



## ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Via Zoom Conference Call

May 17, 2023 at 3:00 PM

### *OPEN SESSION MINUTES*

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The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on May 17, 2023 at 3:00 PM, prevailing time, via Zoom Conference Call, Chair Liz Woods, Ocean City, presiding. The meeting was called to order at 3:00 PM.

#### ***FLAG SALUTE***

#### ***STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT***

Notice of this meeting was given by: (1) sending sufficient notice herewith to *The Press of Atlantic City* and the *Courier Post*, Cherry Hill, New Jersey; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Atlantic County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Atlantic County Municipal Joint Insurance Fund.

#### ***ROLL CALL of 2023 FUND COMMISSIONERS***

Those in attendance were:

Jessica Thompson, **Absecon City**  
Scott Wahl, **Avalon Borough**  
Bill Nimohay **Buena Borough**  
Deb Lindholm, **Cape May City**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Twp.**  
LaVerne Kirn, **Corbin City**  
Dawn Marie Bascelli, **Deerfield Twp.**  
Jessica Bishop, *Secretary*, **Dennis Twp.**  
Tom D'Intinio, **Egg Harbor Twp.**  
Lisa Marcologno, **Estell Manor City**  
Patricia Gatto, **Folsom Borough**  
Alim Parks, Sr., **Galloway Twp.**  
Shantele Pollock, **Hamilton Twp.**  
Leigh Ann Napoli, **Linwood City**  
Monica Kyle, **Longport Borough**  
Karen Fournier, **Lower Twp.**  
Lisa McLaughlin, **Margate City**  
Varvara Keun, **Middle Twp.**  
Dawn Stollenwerk, **Mullica Twp.**  
Jennifer VanSant, **North Wildwood City**  
Shannon Campbell, *Alt.*, **Northfield City**  
Liz Woods, *Fund Chair*, **Ocean City**  
Kellie Seib, **Sea Isle City**  
Jim Craft, **Stone Harbor Borough**  
Jim Pacanowski, **Ventnor City**

Michael Dougherty, **Waterford Twp.**  
DJ Ayres, **Weymouth Twp.**  
Steve O'Connor, **Wildwood City**  
Connie Mahon, **Wildwood Crest**  
Alex Bauer, **Woodbine Borough**

Absent Fund Commissioners:

Mollye O'Neill, **Brigantine City**  
Bob Campbell, **Downe Twp.**  
Ray Compari, **Millville City**  
Jared Marandino, **Newfield Borough**  
Skip Williams, **Pleasantville City**  
Lucy Samuelson, **Somers Point City**  
Roy Spoltore, **Upper Deerfield Twp.**  
Gary DeMarzo, **Upper Twp.**  
Carol Sabo, **West Cape May Borough**  
Joe Segrest, **West 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*  
Scott DeWeese, Esquire, Fund Attorney, *The DeWeese Law Firm, P.C.*  
John Hansen, Fund Treasurer  
Jerry Caruso, Technology Risk Services Director, *Wintsec Consulting*  
David Grubb, Executive Director, MEL JIF

Absent Fund Professionals:

Jordan Simone, COTA/L, CHC, RYT-200, Wellness Director

Present Risk Management Consultants were:

C. J. Adams Company  
Atlantic Associates  
Barclay Insurance Group  
J. Byrne Agency, Inc.  
Conner Strong & Buckelew  
Glenn Insurance  
Hardenbergh Insurance  
Insurance Agencies Inc.  
McMahon Agency, Inc.  
William R. Mints Agency  
Syracusa-Kauffman Insurance

Absent Risk Management Consultants were:

BCA Insurance  
Thomas Heist Insurance Agency

Marsh & McLennan Agency

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

***MOVE UP ALTERNATES***

In absence of Mr. Spoltore, Upper Deerfield, Chair Woods moved up Executive Committee Alternate(s) Mr. O'Connor, Wildwood City, to the board for voting purposes.

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

***APPROVAL OF MINUTES – OPEN SESSION***

Chair Woods entertained a motion to approve the meeting minutes of the April 19, 2023 Executive Committee Meeting.

Motion by Ms. Bishop, seconded by Ms. Keun, to approve the meeting minutes of the April 19, 2023 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 Woods entertained a motion to adopt the Closed Session Meeting Minutes of the April 19, 2023 Executive Committee meeting.

Motion by Mr. Wahl, seconded by Ms. Bishop, to approve the Closed Session minutes of the April 19, 2023 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the April 19, 2023 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Confidential Closed Session Meeting Minutes were collected.

***CLOSED SESSION - RESOLUTION #2023-30***

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 2023-30.

Motion by Ms. Bishop, seconded by Mr. Grant, to adopt Resolution 2023-30 as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Twp**  
Jessica Bishop, **Sec, Dennis Township**  
Varvara Keun, **Middle Township**  
Liz Woods, **Chair, Ocean City**  
Steve O'Connor, **Wildwood City**

***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 Ms. Bishop, seconded by Ms. Keun, 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 Mr. Wahl, seconded by Ms. Bishop to approve the claims payments as discussed in *Closed Session*.

They are as follows:

**April 2023 PARs:**

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2020187019	2022242276	2023300611
2022276965	2022244884	2023290572
2022273825	2022256377	
2023290493	2020196567	
2021229819		
2021211931		
2023288213		
2023296228		
2021229140		
2022276919		
(MLT-2023291543) 2023291543 2023291553		
2022260883		
2019165901		
2023297803		
2023298701		
2022249502		
2020180504		
2021231669		

**ROLL CALL**

*Yeas:*

Scott Wahl, **Avalon**  
 Ed Grant, **Cape May Point**  
 Heather Sparks, **Commercial Twp**  
 Jessica Bishop, **Sec, Dennis Township**  
 Varvara Keun, **Middle Township**  
 Liz Woods, **Chair, Ocean City**  
 Steve O'Connor, **Wildwood City**

*Nays:*

None

*Abstain:*

None

Motion carried by unanimous vote.

**ABANDON SUBROGATION**

There were no files for abandonment of subrogation this month.

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

Ms. Napoli noted that the claims were presented in closed session.

**CLAIMS ADMINISTRATOR’S REPORT**

**Lessons Learned from Losses – May**

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on Preventing Heat Related Illness. He gave suggestions on how to prevent heat illness at work. Mr. Roselli also directed the Committee to the Summer Heat Safety bulletin that is available on the MEL Safety Institute (MSI).

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

**MANAGED HEALTH CARE REPORT**

**Lost Time v. Medical Only Cases**

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

	<i>April</i>	<i>YTD</i>
<i>Total Intakes (New Claims)</i>	69	227
<i>Report Only</i>	21	83
<i>Report Only % of Total</i>	30%	37%
<i>Medical Only</i>	42	106
<i>Lost Time</i>	6	37
<i>Medical Only/Lost Time Ratio</i>	88:12	74:26
<i>Occupational, Claim Petition, Cancer Presumption</i>	0	1
<i>COVID-19</i>	0	7
<i>Average Days to Report to QL</i>	5.1	6.0
<i>Average Days to Report to employer</i>	0.8	1.6

**PPO Penetration Report:**

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

<b>PPO Penetration Rate</b>	<i>April</i>	<i>YTD</i>
<i>Bill Count</i>	506	2,088
<i>Original Provider Charges</i>	\$1,218,609	\$2,990,266
<i>Re-priced Bill Amount</i>	\$286,609	\$870,594
<i>Savings</i>	\$932,000	\$2,119,672
<i>% of Savings</i>	76%	71%
<i>Participating Provider Penetration Rate- Bill count</i>	94%	94%
<i>Participating Provider Penetration Rate-Provider Charges</i>	96%	96%
<i>EPO Penetration Rate – Bill Count</i>	96%	96%
<i>EPO Penetration Rate –Provider Charges</i>	98%	98%

***Transitional Duty Report***

Ms. Beatty presented the *Transitional Duty reports*.

<b><i>Transitional Duty Summary Report</i></b>	<b><i>YTD</i></b>
<i>Transitional Duty Days Available</i>	2,709
<i>Transitional Duty Days Worked</i>	1,821
<i>% of Transitional Duty Days Worked</i>	67%
<i>Money Saved by Accommodating</i>	\$176,405
<i>Transitional Duty Days NOT Accommodated</i>	888
<i>% of Transitional Duty Days NOT Accommodated</i>	33%
<i>Cost of Days NOT Accommodated</i>	\$94,569

Ms. Beatty reminded the members of the Managed Care “quick notes”. She commented that this claimant had no comorbidities, however, he had previous surgery that made recovery take longer. Her reports include some transitional duty ideas taken from other member municipalities. She asked members to review her report in the agenda.

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

***LAW ENFORCEMENT LIABILITY CONSULTANT REPORT***

Mr. Winter noted his report outlines activity for the month on page 27. Mr. Winter noted that policy and procedure requests have been received. He stated that a few chiefs are retiring so Mr. Winter will be meeting with the new incoming chiefs and then additional visits in September.

Mr. Winter also stated that he will hold a report writing class on July 12, 2023 at Cape May County Police Academy and notices will be sent this week. He is also coordinating with Dr. Kelly and another individual to develop advanced resiliency training; more information will be released shortly.

Mr. Winter stated that LE Bulletin 23-03 on Acenda Inc. Mental Health Service Provider was released in April. They have developed a police exchange program to provide joint participation in the Cooperative Outreach Police Exchange (COPE). Three (3) Police Departments in Gloucester County are participating in the pilot program for this. Mr. Winter outlined recommendations for participating in this program.

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

***SOLICITOR’S REPORT***

***Closed Claims***

Mr. Scott DeWeese noted that there were three (3) cases closed since his last report.

***MEL EPL Helpline***

Mr. Scott 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 on pages 33-34 and update them. The resolution to make changes is on the ACM JIF website.

***GL Cases***

Mr. DeWeese noted that there are currently 99 active GL cases inclusive of the civil rights 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.

### **WELLNESS DIRECTOR REPORT**

In Ms. Simone absence, Ms. Patel gave the Wellness Director's report. She stated that the report is included in the agenda packet. She encouraged the members to read through the materials beginning on page 35 and share it with the employees.

Ms. Patel noted that two Wellness Webinars will be held in 2023 via zoom; June 20, 2023 *Decoding the Nutrition Label* at 10 AM and November 14, 2023 *Intro to Mindfulness* at 10 AM.

Ms. Patel highlighted some new resources: *Medical Essentials Diagnostics – Save My Life Program*. It is a company that runs series of tests within two hours and is completely free for municipal employees. The closest clinic is in Marlton, NJ; however, the mobile unit will travel to your location for free if you are outside Marlton.

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

### **COMMITTEE REPORTS- Claims Review Committee/Executive Safety Committee Charters**

Mr. Forlenza reported that the Claims Review Committee Charter and the Executive Safety Committee Charters are being presented for adoption with the same proposed revision. The revision is #6 on page 40 and #10 on page 42 respectively. The proposed revision designates that each Committee will have jurisdiction to evaluate the performance of various Fund Professionals which is in line with the revised *Fund Professional Evaluation Policy* adopted earlier this year.

### **Motion to Adopt the Revised Claims Review Committee & Executive Safety Committee Charters**

Chair Woods entertained a motion to adopt the revised Claims Review Committee and Executive Safety Committee Charters.

Motion by Ms. Keun, seconded by Mr. Wahl to adopt the revised Claims Review Committee and Executive Safety Committee Charters as presented. Motion All in Favor. Motion carried.

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

**Loss Ratio Snapshots** - Mr. Forlenza noted that 3/31 Loss Ratio Snapshots were uploaded to Origami on May 2<sup>nd</sup> and an email containing the access instructions were released to all Fund Commissioner, Clerks and Risk Managers. These reports include 2022 so please review for accuracy.

**Certificates of Insurance** - Mr. Forlenza noted that the certificates of insurance issued in the last month are included in the agenda. He asked members to review and please make sure that these were requested by your municipality and issued properly. Please 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 SIP, OSB, Wellness and EPL/Cyber balances for 2023 are listed in the agenda. Please do not wait until the end of the year to submit reimbursement requests.

**Employment Practices Liability Compliance** – Mr. Forlenza noted on page 58 there is a checklist denoting the members' current status. He noted that earlier today his office released a memorandum via email that outlines the components necessary to comply with the 2024-2025 EPL Program. A key component is Managers and Supervisors training which will be held via Zoom as well as Police Command Staff training, which will be held in person. The training dates were listed on the memorandum from his office. Unfortunately, the hyperlinks to register for the managers and supervisor's training are not working. This will be corrected shortly. Mr. Forlenza reminded the members that they must offer anti-harassment training to all employees. The training is not required to be completed, however, it is required that the member municipality offer the training. The MSI training for this is not quite ready and additional information will be forthcoming.

***Statutory Bond Status*** – Mr. Forlenza asked the members to review the list of statutory bonds included in the agenda packet. Please direct any changes to Jonathon Tavares at the Underwriter’s office. He noted that as part of the underwriting process for renewing members, all statutory positions will have to re-underwritten.

***Elected Officials Training*** – Mr. Forlenza noted that the 2023 training invite is found on page 65 in the agenda. Mr. Forlenza stated an email was sent to all members with this information and the instructions for the new platform. The deadline has been extended from May 1, 2023 to May 30, 2023. The MEL will reduce each member’s 2023 MEL Assessment by \$250 for each municipal elected official who attends one of the 30 minute 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. A list of completed training can be found on the JIF website of which his email had a direct link to it.

***Financial Disclosure Statements***

Mr. Forlenza stated that all Fund Commissioner should have included their position with the ACM JIF on their financial disclosure. Please keep confirmation of your filing should the Executive Director’s office need it.

***Special Law Enforcement Officer Training***

Mr. Forlenza noted that the SLEO training invite is on page 67 in the agenda. Two sessions will be held; May 24, 2023 at Cape May Police Academy and May 25, 2023 at Atlantic County Police Academy. Please register for the training.

***Membership Renewal Visits***

Mr. Forlenza reminded members that all members up for renewal effective 1/1/2024 will be contacted by his office to schedule a presentation to the governing body about the ACM JIF programs.

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

***SAFETY DIRECTOR'S REPORT***

Mr. Garish stated that the Safety Director's Report begins on page 68. He stated that the report is self-explanatory.

Mr. Garish stated that the loss control services and bulletins sent are listed in his report. He reminded members that these are also on the ACMJIF.org and MEL websites and can be viewed on the MEL mobile app. He stated that ALL MSI communications will be sent through the MEL app which has been recently updated with friendlier features. He encouraged all members to download the MEL mobile app.

Mr. Garish stated that registration for the MEL Leadership Academy is June 1-22, 2023. Flyers can be found on the ACM JIF website or contact Rob Garish directly.

Mr. Garish noted the new LMS (Learning Management System) has been updated by the new vendor BIS and is up and running. The training administrators are assigned to each member and are responsible to make sure all employees have access to the system. Each employee will be sent access links to this system for training. If you experience any issues, please contact J.A. Montgomery or BIS helpline directly.

Mr. Garish noted that the MSI Expo trainings are as follows: Excavation/Trenching/Shoring Training; Fast Track to Safety, Confined Space Entry; Flagger and Work Zone, and Practical Leadership are scheduled for various dates, but May 23, 2023 will be at Atlantic Cape Community College and in September 20<sup>th</sup> at



Camden County Emergency Training Center (flyers on JIF and MEL websites). He also noted that Summer Seasonal Training for Supervisors was just scheduled for June 8, 2023 at Ocean City Library.

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

***TECHNOLOGY RISK SERVICES DIRECTOR’S REPORT***

Mr. Caruso, Wintsec Consulting, asked the members to review the reports beginning on page 72. He noted that the Cyber Awareness Training statistics for the month are included in his report. ACM JIF shows that NO ONE was phished this month!

Mr. Caruso noted that the vulnerability and penetration testing reports are included and testing has begun.

Mr. Caruso noted that he is using a new type of processing system. This system sends an email from an AI (artificial intelligence) system reminding you when reports are due. This will assist in completing the training efforts.

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

***TREASURER’S REPORT***

**Reports**

Mr. Hansen presented the Treasurer’s Report for the period ending **April 30, 2023**. The reports were made part of the agenda packet beginning on page 80. He noted the following information:

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

<b>Member</b>	<b>4/30/2023 AUDITED(includes interest allocation)</b>
Egg Harbor City	43,099.09
Hamilton Township	87,196.65
Hammonton Town	197,074.61
Lower Township	0
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>\$944,625.43</b>

**Receipt Activity for the Period:**

	<b>April</b>	<b>YTD</b>
Subrogation Receipts	\$138,276.92	\$248,073.71
Other	\$0	\$3,000.00
Adjustment	\$4,514.66 (verbally corrected at mtg.)	\$5,255.98

Mr. Hansen sent reminders for the Second installment billing due May 15, 2023.

**Claim Activity for the Period**

Claim activity for the month of **April** for claims paid by the Fund and claims payable by the Fund. Total of 318 checks issued; 875 claims payments in the amount of \$913,539.64 with effect on cash position of \$764,484.08.

**Cash Activity for the Period**

During the reporting month, the Fund's "Cash Position" at month end was \$45,106,012.88.

**Investment Interest**

<b>Interest Income:</b>	<b>April</b>	<b>YTD</b>
JCMI	\$33,787.66	\$129,089.48
Treasury	\$0	\$104,925.23
Citizens	\$7,737.43	\$39,279.70

**Rate of Return:** Only interest from the *ANALYSIS WORKSHEET* - 1.10%

**Allocation of Invested Funds**

<b>FUND</b>	<b>March Total</b>	<b>March Percentage</b>	<b>April Total</b>	<b>April Percentage</b>
Treasury	\$22,192,608.86	48%	\$22,194,143.85	49%
JCMI	\$19,771,971.35	44%	\$19,823,045.00	44%
Investors	\$3,185,365.59	8%	\$3,088,824.03	7%
<b>TOTALS</b>	\$45,149,946.80		\$45,106,012.88	

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

**Payment Register**

Chair Woods entertained a motion to approve the **April 2023 Payment Register** (Claims Activity).

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

Motion by Mr. Wahl, seconded by Ms. Bishop to approve the **April 2023 Payment Register** (Claims Activity) as submitted.

<b>ROLL CALL</b>	<b>Yeas:</b>	Scott Wahl, <b>Avalon</b> Ed Grant, <b>Cape May Point</b> Heather Sparks, <b>Commercial Twp</b> Jessica Bishop, <i>Sec</i> , <b>Dennis Township</b> Varvara Keun, <b>Middle Township</b> Liz Woods, <i>Chair</i> , <b>Ocean City</b> Steve O'Connor, <b>Wildwood City</b>
	<b>Nays:</b>	None
	<b>Abstain:</b>	None

Motion carried by unanimous vote.

***Bill List – May Amended***

For the Executive Committee's consideration, Mr. Hansen presented the *Amended May 2023 Bill List* in the amount of **\$3,589,938.27**. The amendment was on item #19 to the MEL JIF – the payee should be the MEL RCF JIF.

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

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

Motion by Mr. Grant, seconded by Ms. Bishop, to approve the *Amended May 2023 Bill List* as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Scott Wahl, <b>Avalon</b> Ed Grant, <b>Cape May Point</b> Heather Sparks, <b>Commercial Twp</b> Jessica Bishop, <i>Sec</i> , <b>Dennis Township</b> Varvara Keun, <b>Middle Township</b> Liz Woods, <i>Chair</i> , <b>Ocean City</b> Steve O'Connor, <b>Wildwood City</b>
	<b>Nays:</b>	None
	<b>Abstain:</b>	None

Motion carried by unanimous vote.

***RMC Bill List – May***

For the Executive Committee's consideration, Mr. Hansen presented the *May 2023 RMC Bill List* in the amount of **\$191,625**.

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

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

Motion by Mr. Wahl, seconded by Ms. Keun, to approve the *May 2023 RMC Bill List* as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Scott Wahl, <b>Avalon</b> Ed Grant, <b>Cape May Point</b> Heather Sparks, <b>Commercial Twp</b> Jessica Bishop, <i>Sec</i> , <b>Dennis Township</b> Varvara Keun, <b>Middle Township</b> Liz Woods, <i>Chair</i> , <b>Ocean City</b> Steve O'Connor, <b>Wildwood City</b>
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*Nays:* None  
*Abstain:* None

Motion carried by unanimous vote.

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

Ms. McLaughlin reported on the MEL/RCF/Cyber meetings that were held virtually on May 8<sup>th</sup> and 9<sup>th</sup>, 2023. She highlighted that the increasing claim costs that Mr. Grubb depicted last month were discussed and thus authorized MEL Resolution 26-23 for a Supplemental MEL JIF Assessment for FY 2020 and FY 2021. She noted that the totals were \$6,700,001 for FY 2020 and \$9,300,000 for FY2021. The ACM JIF portion is \$379,999 and \$760,644 respectively as stated in the agenda packet on page 179. She reminded members that this does NOT impact the 2023 assessment and will be billed in 2024. She remarked that the Finance Committee will be discussing this at their meeting in two weeks to help mitigate the future impact.

Ms. McLaughlin stated that the MEL authorized Resolution 27-23 to appoint Mr. Paul Miola as a Marketing Consultant to support the South Jersey JIFs (ACM, BURLCO, and TRICO JIFs) for an annual fee of \$44,000 for a period of one year.

Ms. McLaughlin noted that the RCF JIF authorized Resolution 13-23 for a Supplemental RCF JIF Assessment for FY 2007, 2008, 2011, 2012, and 2013 for \$956,455 for ACM JIF. This will be valued annually and adjusted.

Mr. Forlenza noted that these supplemental assessments will be discussed fully at the upcoming Finance Committee meetings.

Ms. Stollenwerk voiced her concerns regarding the MEL paying for an additional marketing consultant when there is already another firm providing this service in addition to the Executive Director's office personnel who provides marketing support. She noted that her assumption was that the marketing firms were not servicing the South Jersey JIFs. Ms. Stollenwerk also voiced her concern that the three Gallagher JIFs sent letters to the MEL requesting additional marketing services for south jersey and the former Executive Director of the JIFs was then appointed. She inquired how this occurred and who authorized it. She asked if a subcommittee discussed this appointment. She expressed her concern over the appearance of it and noted that a lot of money is being paid for marketing.

Mr. Forlenza stated that other JIFs are undercutting the ACM JIF pricing to move good performing members out of the ACM JIF. He noted that we need resources to remind the current members of our JIF programs and benefits. Ms. Stollenwerk feels that the current marketing representatives should be doing their jobs. She noted that she understands Mr. Forlenza's position that the Risk Managers aren't being compensated fairly. Mr. Forlenza pointed out that there are some Risk Managers currently shopping their members in hopes of securing higher compensation. He noted that the ACM JIF cap for Risk Managers is 6% whereas some others are 7.5% and higher. He noted that the ACM JIF average RMC fee is between 3-4% and this has been a discussion over the years in the Strategic Planning and Finance Committee. He noted that he continues to push for our members to look at the qualifications of their RMC instead of their pricing.

Mr. Forlenza also stated that hiring Mr. Miola made sense as he was the former Executive Director who understands the JIF programs and built relationships with the current members from dealing with them over the last 30+ years. He noted that the JIFs have been contributing to the MEL marketing budget and not getting the services in southern jersey. Ms. Stollenwerk noted that she felt the JIF is paying more money and still not getting the services needed.

***Cyber JIF***

Ms. McLaughlin noted that at the last the Cyber JIF meeting. The Fund Commissioners went into Executive Session as there were concerns with the RFP process and the proposed award of contract for various services. After review, The Commissioners decided not to award the contract and to delay implementation

and revise the specifications. She noted that they did not provide clear information in the proposals. She also noted that they are looking into having their own co-op for further procurements. The next meeting is June 15<sup>th</sup>, 2023.

Ms. McLaughlin entertained any questions. No questioners were asked.

**MISCELLANEOUS BUSINESS**

***Next Meeting***

Chair Woods reminded the members that the next meeting will be held on **Wednesday, June 21, 2023 at 3:00 PM** at the Avalon Community Hall, Avalon, NJ.

**PUBLIC COMMENT**

***Open Public Comment***

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

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

Mr. Forlenza asked to recognize Mr. Wahl, Avalon, as he recently completed his Masters in Public Administration and was accepted to a Doctorate program.

***Close Public Comment***

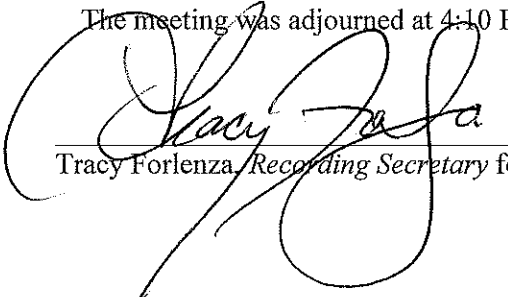
Chair Woods entertained a motion to close the public comment.

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

**MOTION TO ADJOURN**

Motion by Mr. Grant, seconded by Ms. Keun, to adjourn the May 17, 2023 meeting of the ACM JIF. All in favor. Motion carried.

The meeting was adjourned at 4:10 PM.

  
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Tracy Forlenza, *Recording Secretary* for

  
\_\_\_\_\_  
Jessica Bishop, *Fund Secretary*