Learned from Losses* this month focuses on Transitional Duty.

Mr. Roselli noted that the benefit rate for TTD wage replacement has increased from \$969 to \$1,065 in 2022. He also noted that the claim awards will increase as well as counsel fees so he reminded the members how important utilizing transitional duty and the sample transitional duty job bank on the JIF website is even more so now.

Mr. Roselli stated that the longer an employee is out of work due to a work related injury, the more difficult it can be to get that employee back to work. He asked members that they hang this document where the employees will see it and discuss the importance of winter safety with them, possibly preventing a future claim or a catastrophic loss.

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>Dec</i>	<i>YTD</i>
<i>Total Intakes (New Claims)</i>	166	1,261
<i>Report Only</i>	47	453
<i>Report Only % of Total</i>	28%	36%
<i>Medical Only</i>	99	565
<i>Lost Time</i>	18	231
<i>Medical Only/Lost Time Ratio</i>	93:17	71:29
<i>Occupational, Claim Petition, Cancer Presumption</i>	2	12
<i>COVID-19</i>	0	103
<i>Average Days to Report to QL</i>	5.8	4.8
<i>Average Days to Report to employer</i>	1.4	1.6

Ms. Beatty reminded all members that they need to report the claims immediately and not wait.

PPO Penetration Report:

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

<i>PPO Penetration Rate</i>	<i>Dec</i>	<i>YTD</i>
<i>Bill Count</i>	594	7,336
<i>Original Provider Charges</i>	\$1,076,319	\$10,890,215
<i>Re-priced Bill Amount</i>	\$314,084	\$3,541,849
<i>Savings</i>	\$762,235	\$7,348,365
<i>% of Savings</i>	71%	67%
<i>Participating Provider Penetration Rate- Bill count</i>	91%	95%
<i>Participating Provider Penetration Rate-Provider Charges</i>	96%	96%
<i>EPO Penetration Rate – Bill Count</i>	93%	96%
<i>EPO Penetration Rate –Provider Charges</i>	92%	95%

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>	9,246
<i>Transitional Duty Days Worked</i>	6,802
<i>% of Transitional Duty Days Worked</i>	74%
<i>Transitional Duty Days Not Accommodated</i>	2,444
<i>% of Transitional Duty Days Not Accommodated</i>	26%
<i>Money Saved by Accommodating</i>	\$598,889
<i>Cost of Days NOT Accommodated</i>	\$243,575

Ms. Beatty noted that page 112 has sample transitional duty jobs and there are more on the JIF website. She asked if there were any questions. No questions were entertained.

SOLICITOR'S REPORT

Mr. DeWeese thanked the members for his reappointment and presented the following reports:

Closed Claims

Mr. DeWeese noted that there were four (4) cases closed in January and reviewed the outcomes.

MEL EPL Helpline

Mr. DeWeese stated that there is a reminder regarding the MEL EPL Helpline in the agenda. 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. He noted that a resolution to change individuals can be found on the JIF website.

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

COMMITTEE REPORTS

Committee Chairs Meeting - 2022 Committee Assignments – Chair Craft noted that the Committee Chairs meeting was held on January 13, 2022 via Zoom and the minutes were in the agenda. He noted the Committee discussed the makeup of each sub-committee and selected representatives for the 2022 Fund Year based upon preferences of each Fund Commissioner and the needs of the Fund. Risk Managers were also assigned to various committees. He noted that the chairs are as follows: Liz Woods, Claims Review Committee; Kellie Seib, Coverage Committee; Ron Simone, EPL & Technology Liability Committee; Dawn Stollenwerk, Finance Committee; Rich Hirsch, Strategic Planning Committee; and Scott Wahl, Safety Committee. He stated co-chairs for each committee will be discussed at each committee's first meeting. He asked members to please review the committee assignments and any changes should be emailed to the Executive Director's office and to him as well. No questions were entertained.

WELLNESS DIRECTOR REPORT

Ms. Simone thanked the members for her reappointment and stated that her report is included in the agenda packet. She encouraged the members to read through her materials beginning on page 130. She reminded the members everyone must claim their encumbered JIF Wellness funds by the February 1, 2022 deadline. Please contact her with any questions. She noted to please send in vouchers and receipts to Tracy Forlenza.

Ms. Simone encouraged members in 2022 to use a wellness calendar; track healthy habits (maybe make it a competition); join the Secrets to Stress Free Sleep webinar on 2/23; set simple goals; set S.M.A.R.T. goals; and keep goals realistic and anticipate obstacles.

Ms. Simone noted that she will be holding some wellness coordinator meetings and will reach out to members with dates. She added that in the newsletter is a recap of some Wellness initiatives that were done in 2021 to use for ideas for 2022. She also included stretches, healthy snacks, healthy habits, recipes, puzzle and healthy facts.

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

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza thanked the members for the reappointment of Arthur J. Gallagher.

AJG Risk Management Services Disclosure Statement – Mr. Forlenza noted this annual disclosure statement is in the agenda packet and asked that it be made part of the minutes from today's meeting.

Certificates of Insurance - Mr. Forlenza noted that the certificates of insurance issued and are included in the agenda. He asked members to review and please make sure that these were requested by your municipality and issued properly. He noted that many are being reissued effective January 1, 2022 so please review your certificates and that there reissuance was appropriate and reach out to Ed Cooney at the Underwriter's office if there are any questions.

Safety, OSB, Wellness and EPL/Cyber Reimbursement- Mr. Forlenza stated that all SIP, OSB, Wellness and EPL/Cyber funds are listed in the agenda packet and waiting to be claimed and the deadline to claim encumbered funds is February 1, 2022.

2022-2023 MEL EPL Risk Management Plan Updates – Mr. Forlenza reported that the revised handbook was on the MEL website for the past 18 months with all the required items to be completed by November 1, 2021. He stated the checklist is on page 158. He reminded the members that the Finance Committee approved a 20% surcharge on your EPL portion of your EPL/POL premium, a minimum of \$100,000 deductible, and a 20% co-insurance for the first \$2 million of any loss if you did not submit your checklist to Sandra Cantwell at the MEL by January 1, 2022.

MEL Cyber Risk Management Plan Compliance Status – Mr. Forlenza reported that there is a checklist on pages 159-160. 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 the 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 were grandfathered until October 1, 2021.

Statutory Bonds - Mr. Forlenza noted that there are statutory positions that require individual bonds so please review the checklist on pages 161-162 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 municipality renewing 1/01/22, had their statutory positions re-underwritten so that all statutory positions will be re-underwritten once every three years. Please contact Ed Cooney with questions.

Elected Officials Training – Mr. Forlenza noted the Elected Officials training dates were scheduled for in person January 26 and February 8, but will be postponed. If your Elected Official/Municipal Manager attends, 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. He stated that it will be in person as it's much more effective, but this will be re-evaluated based upon the COVID numbers- look for announcements. Deadline for taking this training is May 1, 2022.

Land Use Training Certification – Mr. Forlenza noted that the members listed on page 170 have had at least one member of their land use board complete this training. Remember those members of your land use boards that complete this training are eligible for improved coverage should they be named individually is a land use claim. Please contact our office if you need additional training materials.

WIZER Training Report – Mr. Forlenza noted the report is on page 171. He noted that he was just informed that Wizer's training platform was recently updated and some members may not be showing their correct compliance and may have had some corrections to emails/employees, undone. Ms. Patel will be sending out a current list of employees for your review. Please reach out to our office if you need assistance.

WIZER Employee Cyber Hygiene Training – Mr. Forlenza reminded the members that WIZER will be doing phishing training. He noted that Wizer's IP addresses will need to be white listed by your IT department. He noted that a list of IP addresses will be emailed and that you should forward to your IT department for white listing so they may begin testing.

D2 Network Testing - Mr. Forlenza noted that D2 was contracted to provide external network scanning and penetration testing. He stated that the member's IP addresses are needed to complete this service. He noted procedures will be emailed out shortly. He also noted that an agreement, reviewed by the JIF solicitor, must be completed prior to this network testing since the networks are not owned by the JIF.

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.

2022 1st Installment JIF Billing – Mr. Forlenza stated that the JIF bills were issued in late December and are due by February 15, 2022. If you have any questions, please contact Tracy Forlenza.

2021 Attendance – Mr. Forlenza noted that the 2021 Meeting attendance is on page 172. Please review and contact his office with any discrepancies.

Safety Breakfast Kickoff/Safety and Claims Coordinator Roundtable - Mr. Forlenza stated that his office is working with the Safety Director's office to determine the format of this year's Safety Breakfast. He will keep members informed when decisions are made.

New Member Activity – Mr. Forlenza noted that the members approved Egg Harbor City's application to the JIF effective January 1, 2022. He noted that Egg Harbor City declined the offer of membership and will stay with Statewide JIF.

Assessment Changes – Mr. Forlenza noted that several inquiries have been made regarding the increased assessments for 2022. He stated that his office is drafting a memorandum and asked that members provide it to their governing bodies to explain the factors driving these increases. He added that these factors driving the increases are out of our control and Ms. Stollenwerk addressed these when presenting the 2022 budget.

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

MEL/RCF REPORTS

Mr. Hirsch noted that the MEL/RCF met for their Reorganization meeting on January 6, 2022. He reported that there are 21 members in the MEL JIF and 16 members in the RCF. He noted meeting dates and reorganization resolutions were adopted. He stated that Middlesex JIF joined the MEL and they are waiting on final membership count before computing assessment. He also noted that Learning Management System (LMS) is phasing out their current platform as of 12/31/22 and the board authorized a RFP for competing services.

Mr. Hirsch also mentioned that Elected Officials training format is being discussed and all will be notified.

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

SAFETY DIRECTOR'S REPORT

Mr. Garish thanked the members for his reappointment. He stated that the Safety Director's Report begins on page 181. He stated that the report is self-explanatory.

Mr. Garish stated that a list of all bulletins sent out are listed on page 182. He reminded members that these are also listed on the www.ACMJIF.org and MEL websites and the MEL mobile app. He stated that ALL MSI communications will be sent through the MEL app. He encouraged all members to download the MEL mobile 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 his report. He noted that the MSI website was recently updated and is now easier to navigate. He reminded members that for an attendee to secure CEUs, the attendee MUST be present for the entire session.

Mr. Garish reminded the members that the Safety Incentive Program was sent out in the beginning of the month and the Safety Committee dates are due by February 18, 2022.

Mr. Garish noted the OSHA 300A log (a summary of all work related injuries) must be posted by February 1, 2022 where members have employees. He noted that QualCare can assist in finding this information from 2021.

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

TREASURER'S REPORT

Reports

Mr. Hansen thanked the members for his reappointment and presented the Treasurer's Report for the period ending **December 31, 2022**. The reports were made part of the agenda packet beginning on page 184. Mr. Hansen noted the following information:

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

Member	12/31/2021 Unaudited(includes interest allocation)
Buena Vista	170.31
Egg Harbor City	42,087.09
Hamilton Township	85,134.21
Hammonton Town	193,063.41
Lower Township	163,376.00
Middle Township	173,324.81
Mullica Township	27,749.85
Northfield	110,345.35
Pleasantville City	505.30
Port Republic	4,551.03

Upper Deerfield Township	73,633.65
Waterford Township	27,991.10
Upper Township	174,206.99
Stone Harbor	9,416.34
Total	\$1,085,555.44

Receipt Activity for the Period:

	December	YTD
Subrogation Receipts	\$23,974.35	\$348,308.56
Other Receipts	\$0	\$29,904.00
Adjustment Receipts	\$11,234.36	\$25,057.53
Assessments		\$19,861,561.01
Entry Fee (application)		\$1,500.00
Refund of EPL/POL		\$96.39
Investor Interest		\$62,178.19
Return of Investment		\$5,472,000

Claim Activity for the Period

Claim activity for the month of **December** for claims paid by the Fund and claims payable by the Fund. Total of 356 checks issued; 1,100 claims payments in the amount of \$1,036,559.01

Cash Activity for the Period

During the reporting month, the Fund's "Cash Position" changed from an opening balance in **December** of \$53,333,938.83 to a closing balance of \$50,897,119.58 showing a decrease in the Fund of \$2,436,819.25.

Investment Interest

Interest Income:	December	YTD
Interest Received	<\$46,406.30>	\$3,555.68
Overall rate of return	-1.069%	

Unrealized Gain/Loss Position	December
Treasury	\$271,695.92

Accrued Interest Position	December
Treasury	\$78,713.19

Allocation of Invested Funds

FUND	Nov Total	November Percentage	Dec Total	December Percentage
Treasury	\$20,186,260.90	38%	\$19,078,157.25	38%
JCMI	\$20,948,046.07	39%	\$20,920,422.41	41%
Investors	\$12,199,631.86	23%	\$10,898,539.92	21%
TOTALS	\$53,333,938.83		\$50,897,119.58	

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

Payment Register

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

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

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

ROLL CALL

Yeas:

Jessica Bishop, **Dennis Twp.**
 Ron Simone, **North Wildwood**
 Mary Canesi, **Northfield**
 Liz Woods, *Sec*, **Ocean City**
 Jim Craft, *Chair*, **Stone Harbor**
 Roy Spoltore, **Upper Deerfield Twp.**
 Lauren Vitelli, **West Cape May**

Nays:

None

Abstained:

None

Motion carried by unanimous vote.

Bill List – January

For the Executive Committee’s consideration, Mr. Hansen presented the ***January 2022 Bill List*** in the amount of **\$1,479,648.88**.

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

Chair Craft entertained a motion for approval of the ***January 2022 Bill List***.

Motion by Mr. Simone, seconded by Ms. Woods, to approve the ***January 2022 Bill List*** as presented.

ROLL CALL

Yeas:

Jessica Bishop, **Dennis Twp.**

Ron Simone, **North Wildwood**
Mary Canesi, **Northfield**
Liz Woods, *Sec*, **Ocean City**
Jim Craft, *Chair*, **Stone Harbor**
Roy Spoltore, **Upper Deerfield Twp.**
Lauren Vitelli, **West Cape May**

Nays: None
Abstained: None

Motion carried by unanimous vote.

Law Enforcement Liability Consultant Report

Mr. Winter thanked members for the opportunity to serve the ACM JIF and explained his role. He noted his report outlines a few police departments he has met with in December. He commented that he hoped to meet with everyone by the end of February. He noted that some members are already requesting policies, etc. He stated that some bulletins will be released and upcoming training will be announced based on need and trends seen.

Mr. Winter asked if there are any questions. No questions were entertained.

MISCELLANEOUS BUSINESS

Resolution 2022-19

Chair Craft entertained a motion to Adopt *Resolution 2022-19, Authorize the Creation of the MEL Unencumbered Surplus Account, the Fund Treasurer to transfer any remaining balances from the MEL Retrospective Account to the MEL Unencumbered Surplus Account, and authorize the Fund Treasurer to transfer \$453,330 from the Fund Year 2021 MEL Liability & Workers' Compensation budget line item and \$182,360 from the MEL Excess Property line item to the MEL Unencumbered Surplus Account and close the MEL Retrospective Account*, as presented.

Motion by Mr. Simone, seconded by Mr. Spoltore, to Adopt *Resolution 2022-19, Authorize the Creation of the MEL Unencumbered Surplus Account, the Fund Treasurer to transfer any remaining balances from the MEL Retrospective Account to the MEL Unencumbered Surplus Account, and authorize the Fund Treasurer to transfer \$453,330 from the Fund Year 2021 MEL Liability & Workers' Compensation budget line item and \$182,360 from the MEL Excess Property line item to the MEL Unencumbered Surplus Account and close the MEL Retrospective Account*, as presented.

ROLL CALL

Yeas: Jessica Bishop, **Dennis Twp**
Ron Simone, **North Wildwood**
Mary Canesi, **Northfield**
Liz Woods, *Sec*, **Ocean City**
Jim Craft, *Chair*, **Stone Harbor**
Roy Spoltore, **Upper Deerfield Twp**
Lauren Vitelli, **West Cape May**
Nays: None
Abstain: None

Motion carried by unanimous vote.

Resolution 2022-20 Honoring Kellie Seib

Chair Craft read resolution 2022-20 into the minutes and he entertained a motion to Adopt *Resolution 2022-22 Honoring Kellie Seib* as outgoing Fund Chair as presented.

Motion by Mr. Simone, seconded by Ms. Woods, to Adopt *Resolution 2022-22 Honoring Kellie Seib* as outgoing Fund Chair as presented.

ROLL CALL	Yeas:	Jessica Bishop, Dennis Twp Ron Simone, North Wildwood Mary Canesi, Northfield Liz Woods, <i>Sec</i> , Ocean City Jim Craft, <i>Chair</i> , Stone Harbor Roy Spoltore, Upper Deerfield Twp Lauren Vitelli, West Cape May
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

Next Meeting

Chair Craft reminded the members that the next meeting will be held on **Wednesday, February 16, 2022 at 3:00 PM via zoom.**

PUBLIC COMMENT

Open Public Comment

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

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

Mr. Forlenza thanked Kellie Seib for service in 2021 as Fund Chair. He noted that she had a tumultuous year with constant changes in meeting format, etc due to COVID. He commented that she was always willing to agree and assist to adapt to the situation.

Ms. Seib commented that it was a pleasure and honor to serve as Fund Chair. She is grateful for the opportunity which allowed her to meet the members and learned a lot throughout the process. She encouraged the members to serve on the Executive Committee and get involved so we can be successful.

Close Public Comment

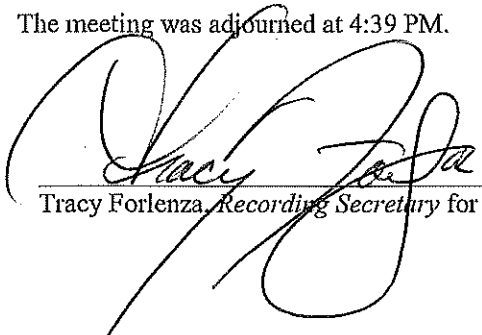
Chair Craft entertained a motion to close the public comment.

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

MOTION TO ADJOURN

Motion by Mr. Simone, seconded by Ms. Woods, to adjourn the January 19, 2022 meeting of the ACM JIF. All in favor. Motion carried.

The meeting was adjourned at 4:39 PM.



Tracy Forlenza, *Recording Secretary* for



Elizabeth Woods, *Secretary*