



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

The Flanders Hotel

719 E 11th Street, Ocean City, NJ

October 18, 2023 at 3:00 PM

OPEN SESSION MINUTES

The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on October 18, 2023 at 3:00 PM, prevailing time, The Flanders Hotel, 719 E 11th Street, Ocean City, NJ, 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 FUND COMMISSIONERS

Those in attendance were:

Jessica Thompson, **Absecon City**
Scott Wahl, **Avalon Borough**
Mollye O'Neill, **Brigantine City**
Bill Nimohay **Buena Borough**
Erin Burke, Alt., **Cape May City**
Ed Grant, **Cape May Point**
Heather Miller, **Commercial Twp.**
Dawn Marie Bascelli, **Deerfield Twp.**
Lisa Marcolongo, **Estell Manor City**
Patricia Gatto, **Folsom Borough**
Shantele Pollock, **Hamilton Twp.**
Leigh Ann Napoli, **Linwood City**
Monica Kyle, **Longport Borough**
Karen Fournier, **Lower Township**
Lisa McLaughlin, **Margate City**
Varvara Keun, **Middle Twp.**
Dawn Stollenwerk, **Mullica Twp.**
Jennifer VanSant, **North Wildwood City**
Mary Canesi, **Northfield City**
Liz Woods, *Fund Chair*, **Ocean City**
Shurlana Stewart, Alt., **Pleasantville City**
Kellie Seib, **Sea Isle City**
Julianne Cannuscio, Representing, **Somers Point City**
Jim Craft, **Stone Harbor Borough**
Roy Spoltore, *Acting Secretary*, **Upper Deerfield Twp.**

Jim Pacanowski, **Ventnor City**
Michael Dougherty, **Waterford Twp.**
Carol Sabo, **West Cape May Borough**
Joe Segrest, **West Wildwood City**
DJ Ayres, **Weymouth Twp.**
Steve O'Connor, **Wildwood City**
Connie Mahon, **Wildwood Crest**

Absent Fund Commissioners:

LaVerne Kirn, **Corbin City**
Jessica Bishop, **Dennis Twp.**
Bob Campbell, **Downe Twp.**
Tom D'Intino, **Egg Harbor Twp.**
Alim Parks, Sr., **Galloway Twp.**
Ray Compari, **Millville City**
Jared Marandino, **Newfield Borough**
Gary DeMarzo, **Upper Twp.**
Alex Bauer, **Woodbine 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
Karen Beatty, Client Services Manager, *Qual-Lynx*
Robert Garish, Assistant Director of Public Sector, *J.A. Montgomery Consulting*
David DeWeese, Esquire, Fund Attorney, *The DeWeese Law Firm, P.C.*
Christopher J. Winter, Sr., CPM, Law Enforcement Risk Management Consultant
Jordan Simone, COTA/L, CHC, RYT-200, Wellness Director

Absent Fund Professionals:

Christopher Roselli, Account Manager, *Qual-Lynx*
John Hansen, Fund Treasurer
Jerry Caruso, Technology Risk Services Director, *Wintsec Consulting*

Present Risk Management Consultants were:

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

Absent Risk Management Consultants were:

Barclay Insurance Group
BCA Insurance
J. Byrne Agency, Inc.
Conner Strong & Buckelew
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 Ms. Bishop, Dennis Township, alternate Mr. O'Connor, Wildwood City, was moved to the Executive Committee for voting purposes.

Motion by Mr. Spoltore, seconded by Ms. Keun, to move Ms. Bishop, Dennis Township, alternate Mr. O'Connor, Wildwood City, was moved 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 September 20, 2023 Executive Committee Meeting.

Motion by Ms. Keun, seconded by Mr. Wahl, to approve the meeting minutes of the September 20, 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 September 20, 2023 Executive Committee meeting.

Motion by Mr. Wahl, seconded by Mr. Spoltore, to approve the Closed Session minutes of the September 20, 2023 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the September 20, 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 #2023-41

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 2023-41.

Motion by Mr. Wahl, seconded by Mr. Spoltore, to adopt Resolution 2023-41 as presented.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Ed Grant, **Cape May Point**
Heather Miller, **Commercial Township**
Varara Keun, **Middle 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. Keun, seconded by Mr. Wahl, 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. Spoltore, seconded by Ms. Miller to approve the claims payments as discussed in *Closed Session*.

They are as follows:

September 2023 PARs:

<i>Workers' Compensation</i>	<i>Property</i>	<i>GL</i>	<i>Auto</i>
MLT-2021219674 (01-02) 2021219674 – 01 2024310732 - 02	2024308758	2021214477	
2022272115	2023296308	2021225169	
2024312850		2022258663	
2023305083		2022243874	
2022272287		2020189990	
MLT-2021214239 (01-06) 2021214267-01		2021240245	
2023290740		2023304720	
MLT-2024311724 (01-17) 2024311724-01 2024311726-02 2024311730-03 2024311734-04 2024311780-05 2024311782-06 2024311787-07 2024312337-08 2024312339-09 2024312340-10 2024312761-11 2024312845-12 2024312849-13			
2024308764			
2023300297			
2023306945			
2023297016			

2024310669			
2021234332			
2022245537			
2021210129			
2023279717			

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
 Ed Grant, **Cape May Point**
 Heather Miller, **Commercial Township**
 Varara Keun, **Middle 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

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

September Qual-Lynx Files for Abandonment
2022242169

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

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
 Ed Grant, **Cape May Point**
 Heather Miller, **Commercial Township**
 Varara Keun, **Middle 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

September PARs -Ms. Napoli noted that thirty-nine (39) PARs including thirty (30) Workers' Compensation (21 *Police*, 0 *Fire*, and 9 *Other*), seven (7) General Liability, zero (0) Auto, and two (2) Property claims were reviewed for settlement, continuing defense, or to advise of trial date.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – October

In Mr. Roselli's absence, Ms. Beatty reported that the *Lessons Learned from Losses* this month focuses on safe lifting. She advised the members to use the S.M.A.R.T. lifting techniques. Size up the load; Move the load closer; Always bend your knees; Raise the load with your legs; and Turn your feet in the direction you want to move. She asked that all members share this bulletin with their employees.

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>Sept</i>	<i>YTD</i>
<i>Total Intakes (New Claims)</i>	86	709
<i>Report Only</i>	36	273
<i>Report Only % of Total</i>	42%	39%
<i>Medical Only</i>	42	331
<i>Lost Time</i>	8	100
<i>Medical Only/Lost Time Ratio</i>	84:16	77:23
<i>Occupational, Claim Petition, Cancer Presumption</i>	0	4
<i>COVID-19</i>	0	7
<i>Average Days to Report to QL</i>	4.8	7.5
<i>Average Days to Report to employer</i>	1.4	2.3

Nurse Case Management:

Ms. Beatty presented the self-explanatory *Nurse Case Management Report*.

<i>Nurse Case Management</i>	<i>Sept</i>
<i># of Cases Assigned to Case Management</i>	85
<i># of Case > 90 days</i>	61

PPO Penetration Report:

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

<i>PPO Penetration Rate</i>	<i>Sept</i>	<i>YTD</i>
<i>Bill Count</i>	663	5514
<i>Original Provider Charges</i>	\$905,304	\$7,220,765
<i>Re-priced Bill Amount</i>	\$250,654	\$2,169,893
<i>Savings</i>	\$654,650	\$5,050,872
<i>% of Savings</i>	72%	70%
<i>Participating Provider Penetration Rate- Bill count</i>	95%	95%

<i>Participating Provider Penetration Rate-Provider Charges</i>	94%	96%
<i>EPO Penetration Rate – Bill Count</i>	97%	97%
<i>EPO Penetration Rate –Provider Charges</i>	99%	98%

Transitional Duty Report

Ms. Beatty presented the *Transitional Duty reports*.

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	6,493
<i>Transitional Duty Days Worked</i>	4,441
<i>% of Transitional Duty Days Worked</i>	71%
<i>Money Saved by Accommodating</i>	\$463,543
<i>Transitional Duty Days NOT Accommodated</i>	2,052
<i>% of Transitional Duty Days NOT Accommodated</i>	29%
<i>Cost of Days NOT Accommodated</i>	\$208,264

Ms. Beatty reminded the members of the Managed Care “quick notes”. She asked members to review her report in the agenda packet, which reviewed a claim of an individual that was told that if they didn’t have spinal surgery they may become paralyzed.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter provided his report. He noted he has been visiting agencies and has scheduled the Report Writing Class for October 25, 2023 at 8:30am-12pm at Cape May County Police Academy. Please email chriswinter1429@gmail.com to register.

Mr. Winter noted he met with three chiefs as part of a “pilot program” for a Law Enforcement Committee. So far, Linwood, Millville, and Ventnor chiefs have volunteered to participate. He noted the Committee will meet quarterly once established.

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

SOLICITOR’S REPORT

Closed Claims

Mr. DeWeese noted that there were five (5) cases closed since his last report including three (3) with no payment to Plaintiff.

- Gandy Estate v. City of Millville*
- Williamson v. City of Millville*
- Collins v. City of Pleasantville*
- Waselik v. City of Ocean City*
- Simmons v. City of Somers Point*

MEL EPL Helpline

Mr. DeWeese stated that there is a reminder in the agenda packet regarding the MEL EPL Helpline in the agenda. He also urged members to review the MEL EPL Helpline Authorized Contact list on pages 35-36 and update them. He noted that if you have a “N/A”, please try to get someone appointed so they have access to this service. The resolution to make these changes is on the ACM JIF website.

GL Cases

Mr. DeWeese noted that there are currently 93 active GL cases inclusive of (14) civil rights cases. If you would like your towns list of claims sent to you, please contact the Fund Solicitor's office. He reminded the members that these need to be shared in Closed Session only as they are active cases and confidential.

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 37 and share it with the employees.

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 that the Wellness Advisory Committee meeting was held on September 19th via zoom. Topics discussed include the proposed revisions to the wellness program, employee wellness survey, 2023 newsletter themes and the JIF event food choices.

Ms. Simone noted the newsletter quarter 4 topics like "Stress Management" providing practical strategies to help manage stress.

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

COMMITTEE REPORTS

Safety Committee- Mr. Wahl stated that the Safety Committee met on September 21, 2023. He then stated that the future of the Wellness Program was discussed. The Safety Committee then requested that the Executive Director's office provide a memorandum, which outlines the discussions that took place with the Chairs of the Executive Safety and Claims Review Committees from ACM, BURLCO and TRICO JIFs, for their review. Upon their review, another meeting will be scheduled to discuss the next steps. Fifteen (15) members are up for renewal on January 1, 2024; all members renewed with the exception of Corbin City and Egg Harbor Township. He reported that the fourth regional training focused on Indoor Air Quality and the sessions are September 15, 2023 and December 4, 2023.

Mr. Wahl ask if there were any questions. No questions were entertained.

** Mr. Garish noted that the Indoor Air Quality training on December 4, 2023 has been rescheduled to December 11, 2023 due to a conflict in scheduled training.*

EXECUTIVE DIRECTOR'S REPORT

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. Please submit documentation to claim or encumber the funds no later than December 31, 2023. All encumbered funds must be claimed by February 1, 2024.

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/Rachel Perry at the Underwriter’s office. He asked the members to review the checklists on pages 83-85.

2024-2025 MEL EPL Risk Management Program

Mr. Forlenza reminded members that the MEL’s 2024-2025 EPL Risk Management Program was released on May 17, 2023 and is due November 1, 2023. Only a handful of members have submitted the required checklist. He noted that the Police Command Staff and Managers and Supervisor’s Training has concluded for the year. All CEU certificates for the Managers and Supervisor’s training have been issued with the exception of October 11, 2023, which will be out shortly. He stated that the list of employees that completed the training can be found on the JIF website; half way down on right hand side denoted as “sign in sheets”. He also stated that some other JIFs are still holding some Managers and Supervisor’s Training. If you have not completed this yet, please reach out to our office for more information.

Elected Officials Training

Mr. Forlenza stated that once the Elected Officials training information is available, it will be sent to all members.

RFQ 2024 Risk Management Consultants

Mr. Forlenza reminded members that on or about September 29, 2023 the model RFQ for Risk Management Services was sent to all Fund Commissioners, Clerks and Risk Managers. If you have any questions, please contact Tracy Forlenza in our office.

RMC Resolutions and Agreements

Mr. Forlenza stated that on or about October 10, 2023, a memo, sample copies of the JIF Risk Manager Consultant Resolutions, and Agreements were sent to all Risk Managers. He noted that his office must receive executed agreements and resolutions before payments to the Risk Managers can be issued. Please contact our office with questions.

3rd Quarter Attendance

Mr. Forlenza stated that the 3rd quarter attendance can be found on page 106. He asked members to review and please reach out to our office if you feel there is an error.

Surplus Release

Mr. Forlenza reiterated, as he discussed earlier in the day, his office had a virtual meeting with DOBI, pursuant to their request, to discuss the Fund’s request to release \$2 million in surplus. The Finance Committee has met, and believes that all the concerns highlighted by DOBI are addressed in the Fund’s current process.

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 107. He stated that the report is self-explanatory.

Mr. Garish noted that Mr. Wahl reported on the regional training focused on Indoor Air Quality and the session on December 4, 2023. Mr. Garish noted that the new date for this training is December 11, 2023, due to a scheduling conflict in training. He reminded everyone that indoor air quality is a very important matter and all should have a representative attend.

Mr. Garish reported that there are two Regional training sessions that members need to attend; the next Indoor Air Quality session is October 19th AM and PM via zoom.

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

TECHNOLOGY RISK SERVICES DIRECTOR'S REPORT

In Mr. Caruso's absence, Ms. Patel asked the members to review the reports beginning on page 110. Ms. Patel noted that the vulnerability and penetration statuses would be removed from the website so bad actors cannot use this to find any potential vulnerable members. She stated that Mr. Caruso will bring these reports to meetings and anyone can email him for status.

Ms. Patel noted that a Cyber Security Bulletin can be found on page 112 on the importance of vulnerability and penetration testing to local government networks. She encouraged members to read through this.

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

TREASURER'S REPORT

Reports – September

In Mr. Hansen's absence, Mr. Forlenza presented the Treasurer's Report for the period ending **September 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

Member	9/30/2023 (Final Audit Balances)
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
Total	\$941,069.75

Receipt Activity for the Period:

	September	YTD
Subrogation Receipts	\$153,317.72	\$558,997.54
Other	\$0	\$3,000.00

Adjustment	\$588.00	\$23,222.64
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Claim Activity for the Period

Claim activity for the month of **September** for claims paid by the Fund and claims payable by the Fund depict a total of 353 checks issued representing 1,038 claims payments totaling \$1,203,396.01, with an effect on cash position of \$1,203,874.74.

Cash Activity for the Period

The Fund's "Cash Position" at month end for September was \$47,527,429.65

Investment Interest

Interest Income:	September	YTD
JCMI	\$35,996.27	\$305,063.06
Treasury	\$0	\$396,419.30
Citizens	\$24,488.52	\$116,534.43

Rate of Return: Only interest from the *ANALYSIS WORKSHEET* **1.505%** for September.

Allocation of Invested Funds

FUND	August Total	August Percentage	September Total	September Percentage
Treasury	\$22,444,628.73	46%	\$22,422,022.82	47%
JCMI	\$19,783,249.69	40%	\$19,681,307.41	42%
Investors	\$6,685,958.51	14%	\$5,424,099.42	11%
TOTALS	\$48,913,836.93		\$47,527,427.65	

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

Payment Register

Chair Woods entertained a motion to approve the **September 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 Mr. Spoltore to approve the **September 2023 Payment Register** (Claims Activity) as submitted.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
 Ed Grant, **Cape May Point**
 Heather Miller, **Commercial Township**
 Varara Keun, **Middle 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 – October

For the Executive Committee's consideration, Mr. Hansen presented the ***October 2023 Bill List*** in the amount of **\$260,924.19**.

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

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

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

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Ed Grant, **Cape May Point**
Heather Miller, **Commercial Township**
Varara Keun, **Middle 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 noted that the reports from the last meeting are in today's agenda and asked members to review. She also commented that there were meetings held this morning for the MEL, RCF and Cyber JIFs and the reports will be in next month's agenda.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Woods reminded the members that the **November** meeting will be held on **MONDAY, November 20, 2023 at 3:00 PM** via zoom due to the League of Municipalities.

Letter to DOBI

Mr. Forlenza directed the members to page 222 in the agenda and a letter from David Grubb, MEL Executive Director, to DOBI outlining the issues that are affecting JIF budgets. He asked the members to read the letter as it addresses the different challenges we face as a JIF.

Special Finance Committee Meeting – Ms. Stollenwerk reported that the Finance Committee held a special meeting on October 16, 2023, to address the recent DOBI concerns regarding the Fund's proposed \$2 million surplus release. DOBI's concerns are that the current surplus is less than 50% of the annual assessments, which has nothing to do with insurance standards, significant rate increases, which have been taken into consideration, unrealized losses which we monitor and are essentially paper losses. DOBI's position is that should the Fund move forward with the release of \$2 million this year, they will not approve

surplus releases in future years unless the Fund's financial position improves at 12/31/2023 inclusive of the surplus release. The Finance Committee met and decided to stand by its decision to release the \$2 million in surplus. She stated that the Finance Committee follows the *Surplus Distribution Policy* very carefully, which looks at all the factors that DOBI addressed. Ms. Stollenwerk also noted that the Fund has reserves established for the deterioration in the MEL and RCF and strives to keep surplus releases stable so members can absorb these increases into their budgets. She noted that last year the release was \$3.75 million, but this year scaled back to \$2 million. The majority of the members take the release as a credit off their next year's assessment so you can budget less. She also noted that the MEL increase is around 32% with an overall budget increase of 9% instead of the original 6% increase anticipated. The Finance Committee feels that they are balancing the financial stability of the Fund against the needs of the membership. She is asking that the Executive Committee affirm the recommendation for release of \$2 million in surplus. If the Executive Committee agrees, she would like authority to tell DOBI the ACM JIF is moving forward with the \$2 million release noting that we acknowledge they may not approve next year's release.

Motion to Affirm the Release of \$2 Million in Surplus

Chair Woods entertained a motion to affirm the decision of the ACM JIF Executive Committee to release \$2 million in surplus as previously authorized by Resolution 2023-40 at the September Executive Committee meeting.

Motion by Mr. Spoltore, seconded by Mr. Wahl, to affirm the decision of the ACM JIF Executive Committee to release \$2 million in surplus as previously authorized by Resolution 2023-40 at the September Executive Committee meeting as presented.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Ed Grant, **Cape May Point**
Heather Miller, **Commercial Township**
Varara Keun, **Middle 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.

PUBLIC COMMENT

Open Public Comment

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

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

Cyber – GMIS

Mr. Paconowski, Fund Commissioner and IT Director for Ventnor City, reported to the members on an organization called GMIS. He noted that GMIS is a National, International, and State organization made up of IT Professionals that assist each other with IT issues. He noted that GMIS has a very strong New Jersey Chapter; however, South Jersey is lacking in members. He noted that being a member of GMIS is a great tool and good way to get you access to IT information. He noted that the cost is minimal at \$100-\$500 per year per municipality based on their IT budget. He noted that one of the biggest benefits is utilizing the list serve which grants you access to the national and state members. He noted that Ed Cooney

participates several times a year to discuss cyber information. The website is www.njgmis.org and you can apply online. He thanked the members for their time.

Close Public Comment


Chair Woods entertained a motion to close the public comment.

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

MOTION TO ADJOURN

Motion by Mr. Wahl, seconded by Mr. Spoltore to adjourn the October 18, 2023 meeting of the ACM JIF. All in favor. Motion carried.

The meeting was adjourned at 4:15 PM.



Tracy Forlenza, *Recording Secretary* for



Roy Spoltore, *Acting Fund Secretary*