



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

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2021237391	2020184706	2023277849
2021229484	2020199560	
2023282696		
2023278204		
2022276947		
2023288245		
2023290740		
2023287946		
2021223379		
MLT-2021223347		
2023283146		
2023284676		
2023281419		
2021241440		

**ROLL CALL**

*Yeas:*

Scott Wahl, **Avalon**  
 Heather Sparks, **Commercial**  
 LaVerne Kirm, **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.

**ABANDON SUBROGATION**

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

<b>Qual-Lynx Files</b>
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**  
Heather Sparks, **Commercial**  
LaVerne Kirm, **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.

***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).

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

***PPO Penetration Report:***

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

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

***Transitional Duty Report***

Ms. Beatty presented the *Transitional Duty reports*.

<b><i>Transitional Duty Summary Report</i></b>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	7,748
<i>Transitional Duty Days Worked</i>	5,854
<i>% of Transitional Duty Days Worked</i>	76%
<i>Money Saved by Accommodating</i>	\$600,137
<i>Transitional Duty Days NOT Accommodated</i>	1,894
<i>% of Transitional Duty Days NOT Accommodated</i>	24%
<i>Cost of Days NOT Accommodated</i>	\$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](mailto: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**

<b>Member</b>	<b>12/31/2022 AUDITED(includes interest allocation)</b>
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
<b>Total</b>	<b>\$1,110,761.05</b>

**Receipt Activity for the Period:**

	<b>December</b>	<b>YTD</b>
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**

<b>Interest Income:</b>	<b>December</b>	<b>YTD</b>
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**

<b>FUND</b>	<b>November Total</b>	<b>November Percentage</b>	<b>December Total</b>	<b>December Percentage</b>
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%
<b>TOTALS</b>	\$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**  
 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.



***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.

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

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

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

<b>ROLL CALL</b>	<b>Yeas:</b>	Scott Wahl, <b>Avalon</b> Heather Sparks, <b>Commercial</b> LaVerne Kirn, <b>Corbin City</b> Jessica Bishop, Sec., <b>Dennis Twp.</b>
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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.

  
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Tracy Forlenza, *Recording Secretary* for

  
\_\_\_\_\_  
Roy Spoltore, *Acting Secretary*