Atlantic County Municipal Joint Insurance Fund

Established in 1987

South Jersey Communities Securing Their Future

# AGENDA PACKET

## Wednesday, February 15, 2023 at 3:00 PM

**Via Zoom Conferencing**

https://us06web.zoom.us/j/83215802867

Meeting ID: 832 1580 2867

Telephone Access: 646-876-9923 US (New York)

***WWW.ACMJIF.ORG***

**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**
**February 15, 2023 – 3:00 PM**
**Via Zoom Conferencing**

# AGENDA

I. Meeting called to order by Chairman

II. Flag Salute

III. Statement of Compliance with Open Public Meetings Act
   A. Notice of this meeting was given by:
      1. Sending sufficient notice herewith to:
         ***a. The Press of Atlantic City***
         b. ***Courier Post***, Cherry Hill, New Jersey; and
      2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
      3. Posting notice on the public bulletin boards of all member municipalities.

IV. Roll Call
   A. Fund Commissioners
   B. Fund Professionals
   C. Risk Management Consultants

V. Move up Alternate Executive Committee Members (if necessary) – **Motion – All in Favor**

**Oaths of Office (administered by Fund Solicitor)**

VI. Approval of Minutes…….....Pages 1-19
   A. Adoption of the **January 18, 2023** minutes – **Motion – All in Favor**

VII. Closed Session Minutes
   A. Approval of the **January 18, 2023** Closed Session minutes – **Motion – All in Favor**
   The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has an opportunity to review them.

VIII. Closed Session – Resolution 2023- _____ Authorizing a Closed Session of the Atlantic County Municipal Joint Insurance Fund to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations **– Motion -Roll Call**

   A. Claims Review Committee Report – Closed Session Items
   B. Professionals' Reports
      1. Claims Administrator's Report
      2. Executive Director's Report
      3. Safety Director's Report
      4. Solicitor's Report

IX. Reopen Public Portion of Meeting – **Motion – All in Favor**

X. Authorization of Claims Payments – **Motion - Roll Call**

XI. Authorization to Abandon Subrogation (if necessary) – **Motion - Roll Call**

XII. Claims Review Committee Report: – Open Session Items – February 9, 2023……..…Shared Screen
   A. Motion to adopt a Revised Claims Review Committee Charter – **Motion-All in Favor**

XIII. Claims Administrator's Report
A. Lessons Learned from Losses …….....Page 20
XIV. Managed Health Care Report
A. ACMJIF Summary…….……Page 21
B. Average Days to Report…….……Page 22
C. Claims Reported by Type……..Page 23
D. Nurse Case Management Reports……...….……..Page 24
E. PPO Savings and Penetration Reports…….…....… .....Page 25
F. Top 10 Providers & Paid Provider by Specialty……....Page 26
G. Transitional Duty Report…… ……..….……Page 27
H. Prescription Benefit Program Report…….Page 28
I. Quick Notes……..……..Page 29

XV. Law Enforcement Risk Management
A. Report……....……Pages 30-32

XVI. Solicitor's Report
A. MEL Helpline and Contact List……..…….....Pages 33-35

XVII. Wellness Director Report
A. Wellness Report……..…….…..Page 36
B. In Good Health……..…….....Pages 37-47
C. Wear Red Day……...…….Pages 48-58
D. Police Pilot Coaching Program……..……Page 59

XVIII. Executive Director……..…..…...…..……...…..Pages 60-85
A. Lost Time Accident Frequency…….…….....Pages 64-65
B. Certificates of Insurance…….….Pages 66-67
C. Financial Fast Track Reports……...…….Page 68
D. Regulatory Filing Checklists……...…….…….....…..Pages 69-70
E. 2021 Safety Incentive Program……....……Page 71
F. 2023 Optional Safety Budget……..……...…….…….....…….....…..Page 72
G. 2023 Wellness Incentive……...…….....….…...……Page 73
H. 2023 EPL/Cyber Risk Management Budget…….….....….…....Page 74
I. EPL Compliance Status ……..…..……..…...……..……..…….....….....Handout
J. Statutory Bond Status……...…..……...….. ……...…..Pages 75-77
K. Skateboard Park Approval Status…….…...…...….....Page 78
L. Capehart Scatchard Updates……..……...….….....…....Pages 79-80
M. Monthly Calendars……..……...…...…....Pages 81-82
N. Elected Officials Training
O. Managerial & Supervisory Training
P. Police Command Staff Training
Q. Land Use Training Certification……..……...……...…....… .Page 83
R. Payroll Audit
S. Property Appraisals
T. Police Accreditation Announcement……Pages 84-85
U. 2023 Safety Breakfast
V. Safety, Claims & Wellness Coordinator Roundtable
W. Inclement Weather Policy
X. Website
Y. New Member Activity

XIX. Safety Director's Report
A. Activity Report …….……..…..... Pages 86-88

XX. Technology Risk Services Director's Report
A. Report…….…..…...Pages 89-92
B. Announcements……..……Pages 93-94

XXI. Treasurer's Report as of January 31, 2023….……...…….....…Pages 95-
A. Fund Status
B. Investment Report
C. Investment JCMI
D. Payment Register – **Motion to Approve - Roll Call**
E. February Bill List – **Motion to Approve – Roll Call**…….....……Page 168
F. RMC Bill List – **Motion to Approve – Roll Call**……..…….Page 169-173
G. Analysis of Non-Assessment Receipts

XXII. Committee Reports
Nothing to Report

XXIII. MEL/RCF/ CYBER JIF Reports
Nothing to Report

XXIV. Miscellaneous Business
A. Resolution 2023 - _____ Amending Resolution 2022-57 and Authorizing the Fund Chair and Fund Secretary to Execute a One Year Contract with D2 to Provide External Network Vulnerability Scanning and External Network Penetrating Testing to the Members of the Atlantic County Municipal Joint Insurance Fund Effective January 1, 2023 at a Cost Not to Exceed $135,019.00
**Motion – Roll Call**…….Pages 174-175

**The Next Meeting of the ACMJIF will be held on Wednesday, March 15, 2023 at 3:00 pm via Zoom Conferencing**

XXV. Public Comment
A. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
B. Motion to Close Meeting to Public Comment – **Motion - All in Favor**

XXVI. Motion to Adjourn Meeting **– All in Favor**

**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**
Atlantic County Library, 40 Farragut Ave, Mays Landing, NJ

January 18, 2023 at 3:00 PM

***OPEN SESSION MINUTES***

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The Reorganizational meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on January 18, 2023 at 3:00 PM, prevailing time at Atlantic County Library, 40 Farragut Ave, Mays Landing, NJ. Chair Jim 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**
Colin Smith, Alt, **Cape May City**
Heather Sparks, **Commercial Twp.**
LaVerne Kirn, **Corbin City**
Dawn Marie Bascelli, **Deerfield Twp.** (*arrived after roll call*)
Jessica Bishop, **Dennis Twp.**
Bob Campbell, **Downe Twp.**
Tom D'Intinio, *Representing*, **Egg Harbor Twp.**
Patricia Gatto, **Folsom Borough**
Alim Parks, Sr., **Galloway Twp.**
Shantele Pollock, *Representing*, **Hamilton Twp.**
Leigh Ann Napoli, **Linwood City** (*arrived after roll call*)
Karen Fournier, **Lower Twp.**
Lisa McLaughlin, **Margate City**
Varvara Keun, **Middle Twp.** (*arrived after roll call*)
Jared Marandino, **Newfield Borough**
Jennifer VanSant, **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**
Roy Spoltore, **Upper Deerfield Twp.**
Joe Iannuzzelli, Alt. **Ventnor City**

Michael Dougherty, **Waterford Twp.**
Carol Sabo, Alt., **West Cape May Borough**
DJ Ayres, **Weymouth Twp.**
Patricia Feketics, Alt., **Wildwood Crest**
Alex Bauer, **Woodbine Borough**

Absent Fund Commissioners:

Jessica Thompson, **Absecon City**
Mollye O'Neill, **Brigantine City**
Ed Grant, **Cape May Point**
Lekisha Roberson, **Estell Manor City**
Rich Hirsch, **Longport Borough**
Ray Compari, **Millville City**
Dawn Stollenwerk, **Mullica Twp.**
Gary DeMarzo, **Upper Twp.**
Elaine Crowley, **West Wildwood City**
Steve O'Connor, **Wildwood City**

Present Fund Professionals:

Paul A. Forlenza, MGA, Executive Director, *RPA a Division of Gallagher*
Kamini Patel, MBA, CIC, CPCU, AIDA ®, Program Director, *RPA a Division of Gallagher*
Tracy Forlenza, Recording Secretary
Christopher Roselli, Account Manager, *Qual-Lynx*
Karen Beatty, Client Services 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: None

Present Risk Management Consultants were:

Conner Strong & Buckelew
Hardenbergh Insurance
Glenn Insurance
Insurance Agencies Inc.
McMahon Agency, Inc.
William R. Mints Agency
Siracusa-Kauffman Insurance

Absent Risk Management Consultants were:
C. J. Adams Company
Assured Partners
Atlantic Associates
BCA Insurance
J. Byrne Agency, Inc.
Thomas Heist Insurance Agency
Marsh & McLennan Agency

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

### *APPROVAL OF MINUTES−OPEN SESSION*

Chair Craft entertained a motion to approve the meeting minutes of the December 21, 2022 Executive Committee Meeting.

Motion by Mr. Wahl, seconded by Ms. Woods, to approve the meeting minutes of the December 21, 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 December 21, 2022 Executive Committee meeting.

Motion by Ms. Bishop, seconded by Mr. Spoltore, to approve the Closed Session minutes of the December 21, 2022 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the December 21, 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.

### *ADJOURN THE SINE DIE MEETING*

Chair Craft entertained a motion to adjourn the Sine Die Meeting. Motion by Ms. Bishop, seconded by Ms. Woods to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Chair Craft passed the gavel to Mr. Forlenza, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2023 Fund Year has been completed.

Mr. Forlenza welcomed all in attendance to the *2023 Reorganization Meeting of the ACM JIF*. He then asked the Recording Secretary for a Roll Call of the 2023 Fund Commissioners

### *ROLL CALL of 2023 FUND COMMISSIONERS*

Those in attendance were:

Scott Wahl, **Avalon Borough**
Bill Nimohay **Buena Borough**
Colin Smith, Alt, **Cape May City**
Heather Sparks, **Commercial Twp.**
LaVerne Kirn, **Corbin City**
Dawn Marie Bascelli, **Deerfield Twp.** (*arrived after roll call*)
Jessica Bishop, *Fund Secretary*, **Dennis Twp.**
Bob Campbell, **Downe Twp.**
Tom D'Intinio, **Egg Harbor Twp.**
Patricia Gatto, **Folsom Borough**
Alim Parks, Sr., **Galloway Twp.**
Shantele Pollock, **Hamilton Twp.**
Leigh Ann Napoli, **Linwood City** (*arrived after roll call*)
Karen Fournier, **Lower Twp.**
Lisa McLaughlin, **Margate City**

Varvara Keun, **Middle Twp.** (*arrived after roll call*)
Jared Marandino, **Newfield Borough**
Jennifer VanSant, **North Wildwood City**
Mary Canesi, **Northfield City**
Liz Woods, *Fund Chair*, **Ocean City**
Skip Williams, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelsen, **Somers Point City**
Jim Craft, **Stone Harbor Borough**
Roy Spoltore, **Upper Deerfield Twp.**
Joe Iannuzzelli, Alt. **Ventnor City**
Michael Dougherty, **Waterford Twp.**
Carol Sabo, Alt., **West Cape May Borough**
DJ Ayres, **Weymouth Twp.**
Patricia Feketics, Alt., **Wildwood Crest**
Alex Bauer, **Woodbine Borough**

Absent Fund Commissioners:

Jessica Thompson, **Absecon City**
Mollye O'Neill, **Brigantine City**
Ed Grant, **Cape May Point**
Lekisha Roberson, **Estell Manor City**
Monica Kyle, **Longport Borough**
Ray Compari, **Millville City**
Dawn Stollenwerk, **Mullica Twp.**
Gary DeMarzo, **Upper Twp.**
Elaine Crowley, **West Wildwood City**
Steve O'Connor, **Wildwood City**

***ELECTION OF 2023 OFFICERS***

Mr. Forlenza presented for the membership's consideration the 2023 Nomination Slate. The Nominating Committee met in November and presented the Nomination Slate at the November and December Executive Committee Meetings. He noted the 2023 slate included:

| | | |
|---|---|---|
| Chair: | | **Elizabeth Woods,** City of Ocean City |
| Secretary: | | **Jessica Bishop**, Dennis Township |
| Executive Committee: | #1 | **Roy Spoltore,** Upper Deerfield Township |
| | #2 | **Lauren Vitelli**, West Cape May |
| | #3 | **Heather Sparks**, Commercial Township |
| | #4 | **Ed Grant,** Cape May Point |
| | #5 | **Scott Wahl**, Avalon Borough |
| Alternates: | #1 | **Varvara Keun**, Middle Township |
| | #2 | **Steve O'Connor**, City of Wildwood |

#3 **Dawn Marie Bascelli**, Deerfield Township

#4 **LaVerne Kirn**, Corbin City

#5 **Lisa McLaughlin,** City of Margate

#6 **DJ Ayers**, Weymouth Township

#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 2023 Executive Committee slate were received by the deadline. He then asked for a roll call vote for the election of a Fund Chairperson & Secretary for the 2023 Fund Year.

***Election of a Chairperson 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:***

Scott Wahl, **Avalon Borough**
Bill Nimohay **Buena Borough**
Colin Smith, Alt, **Cape May City**
Heather Sparks, **Commercial Twp.**
LaVerne Kirn, **Corbin City**
Dawn Marie Bascelli, **Deerfield Twp.**
Jessica Bishop, *Secretary*, **Dennis Twp.**
Bob Campbell, **Downe Twp.**
Tom D'Intinio, **Egg Harbor Twp.**
Patricia Gatto, **Folsom Borough**
Alim Parks, Sr., **Galloway Twp.**
Shantele Pollock, **Hamilton Twp.**
Leigh Ann Napoli, **Linwood City**
Karen Fournier, **Lower Twp.**
Lisa McLaughlin, **Margate City**
Varvara Keun, **Middle Twp.**
Jared Marandino, **Newfield Borough**
Jennifer VanSant, **North Wildwood**
Mary Canesi, **Northfield City**
Liz Woods, *Fund Chair*, **Ocean City**
Skip Williams, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelsen, **Somers Point City**
Jim Craft, **Stone Harbor Borough**
Roy Spoltore, **Upper Deerfield Twp.**
Joe Iannuzzelli, Alt. **Ventnor City**
Michael Dougherty, **Waterford Twp.**
Carol Sabo, Alt., **West Cape May**
DJ Ayres, **Weymouth Twp.**
Patricia Feketics, Alt., **Wildwood Crest**
Alex Bauer, **Woodbine Borough**

***Nays:*** None

***Abstained:*** None

All in favor. Motion carried by unanimous vote.

***Election of an Executive Committee and Alternates***

Mr. Forlenza asked for a Roll Call Vote of the full membership for an *Election of an Executive Committee and Alternates* as presented.

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

Scott Wahl, **Avalon Borough**
Bill Nimohay **Buena Borough**
Colin Smith, Alt, **Cape May City**
Heather Sparks, **Commercial Twp.**
LaVerne Kirn, **Corbin City**
Dawn Marie Bascelli, **Deerfield Twp.**
Jessica Bishop, *Secretary*, **Dennis Twp.**
Bob Campbell, **Downe Twp.**
Tom D'Intinio, **Egg Harbor Twp.**
Patricia Gatto, **Folsom Borough**
Alim Parks, Sr., **Galloway Twp.**
Shantele Pollock, **Hamilton Twp.**
Leigh Ann Napoli, **Linwood City**
Karen Fournier, **Lower Twp.**
Lisa McLaughlin, **Margate City**
Varvara Keun, **Middle Twp.**
Jared Marandino, **Newfield Borough**
Jennifer VanSant, **North Wildwood**
Mary Canesi, **Northfield City**
Liz Woods, *Fund Chair*, **Ocean City**
Skip Williams, **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelsen, **Somers Point City**
Jim Craft, **Stone Harbor Borough**
Roy Spoltore, **Upper Deerfield Twp.**
Joe Iannuzzelli, Alt. **Ventnor City**
Michael Dougherty, **Waterford Twp.**
Carol Sabo, Alt., **West Cape May**
DJ Ayres, **Weymouth Twp.**
Patricia Feketics, Alt., **Wildwood Crest**
Alex Bauer, **Woodbine Borough**

***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 2023 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 Woods, Ocean City, to conduct the 2023 Reorganization Meeting of the Fund.

Chair Woods took over the meeting and presented the Organizational Resolutions for 2023.

***MOVE UP ALTERNATES***

In absence of Ms. Vitelli, West Cape May, and Mr. Grant, Cape May Point, Chair Woods moved up Executive Committee Alternates Ms. Kirn, Corbin and Ms. McLaughlin, Margate, for voting purposes.

Motion by Ms. Bishop, seconded by Mr. Spoltore, to move alternate(s) as presented. All in Favor. Motion carried by unanimous vote.

Chair Woods welcomed all the 2023 Fund Commissioners.

***ORGANIZATIONAL RESOLUTIONS***

The following 2023 Organizational Resolutions were presented for adoption by Chair Woods:

Resolution 2023-01 − Confirming the Election of a Chairman and Secretary

Resolution 2023-02 − Confirming the Election of an Executive Committee and Alternates

Resolution 2023-03 − Appointing Professional Staff

Resolution 2023-04 − Approving Defense Counsel and Approved Associates

Resolution 2023-05 − Recommending the EPL/POL Defense Panel

Resolution 2023-06 − Appointing Joseph Nardi, III, Esquire as Conflict Solicitor

Resolution 2023-07 − Adopting Cash and Investment Policy

Resolution 2023-08 − Adopting Procedures in Compliance with the Open Public Meetings Act

Resolution 2023-09 − Adopting Fiscal Policies and Procedures

Resolution 2023-10 − Adopting Administrative Policies and Procedures

Resolution 2023-11 − Designating the Executive Director as Public Agency Compliance Officer

Resolution 2023-12 − Adopting and Establishing a Conflict of Interest Policy

Resolution 2023-13 − Establishing a Fund Records Program

Resolution 2023-14 − Establishing a 2023 Plan of Risk Management /Committee Charters

Resolution 2023-15 – Designation of Certifying and Approving Officer for Payment of Claims

Chair Woods entertained a motion to adopt the *Organizational Resolutions 2023-01* through *2023-15* as presented.

Motion by Mr. Wahl, seconded by Ms. Bishop to adopt *Organizational Resolutions 2023-01* through *2023-15*.

**ROLL CALL** ***Yeas:*** Scott Wahl, **Avalon**

| | | |
|---|---|---|
| | | Heather Sparks, **Commercial** |
| | | LaVerne Kirn, **Corbin City** |
| | | Jessica Bishop, Sec., **Dennis Twp.** |
| | | Lisa McLaughlin, **Margate** |
| | | Liz Woods, *Chair*, **Ocean City** |
| | | Roy Spoltore, **Upper Deerfield Twp.** |
| | ***Nays:*** | None |
| | ***Abstain:*** | None |

Motion carried by unanimous vote.

***Resolution 2023-16 Travel Expenses***

Chair Woods entertained a motion to adopt Resolution 2023-16 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA and AGRIP Conferences as presented.

Motion by Mr. Spoltore, seconded by Ms. Bishop to adopt Resolution 2023-16 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA and AGRIP Conferences.

| | | |
|---|---|---|
| **ROLL CALL** | ***Yeas:*** | Scott Wahl, **Avalon** |
| | | Heather Sparks, **Commercial** |
| | | LaVerne Kirn, **Corbin City** |
| | | Jessica Bishop, Sec., **Dennis Twp.** |
| | | Lisa McLaughlin, **Margate** |
| | | Liz Woods, *Chair*, **Ocean City** |
| | | Roy Spoltore, **Upper Deerfield Twp.** |
| | ***Nays:*** | None |
| | ***Abstain:*** | None |

Motion carried by unanimous vote.

***CLOSED SESSION - RESOLUTION #2023-17***

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 Woods entertained a motion to adopt Closed Session Resolution 2023-17.

Motion by Ms. Bishop, seconded by Ms. Sparks, to adopt Resolution 2023-17 as presented.

| | | |
|---|---|---|
| **ROLL CALL** | ***Yeas:*** | Scott Wahl, **Avalon** |
| | | Heather Sparks, **Commercial** |
| | | LaVerne Kirn, **Corbin City** |
| | | Jessica Bishop, Sec., **Dennis Twp.** |
| | | Lisa McLaughlin, **Margate** |
| | | Liz Woods, *Chair*, **Ocean City** |
| | | Roy Spoltore, **Upper Deerfield Twp.** |
| | ***Nays:*** | None |
| | ***Abstain:*** | None |

Motion carried by unanimous vote.

***REOPEN PUBLIC PORTION OF THE MEETING***

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

Motion by Mr. Wahl, seconded by Ms. Bishop, 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 Woods asked if there were any questions at this time. No questions were entertained.

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

Motion by Ms. Bishop, seconded by Ms. Sparks to approve the claims payments as discussed in Closed Session.

They are as follows:

**December 2022 PARs:**

| ***Workers´Compensation*** | ***General Liability*** | ***Property*** |
|---|---|---|
| 2021237391 | 2020184706 | 2023277849 |
| 2021229484 | 2020199560 | |
| 2023282696 | | |
| 2023278204 | | |
| 2022276947 | | |
| 2023288245 | | |
| 2023290740 | | |
| 2023287946 | | |
| 2021223379<br>MLT-2021223347 | | |
| 2023283146 | | |
| 2023284676 | | |
| 2023281419 | | |
| 2021241440 | | |

| | | |
|---|---|---|
| **ROLL CALL** | ***Yeas:*** | Scott Wahl, **Avalon**<br>Heather Sparks, **Commercial**<br>LaVerne Kirn, **Corbin City**<br>Jessica Bishop, Sec., **Dennis Twp.**<br>Lisa McLaughlin, **Margate**<br>Liz Woods, *Chair*, **Ocean City**<br>Roy Spoltore, **Upper Deerfield Twp.** |
| | ***Nays:*** | None |
| | ***Abstain:*** | None |

Motion carried by unanimous vote.

***ABANDON SUBROGATION***

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

| **Qual-Lynx Files** |
|---|
| 2022244916 |
| 2021222460 |

| |
|---|
| 2022252440 |
| 2022249502 |
| 2022242251 |

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

| | | |
|---|---|---|
| **ROLL CALL** | ***Yeas:*** | Scott Wahl, **Avalon**<br>Heather Sparks, **Commercial**<br>LaVerne Kirn, **Corbin City**<br>Jessica Bishop, Sec., **Dennis Twp.**<br>Lisa McLaughlin, **Margate**<br>Liz Woods, *Chair*, **Ocean City**<br>Roy Spoltore, **Upper Deerfield Twp.** |
| | ***Nays:*** | None |
| | ***Abstain:*** | None |

Motion carried by unanimous vote.

### *CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS*

Chair Woods noted that there was nothing for open session.

### *CLAIMS ADMINISTRATOR'S REPORT*

Mr. Roselli thanked the members for the reappointment of Qual-Lynx.

***Lessons Learned from Losses – January***

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on Transitional Duty. He asked members to review the bulletin in the agenda.

Mr. Roselli asked the members to review the bulletin as transitional duty is a huge cost savings measure. He noted that some judges use the amount of time the employee is out as a measure of the significance of the injury. He noted that it is also a morale booster both to the employees remaining in the office and the employee who is out. He also noted that never to make the transitional duty punitive.

Mr. Roselli reminded the members that there is a Sample Transitional Duty Job Bank on the JIF website under the Claims tab which has a lot of information. He also reported that 2022 was slightly better than in 2021 for transitional duty.

The remainder of the Claims Administrator's report was provided in Closed Session.

### *MANAGED HEALTH CARE REPORT*

Ms. Beatty thanked the members for her reappointment.

***Lost Time v. Medical Only Cases***

Ms. Beatty presented the ACM JIF Lost Time v. Medical Only Cases (Intake Report).

| | ***Dec*** | ***YTD*** |
|---|---|---|
| *Total Intakes (New Claims)* | *60* | *950* |
| *Report Only* | *27* | *395* |
| *Report Only % of Total* | *45%* | *42%* |
| *Medical Only* | *29* | *409* |
| *Lost Time* | *4* | *142* |
| *Medical Only/Lost Time Ratio* | *87:13* | *74:26* |
| *Occupational, Claim Petition, Cancer Presumption* | *0* | *4* |
| *COVID-19* | *16* | *191* |
| *Average Days to Report to QL* | *6.0* | *5.4* |
| *Average Days to Report to employer* | *0.4* | *0.7* |

***PPO Penetration Report:***

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

| ***PPO Penetration Rate*** | ***Dec*** | ***YTD*** |
|---|---|---|
| *Bill Count* | 426 | 6,047 |
| *Original Provider Charges* | $659,194 | $7,753,934 |
| *Re-priced Bill Amount* | $187,865 | $2,661,775 |
| *Savings* | $471,329 | $5,092,159 |
| *% of Savings* | 72% | 66% |
| *Participating Provider Penetration Rate- Bill count* | 91% | 93% |
| *Participating Provider Penetration Rate-Provider Charges* | 95% | 94% |
| *EPO Penetration Rate – Bill Count* | 95% | 93% |
| *EPO Penetration Rate –Provider Charges* | 98% | 96% |

***Transitional Duty Report***

Ms. Beatty presented the *Transitional Duty reports*.

| ***Transitional Duty Summary Report*** | ***YTD*** |
|---|---|
| *Transitional Duty Days Available* | 7,748 |
| *Transitional Duty Days Worked* | 5,854 |
| *% of Transitional Duty Days Worked* | 76% |
| *Money Saved by Accommodating* | $600,137 |
| *Transitional Duty Days NOT Accommodated* | 1,894 |
| *% of Transitional Duty Days NOT Accommodated* | 24% |
| *Cost of Days NOT Accommodated* | $190,653 |

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 thanked the members for his reappointment.

Mr. Winter noted his report outlines activity for the month on page 261. He stated that Policy and Procedure requests have been received and documents have been forwarded to requesting agencies.

Mr. Winter stated that the seminar on *Managing Aggressive Behavior* is scheduled for January 26, 2023 at Cape May County Police Academy from 8:30am-12pm.

Mr. Winter asked that members alert him of any changes/retirements of police chiefs or Fund Commissioners.

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

## *SOLICITOR'S REPORT*

Mr. DeWeese thanked the members for the reappointment of his firm.

### *Closed Claims*

Mr. DeWeese noted that there were two (2) cases closed since his last report.

### *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 individuals listed is accurate. The resolution to make changes is on the ACM JIF website.

### *Trial Outcome*

Mr. DeWeese reported on a trial that was held last week involving the City of Wildwood with Defense Attorney Mr. Birchmeier, Esquire. The case involved a man that suffered a heart attack in his home and emergency services were sent out. He had suffered a heart attack and later died at hospital. The allegations against Wildwood were an extended response time, reckless and negligent actions. No settlement offers were made. He noted the case was ongoing for 8 years. The trial lasted four days and verdict was for the defense with no payment to the plaintiff.

### *GL Cases*

Mr. DeWeese noted that there are currently 94 active GL cases. If you would like your member files sent to you, please contact Mr. DeWeese's office.

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

## *COMMITTEE REPORTS*

### *Committee Chairs Meeting - 2023 Committee Assignments*

Chair Woods noted that the Committee Chairs meeting was held on January 9, 2023 via Zoom and the minutes are in the agenda packet. She noted the Committee discussed the makeup of each sub-committee and selected representatives for the 2023 Fund Year based upon preferences of each Fund Commissioner and the needs of the Fund. Risk Managers were also assigned to various committees. She noted that the chairs are as follows: Mary Canesi, Claims Review Committee; Kellie Seib, Coverage Committee; Varvara Keun, EPL & Technology Liability Committee; Dawn Stollenwerk, Finance Committee; LaVerne Kirm, Strategic Planning Committee; and Scott Wahl, Safety Committee. She asked members to please review the committee assignments and any changes should be emailed to the Executive Director's office and to her as well. No questions were entertained.

***WELLNESS DIRECTOR REPORT***

Ms. Simone thanked the members for her reappointment.

Ms. Simone stated that her report is included in the agenda packet. She encouraged the members to read through her materials beginning on page 122 and share it with the employees.

Ms. Simone stated that she will hold a Wellness Advisory Committee meeting on February 21, 2023 at 9:30am via zoom in conjunction with BURLCO and TRICO JIFs. She noted a Brainstorming Session with be held sometime in June or July as well as two wellness webinars.

Ms. Simone updated the members on Dr. Elias, Transformational Leadership Group Coaching program for Law Enforcement has 15 spots remaining. She stated that this was held in 2021 and had positive feedback from attendees. She encouraged law enforcement personnel to take this training.

Ms. Simone noted that the newsletter format has changed for 2023 and encouraged members to read it.

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, 2023 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 balances for 2022 are listed in the agenda. Members must claim the funds by February 1, 2023. No reminders will be sent.

***MEL Cyber Risk Management Plan Compliance Status*** – Mr. Forlenza reported that on pages 142-143 is the status of each member in regards to version 2 of the Risk Management Program. He noted that all members will need to adhere to the new standards for compliance by the end of 2023. He noted that Ed Cooney sent information outlining the new program to all members approximately one week ago. He further stated that in order to receive compensation for any cyber related crimes that occurred, you must prove that your municipality was compliant at the time of the incident.

***Statutory Bonds*** - Mr. Forlenza noted that there are statutory positions that require individual bonds so please review the checklist on pages 144-146 as it is the individual, not the position, which is bonded. Please review list to see if your new employees are listed. He noted that everyone with questions to please contact the MEL underwriter, Ed Cooney, with questions at ecooney@connerstrong.com.

***Elected Officials Training*** – Mr. Forlenza noted that a copy of the email for Elected Officials training is on page 153. There are five sessions planned; 2 virtual and 3 in person. The MEL will reduce each member's 2023 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 2023 MEL Assessment.

***WIZER Cyber Hygiene Training –*** Mr. Forlenza reported that last month the Fund approved a one year contract extension with Wizer for cyber hygiene training. He noted the next training session will be launching within the next month. He requested that any new individuals need to be sent to Ms. Patel in his office.

***D2 Network Testing*** – Mr. Forlenza reported that last month the Fund approved a one year contract extension with D2 for network testing. He stated that Ms. Patel sent an email to all members requesting they confirm your contact person for D2 so any vulnerability can be addressed immediately.

***RMC Resolutions and Agreements*** – Mr. Forlenza noted that the RMC resolutions and agreements for 2023 were emailed in mid-October to all Risk Managers and Fund Commissioners. Agreements need to be executed for each member for the 2023 Fund Year. The first payment to Risk Management Consultants is scheduled for February 2023 so all executed documents must be submitted before payment can be made. Please send all forms to Tracy_Forlenza@RPAdmin.com.

***2023 First Installment Billing*** – Mr. Forlenza stated that all 2023 first installment billings were sent via email last week in December 2022. All payments are due by February 15, 2023.

***2022 Attendance*** – Mr. Forlenza noted that page 160 holds the report for 2022 attendance. Please make sure it is accurate.

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

***MEL/RCF/CYBER REPORTS***

Ms. Seib noted that the MEL report begins on page 161. She asked the members to please review the agenda for her report. She noted that the reorganization meetings were held on January 5, 2023. She highlighted the following: Mr. Semrau successfully negotiated a settlement with Safety National for the COVID claims. The MEL and RCF appointed their Executive Committee and various other committees.

***Cyber JIF*** – Ms. Seib attended the first Cyber JIF meeting via zoom. They elected officers and adopted reorganizational resolutions. She noted all 19 MEL JIFs have joined the Cyber JIF. She noted that the MEL webpage has been updated to reflect the changes in coverage and compliance program. Quotes for a separate website will be obtained. The next meeting will be February 10, 2023.

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

***SAFETY DIRECTOR'S REPORT***

Mr. Garish thanked the members for the reappointment of J.A. Montgomery.

Mr. Garish stated that the Safety Director's Report begins on page 172. 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. They are experiencing some issues between the app and Apple phones, but are working through them.

Mr. Garish stated that there is a training guide by department on the J.A. Montgomery website. He also reported that they recently revamped their MSI LIVE and MSI NOW and if anyone is experiencing difficulties, please reach out to him.

Mr. Garish stated that any one wants to meet for specific questions, please contact his office.

Mr. Garish reminded the members to please make certain their 300A logs are displayed as OSHA can come any time.

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

***TREASURER'S REPORT***

Mr. Hansen thanked the members for his reappointment.

**Reports**
Mr. Hansen presented the Treasurer's Report for the period ending **December 31, 2022.** The reports were made part of the agenda packet beginning on page 175. He noted the following information:

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

| Member | 12/31/2022 AUDITED(includes interest allocation) |
|---|---|
| Egg Harbor City | 43,099.09 |
| Hamilton Township | 87,196.65 |
| Hammonton Town | 197,074.61 |
| Lower Township | 166,135.62 |
| Middle Township | 177,523.73 |
| Mullica Township | 28,422.11 |
| Northfield | 113,018.55 |
| Pleasantville City | 517.54 |
| Upper Deerfield Township | 75,417.48 |
| Waterford Township | 28,669.20 |
| Upper Township | 184,042.00 |
| Stone Harbor | 9,644.46 |
| **Total** | **$1,110,761.05** |

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

| | December | YTD |
|---|---|---|
| Subrogation Receipts | $19,342.95 | $347,382.22 |
| Adjustment Receipts | $681.00+<1,500> | $51,917.26 |
| Other | $4,275+1,500 | $33,181 |

***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 327 checks issued; 974 claims payments in the amount of $735,547.12 with effect on cash position of $695,589.91.

***Cash Activity for the Period***

During the reporting month, the Fund′s ″Cash Position″ at month end (December) was $47,017,369.53.

***Investment Interest***

| Interest Income: | December | YTD |
|---|---|---|
| JCMI | $28,239.94 | $258,688.83 |
| Treasury | $84,422.76 | $392,126.46 |
| Investors | $15,211.60 | $81,531.77 |

***Rate of Return:*** Only interest FROM ANALYSIS WORKSHEET December 3.187%

***Allocation of Invested Funds***

| FUND | November Total | November Percentage | December Total | December Percentage |
|---|---|---|---|---|
| Treasury | $21,924,749.12 | 45% | $22,024,662.18 | 47% |
| JCMI | $19,365,633.21 | 39% | $19,396,231.79 | 41% |
| Investors | $7,987,239.18 | 16% | $5,596,475.56 | 12% |
| **TOTALS** | $49,277,621.51 | | $47,017,369.53 | |

Mr. Hansen noted that the JCMI interest is improving. He asked if there were any questions. No questions were entertained.

***Payment Register***

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

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

Motion by Ms. Bishop, seconded by Mr. Spoltore to approve the ***December 2022 Payment Register*** (Claims Activity) as submitted.

| | | |
|---|---|---|
| **ROLL CALL** | ***Yeas:*** | Scott Wahl, **Avalon**<br>Heather Sparks, **Commercial**<br>LaVerne Kirn, **Corbin City**<br>Jessica Bishop, Sec., **Dennis Twp.**<br>Lisa McLaughlin, **Margate**<br>Liz Woods, *Chair*, **Ocean City**<br>Roy Spoltore, **Upper Deerfield Twp.** |
| | ***Nays:*** | None |
| | ***Abstain:*** | None |

Motion carried by unanimous vote.

***Bill List – January***

For the Executive Committee's consideration, Mr. Hansen presented the ***January 2023 Bill List*** in the amount of **$1,855,778.52**.

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

Chair Woods entertained a motion for approval of the ***January 2023 Bill List***.

Motion by Mr. Wahl, seconded by Mr. Spoltore, to approve the ***January 2023 Bill List*** as presented.

| | | |
|---|---|---|
| **ROLL CALL** | ***Yeas:*** | Scott Wahl, **Avalon** |
| | | Heather Sparks, **Commercial** |
| | | LaVerne Kirn, **Corbin City** |
| | | Jessica Bishop, Sec., **Dennis Twp.** |
| | | Lisa McLaughlin, **Margate** |
| | | Liz Woods, *Chair*, **Ocean City** |
| | | Roy Spoltore, **Upper Deerfield Twp.** |
| | ***Nays:*** | None |
| | ***Abstain:*** | None |

Motion carried by unanimous vote.

***MISCELLANEOUS BUSINESS***

***Resolution 2023-18 Authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with North Shore Risk for Claim Audit***

Chair Woods entertained a motion for adoption of Resolution 2023-18 authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with North Shore Risk Consulting to complete a claims audit effective January 1, 2023 at a cost not to exceed $46,080.

Motion by Ms. Bishop, seconded by Mr. Spoltore, to adopt resolution 2023-18 authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with North Shore Risk Consulting to complete a claims audit effective January 1, 2023 at a cost not to exceed $46,080 as presented.

| | | |
|---|---|---|
| **ROLL CALL** | ***Yeas:*** | Scott Wahl, **Avalon** |
| | | Heather Sparks, **Commercial** |
| | | LaVerne Kirn, **Corbin City** |
| | | Jessica Bishop, Sec., **Dennis Twp.** |
| | | Lisa McLaughlin, **Margate** |
| | | Liz Woods, *Chair*, **Ocean City** |
| | | Roy Spoltore, **Upper Deerfield Twp.** |
| | ***Nays:*** | None |
| | ***Abstain:*** | None |

Motion carried by unanimous vote.

***Resolution 2023-19 Authorizing the Release of Lower Township AELCF***

Chair Woods entertained a motion for adoption of Resolution 2023-19 authorizing the release of $166,135.62 of Lower Township's share of their AELCF.

Motion by Mr. Wahl, seconded by Chair Woods, to adopt resolution 2023-19 authorizing the release of $166,135.62 of Lower Township's share of their AELCF as presented.

| | | |
|---|---|---|
| **ROLL CALL** | ***Yeas:*** | Scott Wahl, **Avalon**<br>Heather Sparks, **Commercial**<br>LaVerne Kirn, **Corbin City**<br>Jessica Bishop, Sec., **Dennis Twp.**<br>Lisa McLaughlin, **Margate**<br>Liz Woods, *Chair*, **Ocean City**<br>Roy Spoltore, **Upper Deerfield Twp.** |
| | ***Nays:*** | None |
| | ***Abstain:*** | None |

Motion carried by unanimous vote.

***Motion to Adopt a Revised Fund Professional Evaluation Policy***

Chair Woods entertained a motion to adopt a revised Fund Professional Evaluation Policy.

Motion by Ms. Bishop, seconded by Mr. Spoltore, to adopt a revised Fund Professional Evaluation Policy as presented. All in favor. Motion carried.

***EPL & TECHNOLOGY LIABILITY COMMITTEE***

Ms. Keun noted that the EPL & Technology Liability Committee met and discussed the RFP responses for the Technology Risk Services Director. The minutes were a handout this evening. She reminded the members that the first RFP responses were rejected in November and a new RFP was issued in December. Two responses were received and reviewed. A lengthy discussed was held regarding experience and pricing of each vendor. The Committee recommended that Wintsec Consulting LLC be awarded the contract for 2023 beginning February 1, 2023. She noted that a six-month evaluation would be done.

Ms. Keun asked if there were any questions. No other questions were entertained.

***Resolution 2023-20 Appointing Wintsec Consulting LLC as the Technology Risk Services Director effective February 1, 2023 at a cost NTE $53,488.***

Chair Woods entertained a motion for adoption of Resolution 2023-20 Appointing Wintsec Consulting LLC as the Technology Risk Services Director effective February 1, 2023 at a cost NTE $53,488.

Motion by Mr. Wahl, seconded by Ms. Bishop, to adopt Resolution 2023-20 Appointing Wintsec Consulting LLC as the Technology Risk Services Director effective February 1, 2023 at a cost NTE $53,488 as presented.

| | | |
|---|---|---|
| **ROLL CALL** | ***Yeas:*** | Scott Wahl, **Avalon**<br>Heather Sparks, **Commercial**<br>LaVerne Kirn, **Corbin City**<br>Jessica Bishop, Sec., **Dennis Twp.** |

| | |
|---|---|
| | Lisa McLaughlin, **Margate** |
| | Liz Woods, *Chair*, **Ocean City** |
| | Roy Spoltore, **Upper Deerfield Twp.** |
| ***Nays:*** | None |
| ***Abstain:*** | None |

Motion carried by unanimous vote.

***Resolution 2023-21 Honoring James Craft***

Chair Woods read Resolution 2023-21 into the minutes and she entertained a motion to Adopt *Resolution 2023-21 Honoring James Craft* as outgoing Fund Chair as presented.

Motion by Mr. Spoltore, seconded by Mr. Wahl, to Adopt *Resolution 2023-21 Honoring James Craft* as outgoing Fund Chair as presented. All in Favor. Motion carried.

***Next Meeting***

Chair Woods reminded the members that the next meeting will be held on **Wednesday, February 15, 2023 at 3:00 PM** via ZOOM conferencing.

***PUBLIC COMMENT***

***Open Public Comment***

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

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

***Close Public Comment***

Chair Woods entertained a motion to close the public comment.

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

Prior to adjourning the meeting, Mr. DeWeese swore in two Executive Committee members and an Alternate Executive Committee member that arrived late to meeting.

***MOTION TO ADJOURN***

Motion by Ms. Bishop, seconded by Chair Woods, to adjourn the January 18, 2023 meeting of the ACM JIF. All in favor. Motion carried.

The meeting was adjourned at 4:15 PM.

_____ _____

Tracy Forlenza, *Recording Secretary* for **Jessica Bishop,** *Secretary*

# LESSONS LEARNED FROM LOSSES
## MONTHLY NEWSLETTER – FEBRUARY 2023

# SURVEILLANCE/SOCIAL MEDIA

- SURVEILLANCE CAN BE EXPENSIVE ($650-$900 PER DAY) BUT GIVEN THE PROPER INFORMATION, IT CAN BE A VALUABLE TOOL TO REDUCE THE COST OF WORKERS' COMPENSATION CLAIMS.
- WE ALSO UTILIZE SOCIAL MEDIA SEARCHES WHICH CAN PROVIDE INFORMATION THAT CAN HELP US REDUCE COSTS AND GET EMPLOYEES BACK TO WORK.
- PLEASE LET US KNOW IF YOU OR YOUR STAFF MAY BE QUESTIONING THE INJURIES CLAIMED OR THE MECHANISM OF INJURY.
- OUR ADJUSTERS ARE TRAINED TO RECOGNIZE RED FLAGS ENCOUNTERED OVER THE COURSE OF THEIR INVESTIGATION,, BUT WHAT CAN YOU DO OR LOOK OUT FOR?
- DOES THIS EMPLOYEE HAVE SECONDARY EMPLOYMENT OR A SIDE BUSINESS?
- DID YOU OR ANOTHER EMPLOYEE SEE SOMETHING ON SOCIAL MEDIA? SCREENSHOT IT!
- DID YOU HEAR INTERNAL RUMBLINGS ABOUT SOMEONE NOT BEING TRUTHFUL ABOUT SOME ASPECT OF THEIR CLAIM?
- HAS THE CLAIMS COORDINATOR SPOKEN WITH THE EMPLOYEE'S SUPERVISOR?

Municipal Joint Insurance Fund
South Jersey Communities Securing Their Future

Qual-lynx.com QUAL-LYNX

Atlantic County Municipal JIF
Managed Care Summary Report
2023

| Intake | January-23 | January-22 | 2023 January YTD | 2022 January YTD |
|---|---|---|---|---|
| # of New Claims Reported | 64 | 151 | 64 | 151 |
| # of Report Only | 31 | 49 | 31 | 49 |
| % Report Only | 48% | 32% | 48% | 32% |
| # of Medical Only | 30 | 96 | 30 | 96 |
| # of Lost Time | 3 | 6 | 3 | 6 |
| Medical Only to Lost Time Ratio | 91:09 | 94:06 | 91:09 | 94:06 |
| Claim Petition First Notice | 0 | 0 | 0 | 0 |
| COVID-19 | 5 | 92 | 5 | 92 |
| Average Days Reported To Qual-Lynx (Indemnity, Medical Only, Report Only) | 5.7 | 5.1 | 5.7 | 5.1 |
| Average Days Reported to Employer (Indeminty, Medical Only, Report Only) | 1.4 | 3.5 | 1.4 | 3.5 |

| Nurse Case Management | January-23 | January-22 |
|---|---|---|
| # of Cases Assigned to Case Management | 99 | 108 |
| # of Cases > 90 days | 84 | 92 |

| Savings | January-23 | January-22 | 2023 January YTD | 2022 January YTD |
|---|---|---|---|---|
| Bill Count | 424 | 394 | 424 | 394 |
| Provider Charges | 428,838 | $432,608 | 428,838 | $432,608 |
| Repriced Amount | 136,205 | $128,884 | 136,205 | $128,884 |
| Savings $ | 292,633 | $303,724 | 292,633 | $303,724 |
| % Savings | 68% | 70% | 68% | 70% |

| QualCare Network Provider Penetration Rate | January-23 | January-22 | 2023 January YTD | 2022 January YTD |
|---|---|---|---|---|
| Bill Count | 94% | 93% | 94% | 93% |
| Provider Charges | 96% | 96% | 96% | 96% |

| Exclusive Provider Panel Penetration Rate | January-23 | January-22 | 2023 January YTD | 2022 January YTD |
|---|---|---|---|---|
| Bill Count | 97% | 92% | 97% | 92% |
| Provider Charges | 99% | 97% | 99% | 97% |

| Transitional Duty Summary | | | 2023 January YTD | 2022 January YTD |
|---|---|---|---|---|
| % of Transitional Duty Days Worked | | | 64% | 84% |
| $ Saved By Accommodating | | | $38,969 | $60,246 |
| % of Transitional Duty Days Not Accommodated | | | 36% | 16% |
| Cost Of Days Not Accommodated | | | $22,695 | $10,281 |

**DATE**: February 06,2023

**TO:** The Members of the Executive Board of the Atlantic County Municipal JIF

**FROM:** Christopher J. Winter L/E Risk Management Consultant

**RE**: ACM Activities (January)

**1. Policy/Procedures**: Policy and Procedure requests have been received and will be forwarded to requesting agencies that will contain current L/E best practices, NJ AG Guideline and L/E Accreditation requirements.

**2. Training**: The Management of Aggressive Behavior class (MOAB) was conducted on 01/26/2023 at the Cape May County Police Academy. A course evaluation summary was provided to all Fund Commissioners on 1/30/2023. A Report Writing class is being prepared for future training at this time. Notice will be provided at a later date.

**3. Law Enforcement Bulletins / Newsletters**: L/E Bulletin 23-01 pertaining to Random Drug Testing was distributed to all ACM Police Agencies as a reminder of the New Jersey Attorney General revisions on this process which is attached to this report.

**4. Meetings Attended**:

| | |
|---|---|
| ACM Executive Claim Meeting | 01/12/2023 |
| ACM Executive Meeting | 01/18/2023 |

Respectfully Submitted,

Christopher J. Winter Sr. CPM
Law Enforcement Risk Management Consultant
ACM, BURLCO, and TRICO JIF

609-780-4769
chriswinter1429@gmail.com

**TO:** All ACM JIF Police Departments

**FROM** Christopher J. Winter, L/E Risk Management Consultant

**DATE:** January 31, 2023

**SUBJECT:** Mandatory Random Drug Testing Program

**L/E Bulletin :** 23-01

DISCUSSION: As you know, the New Jersey Attorney General made modifications to the random drug testing program in March 2020 at the height of the COVID-19 pandemic response (AG Directive 2020-02). This was done in an effort to ease the administrative burden on L/E agencies by delaying certain statewide reporting, training and certification deadlines, so modifications were made to the AG Drug Testing Policy. Additionally, this was done again in 2021 due to the New Jersey Cannabis Regulatory, Enforcement Assistance and Modernization Act (CREAMMA). The following information is provided regarding Random Drug Testing as a reminder to police agencies for 2023.

- Every agency is required to test at least **10 percent** of its officers at least **four times** over a **two year period** between January 1, 2022 and December 31, 2023.

- At least two random tests must be conducted during the period from January 1, 2022 to March 31, 2023. Each test must include at least **10** percent of the total number of sworn officers within the agency and every officer having equal chance of selection during each test. Basically, the two random test requirements for 2022 were extended to include the period January 1, 2022 to March 31,2023.

- L/E agencies are required to conduct at least **two** random drug tests during the period April 1, 2023 to December 31, 2023 with the standard requirements as previously mentioned. NOTE: If an agency has conducted two random tests during the calendar year 2022, then conducts a test during the January 1,2022 to March 31, 2023 period, this third test may count toward the 2023 requirement of two tests. Overall, L/E agencies must conduct a

total of at least four 4 random drug tests between January 1, 2022 and December 31, 2023.

- Reporting Requirements: The reporting requirement for all L/E agencies to the County Prosecutor which is normally December 31st., has been extended from December 31, 2022 to March 31, 2023 for the calendar year 2022. The reporting requirement for December 31,2023 remains in place for the calendar year 2023.

Disclaimer: The materials provided in this correspondence are for general informational and educational purposes only and are not intended to be and should not be considered legal advice or opinions. Prior to making any policy or rule changes, seek the advice of your municipal attorney or County Prosecutor.

# ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
# WELLNESS DIRECTOR'S REPORT

To: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers
From: Jordan Simone, ACM JIF Wellness Director
Date: February 15th, 2023
Contact Information: jsimonewellness@gmail.com (609) 435-0708

## February Updates

***ACM JIF Wellness Initiatives:***

**Wellness Advisory Committee Meeting**
The first Wellness Advisory Committee meeting for 2023 will be held on February 8th at 9:30am (via Zoom) with participants from ACM, BURLCO, and TRICO.

**Wellness Coordinator Brainstorm Session**
I will be hosting a brainstorm session via Zoom alongside my colleague, Debby Schiffer, sometime in June or July. Date TBD.

**Wellness Webinars**
I will be hosting two webinars (via Zoom) on wellness related topics throughout this year.

- Decoding the Nutrition Label: June 20th at 10:00am
- Intro to Mindfulness: November 14th at 10:00am

**Dr. Elias – Transformational Leadership Group Coaching Program for Law Enforcement**
There are 15 spots remaining for this program. Law Enforcement faces on-going challenging and stressful situations. The circumstances by which they must currently work, with the concerning public behavior, has heightened their level of vigilance and trauma, causing a greater need for hardiness and resilience training. Please contact me via phone or email if you have any interested law enforcement personnel that would like to complete this training. Please see attachments for more information.

**2023 JIF Approved Wellness Items & Activities**
Please refer to this handout when purchasing items with your wellness funds. Feel free to contact me with any questions about applicable items.

## *In Good Health* Newsletter

Quarter One's issue of ***In Good Health*** focuses on Nutrition. Specifically, it discusses:

- Healthy Fats: How to Choose Healthy Fats, and Omega 3's & Heart Health
- Carbohydrates: Simple vs. Complex, Benefits of a High Fiber Diet, How Much Fiber Do You Need?, and Principles of Calorie Density
- Processed Foods: Processed vs. Ultraprocessed
- Recipe: Sweet Potato Soup with Cannellini Beans & Rainbow Chard
- February is Wear Red Day to help raise awareness of the dangers of cardiovascular disease

Atlantic County Municipal Joint Insurance Fund
Established in 1987
South Jersey Communities Securing Their Future

To: Fund Commissioners

From: Paul A. Forlenza, MGA, RMC, Executive Director

Date: February 15, 2023

**Re: Executive Director's Report**

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## A. Lost Time Accident Frequency Report (pgs. 64-65)

The December 2022 Lost Time Accident Frequency Summary and the Statewide Recap for December 2022 are attached for your review.

## B. Certificates of Insurance (pgs. 66-67)

A summary of the Certificates of Insurance issued during January are attached for your review.

## C. Financial Fast Track Report (pg. 68)

The Financial Fast Track Reports as of December 31, 2022 are attached for your review. The report is generated by PERMA and provides a "snapshot" of the JIF's financial status. The JIF's surplus position as of December 31, 2022 was **$15,043,394**

## D. Regulatory Filing Checklists (pgs.69-70)

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items listed.

## E. 2021 Safety Incentive Program Awards (pg. 71)

A letter from our office describing on how to collect your 2022 Safety Award Money will be emailed out to all members after the Safety Breakfast in March. **Please note that the deadline to claim or encumber these funds was December 31, 2023. All encumbered funds had to be claimed by February 1, 2023.**

## F. 2023 Optional Safety Budget (pg. 72)

A consolidated announcement letter including instructions on how to collect your 2023 Optional Safety Money will be emailed to all members by the end of February. If you have any questions on how to collect your 2023 Optional Safety Budget allowance, please contact our office **Please note that the deadline to claim or encumber these funds is December 31, 2023 All encumbered funds have to be claimed by February 1, 2024.**

## G. 2023 Wellness Incentive Program Allowance (pg. 73)

A consolidated announcement letter including instructions on how to collect your 2023. Wellness Incentive Program Allowance was emailed to all members by the end of February. If you have any questions on how to collect your 2023 Wellness Incentive Program Allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is December 31, 2023. All encumbered funds have to be claimed by February 1, 2024.**

## H. 2023 EPL/Cyber Risk Management Budget (pg. 74)

A consolidated announcement letter including instructions on how to collect your 2023 EPL/Cyber Risk Management monies was emailed to all members by the end of February. If you have any questions on how to collect your 2023 EPL/Cyber Risk Management allowance, please contact our office **Please note that the deadline to claim or encumber these funds is December 31, 2023. All encumbered funds have to be claimed by February 1, 2024.**

## I. Employment Practices Liability Compliance

A report regarding each member's compliance status with the MEL EPL/POL Risk Management Plan is a handout for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

## J. Statutory Bond Status (pgs. 75-77)

The latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy. Please note that these bonds are written for the individual NOT the position to be bond. All applicants for a bond must complete an underwriting application and submit it to the Fund Underwriter for approval. Any questions on the status of an application or a bond listed on the report should be directed to Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

## K. Skateboard Park Approval Status (pg. 78)

Enclosed, pleased find a spreadsheet depicting the current status of all approved skateboard parks or those currently under construction by a member municipality. The MEL has established a process, outlined in MEL Coverage Bulletin **2023-06**, which must be followed by all members who wish to construct a skateboard park and have the Atlantic JIF and MEL provide said facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward.

## L. Capehart & Scatchard Updates (pgs. 79-80)

John Geaney, Esq. of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA, and FMLA issues. Copies of his latest updates are included for your information.

## M. Monthly Activity Calendars (pgs. 81-82)

Attached for your review is the monthly activity calendar for the months of January 2023/February 2023.

## N. Elected Officials Training

This year, the Elected Officials Training will be available through the MEL Safety Institute. Utilizing the MEL Safety Institute will allow all Elected Officials to complete this training at their convenience. The MEL will reduce each member's 2023 MEL Assessment by $250 for each municipal elected official who attends one of the training sessions by May 1, 2023. 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 2023 MEL Assessment. An email including instructions on how to access this training will be sent to all Fund Commissioners, Municipal Clerks, and Risk Management Consultants once the training is available.

## O. Managerial & Supervisory Training

In 2023, the ACM JIF, in conjunction with the TRICO and BURLCO JIFs, will be sponsoring Managers & Supervisor's Employment Liability Training sessions. These trainings will be presented by Armando Riccio, Esq. Participation by your managers & supervisors in this training is required for compliance with the 2024-2025 MEL EPL Plan of Risk Management. Additional information will be forthcoming.

## P. Police Command Staff Training

In 2023, the ACM JIF, in conjunction with the BURLCO and TRICO JIFs will be sponsoring this training and completion by the members of your Police Department's Command Staff is a required element for compliance with the MEL's 2024-2025 Employment Practices Liability Plan of Risk Management. Additional information will be forthcoming.

## Q. Land Use Training Certification (pg. 83)

Attached for your review is a list of members that have provided a certification to the Fund Underwriter indicating that they have completed the Land Use Training process for at least some of their Board Members. Land Use Board members that complete the training process will be eligible for enhanced coverage should they be personally named in a Land Use claim. Please note that only these Board members that have completed the training are eligible for the enhanced coverage. If you would like additional copies of the Land Use Liability Training Booklets, please contact the Executive Director's office. Also, available on the JIF website. If you have any questions regarding the individuals that have completed the training, please do not hesitate to contact Ed Cooney, Fund Underwriter at 973-659-6424 or ecooney@connerstrong.com.

## R. Payroll Audit

On or about February 15, 2023 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2022 payrolls. These payroll figures will serve as the basis for your 2024 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically no later than **March 17, 2023**. Details on how the data can be sent were included in the February 15, 2023 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results

## S. Property Appraisals

On or about February 17, 2023, each member and their RMC's received a notification from our office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2023 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than **March 24, 2023**.

## T. Police Accreditation Announcement (pg.84-85)

On or about February 7, 2023, an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Fund Commissioners and RMC's. It was

requested that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Plavchak at Denise_Plavchak@RPAdmin.com

## U. 2023 Safety Breakfast

The JIF will hold the 2023 Safety Kickoff Breakfast on March 23, 2023 at Merighi's Savoy Inn, Vineland. An invitation will be emailed to all members approximately one (1) month prior to the event.

## V. Safety, Claims & Wellness Coordinator Round Table

The JIF will hold the 2023 Safety, Claims, Wellness Coordinator Roundtable via Zoom Conferencing. An invitation will be emailed to all members approximately one (1) month prior to the event

## W. Inclement Weather

Please note that the Fund has adopted an Inclement Weather Policy, a copy of which is available on the JIF website www.acmjif.org. Should it become necessary to cancel a meeting, pursuant to the policy, the Executive Director's office will attempt to contact the Fund Commissioners via e-mail, direct telephone contact or posting a message to the Fund's website (www.acmjif.org). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting

## X. Website (www.acmjif.org)

Please take a moment to explore the website, which contains a plethora of information in an easy to read format and navigate site. If you have any questions, comments, or feedback, please contact Megan Matro at 856-446-9141 or Megan_Matro@rpadmin.com.

## Y. New Member Activity

Nothing to report

**Atlantic County Municipal Joint Insurance Fund**
**2021 SIP Qualifiers Award**

| Member Municipality | Town Size | Opening Balance | January 2022 | February 2022 | March 2022 | April 2022 | May 2022 | June 2022 | July 2022 | August 2022 | September 2022 | October 2022 | November 2022 | December 2022 | Paid in 2023 | **Total YTD Expenses** | Ending Balance | Encumb Funds |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Absecon City | M | 2,500.00 | | | | | 2,500.00 | | | | | | | | | 2,500.00 | 0.00 | |
| Avalon Borough | M | 2,500.00 | | | | | | | | | 2,500.00 | | | | | 2,500.00 | 0.00 | |
| Brigantine City | L | 2,750.00 | | | | | | | | | | | | | 2,750.00 | 2,750.00 | 0.00 | 12/27/22 |
| Buena Borough | S | 2,250.00 | | | | | | | | | | | 2,250.00 | | | 2,250.00 | 0.00 | |
| Cape May City | L | 2,750.00 | | | | | | | | | | | | 2,750.00 | | 2,750.00 | 0.00 | |
| Cape May Point Borough | XS | 2,000.00 | | | | | 2,000.00 | | | | | | | | | 2,000.00 | 0.00 | |
| Commercial Township | XS | 2,000.00 | | | | | | | | | | | | 1,250.00 | 750.00 | 2,000.00 | 0.00 | 12/29/22 |
| Corbin City | XS | 2,000.00 | | | | | | | | | | | | | 2,000.00 | 2,000.00 | 0.00 | 12/19/22 |
| Deerfield Township | XS | 2,000.00 | | | | | | | | | | | | | 2,000.00 | 2,000.00 | 0.00 | |
| Dennis Township | S | 2,250.00 | | | | | | 2,250.00 | | | | | | | | 2,250.00 | 0.00 | |
| Downe Township | XS | 2,000.00 | | | | | 2,000.00 | | | | | | | | | 2,000.00 | 0.00 | |
| Egg Harbor Township | XL | 3,000.00 | | | | | 3,000.00 | | | | | | | | | 3,000.00 | 0.00 | |
| Estell Manor City | XS | 2,000.00 | | | | | 2,000.00 | | | | | | | | | 2,000.00 | 0.00 | |
| Folsom Borough | XS | 2,000.00 | | | | | 2,000.00 | | | | | | | | | 2,000.00 | 0.00 | |
| Galloway Township | L | 2,750.00 | | | | | | | | | | | 774.00 | | 1,902.08 | 2,676.08 | 73.92 | 12/14/22 |
| Hamilton Township | L | 2,750.00 | | | | | 2,750.00 | | | | | | | | | 2,750.00 | 0.00 | |
| Linwood City | M | 2,500.00 | | | | | | | | | | | | 2,500.00 | | 2,500.00 | 0.00 | |
| Longport Borough | S | 2,250.00 | | | | | 2,250.00 | | | | | | | | | 2,250.00 | 0.00 | |
| Lower Township | L | 2,750.00 | | | | | | | | | | | | | 2,746.85 | 2,746.85 | 3.15 | |
| Margate City | L | 2,750.00 | | | | | | | | | | | | 2,750.00 | | 2,750.00 | 0.00 | |
| Middle Township | L | 2,750.00 | | | | | | | | | | | 367.00 | | 2,383.00 | 2,750.00 | 0.00 | |
| Millville City | XL | 3,000.00 | | | | | 3,000.00 | | | | | | | | | 3,000.00 | 0.00 | |
| Mullica Township | S | 2,250.00 | | | | | 2,250.00 | | | | | | | | | 2,250.00 | 0.00 | |
| Newfield Borough | XS | 2,000.00 | | | | | | | | | | | | 2,000.00 | | 2,000.00 | 0.00 | |
| North Wildwood City | M | 2,500.00 | | | | | | | | | | | | 2,407.99 | | 2,407.99 | 92.01 | |
| Northfield City | M | 2,500.00 | | | | | 2,500.00 | | | | | | | | | 2,500.00 | 0.00 | |
| Ocean City | XL | 3,000.00 | | | | | 3,000.00 | | | | | | | | | 3,000.00 | 0.00 | |
| Pleasantville City | XL | 3,000.00 | | | | | | | | | | | | | 3,000.00 | 3,000.00 | 0.00 | 12/14/22 |
| Sea Isle City | L | 2,750.00 | | | | | 2,750.00 | | | | | | | | | 2,750.00 | 0.00 | |
| Somers Point City | M | 2,500.00 | | | | | | | | | | | | | 2,500.00 | 2,500.00 | 0.00 | 12/28/22 |
| Stone Harbor Borough | M | 2,500.00 | | | | | | | | | | | 2,500.00 | | | 2,500.00 | 0.00 | |
| Upper Township | M | 2,500.00 | | | | | 2,500.00 | | | | | | | | | 2,500.00 | 0.00 | |
| Upper Deerfield Township | S | 2,250.00 | | | | | 2,250.00 | | | | | | | | | 2,250.00 | 0.00 | |
| Ventnor City | L | 2,750.00 | | | | | | | | | | | | 2,750.00 | | 2,750.00 | 0.00 | |
| Waterford Township | M | 2,500.00 | | | | | 2,500.00 | | | | | | | | | 2,500.00 | 0.00 | |
| West Cape May Borough | XS | 2,000.00 | | | | | | | | | | | | | 2,000.00 | 2,000.00 | 0.00 | |
| West Wildwood Borough | XS | 2,000.00 | | | | | | | | | | | 119.30 | 1,404.00 | 475.21 | 1,998.51 | 1.49 | 12/05/22 |
| Weymouth Township | XS | 2,000.00 | | | | | 2,000.00 | | | | | | | | | 2,000.00 | 0.00 | |
| Wildwood City | XL | 3,000.00 | | | | | 3,000.00 | | | | | | | | | 3,000.00 | 0.00 | |
| Wildwood Crest Borough | M | 2,500.00 | | | | | 2,500.00 | | | | | | | | | 2,500.00 | 0.00 | |
| Woodbine Borough | XS | 2,000.00 | | | | | | | | | | | | 2,000.00 | | 2,000.00 | 0.00 | |
| Total By Line | | $100,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 46,750.00 | 2,250.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | 6,010.30 | 19,811.99 | 22,507.14 | 99,829.43 | 170.57 | |

**Must be Claimed or Encumbered by December 31, 2022. All Encumbered Funds Must be Claimed by February 1, 2023**

**Atlantic County Municipal Joint Insurance Fund**
**2022 EPL/CYBER Risk Management Budget**

| Member Municipality | Opening Balance | January 2022 | February 2022 | March 2022 | April 2022 | May 2022 | June 2022 | July 2022 | August 2022 | Sept. 2022 | October 2022 | November 2022 | December 2022 | Paid in 2023 | Total YTD Expenses | Ending Balance | Date Encumbered |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Absecon City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | |
| Avalon Borough | 725.00 | | | | | | | | | 725.00 | | | | | 725.00 | $0.00 | |
| Brigantine City | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Buena Borough | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Cape May City | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Cape May Point Borough | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Commercial Township | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Corbin City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/19/22 |
| Deerfield Township | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | |
| Dennis Township | 725.00 | | | | | | | 725.00 | | | | | | | 725.00 | $0.00 | |
| Downe Township | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/30/22 |
| Egg Harbor Township | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/28/22 |
| Estell Manor City | 725.00 | | | | | | | | | | | | | | 0.00 | $725.00 | LOST |
| Folsom Borough | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Galloway Township | 725.00 | | | | | | | | | 725.00 | | | | | 725.00 | $0.00 | |
| Hamilton Township | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 11/29/22 |
| Linwood City | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Longport Borough | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Lower Township | 725.00 | | | | | 725.00 | | | | | | | | | 725.00 | $0.00 | |
| Margate City | 725.00 | | | | | | | | | 725.00 | | | | | 725.00 | $0.00 | |
| Middle Township | 725.00 | | | | | | | | | | 725.00 | | | | 725.00 | $0.00 | |
| Millville City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | |
| Mullica Township | 725.00 | | | | | | | | | | 725.00 | | | | 725.00 | $0.00 | |
| Newfield Borough | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| North Wildwood City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/30/22 |
| Northfield City | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Ocean City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/13/22 |
| Pleasantville City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/14/22 |
| Sea Isle City | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Somers Point City | 725.00 | | | | | | | | | | | | | | 0.00 | $725.00 | 12/28/22 |
| Stone Harbor Borough | 725.00 | | | | | | | | | | 725.00 | | | | 725.00 | $0.00 | |
| Upper Township | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Upper Deerfield Townshi | 725.00 | | | | | | | | | | 725.00 | | | | 725.00 | $0.00 | |
| Ventnor City | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Waterford Township | 725.00 | | | | | | | | | | | | | | 0.00 | $725.00 | 12/31/22 |
| West Cape May Borough | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | |
| West Wildwood Borough | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Weymouth Township | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | |
| Wildwood City | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Wildwood Crest Borough | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Woodbine Borough | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Total By Line | $29,725.00 | $0.00 | $0.00 | $0.00 | $0.00 | $725.00 | $0.00 | $725.00 | $0.00 | $2,175.00 | $2,900.00 | $4,350.00 | $7,975.00 | $7,975.00 | $26,825.00 | $2,175.00 | |

**Must be Claimed or Encumbered by December 31, 2022. All Encumbered Claims Must be Claimed by February 1, 2023**

**Atlantic County Municipal Joint Insurance Fund**
**2022 WELLNESS INCENTIVE PROGRAM ALLOWANCE**

| Member Municipality | Opening Balance | January 2022 | February 2022 | March 2022 | April 2022 | May 2022 | June 2022 | July 2022 | August 2022 | Sept. 2022 | October 2022 | November 2022 | December 2022 | Paid in 2023 | Total YTD Paid | Remaining Balance | Date Encumbered |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Absecon City | 800.00 | | | | | | | | | | | | | 800.00 | 800.00 | $0.00 | |
| Avalon Borough | 1,000.00 | | | | | | | | | | | | | 1,000.00 | 1,000.00 | $0.00 | 11/28/22 |
| Brigantine City | 1,500.00 | | | | | | | | | | | | 1,500.00 | | 1,500.00 | $0.00 | |
| Buena Borough | 600.00 | | | | | | | | | | | 600.00 | | | 600.00 | $0.00 | |
| Cape May City | 1,000.00 | | | | | | | | | | 854.00 | | | | 854.00 | $146.00 | 12/30/22 |
| Cape May Point Borough | 275.00 | | | | | | | | | | | | 273.53 | | 273.53 | $1.47 | |
| Commercial Township | 275.00 | | | | | | | | | | | | 226.56 | 35.04 | 261.60 | $13.40 | 12/29/22 |
| Corbin City | 275.00 | | | | | | | | | | | | | | 0.00 | $275.00 | 12/19/22 |
| Deerfield Township | 275.00 | | | | | | | | | | | | | 275.00 | 275.00 | $0.00 | |
| Dennis Township | 600.00 | | | | | | | 600.00 | | | | | | | 600.00 | $0.00 | |
| Downe Township | 275.00 | | | | | | | | | | | | | 134.92 | 134.92 | $140.08 | 12/30/22 |
| Egg Harbor Township | 1,500.00 | | | | | | | | | | | | 1,473.66 | | 1,473.66 | $26.34 | |
| Estell Manor City | 275.00 | | | | | | | | | | | | | | 0.00 | $275.00 | LOST |
| Folsom Borough | 275.00 | | | | | | | | | | 149.95 | | | | 149.95 | $125.05 | 12/13/22 |
| Galloway Township | 1,000.00 | | | | | | | | | | | | | 1,000.00 | 1,000.00 | $0.00 | 12/14/22 |
| Hamilton Township | 1,000.00 | | | | | | | | | | | | | 1,000.00 | 1,000.00 | $0.00 | 11/29/22 |
| Linwood City | 800.00 | | | | | | | | | | | | 792.26 | | 792.26 | $7.74 | |
| Longport Borough | 800.00 | | | | | | | | | 73.92 | | | | 726.08 | 800.00 | $0.00 | |
| Lower Township | 1,000.00 | | | | | | | 1,000.00 | | | | | | | 1,000.00 | $0.00 | |
| Margate City | 1,500.00 | | | | | | | | | | | | 1,288.88 | 211.12 | 1,500.00 | $0.00 | 12/28/22 |
| Middle Township | 1,000.00 | | | | | | | | | | | 986.18 | | | 986.18 | $13.82 | |
| Millville City | 1,500.00 | | | | | | 1,270.37 | | | 229.63 | | | | | 1,500.00 | $0.00 | |
| Mullica Township | 600.00 | | | | | | | 600.00 | | | | | | | 600.00 | $0.00 | |
| Newfield Borough | 275.00 | | | | | | | | | | | | 109.00 | | 109.00 | $166.00 | 12/13/22 |
| North Wildwood City | 1,000.00 | | | | | | | | 254.91 | | 350.00 | | | 395.00 | 999.91 | $0.09 | |
| Northfield City | 800.00 | | | | | | | | | | | | 792.76 | | 792.76 | $7.24 | |
| Ocean City | 1,500.00 | | | | | | | | | | | | 1,500.00 | | 1,500.00 | $0.00 | |
| Pleasantville City | 1,500.00 | | | | | | | | | | | | | 1,500.00 | 1,500.00 | $0.00 | 12/14/22 |
| Sea Isle City | 1,000.00 | | | | 97.98 | | | | | 500.00 | | | 402.02 | | 1,000.00 | $0.00 | |
| Somers Point City | 1,000.00 | | | | | | | | | | | | | 277.13 | 277.13 | $722.87 | 12/28/22 |
| Stone Harbor Borough | 1,000.00 | | | | | | | | | | | | | | 0.00 | $1,000.00 | LOST |
| Upper Township | 800.00 | | | | | | 81.92 | | | | | | 418.06 | 294.40 | 794.38 | $5.62 | 11/30/22 |
| Upper Deerfield Township | 600.00 | | | | | | | | | | | | | 600.00 | 600.00 | $0.00 | |
| Ventnor City | 1,500.00 | | | | | | | | | | | | 1,500.00 | | 1,500.00 | $0.00 | |
| Waterford Township | 800.00 | | | | | | | | | | | | 800.00 | | 800.00 | $0.00 | |
| West Cape May Borough | 275.00 | | | | | | | | | | | | | 275.00 | 275.00 | $0.00 | |
| West Wildwood Borough | 275.00 | | | | | | | | | | | | 254.21 | | 254.21 | $20.79 | |
| Weymouth Township | 275.00 | | | | | | | | | | | 275.00 | | | 275.00 | $0.00 | |
| Wildwood City | 1,500.00 | | | | | | | | | | | | | 1,500.00 | 1,500.00 | $0.00 | 12/07/22 |
| Wildwood Crest Borough | 1,000.00 | | | | | | | | | | | | 1,000.00 | | 1,000.00 | $0.00 | |
| Woodbine Borough | 275.00 | | | | | | | | | | | | | | 0.00 | $275.00 | |
| Total By Line | $33,500.00 | $0.00 | $0.00 | $0.00 | $97.98 | $0.00 | $1,352.29 | $2,200.00 | $254.91 | $803.55 | $1,353.95 | $14,192.12 | $12,330.94 | $10,023.69 | $30,278.49 | $3,221.51 | 16 |

**Must be claimed or encumbered by December 31, 2022. Encumbered Funds need to be claimed by February 1, 2023**

**Atlantic County Municipal Joint Insurance Fund**
**2022 EPL/CYBER Risk Management Budget**

| Member Municipality | Opening Balance | January 2022 | February 2022 | March 2022 | April 2022 | May 2022 | June 2022 | July 2022 | August 2022 | Sept. 2022 | October 2022 | November 2022 | December 2022 | Paid in 2023 | Total YTD Expenses | Ending Balance | Date Encumbered |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Absecon City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | |
| Avalon Borough | 725.00 | | | | | | | | | 725.00 | | | | | 725.00 | $0.00 | |
| Brigantine City | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Buena Borough | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Cape May City | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Cape May Point Borough | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Commercial Township | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Corbin City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/19/22 |
| Deerfield Township | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | |
| Dennis Township | 725.00 | | | | | | | 725.00 | | | | | | | 725.00 | $0.00 | |
| Downe Township | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/30/22 |
| Egg Harbor Township | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/28/22 |
| Estell Manor City | 725.00 | | | | | | | | | | | | | | 0.00 | $725.00 | LOST |
| Folsom Borough | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Galloway Township | 725.00 | | | | | | | | | 725.00 | | | | | 725.00 | $0.00 | |
| Hamilton Township | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 11/29/22 |
| Linwood City | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Longport Borough | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Lower Township | 725.00 | | | | | 725.00 | | | | | | | | | 725.00 | $0.00 | |
| Margate City | 725.00 | | | | | | | | | 725.00 | | | | | 725.00 | $0.00 | |
| Middle Township | 725.00 | | | | | | | | | | 725.00 | | | | 725.00 | $0.00 | |
| Millville City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | |
| Mullica Township | 725.00 | | | | | | | | | | 725.00 | | | | 725.00 | $0.00 | |
| Newfield Borough | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| North Wildwood City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/30/22 |
| Northfield City | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Ocean City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/13/22 |
| Pleasantville City | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | 12/14/22 |
| Sea Isle City | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Somers Point City | 725.00 | | | | | | | | | | | | | | 0.00 | $725.00 | 12/28/22 |
| Stone Harbor Borough | 725.00 | | | | | | | | | | 725.00 | | | | 725.00 | $0.00 | |
| Upper Township | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Upper Deerfield Townshi | 725.00 | | | | | | | | | | 725.00 | | | | 725.00 | $0.00 | |
| Ventnor City | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Waterford Township | 725.00 | | | | | | | | | | | | | | 0.00 | $725.00 | 12/31/22 |
| West Cape May Borough | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | |
| West Wildwood Borough | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Weymouth Township | 725.00 | | | | | | | | | | | | | 725.00 | 725.00 | $0.00 | |
| Wildwood City | 725.00 | | | | | | | | | | | 725.00 | | | 725.00 | $0.00 | |
| Wildwood Crest Borough | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Woodbine Borough | 725.00 | | | | | | | | | | | | 725.00 | | 725.00 | $0.00 | |
| Total By Line | $29,725.00 | $0.00 | $0.00 | $0.00 | $0.00 | $725.00 | $0.00 | $725.00 | $0.00 | $2,175.00 | $2,900.00 | $4,350.00 | $7,975.00 | $7,975.00 | $26,825.00 | $2,175.00 | |

**Must be Claimed or Encumbered by December 31, 2022. All Encumbered Claims Must be Claimed by February 1, 2023**

Municipal Joint Insurance Fund
South Jersey Communities Securing Their Future
P.O. Box 530, Marlton, New Jersey 08053

**TO:** Member Police Chiefs

**FROM:** Denise C. Plavchak, Office Services Manager

**DATE:** February 10, 2022

**RE:** JIF Reimbursement - Police Accreditation Program

**********

In 2003, the Muncipal Excess Liability Joint Insurance Fund (MEL), in conjunction with the NJ State Association of Chiefs of Police announced a new Accreditation process for municipal police departments. To date, more than 150 agencies have achieved Accreditation. Nationally, it is well documented that Accredited police departments have fewer claims.

The JIF recognizes the value that formal Police Accreditation programs have in reducing claims against members. To that end, the JIF offers the following incentives:

- The JIF will reimburse 50% of the Accreditation Fee charged by the NJ State Association of Chiefs of Police to those JIF Police agencies who successfully complete the New Jersey Law Enforcement Accreditation Program as well as 50% of your Re-Accreditation fees*.
- The MEL will provide a $1,000 Grant to member agencies who successfully complete the New Jersey Law Enforcement Accreditation Program as well as Re-Accreditation.
- Qualifying agencies are eligible for premium discounts from the MEL JIF.

The schedule of Fees eligible for reimbursement to date are outlined below:

| Number of Sworn Personnel | Accreditation Fee | JIF Reimbursement | MEL Reimbursement |
|---|---|---|---|
| 01-09 | $3,000 | $1,500 | $1,000 |
| 10-24 | $4,000 | $2,000 | $1,000 |
| 25-99 | $5,000 | $2,500 | $1,000 |
| 100-299 | $6,000 | $3,000 | $1,000 |
| 300-499 | $7,000 | $3,500 | $1,000 |
| 500 + | $8,000 | $4,000 | $1,000 |

***Re-Accreditation occurs three years after Accreditation. Re-Accreditation fees are paid annually and are one-third the regular accreditation fee. Re-Accreditation fees are also eligible for reimbursement <u>after</u> re-accreditation is achieved.**

The program fees eligible for reimbursement do not include personnel costs, the costs of training, or the costs associated with the Mock or Actual On-Site Assessment as described in the NJ State Association of Chiefs of Police program.

In order to qualify for reimbursement under the program, participating agencies must notify this office at three points in time throughout the accreditation process:

1. When you apply, forward a copy of your NJSACOP Law Enforcement Accreditation Program application and your letter of acceptance into the program. This notifies us that you are working on the program.
2. When you schedule your NJSACOP Law Enforcement Accreditation Program On-Site Assessment.
3. When you receive your final report and approval from the NJSACOP Law Enforcement Accreditation Commission.

Send your notifications to:

Municipal Joint Insurance Fund
Police Accreditation Coordinator
PO Box 530
Marlton, New Jersey 08053

**NEW: Because many police agencies do not have adequate resources to dedicate to the accreditation process, and due to the fact that a large portion of the work is administrative in nature, the JIF has authorized a program to reimburse qualifying agencies for the cost of a college intern to assist in the administrative work of maintaining accreditation records and typing polices for review and modification by the chief or his/her designee. Contact our office if you are interested in taking advantage of this program.**

If you have any questions about the MEL/JIF reimbursement program please call Denise Plavchak at (856) 446-9131. If you have any questions about the Police Accreditation Program, please contact Harry J. Delgado, Accreditation Program Manager, N.J.S.A.C.O.P., at (856) 988-5880, hdelgado@njsacop.org or check out the N.J.S.A.C.O.P. website at www.NJSACOP.org.

cc: Risk Management Consultants

File: Subject/Police Accreditation Reimbursement Program Tab: 2022 Announcement

J.A. Montgomery CONSULTING

# SAFETY DIRECTOR REPORT

## Atlantic County Municipal Joint Insurance Fund

**TO:** Fund Commissioners, Safety Coordinators, and Risk Managers

**FROM:** Robert Garish, JIF Safety Director

**DATE:** February 1, 2023

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### J. A. MONTGOMERY CONSULTING SERVICE TEAM & LOSS CONTROL ACTIVITIES


| | | |
|---|---|---|
| Keith Hummel<br>Associate Director Public Sector Risk Control<br>khummel@jamontgomery.com<br>Office: 856-552-6862 | Mailing Address:<br>TRIAD 1828 CENTRE<br>Cooper Street, 18th Floor<br>Camden, NJ 08102<br><br>P.O. Box 99106<br>Camden, NJ 08101 | Robert Garish<br>Assistant Director Public Sector<br>rgarish@jamontgomery.com<br>Office: 856-552-4650<br>Cell: 609-947-9719 |
| Thomas Reilly<br>Risk Control Consultant<br>treilly@jamontgomery.com<br>Office: 856-446-9205 | | John Saville<br>Assistant Director Public Sector<br>jsaville@jamontgomery.com<br>Office: 732-660-5009 |
| Melissa Meccariello<br>Administrative Assistant<br>mmeccariello@jamontgomery.com<br>Office: 856-479-2070 | | |


### *LOSS CONTROL SURVEYS*

- City of Northfield on January 19, 2023
- Township of Galloway on January 20, 2023

### *MEETINGS ATTENDED*

- Claims Committee Meeting on January 12, 2023
- Executive Fund Committee Meeting on January 18, 2023

### *MEL SAFETY INSTITUTE (MSI)*

All MSI communications will be distributed exclusively through the NJ MEL app, and an MSI Newsletter will be emailed to summarize the communications sent through the app.

If you would like to receive communications from MEL and MSI related to your position or operations, follow the directions to select from the list of available Push Notification "subscriptions." Click here for NJ MEL App Directions.

## *MSI SAFETY DIRECTOR*

- How to Receive Push Notifications on the NJ MEL Mobile App?
- Training Announcement: Designated Employer Representative (Der) Tuesday, January 17, 2023, 9:00 AM - 4:00 PM
- Space Heater Safety
- Training Announcement: MEL Leadership Skill Classes
- PEOSH Recording and Reporting Occupational Injuries and Illnesses
- CDL Federal Motor Carrier Safety Administration (FMCSA) Drug & Alcohol Clearinghouse
- MSI LIVE Schedule

## *MSI NOW & MSI DVD*

MSI NOW provides on-demand streaming videos and online classes that can be viewed 24/7 by our members. Topics pertain to many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes.

| MSI NOW | |
|---|---|
| Municipality | Number of Videos |
| Avalon | 1 |
| Buena | 1 |
| Commercial | 6 |
| Dennis | 1 |
| Egg Harbor | 17 |
| Folsom | 1 |
| Middle | 1 |
| Newfield | 1 |
| North Wildwood | 1 |
| Northfield | 1 |
| Sea Isle City | 3 |
| West Cape May | 2 |
| Wildwood City | 9 |
| Wildwood Crest | 1 |

MSI DVD includes a vast library of DVDs topics on many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes. The DVDs can be requested free of charge for MEL members and held for up to 2 weeks so you can view them at your convenience. A prepaid self-addressed envelope is included to return the DVD.

| MSI DVD | |
|---|---|
| Municipality | Number of Videos |
| Newfield | 4 |

## *MSI LIVE*

MSI LIVE features real-time, instructor-led in-person, and virtual classes. Experienced instructors provide an interactive experience for the attendee on a broad spectrum of safety and risk control topics. Most MSI LIVE

offerings have been awarded continuing education credits for municipal designations and certifications. The MSI LIVE catalog provides a description of the course, the intended audience, and available credits.

The MSI LIVE Schedule is available for registration. Please register early, under-attended classes will be canceled.

To maintain the integrity of the MSI classes and our ability to offer CEUs, we must abide by the rules of the State agency that issued the designation. Chief among those rules is the attendee of the class must attend the whole session. **Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion.**

For virtual classes, the MSI utilizes the Zoom platform to track the time each attendee logs in and logs out. Also, we can track participation, to demonstrate to the State agency the student also participated in polls, quizzes, and question & answer activities during the class. The MSI maintains these records to document our compliance with the State agency.

If you need assistance using the MSI Learning Management System, please call the MSI Helpdesk at 866-661-5120.

**NOTE:** We need to keep our list of MSI Training Administrators up-to-date. If there are any changes or deletions, or you need to appoint a new Training Administrator, please advise Andrea Felip at afelip@jamontgomery.com.

# ACM JIF
# D2 Cyber Security - KYC VSA Status

| Member | Received |
|---|---|
| Absecon City | No Response |
| Avalon Borough | X |
| Brigantine City | X |
| Buena Borough | X |
| Cape May City | X |
| Cape May Point Borough | X |
| Commercial Township | X |
| Corbin City | X |
| Deerfield Township | X |
| Dennis Township | X |
| Downe Township | X |
| Egg Harbor Township | X |
| Estell Manor City | X |
| Folsom Borough | X |
| Galloway Township | X |
| Hamilton Township | X |
| Linwood City | X |
| Longport Borough | X |
| Lower Township | X |
| Margate City | X |
| Middle Township | X |
| Millville City | X |
| Mullica Township | X |
| Newfield Borough | X |
| North Wildwood City | X |
| Northfield City | X |
| Ocean City | X |
| Pleasantville City | X |
| Sea Isle City | X |
| Somers Point City | X |
| Stone Harbor Borough | X |
| Upper Deerfield Township | X |
| Upper Township | X |
| Ventnor City | X |
| Waterford Township | X |
| West Cape May Borough | X |
| West Wildwood Borough | X |
| Weymouth Township | X |
| Wildwood City | X |
| Wildwood Crest Borough | X |
| Woodbine Borough | X |

**Percentage Completed** **98%**

Valued as of 2/6/2023

# WIZER - Whitelisting
# ACM JIF

| Member | Confirmation Received |
|---|---|
| Absecon City | X |
| Avalon Borough | X |
| Brigantine City | X |
| Buena Borough | X |
| Cape May City | X |
| Cape May Point Borough | X |
| Commercial Township | X |
| Corbin City | X |
| Deerfield Township | X |
| Dennis Township | X |
| Downe Township | No Response |
| Egg Harbor Township | X |
| Estell Manor City | X |
| Folsom Borough | X |
| Galloway Township | X |
| Hamilton Township | X |
| Linwood City | X |
| Longport Borough | X |
| Lower Township | X |
| Margate City | X |
| Middle Township | X |
| Millville City | X |
| Mullica Township | X |
| Newfield Borough | X |
| North Wildwood City | No Response |
| Northfield City | X |
| Ocean City | No Response |
| Pleasantville City | X |
| Sea Isle City | X |
| Somers Point City | X |
| Stone Harbor Borough | X |
| Upper Deerfield Township | X |
| Upper Township | X |
| Ventnor City | X |
| Waterford Township | X |
| West Cape May Borough | X |
| West Wildwood Borough | X |
| Weymouth Township | X |
| Wildwood City | No Response |
| Wildwood Crest Borough | X |
| Woodbine Borough | No Response |

**Percentage Completed** **88%**

Valued as of 2/6/2023

# ACM JIF-Wizer
# Cyber Training and Phishing Report
## Valued as of February 06, 2023

| Member | Total Users | Training Completed | Phishing Average Score |
|---|---|---|---|
| Absecon City | 30 | 83% | 3% |
| Avalon Borough | 97 | 85% | 0% |
| Brigantine City | 120 | 99% | 2% |
| Buena Borough | 41 | 37% | 0% |
| Cape May City | 105 | 86% | 3% |
| Cape May Point Borough | 17 | 100% | 0% |
| Commercial Township | 13 | 54% | 0% |
| Corbin City | 9 | 78% | 0% |
| Deerfield Township | 12 | 92% | 0% |
| Dennis Township | 20 | 90% | 0% |
| Downe Township | 3 | 67% | 0% |
| Egg Harbor Township | 185 | 97% | 3% |
| Estell Manor City | 11 | 91% | 0% |
| Folsom Borough | 7 | 57% | 0% |
| Galloway Township | 145 | 99% | 0% |
| Hamilton Township | 130 | 95% | 0% |
| Linwood City | 45 | 100% | 2% |
| Longport Borough | 37 | 95% | 3% |
| Lower Township | 100 | 99% | 0% |
| Margate City | 86 | 88% | 1% |
| Middle Township | 124 | 97% | 2% |
| Millville City | 278 | 51% | 1% |
| Mullica Township | 37 | 92% | 0% |
| Newfield Borough | 5 | 80% | 0% |
| North Wildwood City | 86 | 97% | 0% |
| Northfield City | 65 | 86% | 2% |
| Ocean City | 236 | 100% | 0% |
| Pleasantville City | 126 | 88% | 5% |
| Sea Isle City | 82 | 89% | 0% |
| Somers Point City | 61 | 97% | 0% |
| Stone Harbor Borough | 70 | 78% | 0% |
| Upper Deerfield Township | 15 | 100% | 0% |
| Upper Township | 39 | 62% | 0% |
| Ventnor City | 104 | 95% | 0% |
| Waterford Township | 43 | 72% | 0% |
| West Cape May Borough | 19 | 68% | 0% |
| West Wildwood Borough | 26 | 54% | 0% |
| Weymouth Township | 7 | 100% | 0% |
| Wildwood City | 111 | 55% | 0% |
| Wildwood Crest Borough | 80 | 96% | 3% |
| Woodbine Borough | 8 | 75% | 0% |

# WIZER -EMPLOYEE TRAINING ROSTERS - UPDATED
# ACM JIF

| Member | Municipal | Police |
|---|---|---|
| Absecon City | X | X |
| Avalon Borough | X | X |
| Brigantine City | X | X |
| Buena Borough | X | N/A |
| Cape May City | | |
| Cape May Point Borough | X | N/A |
| Commercial Township | X | N/A |
| Corbin City | | N/A |
| Deerfield Township | X | N/A |
| Dennis Township | X | N/A |
| Downe Township | | N/A |
| Egg Harbor Township | X | X |
| Estell Manor City | X | N/A |
| Folsom Borough | | N/A |
| Galloway Township | X | X |
| Hamilton Township | X | X |
| Linwood City | X | X |
| Longport Borough | X | X |
| Lower Township | X | X |
| Margate City | X | X |
| Middle Township | X | X |
| Millville City | | |
| Mullica Township | X | X |
| Newfield Borough | X | N/A |
| North Wildwood City | X | X |
| Northfield City | X | X |
| Ocean City | | |
| Pleasantville City | X | X |
| Sea Isle City | X | X |
| Somers Point City | | |
| Stone Harbor Borough | | |
| Upper Deerfield Township | X | N/A |
| Upper Township | | N/A |
| Ventnor City | X | X |
| Waterford Township | | |
| West Cape May Borough | X | N/A |
| West Wildwood Borough | | |
| Weymouth Township | | N/A |
| Wildwood City | | |
| Wildwood Crest Borough | X | X |
| Woodbine Borough | X | N/A |
| | | |
| **Percentage Completed** | **68%** | **69%** |

Valued as of 2/6/2023

WINTSEC CONSULTING
504 RT. 130N SUITE 110, CINNAMINSON NJ 08077

February 1, 2023

Dear JIF Members,

Thank you to the JIF Executive Committees for appointing Wintsec Consulting as the Technology Risk Services Director for the Atlantic, Burlington, and TRICO JIFs. We look forward to assisting all members in their efforts to strengthen their cyber security protocols in their ongoing battle against cyber exploitation.

Although I will be leading the charge, I am backed by a capable team of technicians. These seasoned techs are intricately familiar with municipal cyber risks, as they have worked with many municipalities in Burlington and Camden County.

It takes a team to combat the Cyber criminals. Below is a list of our team members and their areas of expertise.

**Gary Smith** - Mr. Smith is the president of Wintsec and has an extensive background in router, switch, and firewall security. His primary responsibilities include the design and implementation of network protocol such as VPN and IPSec. Mr. Smith will work with the members and their IT professionals in examining network configurations for weaknesses, probing, and intrusion incident response. He will also work with D2 in evaluating member network vulnerability & penetration testing results.

**Brandon Tull** – Mr. Tull is a lead technician with Networks Plus for over 6 years. His primary duties are handling service tickets for existing Wintsec/Networks Plus clientele including municipalities and police departments. Mr. Tull is also responsible for the backup systems for all of our existing clients. His role will be to assist members in disaster recovery responses.

**Sean Elliot** - Mr. Elliot is a lead technician with Networks Plus for over 6 years. His primary duties include implementation and securing Office 365 products including Email, Sharepoint and Egnyte. His role will be to assist members with email protection and deciphering forensic analytics.

**Edward Miranda** - Mr. Miranda is a lead technician with Networks Plus for over 3 years. His primary role is handling service tickets for our existing clients. In addition, he will assist Wizer and the JIFs in creating cyber hygiene training including Phishing exercises.

On behalf of your entire team at Wintsec Consulting, we look forward to helping you battle the dark side of the Internet. Remember my role is to assist you and your IT professional in dodging cyber bullets. Your role is to make them look for a different target!

In the weeks ahead, I will be reaching out to you to review your current Cyber Security footprint. Together we can prevent Cyber losses.

In the meantime, if you or your IT Professionals need assistance, please contact us at **609-576-0348** or jerry@wintsecconsulting.com.

Thank you

Jerry Caruso, Technology Risk Services Director

WINTSEC CONSULTING
F. GERALD CARUSO
TECHNOLOGY RISK SERVICES DIRECTOR
(609)576-0348
JERRY@WINTSECCONSULTING.COM
504 RT. 130 N. STE. 110
CINNAMINSON, NJ 08077

February 9, 2023

To the Members of the
Executive Board of the
Atlantic County Municipal
Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund. The statements included in this report are prepared on a "modified cash basis" and relate to financial activity through the one month period ending **January 31, 2022**, for Closed Fund Years 1987 to 2018, and Fund Years 2019, 2020, 2021, 2022 and 2023. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

**A.E.L.C.F. PARTICIPANT YEAR-END BALANCES-includes 2021 interest and former members dividends transferred {CURRENT YEAR} into this account.**

| | 1/31/2023<br>AUDITED {includes un-audited interest allocation } |
|---|---|
| Buena Vista | $ -0- |
| Egg Harbor City | $ 43,099.09 |
| Hamilton Township | $ 87,196.65 |
| Hammonton Township | $ 197,074.61 |
| Lower Township | $ -0- |
| Middle Township | $ 177,523.73 |
| Mullica Township | $ 28,422.11 |
| Northfield | $ 113,018.55 |
| Pleasantville | $ 517.54 |
| Port Republic | $ -0- |
| Upper Deerfield Township | $ 75,417.48 |
| Waterford Township | $ 28,669.20 |
| Upper Township | $ 184,042.00 |
| Stone Harbor | $ 9,644.46 |
| | $ 944,625.43 |

**SUMMARY REPORT OF AELCF/DIVIDENDS/RETRO PROGRAM**
-attached

**RECEIPT ACTIVITY FOR THE PERIOD**

**Subrogation Receipts**

| | |
|---|---|
| Jan: | $ 12,705.20 |
| Assessments: | $1,090,187.00 |

**CLAIM ACTIVITY FOR THE PERIOD:**

**ACTIVITY**

The enclosed report shows claim activity during the period:

December:
Checks Issued: 353 Claim Payments: 859 Total Issued: $698,395.92
Effect on Cash Position: $679,257.02

**CASH ACTIVITY FOR THE PERIOD:**

**ACTIVITY**

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed as follows:

| | | |
|---|---|---|
| NOVEMBER: | Ending Balance | $49,277,621.51 |
| DECEMBER: | Ending Balance | $47,017,369.53 |
| JANUARY: | Ending Balance | $45,859,989.06 |

## INVESTMENT INTEREST & INVESTMENTS:

Please refer to the schedule entitled: **ANALYSIS OF INVESTMENT ACTIVITY** which summarizes all the required adjustments to the investments of JCMI, Treasuries, and Investors:

**INTEREST EARNED:**

| | |
|---|---|
| JCMI | $31,610.42 |
| Treasury | $ -0- |
| Investors | $11,241.19 |

Note: some off-set adjustments are required for administrative charges.

**RATE OF RETURN**-only interest as FROM ANALYSIS WORKSHEET.
January 1.11%

**ALLOCATION OF FUNDS:**

| | **DECEMBER** | |
|---|---|---|
| Treasury- | $22,024,662.18 | 47% |
| JCMI- | $19,396,231.79 | 41% |
| Investors | $ 5,596,475.56 | 12% |
| | $47,017,369.53 | |

| | **JANUARY** | |
|---|---|---|
| Treasury- | $22,032,612.75 | 48% |
| JCMI- | $19,654,508.10 | 43% |
| Investors | $ 4,162,968.12 | 9% |
| | $45,859,989.06 | |

**BILL LIST FOR THE PERIOD:**

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list at the end of my report.

The information contained in this cover report is a summary of key elements related to activity during the reporting period. Other detailed information is contained in the attached documents and, if desired, a more specific explanation on any question can be obtained by contacting me at 609-425-1136 or email *ocjjh4263@gmail.com*.

Respectfully Submitted,

***John J. Hansen***

John J. Hansen, Treasurer

**ATLANTIC COUNTY MUNICIPAL JIF**
**BILL LIST - FEBRUARY 2023**

| | Payable To: | FY 2023 | FY 2022 | FY 2021 | Appropriation | Description |
|---|---|---|---|---|---|---|
| 1 | The Actuarial Advantage | 7,838.00 | | | Prof Services/Actuary | Jan 2023 Fees |
| 2 | Arthur J. Gallagher Risk Management Services, Inc. | 88,142.00 | | | Prof Services/Administration | Feb 2023 Fees |
| 3 | Arthur J. Gallagher Risk Management Services, Inc. | 172.52 | | | Misc/Postage/Copies/Fax | Jan 2023 Fees |
| 4 | Arthur J. Gallagher Risk Management Services, Inc. | | 121.52 | | Misc/Meeting Expense | TY gift for meeting venue |
| 5 | The DeWeese Law Firm, P.C. | 11,549.00 | | | Prof Services/Attorney | Feb 2023 Fees |
| 6 | Qual-Lynx | 74,723.00 | | | Prof Services/Claims Administration | Feb 2023 Fees |
| 7 | Joyce Media | 390.00 | | | Misc/JIF Website | Feb 2023 Fees |
| 8 | Christopher J. Winter Sr. | 2,167.00 | | | Training/Police Risk Services | Law Enforcement Consultant-Feb 2023 fee |
| 9 | Christopher J. Winter Sr. | 650.00 | | | Training/Training | MOAB training 1/26/23 and materials |
| 10 | Tracy Forlenza | 560.00 | | | Misc/Recording Secretary | Feb 2023 Fees |
| 11 | J.A. Montgomery Risk Control Services | 19,587.00 | | | Prof Services/Safety Director/Loss Control | Feb 2023 Fees |
| 12 | John Hansen | 2,125.00 | | | Prof Services/Treasurer | Feb 2023 Fees |
| 13 | Conner Strong & Buckelew | 1,062.00 | | | Prof Services/Underwriting Mgr | Feb 2023 Fees |
| 14 | Jordan Simone | 5,420.00 | | | Wellness/Wellness Incentive Program | Feb 2023 Fees |
| 15 | Apex Insurance Services c/o QBE Insurance | 1,023,872.00 | | | EPL/POL Policy - Excess Insurance | EPL and VDO Coverage; P#038248748-00; 1/1/23-1/1/24; Inv#8660632 1st installlment |
| 16 | AGRiP | 5,695.56 | | | Misc/AGRIP/PRIMA | Cust #364; Inv#090150 Annual Membership Renewal |
| 17 | Iron Mountain | 157.22 | | | Misc/Records Retention Service | "Inv#HGHW418; Storage 2/1-28/23; Service 12/21/22-1/24/23 |
| 18 | Office Depot | | 18.00 | | Misc/Meeting Expense | Order #288343170 frames |
| 19 | Paul's Custom Awards and Trophies | | 96.00 | | Misc/Meeting Expense | Inv#50254 |
| 20 | Borough of Avalon | | 1,000.00 | | Wellness/Wellness Incentive Program | Fruits/veggies |
| 21 | Borough of Avalon | | 1,500.00 | | Optional Safety Budget | interspiro small scba face masks |
| 22 | City of Brigantine | | | 2,750.00 | Safety Incentive Program | gloves and vests |
| 23 | Commercial Township | | | 442.55 | Safety Incentive Program | Maintenance Hoodies |
| 24 | Commercial Township | | 402.10 | | Optional Safety Budget | Hats, gear, hi vis |
| 25 | Commercial Township | | 35.04 | | Wellness/Wellness Incentive Program | fruit for employees |
| 26 | Corbin City | | | 2,000.00 | Safety Incentive Program | employee rewards, chairs |
| 27 | Corbin City | | 725.00 | | EPL/CYBER/EPL/Cyber Incentive Program | cyber security |
| 28 | Downe Township | | 725.00 | | EPL/CYBER/EPL/Cyber Incentive Program | cyber security |
| 29 | Downe Township | | 1,000.00 | | Optional Safety Budget | safety gear for employees |
| 30 | Downe Township | | 134.92 | | Wellness/Wellness Incentive Program | reusable water bottles |
| 31 | Galloway Township | | 1,000.00 | | Wellness/Wellness Incentive Program | Hep B shots |
| 32 | Galloway Township | | | 1,902.08 | Safety Incentive Program | Eye Protection, riot helmets |
| 33 | Hamilton Township | | 725.00 | | EPL/CYBER/EPL/Cyber Incentive Program | Online training; EPL matter solicitor fee |
| 34 | Hamilton Township | | 2,000.00 | | Optional Safety Budget | Protective Gear, safety equipment, K9 gear |
| 35 | Hamilton Township | | 1,000.00 | | Wellness/Wellness Incentive Program | coolers, standing desk, electric lunch boxes |
| 36 | City of Margate | | 211.12 | | Wellness/Wellness Incentive Program | ergonomic mouse |
| 37 | City of North Wildwood | | 395.00 | | Wellness/Wellness Incentive Program | Fruits to all departments |
| 38 | City of North Wildwood | | 725.00 | | EPL/CYBER/EPL/Cyber Incentive Program | Cloud based upgrade |
| 39 | City of Pleasantville | | 725.00 | | EPL/CYBER/EPL/Cyber Incentive Program | cyber security |
| 40 | City of Pleasantville | | | 3,000.00 | Safety Incentive Program | employee rewards |
| 41 | City of Pleasantville | | 1,500.00 | | Wellness/Wellness Incentive Program | water, standing desk, spa |
| 42 | City of Pleasantville | | 2,467.00 | | Optional Safety Budget | cones, first aid, EMS |
| 43 | City of Somers Point | | 277.13 | | Wellness/Wellness Incentive Program | wellness event |
| 44 | City of Somers Point | | | 2,500.00 | Safety Incentive Program | hoodies |
| 45 | Township of Upper | | 294.40 | | Wellness/Wellness Incentive Program | Fruit/veggies; lunch bags |
| 46 | Waterford Township | | 1,457.73 | | Optional Safety Budget | LED traffic safety flaires |
| 47 | City of Wildwood | | 976.00 | | Optional Safety Budget | fire protective hoods |
| 48 | City of Wildwood | | 1,500.00 | | Wellness/Wellness Incentive Program | Standing desks; anti fatigue mats |
| | **Subtotals** | **1,244,110.30** | **21,010.96** | **12,594.63** | | |
| | | | | | | |
| | **JIF BILL LIST TOTAL** | | | **1,277,715.89** | | |
| | **RMC BILL LIST TOTAL** | | | **138,770.00** | | |
| | **COMBINED BILL LIST TOTAL** | | | **1,416,485.89** | | |

**ATLANTIC COUNTY MUNICIPAL JIF**

**RMCS BILL LIST (1sth Installment) - Feb 2023**

| | Payable To: | FY 2023 | Appropriation | Description |
|---|---|---|---|---|
| 1 | CJ Adams | **8,475.00** | Risk Management Consultants | 1st Qtr Pymts - Longport, Margate |
| 2 | Atlantic Associates | **13,359.00** | Risk Management Consultants | 1st Qtr Pymts - Pleasantville |
| 3 | Barclay Insurance Group | **750.00** | Risk Management Consultants | 1st Qtr Pymts - Downe |
| 4 | J. Byrne Agency | **55,697.00** | Risk Management Consultants | 1st Qtr Pymts -Deerfield, Lower, North Wildwood, Stone Harbor, West Wildwood, Wildwood, and Wildwood Crest |
| 5 | Conner Strong & Buckelew | **4,825.00** | Risk Management Consultants | 1st Qtr Pymts -Waterford |
| 6 | Glenn Insurance Agency | **7,000.00** | Risk Management Consultants | 1st Qtr Pymts - Absecon, Linwood |
| 7 | Hardenbergh Insurance Group | **10,375.00** | Risk Management Consultants | 1st Qtr Pymts - EHT, Folsom, Northfield |
| 8 | Heist Insurance Agency | **1,750.00** | Risk Management Consultants | 1st Qtr Pymts -Upper Twp |
| 9 | Insurance Agencies Inc | **9,287.00** | Risk Management Consultants | 1st Qtr Pymts -Buena Borough, Newfield and Ventnor |
| 10 | Marsh & McLennan Agency, LLC | **19,100.00** | Risk Management Consultants | 1st Qtr Pymts -Cape May, Cape May Pt, Dennis Twp, Middle, SIC, West Cape May, Woodbine |
| 11 | McMahon Agency Inc | **574.00** | Risk Management Consultants | 1st Qtr Pymts -Corbin City |
| 12 | William Mints Agency | **1,578.00** | Risk Management Consultants | 1st Qtr Pymts -Commercial |
| 13 | Siracusa Kaufman Insurance Agency | **6,000.00** | Risk Management Consultants | 1st Qtr Pymts -Brigantine |
| | **RMCS BILL LIST TOTAL** | **138,770.00** | | |

# ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
# RESOLUTION #2023-__

## A RESOLUTION AMENDING RESOLUTION 2022-57 AND AUTHORIZING THE FUND CHAIR AND FUND SECRETARY TO EXECUTE A ONE YEAR CONTRACT WITH D2 TO PROVIDE EXTERNAL NETWORK VULNERABILITY SCANNING AND EXTERNAL NETWORK PENETRATION TESTING TO THE MEMBERS OF THE ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND EFFECTIVE JANUARY 1, 2023 AT A COST NOT TO EXCEED $135,019.00

**WHEREAS**, the Atlantic County Municipal Joint Insurance Fund (FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.;* and

**WHEREAS**, the FUND is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

**WHEREAS**, the FUND members actively manage the risk associated with the use of technology in their day to day operations through a number of techniques including the scanning of external networks for vulnerabilities, external network penetration testing, completion of employee online cyber hygiene training, the circulation of security awareness notifications, and the use of phishing assessments; and

**WHEREAS**, on July 21, 2021, the FUND authorized the Executive Director to prepare, advertise, and receive Requests for Proposals (RFP) for the delivery of the aforementioned technology related risk management services on behalf of its members for a period of up to three (3) years; and

**WHEREAS**, after careful consideration, o~~O~~n December 15, 2021, the FUND awarded a contract to D2 via Resolution 2021-47 to provide External Network Vulnerability Scanning and External Network Penetration Testing to the members of the FUND for a period of one year beginning January 1, 2022, at a cost not to exceed $139,195.00; and

**WHEREAS**, the FUND members continue to need External Network Vulnerability Scanning and External Network Penetration Testing to help protect themselves from the risk associated with the use of technology; and

**WHEREAS**, on December 21, 2022, the Executive Committee approved Resolution 2022-57 awarding Year 2 of the three (3) year proposal to D2 to provide External Network Vulnerability Scanning and External Network Penetration Testing to the members of the FUND for a period of one (1) year beginning January 1, 2023, at a cost not to exceed $127,861; and

**WHEREAS**, following the December 21, 2022 meeting it was determined that Resolution 2022-57 contained an error in the amount of the not to exceed contract; and

**WHEREAS**, the total amount of the Year 2 not to exceed contract is $135,019; and

**WHEREAS**, funds to pay for these services are included in the FUND's 2023 Budget;

**NOW THEREFORE BE IT RESOLVED**, by the Commissioners of the Atlantic County Municipal Joint Insurance Fund that Resolution 2022-57 is hereby amended to reflect the correct not to exceed value of the Year 2 contract with D2~~proposal~~ of $135,019; and

**BE IT FURTHER RESOLVED** that the FUND Chair and FUND Secretary are hereby authorized to execute a Contract with D2, a copy of which is attached hereto, to provide External Network Vulnerability Scanning and External Network Penetration Testing to the members of the FUND for a period of one year beginning January 1, 2023, at a cost not to exceed $135,019.00; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be provided to the Executive Director's office and Fund Treasurer, for their information and knowledge.

This Resolution was duly adopted by the Atlantic County
Municipal Joint Insurance Fund at a public meeting held on February 15, 2023.

**ATLANTIC COUNTY**
**MUNICIPAL JOINT INSURANCE FUND**

Attest: _____ By: _____
Fund Secretary Fund Chair

Date: February 15, 2023