



## ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

*Avalon Community Hall, Avalon, NJ*

**June 15, 2022 at 3:00 PM**

***OPEN SESSION MINUTES***

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The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held at Avalon Community Hall, 3001 Avalon Blvd., Avalon, NJ on June 15, 2022 at 3:00 PM, prevailing time. Chair Craft, 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:

Scott Wahl, **Avalon Borough**  
Bill Nimohay **Buena Borough**  
Deb Lindholm, **Cape May City** (*arrived after roll call*)  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Twp.**  
LaVerne Kirn, **Corbin City**  
Jackie Justice, *Alt.*, **Dennis Twp.**  
Bob Campbell, **Downe Twp.** (*arrived after roll call*)  
Jeff Mayfield., **Egg Harbor Twp.**  
Lekisha Roberson, **Estell Manor City**  
Alim Parks, Sr, *Alt.*, **Galloway Twp.**  
Sue Giberson, **Hamilton Twp.**  
Leigh Ann Napoli, **Linwood City**  
Rich Hirsch, **Longport Borough**  
Karen Fournier, **Lower Twp.**  
Dan Adams, *Alt.*, **Margate City**  
Varvara Keun, **Middle Twp.**  
Dawn Stollenwerk, **Mullica Twp.**  
Jennifer VanSant, **North Wildwood City**  
Liz Woods, *Secretary*, **Ocean City**  
Skip Williams, **Pleasantville City**  
Kellie Seib, **Sea Isle City**  
Jim Craft, *Chair*, **Stone Harbor Borough**  
Roy Spoltore, **Upper Deerfield Twp.**  
Michael Dougherty, **Waterford Twp.**

Lauren Vitelli, **West Cape May Borough**  
Elaine Crowley, **West Wildwood City**  
Steve O'Connor, **Wildwood City**  
Connie Mahon, **Wildwood Crest**  
Alex Bauer, **Woodbine Borough**

Absent were:

Jessica Thompson, **Absecon City**  
Mollye O'Neill, **Brigantine City**  
Dawn Marie Bascelli, **Deerfield Twp.**  
Patricia Gatto, **Folsom Borough**  
Ray Compari, **Millville City**  
Sam Barbagli, **Newfield Borough**  
Mary Canesi, **Northfield City**  
Lucy Samuelson, **Somers Point City**  
Gary DeMarzo, **Upper Twp.**  
Jim Goos, **Ventnor City**  
DJ Ayres, **Weymouth Twp.**

Present Fund Professionals were:

Paul A. Forlenza, MGA, Executive Director, *RPA a Division of Gallagher*  
Kris Kristie, Acting Recording Secretary  
Karen Beatty, Client Services Manager, *Qual-Lynx*  
Christopher Roselli, Account Manager, *Qual-Lynx*  
Christopher J. Winter, Sr, CPM, Law Enforcement Risk Management Consultant  
Keith Hummel, Safety Director, *J.A. Montgomery Consulting*  
Robert Garish, Assistant Director of Public Sector, *J.A. Montgomery Consulting*  
David DeWeese, Esquire, Fund Attorney, *The DeWeese Law Firm, P.C.*  
John Hansen, Fund Treasurer  
Jordan Simone, COTA/L, CHC, RYT-200, Wellness Director

Absent Fund Professionals were:

Paul J. Miola, CPCU, ARM, Deputy Executive Director, *RPA a Division of Gallagher*  
Kamini Patel, MBA, CIC, CPCU, AIDA®, Program Director, *RPA a Division of Gallagher*  
Tracy Forlenza, Recording Secretary

Present Risk Management Consultants were:

C. J. Adams Company  
Atlantic Associates  
J. Byrne Agency, Inc.  
Glenn Insurance  
Insurance Agencies Inc.  
Marsh & McLennan Agency  
McMahon Agency, Inc.  
William R. Mints Agency  
Siracusa-Kauffman Insurance

Absent Risk Management Consultants were:

Assured Partners  
BCA Insurance

Conner Strong & Buckelew  
Hardenbergh Insurance  
Thomas Heist Insurance Agency

*These minutes do not necessarily reflect the order in which some items were discussed.*

***Motion to Nominate Heather Sparks, Commercial Township, as Executive Committee Member***

Chair Craft entertained a motion to nominate Heather Sparks, Commercial Township, as a member of the Executive Committee due to the resignation of Ronald Simone, City of North Wildwood, for the remainder of the 2022 Fund Year.

Motion by Mr. Wahl, seconded by Ms. Woods, to nominate Heather Sparks, Commercial Township, as a member of the Executive Committee due to the resignation of Ronald Simone, City of North Wildwood, for the remainder of the 2022 Fund Year as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon Borough**  
Bill Nimohay **Buena Borough**  
Deb Lindholm, **Cape May City**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Twp.**  
LaVerne Kirn, **Corbin City**  
Jackie Justice, *Alt.*, **Dennis Twp.**  
Bob Campbell, **Downe Twp.**  
Jeff Mayfield., **Egg Harbor Twp.**  
Lekisha Roberson, **Estell Manor City**  
Alim Parks, Sr, *Alt.*, **Galloway Twp.**  
Sue Giberson, **Hamilton Twp.**  
Leigh Ann Napoli, **Linwood City**  
Rich Hirsch, **Longport Borough**  
Karen Fournier, **Lower Twp.**  
Dan Adams, *Alt.*, **Margate City**  
Varvara Keun, **Middle Twp.**  
Dawn Stollenwerk, **Mullica Twp.**  
Jennifer VanSant, **North Wildwood City**  
Liz Woods, *Secretary*, **Ocean City**  
Skip Williams, **Pleasantville City**  
Kellie Seib, **Sea Isle City**  
Jim Craft, *Chair*, **Stone Harbor Borough**  
Roy Spoltore, **Upper Deerfield Twp.**  
Michael Dougherty, **Waterford Twp.**  
Lauren Vitelli, **West Cape May Borough**  
Elaine Crowley, **West Wildwood City**  
Steve O'Connor, **Wildwood City**  
Connie Mahon, **Wildwood Crest**  
Alex Bauer, **Woodbine Borough**

***Nays:***

None

***Abstained:***

None

All in favor. Motion carried by unanimous vote.

***MOVE UP ALTERNATES***

Chair Craft moved up alternate Mr. Wahl, Avalon and Ms. Napoli, Linwood, in absence of Ms. Canesi, Northfield and Ms. Bishop, Dennis Twp., for voting purposes.

***Resolution 2022-35 Electing a Member of the Executive Committee to Fill Vacancy - Heather Sparks***

Chair Craft entertained a motion to approve Resolution 2022-35 Electing Heather Sparks, Commercial Township, as a member of the Executive Committee to fill a vacancy for the remainder of the 2022 Fund Year.

Motion by Mr. Wahl, seconded by Ms. Woods, to approve Resolution 2022-35 Electing Heather Sparks, Commercial Township, as a member of the Executive Committee to fill a vacancy for the remainder of the 2022 Fund Year as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Scott Wahl, <b>Avalon</b> Heather Sparks, <b>Commercial Twp</b> Leigh Ann Napoli, <b>Linwood</b> Liz Woods, <i>Sec</i> , <b>Ocean City</b> Jim Craft, <i>Chair</i> <b>Stone Harbor</b> Roy Spoltore, <b>Upper Deerfield Twp</b> Lauren Vitelli, <b>West Cape May</b>
	<b>Nays:</b>	None
	<b>Abstained:</b>	None

All in favor. Motion carried by unanimous vote.

***Resolution 2022-36 Confirming an Executive Committee for the Remainder of 2022***

Chair Craft entertained a motion to approve Resolution 2022-36 Confirming an Executive Committee for the Remainder of the 2022 Fund Year.

Motion by Mr. Wahl, seconded by Mr. Spoltore, to approve Resolution 2022-36 Confirming an Executive Committee for the Remainder of the 2022 Fund Year as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Scott Wahl, <b>Avalon</b> Heather Sparks, <b>Commercial Twp.</b> Leigh Ann Napoli, <b>Linwood</b> Liz Woods, <i>Sec</i> , <b>Ocean City</b> Jim Craft, <i>Chair</i> <b>Stone Harbor</b> Roy Spoltore, <b>Upper Deerfield Twp.</b> Lauren Vitelli, <b>West Cape May</b>
	<b>Nays:</b>	None
	<b>Abstained:</b>	None

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 May 18, 2022 Executive Committee Meeting as presented.

Motion by Mr. Wahl, seconded by Ms. Vitelli, to approve the meeting minutes of the May 18, 2022 Executive Committee Meeting as presented. All in Favor. Motion carried by unanimous vote.

***APPROVAL OF MINUTES – CLOSED SESSION***

Confidential Closed Session Meeting Minutes were distributed to the Executive Committee Members.

Chair Craft entertained a motion to adopt the Closed Session Meeting Minutes of the May 18, 2022 Executive Committee meeting.

Motion by Mr. Wahl, seconded by Ms. Woods, to approve the Closed Session minutes of the May 18, 2022 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the May 18, 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 #2022-37***

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 2022-37*.

Motion by Mr. Wahl, seconded by Ms. Woods, to adopt *Resolution 2022-37* as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Heather Sparks, **Commercial Twp.**  
Leigh Ann Napoli, **Linwood**  
Liz Woods, *Sec*, **Ocean City**  
Jim Craft, *Chair* **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 Mr. Wahl, 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 Ms. Woods, seconded by Ms. Vitelli to approve the claims payments as discussed in Closed Session.

They are as follows:

**May 2022 PARs:**

<i>Workers ' Compensation</i>	<i>General Liability</i>	<i>Auto Liability</i>	<i>Property</i>
2021209355	2020191123	2019173217	2022271303
2022262929	2022257298		2022270644
2021236465	2021234086		
2021238064	2020184738		
2020197416	2021214185		
2021215647			
2022273096			
2019149364			
2022242950			

**ROLL CALL**

*Yeas:*

Scott Wahl, **Avalon**  
 Heather Sparks, **Commercial Twp.**  
 Leigh Ann Napoli, **Linwood**  
 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**

The following files were presented by Secretary Woods for abandonment of subrogation this month:

<b>Qual-Lynx Files</b>
2021224760
2021231941

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



<i>Medical Only/Lost Time Ratio</i>	80:20	78:22
<i>Occupational, Claim Petition, Cancer Presumption</i>	0	1
<i>COVID-19</i>	22	159
<i>Average Days to Report to QL</i>	5.0	5.7
<i>Average Days to Report to employer</i>	.5	1.0

***PPO Penetration Report:***

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

<b><i>PPO Penetration Rate</i></b>	<b><i>May</i></b>	<b><i>YTD</i></b>
<i>Bill Count</i>	524	2,924
<i>Original Provider Charges</i>	\$735,997	\$3,117,641
<i>Re-priced Bill Amount</i>	\$250,429	\$1,246,597
<i>Savings</i>	\$485,568	\$1,871,044
<i>% of Savings</i>	66%	60%
<i>Participating Provider Penetration Rate- Bill count</i>	95%	92%
<i>Participating Provider Penetration Rate-Provider Charges</i>	89%	93%
<i>EPO Penetration Rate – Bill Count</i>	94%	92%
<i>EPO Penetration Rate –Provider Charges</i>	87%	93%

***Transitional Duty Report***

Ms. Beatty presented the *Transitional Duty reports*.

<b><i>Transitional Duty Summary Report</i></b>	<b><i>YTD</i></b>
<i>Transitional Duty Days Available</i>	2,720
<i>Transitional Duty Days Worked</i>	2,252
<i>% of Transitional Duty Days Worked</i>	83%
<i>Money Saved by Accommodating</i>	\$234,438
<i>Transitional Duty Days Not Accommodated</i>	468
<i>% of Transitional Duty Days Not Accommodated</i>	17%
<i>Cost of Days NOT Accommodated</i>	\$44,567

Ms. Beatty reminded the members of the Managed Care “quick notes”. This shares examples of behind the scenes managed care activities.

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 and now one (1) remaining member which is scheduled. He is focusing on Critical Incident Debriefing and Transitional Duty noting it is very important for officers and there are many opportunities for them without being on patrol such as Expungement of criminal convictions, clerical work, etc.

Mr. Winter stated that he will be teaching a class on Managing Aggressive Behavior in the fall since so much training is occurring now. He also noted that a Bulletin 22-04 on NJ Attorney General Guidelines was issued in May.



Mr. Winter noted that he forwards his activity reports to the Fund Commissioners and police chiefs.

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

### ***SOLICITOR'S REPORT***

#### ***Closed Claims***

Mr. DeWeese noted that there were two (2) cases closed since his last report with no payment to the Plaintiff and 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. The resolution to make changes is on the ACM JIF website.

#### ***Marijuana Use by CDL Drivers***

Mr. DeWeese stated that he received several calls regarding marijuana use by CDL drivers. He noted that he is unaware of any changes regarding the use of marijuana by employees. He reported that CDL drivers are still subject to the same testing requirements that are in place as these are federal mandates. He has not seen any indication of change coming in the near future so continue to maintain your testing policies for CDL drivers.

#### ***Trainings***

Mr. DeWeese noted that on May 19, 2022 he held a Zoom training session with Qual-Lynx Adjusters on Title 59 notice requirements as well as immunities and was well received. He also stated that on May 24, 2022 he held the Annual Defense Panel Breakfast where 40 defense panel members attended to share trends, ideas, current case laws, etc. and was very valuable for all.

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

### ***COMMITTEE REPORTS***

#### ***Finance Committee - June 10, 2022***

Ms. Stollenwerk noted that the Finance Committee met on June 10, 2022 and reviewed the Annual Audit for 12-31-21. She commented that the auditors had no recommendations or items of concern. She noted that the Fund remains financially strong and there is \$53.3 million in cash; \$25.7 million in case reserves; \$17.9 million in New Statutory Surplus. The Fund has returned \$46.3 million in surplus to members since 1987 which also includes surplus from the Fund's share in the MEL and RCF.

Ms. Stollenwerk noted that the COVID claims in 2020 were treated as one occurrence, but in 2021 they are not. She stated that originally the MEL was going to assume the responsibility of the 2021 COVID claims, but could not and pushed the responsibility back on the individual JIFs. She noted this does not affect the Fund's cash position because these claims were already paid for by the Fund, but we were expecting that money as a receivable which has now been removed from the Fund's financials so the full impact of these claims is now realized.

Ms. Stollenwerk encouraged the members to read the minutes especially the MD and A analysis in the front of the audit itself. She noted that Mr. Forlenza did a nice synopsis of what is occurring in the market and how it affects our finances and coverage.

***Resolution 2022-38 Accepting the Annual Audit 12-31-21***

Chair Craft entertained a motion to approve Resolution 2022-38 *Accepting the Annual Audit*.

Motion by Ms. Woods, seconded by Mr. Wahl to approve Resolution 2022-38 *Accepting the Annual Audit*, as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Scott Wahl, <b>Avalon</b> Heather Sparks, <b>Commercial Twp.</b> Leigh Ann Napoli, <b>Linwood</b> Liz Woods, <i>Sec.</i> , <b>Ocean City</b> Jim Craft, <i>Chair</i> <b>Stone Harbor</b> Roy Spoltore, <b>Upper Deerfield Twp.</b> Lauren Vitelli, <b>West Cape May</b>
	<b>Nays:</b>	None
	<b>Abstain:</b>	None

Motion carried by unanimous vote.

***3-31-22 Financials***

Ms. Stollenwerk stated that the first quarter financials are in the Finance minutes. The 3-31-22 surplus was \$16.1 million with only 25% of the premiums collected; \$42.1 million in cash; and \$16.4 million in case reserves. The Fund Years mostly have strong cash positions, however, there has been a deterioration in FY2021 of \$1 million due to COVID claims. She reported that FY 2018 will be transferring to closed years with a surplus of \$666,000. She stated that the FY 2017 had about \$2.6 million when it was transferred. Ms. Stollenwerk explained that the Finance Committee reviews these changes when planning the budget and any surplus release.

***MEL***

Ms. Stollenwerk explained that since the Fund is part of the MEL, any deficit is shared by the JIFs in the MEL. She reminded the members that SAM, Firefighter Cancer Presumption, COVID and other legislation and regulatory changes are driving the deficit. She noted that since the MEL surplus fell below a certain level, they need to issue a surplus trigger. She stated that the MEL had cancelled their Retrospective Program where the JIFs were billed 85% of their loss funding obligations for Fund Years 2016 through 2021. The Finance Committee was cautious and budgeted 100% of these loss funding obligations in case the money ever became due and owing. She also stated that the RCF is also experiencing a significant impact from many of these same issues and has issued a \$1 million surplus trigger to fund a deficit. There is a resolution presented tonight to authorize payment of the MEL Surplus Trigger and the RCF Surplus Trigger.

***Resolution 2022-39 Authorizing Payment from the ACM JIF MEL Unencumbered Surplus Account to the NJ MEL JIF***

Chair Craft entertained a motion to approve Resolution 2022-39 Authorizing Payment of \$989,876 from the ACM JIF MEL Unencumbered Surplus Account in accordance with the requirements of the NJ MEL JIF.

Motion by Ms. Woods, seconded by Mr. Spoltore to approve Resolution 2022-39 Authorizing Payment of \$989,876 from the ACM JIF MEL Unencumbered Surplus Account in accordance with the requirements of the NJ MEL JIF as presented.



Ms. Simone reported that she has heard that employees are stressed and not taking breaks for lunch, etc. She reminded the members that having wellness in the workplace does not need to be burdensome or take a lot of time. Sometimes wellness is just having a conversation with the employees and asking how they are doing; reminding the employees about NJ Well programs; blood pressure checks throughout the year; and opportunities to take breaks and enhance their well-being. She noted that sometimes it's just having the PW employees stretch in the morning before they begin their day. An example she gave was at a member town she talked to employees about mental health, breathing techniques and taking breaks. She noted that this sparked a discussion with department heads how they were not taking their breaks either which was the feeding the issue. A great discussion ensued.

Ms. Simone encouraged the members to read her newsletter and share it with the employees.

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

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

***Posters*** – Mr. Forlenza noted that at the members place were posters for both wellness and cyber. Please post these around your municipality which reminds the employees to be cyber aware. He noted that there are also mouse pads so they “Think before they click”.

***Wellness*** - Mr. Forlenza noted that we are seeing an increase in claims and reopeners. He stated that our Fund is one of three in the state that has a full time Wellness Program and Director. He also noted that his office has three years of data showing the differences in expenses and time lost for injured employees with/out comorbidities. He stated that comorbidities include smoking, high blood pressure, hypertension, obesity, diabetes, etc. He noted that the cost of a claim for an employee with comorbidities is double from someone who does not have a comorbidity. He asked members to embrace the wellness program.

***Certificates of Insurance*** - Mr. Forlenza noted that there are lists of certificates of insurance issued included in the agenda. He asked members to review and please make sure that these were requested by your municipality and issued properly. He asked members to please review your certificates and reach out to Ed Cooney at the Underwriter's office if there are any questions.

***Financial Fast Track*** - Mr. Forlenza noted that on pages 61-63 are the financial fast tracks for January, February and March. He noted that as Ms. Stollenwerk explained there were significant changes that occurred to the MEL financials at 12-31-21 that impacted the JIF Financials. These financial changes are included in these reports.

***Safety, OSB, Wellness and EPL/Cyber Reimbursement***- Mr. Forlenza stated that all SIP, OSB, Wellness and EPL/Cyber funds for 2022 are listed in the agenda. He asked members not to wait until the end of the year to submit their reimbursement requests.

***MEL Cyber Risk Management Plan Compliance Status*** – Mr. Forlenza reported that on page 71-72 there is a report and shows all the MEL affiliated JIFs status that are part of the program. This program is version 2. He noted that his office is part of a task force looking at the creation of a Cyber JIF effective January 1, 2023. These standards will be needed to qualify for any cyber coverage next year. He noted that 25% of the members have not done anything in regards to compliance in the tiers. He stated that these standards are going to be required in 2023 by the Excess Insurers and if you are not compliant, you might not be eligible for cyber coverage in 2023.

***Statutory Bonds*** - Mr. Forlenza noted that there are statutory positions that require individual bonds so please review the checklist on pages 73-74 as it is the individual, not the position, which is bonded. He noted that all statutory bonds are re-underwritten once every three years. Please contact Ed Cooney with questions.

***WIZER Employee Cyber Hygiene Training*** – Mr. Forlenza noted the current status is on page 85 in the agenda. He stated the report shows employees registered by town and current percentage of completion. He asked members to review the “Monday” reports and follow up with employees that did not complete

this training. He noted that a new training was just announced for all employees. This additional 30 minutes of training completes the mandatory one hour of training a year.

***WIZER Employee Roster Updates & Whitelisting Status*** – Mr. Forlenza noted that Ms. Patel sent out employee rosters to each member asking for confirmation they are accurate. He noted only a few towns have not responded. He reminded the members that Wizer’s IP addresses and domain name will need to be white listed by your IT professional. He noted that a list of IP addresses to be whitelisted was emailed and that you should forward the list to your IT professional so they can whitelist these IP addresses and domain names. Once this is complete, please email Kamini Patel who will arrange for a test email to be sent to conform the successful whitelisting. Once confirmed the testing can begin.

***D2 Network Testing*** - Mr. Forlenza noted that D2 was contracted to provide external network scanning and penetration testing. He stated that the VSA service agreement was email to the members and must be signed and returned in order to begin testing. The IT Directors should NOT be signing this form; the individual with signing authority at the municipality should be signing this form. He also noted a “know your client” (KYC) form was also emailed and must be returned as well. Once these are received, the scanning and testing will begin. Please contact our office immediately if you are not showing as complete on page 88.

***Membership Renewals/Visitations*** – Mr. Forlenza stated that the 15 members listed are up for renewal January 1, 2023. He noted that they have begun meetings with the governing bodies to discuss their membership in the JIF. He stated that they will be speaking to the governing bodies regarding cyber hygiene as well. All renewal resolutions and agreements are due back to AJG by August 12, 2022.

***Fireworks Coverage Reminder*** – Mr. Forlenza stated that the MEL will provide coverage for fireworks coverage, but it is NOT automatic. Please see MEL Bulletin 2022-05 for an outline of the items that need to be completed prior to fireworks coverage being granted. Please do not wait until the last minute to apply for coverage.

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

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

Mr. Hirsch reported that the MEL audit was approved. He noted that the MEL and RCF reviewed their end of year financials in response to a multitude of unexpected factors impacting the Funds. He stated that the plan of risk management will be amended so the surplus trigger is not based on a percentage of its reserves and IBNR, but rather will be triggered if the statutory surplus is negative.

Mr. Hirsch asked Mr. Forlenza to send out a resolution to the members supporting CAP relief for insurance costs. This was sent out earlier this month. All members are asked to adopt and forward to their state legislators.

### ***SAFETY DIRECTOR'S REPORT***

Mr. Garish stated that the Safety Director's Report begins on page 99. He stated that the report is self-explanatory.

Mr. Garish stated that the loss control services and bulletins sent are listed in his report. He reminded members that these are also on the ACMJIF.org and MEL websites and can be viewed on 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 reported that for anyone holding axe throwing demonstrations with various vendors. He asked to make sure that have their insurance in place; indemnity agreements; inform your Risk Managers; and follow good practices. Please make sure the venue is fenced; no trip and fall hazards; limiting participants; and utilize his office for any safety concerns. He noted that MEL bulletin 22-05 has guidelines.

Mr. Garish encouraged all to do their monthly inspections on playgrounds and parks with the nice weather. He noted that his office is visiting members already for certain safety items.

Mr. Garish reminded members that the Annual Lifeguard Symposium will be held on June 28, 2022 in person in Ocean City library.

***Brigantine Skateboard Park – Authorization of Coverage***

Mr. Garish noted that Brigantine is in the process of updating its skateboard park and has done a wonderful job. The post construction survey was completed and almost ready to go. Mr. Forlenza stated that one component still outstanding is park supervision during regular hours which is set for adoption in July. He noted that the other item is sign placement.

Mr. Forlenza requested authorization to bind coverage for the park upon completion of these outstanding items.

Chair Craft entertained a motion to authorize the Executive Director to bind coverage for the Brigantine skateboard park upon completion of any outstanding items.

Motion by Mr. Wahl, seconded by Ms. Woods, authorize the Executive Director to bind coverage for the Brigantine skateboard park upon completion of any outstanding items as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Heather Sparks, **Commercial Twp.**  
Leigh Ann Napoli, **Linwood**  
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.

Mr. Forlenza 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 **May 31, 2022**. The reports were made part of the agenda packet beginning on page 102. He noted the following information:

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

<b>Member</b>	<b>5/31/2022 Unaudited(includes interest allocation)</b>
Buena Vista	0
Egg Harbor City	42,444.41
Hamilton Township	85,872.13
Hammonton Town	194,081.04
Lower Township	163,612.02
Middle Township	174,827.13
Mullica Township	27,990.38
Northfield	111,301.79
Pleasantville City	509.68
Port Republic	4,577.95
Upper Deerfield Township	74,271.88
Waterford Township	28,233.72
Upper Township	134,606.98
Stone Harbor	9,497.96
<b>Total</b>	<b>\$1,051,827.07</b>

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

	<b>May</b>	<b>YTD</b>
Subrogation Receipts	\$29,633.00	\$180,740.40
Other Receipts	\$1,800.00	\$25,906.00
Adjustment Receipts	\$126.00	\$2,658.50
Assessments	\$4,956,645.48	

***Claim Activity for the Period***

Claim activity for the month of **May** for claims paid by the Fund and claims payable by the Fund. Total of 354 checks issued; 1,042 claims payments in the amount of \$821,912.08 with effect on cash position of \$783,169.80.

***Cash Activity for the Period***

During the reporting month, the Fund's "Cash Position" changed from an opening balance in **May** of \$45,946,735.99 to a closing balance of \$48,687,977.15 showing an increase in the Fund of \$2,741,241.16.

***Investment Interest***

<b>Interest Income:</b>	<b>May</b>	<b>YTD</b>
JCMI	\$19,916.01	\$94,922.82
Treasury	\$19,519.09	\$138,958.47
Investors	\$5,161.73	\$22,033.06

***Rate of Return:*** Only interest as FROM ANALYSIS WORKSHEET 1.131%

***Allocation of Invested Funds***

<b>FUND</b>	<b>April Total</b>	<b>April Percentage</b>	<b>May Total</b>	<b>May Percentage</b>
Treasury	\$12,788,858.29	28%	\$12,816,467.36	26%
JCMI	\$19,762,431.52	43%	\$19,888,438.85	41%
Investors	\$13,395,446.18	29%	\$15,983,070.94	33%
<b>TOTALS</b>	\$45,946,735.99		\$46,687,977.15	

Mr. Hansen noted by the week's end he will be moving money from investors to treasury.

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

***Payment Register***

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

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

Motion by Mr. Wahl, seconded by Ms. Woods to approve the ***May 2022 Payment Register*** (Claims Activity) as submitted.

**ROLL CALL*****Yeas:***

Scott Wahl, **Avalon**  
 Heather Sparks, **Commercial Twp.**  
 Leigh Ann Napoli, **Linwood**  
 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 – June***

For the Executive Committee's consideration, Mr. Hansen presented the ***June 2022 Bill List*** in the amount of **\$294,667.67**.

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

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

Motion by Ms. Woods, seconded by Ms. Vitelli, to approve the ***June 2022 Bill List*** as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Heather Sparks, **Commercial Twp.**  
Leigh Ann Napoli, **Linwood**  
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.

***MISCELLANEOUS BUSINESS***

***Next Meeting***

Chair Craft reminded the members that the next meeting will be held on **Wednesday, July 20, 2022 at 3:00 PM at Avalon Community Hall, Avalon, NJ.**

***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. Wahl, to open the meeting to the public. All in favor. Motion carried.

***Resolution on CAP Relief*** - Mr. Forlenza stated that he emailed a sample resolution in order to support CAP relief for insurance costs. He asked that all members adopt this and forward to the state legislators. Legislation was introduced in the Senate and thus asking the members to support this process.

***Thanks*** – Mr. Forlenza extended a thank you to Kris Kristie for handling today's meeting in Tracy's absence.

***Close Public Comment***

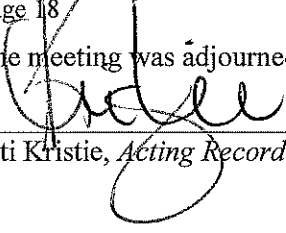
Chair Craft entertained a motion to close the public comment.

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

***MOTION TO ADJOURN***

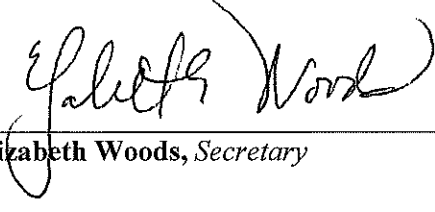
Motion by Ms. Woods, seconded by Mr. Wahl, to adjourn the June 15, 2022 meeting of the ACM JIF. All in favor. Motion carried.

The meeting was adjourned at 4:13 PM.



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Kristi Kristie, *Acting Recording Secretary* for



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**Elizabeth Woods**, *Secretary*