



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
Via Zoom conference call

February 16, 2022 at 3:00 PM
OPEN SESSION MINUTES

The regular 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 February 16, 2022 at 3:00 PM, prevailing time. 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 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**
Ed Grant, **Cape May Point**
Gabrielle Horseman, *Alt.*, **Commercial Twp.**
LaVerne Kim, **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.**
Sue Giberson, **Hamilton Twp.**
Leigh Ann Napoli, **Linwood City**
Rich Hirsch, **Longport Borough**
Karen Fournier, **Lower Twp.**
Lisa McLaughlin, **Margate City**
Varvara Keun, **Middle Twp.**
Ray Compari, **Millville City**
Dawn Stollenwerk, **Mullica Twp.**
Sam Barbagli, **Newfield Borough**

Ron Simone, **North Wildwood City**
Mary Canesi, **Northfield City**
Liz Woods, *Secretary*, **Ocean City**
Skip Williams, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelsen, **Somers Point City**
Jim Craft, *Chair*, **Stone Harbor Borough**
Teri Smuz, **Upper Twp.**
Roy Spoltore, **Upper Deerfield Twp.**
Jim Goos, **Ventnor City**
Jim D'Auria, **Waterford Twp.**
Elaine Crowely, **West Wildwood City**
DJ Ayres, **Weymouth Twp.**
Steve O'Connor, **Wildwood City**

Absent were:

Lauren Vitelli, **West Cape May Borough**
Connie Mahon, **Wildwood Crest**
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.

In absence of Ms. Vitelli, West Cape May, alternate Ms. Smuz, Upper Twp., was moved to the Executive Committee for voting purposes.

Motion by Ms. Woods, seconded by Mr. Simone, to move alternate Ms. Smuz, Upper Twp. to the Executive Committee for voting purposes. All in Favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES--OPEN SESSION

Chair Craft entertained a motion to approve the meeting minutes of the January 19, 2022 Executive Committee Meeting.

Motion by Mr. Simone, seconded by Mr. Spoltore, to approve the meeting minutes of the January 19, 2022 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 Craft entertained a motion to adopt the Closed Session Meeting Minutes of the January 19, 2022 Executive Committee meeting.

Motion by Ms. Woods, seconded by Mr. Simone, to approve the Closed Session minutes of the January 19, 2022 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the January 19, 2022 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 #2022-21

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 2022-21*.

Motion by Ms. Woods, seconded by Mr. Spoltore, to adopt *Resolution 2022-21* 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**
Teri Smuz, **Upper Twp.**
Roy Spoltore, **Upper Deerfield Twp.**

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 Mr. Spoltore, 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 Mr. Spoltore to approve the claims payments as discussed in *Closed Session*.

They are as follows:

January 2022 PARs:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2018131188	2021216172	2021238970
MLT-2021221151(01-03)	2021240989	2022259582
2019165094	2021232875 (01-07)	2022255012
2020193235	2021215596	2022242283
MLT-2019153495 (01-02)	2019155036	2022252758
2020208258	001252232	
2022246522	2020184800	
2018121889	2020195160	
2020181716	2019162218	
2021240186		
2017090529		
001263342		
2021224070		
2022259080		
2022252551		
2022250358		
2022254087		
MLT-2022258674 (01-09)		
2022244701		
MLT-2022256150 (01-14)		

ROLL CALL

Yeas:

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

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>
2020184270
2020208561
2020193962
2021222219

Motion by Ms. Woods, seconded by Mr. Craft 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**
Teri Smuz, **Upper Twp.**
Roy Spoltore, **Upper Deerfield Twp.**

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 – February

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on Repair Shop Program. He reminded the members that this began in 2021 to save money on vehicle repairs, prioritize safety for people using the vehicles and so far it has been a successful program. He noted that the newsletter details a recent example in the ACM JIF of how a vehicle had its safety equipment removed by the outfitter and then reinstalled after the repairs were complete. It allows the manufacturer warranty to remain intact and ensures the equipment is reinstalled properly so it will perform properly, all while saving money which in this case was \$2,000. He stated that the shops like the program as they are paid directly and quickly.

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).

	Jan	YTD
<i>Total Intakes (New Claims)</i>	151	151
<i>Report Only</i>	49	49
<i>Report Only % of Total</i>	32%	32%
<i>Medical Only</i>	96	96
<i>Lost Time</i>	6	6
<i>Medical Only/Lost Time Ratio</i>	94:06	94:06
<i>Occupational, Claim Petition, Cancer Presumption</i>	0	0
<i>COVID-19</i>	92	92
<i>Average Days to Report to QL</i>	5.1	5.1
<i>Average Days to Report to employer</i>	0.7	0.7

PPO Penetration Report:

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

<i>PPO Penetration Rate</i>	Jan	YTD
<i>Bill Count</i>	394	394
<i>Original Provider Charges</i>	\$432,608	\$432,608
<i>Re-priced Bill Amount</i>	\$128,884	\$128,884
<i>Savings</i>	\$303,724	\$303,724
<i>% of Savings</i>	70%	70%
<i>Participating Provider Penetration Rate- Bill count</i>	93%	93%
<i>Participating Provider Penetration Rate-Provider Charges</i>	96%	96%
<i>EPO Penetration Rate – Bill Count</i>	92%	92%
<i>EPO Penetration Rate –Provider Charges</i>	97%	97%

Transitional Duty Report

Ms. Beatty presented her *Transitional Duty reports*.

<i>Transitional Duty Summary Report</i>	YTD
<i>Transitional Duty Days Available</i>	747
<i>Transitional Duty Days Worked</i>	626
<i>% of Transitional Duty Days Worked</i>	84%
<i>Transitional Duty Days Not Accommodated</i>	121
<i>% of Transitional Duty Days Not Accommodated</i>	16%
<i>Money Saved by Accommodating</i>	\$60,246
<i>Cost of Days NOT Accommodated</i>	\$10,281

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

Law Enforcement Liability Consultant Report

Mr. Winter noted his report outlines the police departments he has met with stating seven (7) more are scheduled and nine (9) remaining to be scheduled. He noted that changes in personnel are occurring so he

is assisting in updating records/contacts. He is assisting members with cyber security training, managing aggressive behavior training, police accreditation, K-9 training, etc. He noted that classes will be scheduled shortly. He also stated Law Enforcement Bulletin 22-01 pertaining to polling places is attached to his report.

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

SOLICITOR'S REPORT

Closed Claims

Mr. DeWeese noted that there were three (3) cases closed in February with two (2) having no payment to Plaintiff. He then 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 under "operating documents".

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

COMMITTEE REPORTS

No reports.

WELLNESS DIRECTOR REPORT

Ms. Simone stated that her report is included in the agenda packet. She encouraged the members to read through her materials beginning on page 35.

Ms. Simone encouraged members in 2022 to use a wellness calendar; track healthy habits (maybe make it a competition); and join the *Secrets to Stress Free Sleep* webinar on 2/23/22 at noon, which will be recorded and placed on the JIF website.

Ms. Simone reminded members to review page 48 for ideas on challenges, prizes, presentations, and acceptable reimbursements. She also stated that water and healthy snack purchases cannot exceed more than 50% of your annual funds; and total prize values for contests cannot exceed \$250 and gift cards are only permissible if given as a prize/incentive for participating in a wellness contest/challenge with prior approval from Wellness Director. Members should contact her with ideas for purchases and contests.

Ms. Simone noted that the newsletter focuses Employee Assistance Program (EAP) info (what it is and options available through Atlantic County), stress, exercising when sick, guided meditation for chronic pain and healthy recipes.

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

EXECUTIVE DIRECTOR'S REPORT

New Fund Commissioner Orientation – Mr. Forlenza stated that his office sent out information regarding interest in holding New Fund Commissioner Orientation. The response was very strong and we will likely schedule in April. This is for anyone wishing to learn more, not just new fund commissioners. Information will be emailed out shortly.

Certificates of Insurance - Mr. Forlenza noted that the certificates of insurance issued 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 for 2022 are now listed in the agenda. These were also listed in a consolidated letter along with the reimbursement guidelines for the programs that was emailed by Sheila Ortiz. Please start planning the uses for them or reach out if you have any questions.

MEL Cyber Risk Management Plan Compliance Status – Mr. Forlenza reported that there is a checklist on pages 65-66. He noted it depicts the members' current status in regards to 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 informed the members of a cyber-breach in another JIF that is still ongoing where their data and all their backups have been encrypted and held ransom. This member has been down over a week and lost a lot of data. This particular member was going to pay the ransom in lieu of the deductible, but the cyber thief has been sanctioned by the Federal government and therefore cannot be paid by the member as it is illegal.

Statutory Bonds - Mr. Forlenza noted that there are statutory positions that require individual bonds so please review the checklist on pages 67-69 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. He also noted that if a member is bonded in one town and works in another town through an interlocal services agreement, the bond does not apply to the other town and they must be bonded in each town where they work. Please contact Ed Cooney with questions.

Elected Officials Letter – Mr. Forlenza reported that he sent an email last week explaining the impact outside factors are having on assessments. He also included the *2022 Budget Message* and the *Assessment Allocation Strategies*. He noted that if any member or elected official has questions, please reach out to his office.

Elected Officials Training – Mr. Forlenza noted the Elected Officials training dates were emailed out this afternoon. He stated five (5) seminars are scheduled beginning in March with a maximum of 100 participants per session. If your Elected Official/Municipal Manager attends, the MEL will reduce the 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. Copies of the sign in sheets from the League of Municipalities session are on the website with a link in today's email. Please contact him if you have any questions. Deadline for taking this training is May 1, 2022.

WIZER Training Report – Mr. Forlenza noted the report is on page 81. 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. If you have an employee working in multiple towns, please email us the name and different emails that the employee is using so we can correct this. Please reach out to our office if you need assistance.

WIZER Employee Cyber Hygiene Training – Mr. Forlenza noted that Ms. Patel sent out employee rosters to each member asking for confirmation they are accurate. To date we have not heard back from Millville, Somers Point, and Wildwood as to the updated rosters. These members should contact Ms. Patel with their updates. He reminded the members that WIZER will be starting phishing exercises shortly. He noted that

Wizer's IP addresses will need to be white listed by your IT professional. He noted that a list of IP addresses was emailed and that you should forward the list to your IT professional for white listing so they may begin testing. To date, the members who have **completed** the WIZER white listing process are: Absecon, Brigantine, Cape May, Cape May Point, Corbin, Deerfield, Galloway, Lower, Millville, Sea Isle City, Ventnor, Waterford, and Wildwood Crest. Other members not mentioned, please contact our office immediately.

D2 Network Testing - Mr. Forlenza noted that D2 was contracted to provide external network scanning and penetration testing. He stated that the agreement was email out to the members and must be signed and returned in order to complete testing. He also noted a "getting to know you" form was also emailed and must be returned as well. The following members have returned their agreements and contact form: Brigantine, Buena, Commercial, Corbin City, Dennis, Downe, Hamilton, Linwood, Sea Isle City, Ventnor, Waterford, West Wildwood, and Wildwood Crest. Other members not mentioned, please contact our office immediately. Ms. McLaughlin commented that her system analyst has concerns with signing the agreement noting that the agreement allows D2 to come in and correct any issues and the member has to comply with this. She asked what they would do if a recommendation has a cost that the municipality cannot absorb immediately? Mr. Forlenza stated that D2 will not force you to make any change, however, if they find something critical, the member should try to address it. Ms. McLaughlin asked if they are testing on site. Mr. Forlenza noted that they will do all testing remotely. He noted that they can contact him with any questions. Mr. Mayfield asked if there was a direct contact at D2. Mr. Forlenza is working on getting a direct contact for D2 and will share with members.

Payroll Audits – Mr. Forlenza noted that payroll audits are underway for 2021 which will serve as the basis for the 2023 WC excess premiums. Please upload data to the payroll auditor's portal at Bowman by March 11, 2022.

Property Appraisals – Mr. Forlenza stated that all members received an email asking them to review their property schedules in Origami before March 21, 2022. He noted that AssetWorks will contact those members who are due for a physical appraisal this year. Those members were listed in the email.

Police Accreditation – Mr. Forlenza reported that an email was sent out regarding the police accreditation program. Please contact Denise Plavchak in his office with any questions regarding this program.

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 believes it will be virtual this year, but additional information will be forthcoming.

Financial Disclosure Statements – Mr. Forlenza noted that all new fund commissioners were sent their PIN numbers in an email from Kris Kristie. You must use this and complete your financial disclosure statement once the system is ready. Additional information will be forthcoming.

Mr. Forlenza asked if there were any questions. Mr. Winter noted that upon his visit, Lower Township noted that they did not yet complete the cyber hygiene training as they were switching personnel around. Ms. Patel noted that their information was received. No other questions were entertained.

MEL/RCF REPORTS

No reports.

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report begins on page 84. He stated that the report is self-explanatory.

Mr. Garish stated that a list of all bulletins sent out are listed on page 85. 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 which has been recently updated with friendlier features. 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. He stated the safety contract is due by March 31, 2022.

Mr. Garish noted there are new classes for 2022. He stated that they are still looking for a venue to hold the May 4, 2022 Safety Expo. Preferably one with 4 separate rooms that hold 100 people each. Please reach out to Rob if you have a suggestion for the Expo.

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

Mr. Garish reiterated that as of February 7, 2022, Entry Level Employee Training (ELET) is required for any employee wishing to obtain or upgrade a CDL license. Both classroom and behind the wheel is required. A MEL notification with a video has been released.

Mr. Garish noted that a Safety Coordinator training will be held via zoom on March 29, 2022. Please contact him for details.

Mr. Garish informed members of a recent claim where a firetruck tire blew out on way to a call. He noted that the tire was dry rotted. He reminded members to complete their monthly inspections of their vehicles and equipment.

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 **January 31, 2022**. The reports were made part of the agenda packet beginning on page 87. Mr. Hansen noted the following information:

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

Member	1/31/2022 Unaudited(includes interest allocation)
Buena Vista	10.86
Egg Harbor City	42,264.47
Hamilton Township	85,500.53
Hammonton Town	193,568.58
Lower Township	163,493.16
Middle Township	174,070.60

Mullica Township	27,869.25
Northfield	110,820.15
Pleasantville City	507.47
Port Republic	4,564.39
Upper Deerfield Township	73,950.48
Waterford Township	28,111.54
Upper Township	174,752.45
Stone Harbor	9,456.86
Total	\$1,088,940.81

Receipt Activity for the Period:

	January	YTD
Subrogation Receipts	\$20,011.71	\$20,011.71
Other Receipts	\$15,356.00	\$15,356.00
Adjustment Receipts	\$0	\$0
Assessments	\$388,501.25	\$388,501.25
Entry Fee (application)		
Refund of EPL/POL		
Investor Interest		
Return of Investment		
Deposit not recorded	\$35,542.91	\$35,542.91

Claim Activity for the Period

Claim activity for the month of **January** for claims paid by the Fund and claims payable by the Fund. Total of 319 checks issued; 1,413 claims payments in the amount of \$829,070.15 with effect on cash position of \$788,994.44.

Cash Activity for the Period

During the reporting month, the Fund's "Cash Position" changed from an opening balance in **January** of \$50,897,119.58 to a closing balance of \$48,755,637.76 showing a decrease in the Fund of \$2,141,481.82.

Investment Interest

Interest Income:	January	YTD
Interest Received	<\$295,882.66>	
Overall rate of return	-7.126%	

Unrealized Gain/Loss Position	January
Treasury	\$199,429.25

Accrued Interest Position	January
Treasury	\$97,812.62

Allocation of Invested Funds

FUND	December Total	December Percentage	January Total	January Percentage
Treasury	\$19,078,157.25	38%	\$19,024,708.06	39%
JCMI	\$20,920,422.41	41%	\$20,674,384.78	42%
Investors	\$10,898,539.92	21%	\$9,056,544.92	19%
TOTALS	\$50,897,119.58		\$48,755,637.76	

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

Payment Register

Chair Craft entertained a motion to approve the *January 2022 Payment Register* (Claims Activity).

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

Motion by Ms. Woods, seconded by Mr. Spoltore to approve the *January 2022 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**
 Teri Smuz, **Upper Twp.**
 Roy Spoltore, **Upper Deerfield Twp.**

Nays:

None

Abstained:

None

Motion carried by unanimous vote.

Bill List – February

For the Executive Committee's consideration, Mr. Hansen presented the *February 2022 Bill List* in the amount of \$1,228,172.84.

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

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

Motion by Mr. Simone, seconded by Ms. Bishop, to approve the *February 2022 Bill List* 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 Teri Smuz, Upper Twp. Roy Spoltore, Upper Deerfield Twp.
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

RMC Bill List – February

For the Executive Committee's consideration, Mr. Hansen presented the *February 2022 RMC Bill List* in the amount of \$132,785.00.

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

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

Motion by Mr. Simone, seconded by Ms. Woods, to approve the *February 2022 RMC Bill List* 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 Teri Smuz, Upper Twp. Roy Spoltore, Upper Deerfield Twp.
	Nays:	None
	Abstained:	None

Motion carried by unanimous vote.

Mr. Hansen reported that in another JIF, some checks that were issued and mailed were stolen and "washed." He encouraged the Municipal CFO's to institute "positive pay" on the expense accounts. Positive pay is where you upload your payment file and the bank matches the amount, the payee and the date prior to honoring the check. If anything is not correct, it will not be honored. It is an easy process and if anyone needs more information, please contact Mr. Hansen.

MISCELLANEOUS BUSINESS

Resolution 2022-22

Chair Craft entertained a motion to adopt Resolution 2022-22, Authorizing the Fund Chair and Fund Secretary to Execute a contract with Scibal Associates, Inc, DBA Qual-Lynx to provide WC Managed Care and Bill Repricing services to members of the ACM JIF.

Motion by Ms. Bishop, seconded by Mr. Spoltore, to adopt Resolution 2022-22, Authorizing the Fund Chair and Fund Secretary to execute a contract with Scibal Associates, Inc, DBA Qual-Lynx to provide WC managed care and bill repricing services to members of the ACM JIF, 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**
Teri Smuz, **Upper Twp**
Roy Spoltore, **Upper Deerfield Twp**

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, March 16, 2022 at 3:00 PM at Avalon Community Hall.**

PUBLIC COMMENT

Open Public Comment

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

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

Close Public Comment

Chair Craft entertained a motion to close the public comment.

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

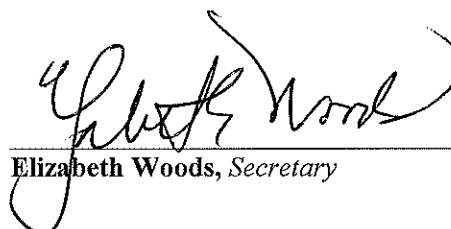
MOTION TO ADJOURN

Motion by Mr. Simone, seconded by Ms. Smuz, to adjourn the February 16, 2022 meeting of the ACM JIF. All in favor. Motion carried.

The meeting was adjourned at 4:24 PM.



Tracy Forlenza, Recording Secretary for



Elizabeth Woods, Secretary