



## ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Via Zoom Call

July 19, 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 July 19, 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:

Kayla Haberstroh, *Alt.*, **Absecon City**  
Scott Wahl, **Avalon Borough**  
Mollye O'Neill, **Brigantine City**  
Bill Nimohay **Buena Borough**  
Deb Lindholm, **Cape May City**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Twp.**  
Monserrat Gallardo, Representing, **Corbin City**  
Jessica Bishop, *Secretary*, **Dennis Twp.**  
Nadine Lockley, *Alt.*, **Downe Twp.**  
Tom D'Intinio, **Egg Harbor Twp.**  
Lisa Marcolongo, **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 Seifrit, **Lower Township**  
Lisa McLaughlin, **Margate City**  
Suzanne Schumann, *Alt.*, **Middle Twp.**  
Dawn Stollenwerk, **Mullica Twp.**  
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**  
Roy Spoltore, **Upper Deerfield Twp.**  
Jim Pacanowski, **Ventnor City**  
Michael Dougherty, **Waterford Twp.**  
Joe Segrest, **West Wildwood City**  
DJ Ayres, **Weymouth Twp.**  
Steve O'Connor, **Wildwood City**  
Connie Mahon, **Wildwood Crest**  
Alex Bauer, **Woodbine Borough**

Absent Fund Commissioners:

Dawn Marie Bascelli, **Deerfield Twp.**  
Ray Compari, **Millville City**  
Lucy Samuelsen, **Somers Point City**  
Jim Craft, **Stone Harbor Borough**  
Gary DeMarzo, **Upper Twp.**  
Carol Sabo, **West Cape May Borough**

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*  
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  
Christopher J. Winter, Sr., CPM, Law Enforcement Risk Management Consultant  
Jerry Caruso, Technology Risk Services Director, *Wintsec Consulting*  
Jordan Simone, COTA/L, CHC, RYT-200, Wellness Director

Absent Fund Professionals:

None

Present Risk Management Consultants were:

C. J. Adams Company  
Atlantic Associates  
J. Byrne Agency, Inc.  
Conner Strong & Buckelew  
Hardenbergh Insurance  
Thomas Heist Insurance Agency  
Insurance Agencies Inc.  
Marsh & McLennan Agency  
McMahon Agency, Inc.  
William R. Mints Agency  
Siracusa-Kauffman Insurance

Absent Risk Management Consultants were:

Barclay Insurance Group  
BCA Insurance

Glenn Insurance

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

***MOVE UP ALTERNATES***

In absence of Ms. Keun, Middle Township, Mr. O'Connor, Wildwood City, was moved to the Executive Committee for voting purposes.

Motion by Mr. Wahl, seconded by Mr. Spoltore, to move Mr. O'Connor to the Executive Committee for voting purposes. 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 June 21, 2023 Executive Committee Meeting.

Motion by Ms. Bishop, seconded by Mr. Grant, to approve the meeting minutes of the June 21, 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 June 21, 2023 Executive Committee meeting.

Motion by Mr. Wahl, seconded by Ms. Sparks, to approve the Closed Session minutes of the June 21, 2023 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the June 21, 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 #2023-37***

Be it moved by the Atlantic County Municipal Joint Insurance Fund that the public be excluded from this portion of the meeting to permit the Executive Committee to consider in closed session matters affecting the safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations and that the minutes covering these matters and the results of closed session will be released to the public when the reasons for discussing and on them in closed session no longer exists as required by the Open Public Meeting Act.

Chair Woods entertained a motion to adopt Closed Session Resolution 2023-37.

Motion by Ms. Bishop, seconded by Mr. Grant, to adopt Resolution 2023-37 as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Township**  
Jessica Bishop, **Sec, Dennis Township**  
Liz Woods, **Chair, Ocean City**  
Roy Spoltore, **Upper Deerfield Township**  
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 Mr. Grant, 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 Mr. Spoltore to approve the claims payments as discussed in *Closed Session*.

They are as follows:

**June 2023 PARs:**

<i>Workers' Compensation</i>	<i>Property</i>	<i>GL</i>	<i>Auto</i>
2021193135	2023305438	2021212710	
2019172866	2023302808	2021232875	
2023281071	2023303365	2021220163	
(MLT-2023292487) 2023292487 (01) 2023292489 (02) 2023292490 (03) 2023292494 (04)	2023292671		
2023288635			
2021225008			
2023279501			
2023304170			
2023304426			
2021234527			
2023300297			
2023282791			
2022256684			
2022267269			
2023305540			

**ROLL CALL**

**Yeas:**

Scott Wahl, **Avalon**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Township**  
Jessica Bishop, *Sec*, **Dennis Township**  
Liz Woods, *Chair*, **Ocean City**  
Roy Spoltore, **Upper Deerfield Township**  
Steve O'Connor, **Wildwood City**

**Nays:**

None

**Abstain:**

None

Motion carried by unanimous vote.

**ABANDON SUBROGATION**

Secretary Bishop made a motion to abandon subrogation efforts on the following Qual-Lynx files:

Qual-Lynx Files
<i>MLT-2022259943</i>
001080447

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

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
 Ed Grant, **Cape May Point**  
 Heather Sparks, **Commercial Township**  
 Jessica Bishop, **Sec, Dennis Township**  
 Liz Woods, **Chair, Ocean City**  
 Roy Spoltore, **Upper Deerfield Township**  
 Steve O'Connor, **Wildwood City**

***Nays:***

None

***Abstain:***

None

Motion carried by unanimous vote.

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

Ms. Canesi noted that twenty-five (25) PARs including eighteen (18) Workers' Compensation (*8 Police, 2 Fire, and 8 Other*), three (3) General Liability, none (0) Auto, and four (4) Property claims were reviewed for settlement, continuing defense, or to advise of trial date.

***CLAIMS ADMINISTRATOR'S REPORT***

***Lessons Learned from Losses – July***

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on reminding members to report the claims to Qual-Lynx in a timely manner. He explained that the delays in reporting claims cause delays in getting the item fixed or payment made. He asked the Fund Commissioners to please remind their employees and hang this bulletin in a visible place for all to see.

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).

	<b><i>June</i></b>	<b><i>YTD</i></b>
<i>Total Intakes (New Claims)</i>	75	388
<i>Report Only</i>	34	157
<i>Report Only % of Total</i>	45%	40%
<i>Medical Only</i>	36	171
<i>Lost Time</i>	4	57

<i>Medical Only/Lost Time Ratio</i>	<i>90:10</i>	<i>75:25</i>
<i>Occupational, Claim Petition, Cancer Presumption</i>	<i>1</i>	<i>3</i>
<i>COVID-19</i>	<i>0</i>	<i>7</i>
<i>Average Days to Report to QL</i>	<i>13.9</i>	<i>10.2</i>
<i>Average Days to Report to employer</i>	<i>0.9</i>	<i>2.6</i>

***PPO Penetration Report:***

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

<b><i>PPO Penetration Rate</i></b>	<b><i>June</i></b>	<b><i>YTD</i></b>
<i>Bill Count</i>	648	3,553
<i>Original Provider Charges</i>	\$891,343	\$5,067,024
<i>Re-priced Bill Amount</i>	\$278,354	\$1,523,779
<i>Savings</i>	\$612,989	\$3,543,245
<i>% of Savings</i>	69%	70%
<i>Participating Provider Penetration Rate- Bill count</i>	96%	94%
<i>Participating Provider Penetration Rate-Provider Charges</i>	97%	96%
<i>EPO Penetration Rate – Bill Count</i>	98%	96%
<i>EPO Penetration Rate –Provider Charges</i>	98%	97%

***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>	4,333
<i>Transitional Duty Days Worked</i>	2,963
<i>% of Transitional Duty Days Worked</i>	68%
<i>Money Saved by Accommodating</i>	\$288,379
<i>Transitional Duty Days NOT Accommodated</i>	1,370
<i>% of Transitional Duty Days NOT Accommodated</i>	32%
<i>Cost of Days NOT Accommodated</i>	\$149,298

Ms. Beatty reminded the members of the Managed Care “quick notes”. She asked members to review her report in the agenda packet. She noted that virtual care plays a valuable role post Covid. It offers access to specialty providers without geographic limitations, care when limitations or illness are present; reduces need to travel; nurse case managers can participate in visits instead of field visits. She noted that their case managers are not able to do so yet.

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

***LAW ENFORCEMENT LIABILITY CONSULTANT REPORT***

In absence of Mr. Winter, Ms. Patel provided his report. She noted he has been visiting agencies and has scheduled the report writing training for August 11, 2023 at Cape May County Police Academy.

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

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

### ***Closed Claims***

Mr. DeWeese noted that there were three (3) cases closed 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 on pages 33-34 and update them as some have no contact and some have folks who have retired. The resolution to make changes is on the ACM JIF website.

### ***GL Cases***

Mr. DeWeese noted that there are currently 94 active GL cases inclusive of (18) civil rights cases. If you would like your member files sent to you, please contact the Fund Solicitor's office.

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

## ***WELLNESS DIRECTOR REPORT***

Ms. Simone 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. She noted that a wellness survey was emailed to all wellness coordinators to be distributed to all employees; (48) responses were received and are found in the agenda packet.

Ms. Simone reminded members to spend their wellness money and some approved ideas are in the agenda packet. Please email her with any ideas prior to purchasing.

Ms. Simone noted the newsletter was sent yesterday and should be shared with your employees.

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

## ***COMMITTEE REPORTS***

Nothing to report.

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

***Certificates of Insurance*** - Ms. Patel noted that the certificates of insurance issued in the last month are included in the agenda. She 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***- Ms. Patel 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.

***Statutory Bond Status*** – Ms. Patel 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. She noted that as part of the underwriting process for renewing members, all statutory positions will have to be re-underwritten.

### ***2024-2025 MEL EPL Risk Management Program***

Ms. Patel reminded members that the MEL's 2024-2025 EPL Risk Management Program was released on May 17, 2023. Information pertaining to the updated policies and procedures, handbooks, required Police Command Staff and Managers and Supervisor's Training was included in the memorandum. Please contact our office for assistance.

***Managerial & Supervisory Training*** – Ms. Patel noted there are six Manager and Supervisory Training sessions set up via zoom conferencing. Participation is required for compliance with the 2024-2025 MEL EPL Plan of Risk Management. She reminded members that these sessions are capped at 100 people.

***Anti-Harassment Training***

On July 10, 2023 an email was sent out to all members and Ms. Patel asked that it be shared with all non-supervisory personnel. She stated that the employer must offer this training, however, the training is not required. She noted to document the notification process.

***Membership Renewal Visits***

Ms. Patel reminded members that all members up for renewal effective 1/1/2024 will be contacted by her office to schedule a presentation to the governing body about the ACM JIF programs. The renewal paperwork was sent in early June to any member up for renewal. Ms. Patel reiterated that per the bylaws, October 1, 2023 is the deadline for submitting all executed renewal paperwork. She stated that if the governing body does not take affirmative action by October 1, 2023, the member is automatically out of the JIF so please take this into consideration. Ms. Patel also noted that seven (7) of the fifteen (15) renewing members paperwork was received.

***2024 Exposure Renewal Process*** – Ms. Patel stated that an email will be sent to members any day regarding the start of the 2024 Exposure Renewal Process. Please review the property, equipment, and other schedules noting the deadline is August 31, 2023.

***2023 Property Appraisal Reports***

Ms. Patel stated that the Property Appraiser has completed his appraisals and anyone receiving a physical appraisal will be receiving a copy via email shortly. Please review this information for accuracy.

***2023 Coverage Documents***

Ms. Patel notified members of the 2023 coverage documents being loaded to origami on July 11, 2023. Please be sure to download and save this information. She reminded members that Fund Commissioners, Clerks and Risk Managers all have access to Origami.

***Quarterly Attendance***

Ms. Patel noted that on page 100 is the quarterly attendance record. Please review and contact the Recording Secretary with any questions.

Ms. Patel 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 101 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; however, the MEL app is currently down so please use the MEL website for all registering, information, etc. A new section called MSI latest news has been added to assist during this MEL app's down time.

Mr. Garish noted the new LMS (Learning Management System) has been updated and released. 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. All employees



must be registered in this system. If you experience any issues, please contact J.A. Montgomery or the BIS helpline directly.

Mr. Garish reminded members to use the handbooks and bulletins as *National Night Out* approaches. He stated that the Safety Director's office can perform a site survey if any member is interested.

Mr. Garish also reminded members that the 2022 Right to Know surveys which were due July 15, 2023. If a member needs an extension due to the site being down, please reach out to the State directly.

Mr. Garish noted that several beach bulletins and updating hazardous condition bulletins are being released shortly.

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 104. He noted that this month's efforts were devoted to fielding questions concerning the Cyber JIF framework tracking application. All the frames must be complete in order to be accepted.

Mr. Caruso reminded members that there is a FAQ page on the JIF website. He noted that new training has started with the updated rosters. He asked that members do this training quickly. The vulnerability testing will also be completed by the end of July; whereas penetration testing is ongoing.

Mr. Caruso noted that the bad side of AI is included in his report this month. He was just informed that now some Administrator's voices are being duplicated and they are trying to phish money from the CFOs. Please be aware.

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 **June 30, 2023**. The reports were made part of the agenda packet beginning on page 114. He noted the following information:

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

<b>Member</b>	<b>6/30/2023 (Final Audit Balances)</b>
Egg Harbor City	42,913.92
Hamilton Township	86,814.39
Hammonton Township	196,540.74
Middle Township	176,745.50
Mullica Township	28,297.51
Northfield	112,523.09
Pleasantville City	515.27
Stone Harbor	9,602.17

Upper Deerfield Township	75,086.86
Upper Township	183,486.77
Waterford Township	28,543.53
<b>Total</b>	<b>\$941,069.75</b>

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

	<b>June</b>	<b>YTD</b>
Subrogation Receipts	\$83,299.90	\$350,076.09
Other	\$0	\$3,000.00
Adjustment	\$15,399.97	\$20,655.95
Due to RCF	\$79.94	

***Claim Activity for the Period***

Claim activity for the month of **June** for claims paid by the Fund and claims payable by the Fund. Total of 368 checks issued; 1,097 claims payments in the amount of \$1,148,932.27 with effect on cash position of \$1,047,049.38.

***Cash Activity for the Period***

The Fund's "Cash Position" at month end was \$43,924,981.53 which is a reduction of \$1,313,224.90 from the prior month end.

***Investment Interest***

<b>Interest Income:</b>	<b>June</b>	<b>YTD</b>
JCMI	\$34,609.09	\$198,567.12
Treasury	\$85,068.20	\$193,716.35
Citizens	\$11,466.27	\$63,124.24

***Rate of Return:*** Only interest from the *ANALYSIS WORKSHEET* **3.529%**

***Allocation of Invested Funds***

<b>FUND</b>	<b>May Total</b>	<b>May Percentage</b>	<b>June Total</b>	<b>June Percentage</b>
Treasury	\$22,183,617.88	49%	\$22,234,505.11	51%
JCMI	\$19,736,933.40	44%	\$19,721,203.14	45%
Investors	\$3,317,655.12	7%	\$1,969,273.28	4%
<b>TOTALS</b>	\$45,238,206.40		\$43,924,981.53	

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

***Payment Register***

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

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

Motion by Mr. Spoltore, seconded by Ms. Sparks to approve the ***June 2023 Payment Register*** (Claims Activity) as submitted.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Township**  
Jessica Bishop, **Sec, Dennis Township**  
Liz Woods, **Chair, Ocean City**  
Roy Spoltore, **Upper Deerfield Township**  
Steve O'Connor, **Wildwood City**

***Nays:***

None

***Abstain:***

None

Motion carried by unanimous vote.

***Bill List – July***

For the Executive Committee's consideration, Mr. Hansen presented the ***July 2023 Bill List*** in the amount of **\$257,733.84**.

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

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

Motion by Mr. Wahl, seconded by Ms. Bishop, to approve the ***July 2023 Bill List*** as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Township**  
Jessica Bishop, **Sec, Dennis Township**  
Liz Woods, **Chair, Ocean City**  
Roy Spoltore, **Upper Deerfield Township**  
Steve O'Connor, **Wildwood City**

***Nays:***

None

***Abstain:***

None

Motion carried by unanimous vote.

***RMC Bill List – July***

For the Executive Committee’s consideration, Mr. Hansen presented the ***July 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 ***July 2023 RMC Bill List***.

Motion by Mr. Grant, seconded by Ms. Sparks, to approve the ***July 2023 RMC Bill List*** as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Township**  
Jessica Bishop, **Sec, Dennis Township**  
Liz Woods, **Chair, Ocean City**  
Roy Spoltore, **Upper Deerfield Township**  
Steve O’Connor, **Wildwood City**

***Nays:***

None

***Abstain:***

None

Motion carried by unanimous vote.

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

Ms. McLaughlin reported on the Cyber meeting that was held on June 22, 2023. She highlighted that they approved the RFP for advertisement. The RFP seeks proposals for three areas of work; network scanning, phishing, and cyber hygiene training. She also noted that David Grubb stepped down as the Executive Director of the Cyber JIF and Joseph Hrubash is assuming the position. She stated the next meeting is August 3, 2023.

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

***MISCELLANEOUS BUSINESS***

***Authorization to Pay Vendors in August***

Chair Woods entertained a motion for authorization to process and pay vendors in August.

Motion by Mr. Spoltore, seconded by Ms. Sparks, for authorization to process and pay vendors in August as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Ed Grant, **Cape May Point**  
Heather Sparks, **Commercial Township**  
Jessica Bishop, **Sec, Dennis Township**  
Liz Woods, **Chair, Ocean City**  
Roy Spoltore, **Upper Deerfield Township**  
Steve O’Connor, **Wildwood City**

***Nays:***

None

***Abstain:***

None

Motion carried by unanimous vote.

***Next Meeting***

Chair Woods reminded the members that there is no August meeting and the next meeting will be held on **Wednesday, September 20, 2023 at 3:00 PM** in Avalon Community Center, Avalon, NJ.

***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***

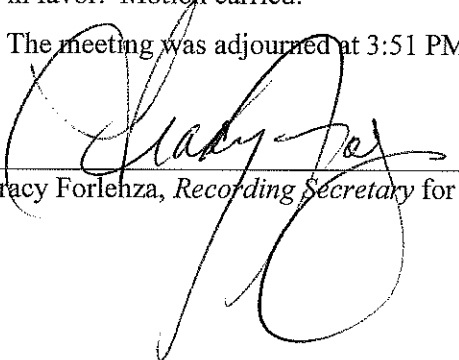
Chair Woods entertained a motion to close the public comment.


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

***MOTION TO ADJOURN***

Motion by Mr. Wahl, seconded by Mr. Grant, to adjourn the July 19, 2023 meeting of the ACM JIF. All in favor. Motion carried.

The meeting was adjourned at 3:51 PM.

  
\_\_\_\_\_  
Tracy Forleza, *Recording Secretary* for

  
\_\_\_\_\_  
**Jessica Bishop**, *Fund Secretary*  
Roy Speltore  
Acting Sec