



January 19, 2024

Ms. Carolina Chong, Insurance Examiner (*via email only*)
State of New Jersey
Department of Banking and Insurance
PO Box 325
Trenton, NJ 08625

Mr. Nicholas Bennet (*via email only*)
State of New Jersey
Department of Community Affairs
Division of Local Government Services
PO Box 803
Trenton, NJ 08625-0803

RE: ACMJIF 2024 Reorganization Filings

Dear Ms. Chong and Mr. Bennet:

Pursuant to N.J.S.A. 40A:10-36 enclosed please find the following documents:

1. List of 2024 Fund Commissioners
2. List of 2024 Fund Professionals
3. Appendix Exhibit A – Certification of Joint Insurance Fund Professionals
4. Reorganization Resolutions as listed below:

Resolution #1	Confirming the Election of a Chairman and Secretary
Resolution #2	Confirming the Election of an Executive Committee and Alternates for Fund Year 2024
Resolution #3	Appointing Professional Staff
Resolution #4	Approving Defense Attorneys
Resolution #5	Recommending the EPL/POL Defense Panel
Resolution #6	Appointing Joseph M. Nardi, III, Esquire as Conflict Solicitor
Resolution #7	Adopting Cash and Investment Policy
Resolution #8	Adopting Procedures in Compliance with the Open Public Meetings Act
Resolution #9	Adopting Fiscal Policies and Procedures
Resolution #10	Adopting Administrative Policies and Procedures
Resolution #11	Designating the Executive Director as the Public Agency Compliance Officer in Accordance with the Affirmative Action Regulations Issued by the Department of the Treasury
Resolution #12	Adopting and Establishing a Conflict of Interest Policy
Resolution #13	Establishing a Fund Records Program
Resolution #14	Establishing the 2024 Plan of Risk Management
Resolution #15	Designation of a Certifying and Approving Officer for the Payment of Claims
Resolution #16	Authorizing Advance Travel Expenses for Authorized Official Travel

Appendix Exhibit B Data Form(s) and Appendix Exhibit C – Certification of Joint Insurance Fund Data Forms, if required, will be forwarded upon receipt of the properly executed service contracts. Should you have any questions or require any additional information, please contact me at (856) 446-9135.

Very truly yours,

Paul A. Forlenza

Paul A. Forlenza, MGA, RMC
Executive Director

Enclosures

cc: Kamini Patel, Kamini Patel, MBA, CIC, CPCU, AIDA®, Deputy Executive Director, ACMJIF (w/o attachments)

File: ACMJIF\2024\ State Filing;

Tab: Annual Filing (w/attachments)

ACM_MEMBER	ACM_2024_FUND COMMISSIONER
Absecon City	Kayla Lovallo
Avalon Borough	Scott Wahl
Brigantine City	Mollye O'Neill
Buena Borough	William Nimohay
Cape May City	Paul Dietrich
Cape May Point Borough	Ed Grant
Commercial Township	Heather Miller
Deerfield Township	DawnMarie Bascelli
Dennis Township	Jessica Bishop
Downe Township	Robert Campbell
Estell Manor City	Lisa Marcolongo
Folsom Borough	Patricia M. Gatto
Galloway Township	Alim Parks, Sr.
Hamilton Township	Shantele Pollock
Linwood City	Leigh Ann Napoli
Longport Borough	Pam Tomassi
Lower Township	Karen Fournier
Margate City	Lisa McLaughlin
Middle Township	Varvara Keun
Millville City	Joe Calchi
Mullica Township	Dawn Stollenwerk
Newfield Borough	Jared Marandino
North Wildwood City	Jennifer VanSant
Northfield City	Mary Canesi
Ocean City	Elizabeth Woods
Pleasantville City	James Williams
Sea Isle City	Kellie A Seib
Somers Point City	Lucy R. Samuelson
Stone Harbor Borough	James Craft
Upper Township	Gary Demarzo
Upper Deerfield Township	Roy Spoltore
Ventnor City	Jim Pacanowski
Waterford Township	Michael Dougherty
West Cape May Borough	George Dick
West Wildwood Borough	Joe Segrest
Weymouth Township	Dorothy-Jo Ayres
Wildwood City	Steve O'Connor
Wildwood Crest Borough	Constance A. Mahon
Woodbine Borough	Laurie Boyd

2024 FUND PROFESSIONALS

ACTUARY

Eric Bause, ARM
Kyle Mrotek, FCAS, MAAA
The Actuarial Advantage
227 Market Street, Suite B
Camden, NJ 08102
Eric: (610) 627-0704
Kyle: (262) 402-8612
Email: FirstInitialLastName@taa-inc.com

ADMINISTRATIVE CONSULTANT

Cate Kiernan, Vice President
PERMA, Inc.
9 Campus Drive, Suite 216
Parsippany, NJ 07054-4412
Main Phone: (201) 881-7632
Fax #: (201) 881-7633
Email: catek@permainc.com

ADMINISTRATOR

Paul Forlenza, Executive Director
Kamini Patel, Deputy Executive Director
Kris Kristie, Account Manager
Jodi Palmeri, Sr. Financial Analyst
Tracy Forlenza, Financial Analyst
Megan Matro, Marketing Specialist
Risk Program Administrators
6000 Sagemore Drive, Suite 6203
PO Box 488
Marlton, NJ 08053
Main Phone: (856) 446-9100
Paul Forlenza (856) 446-9135
Kamini Patel (856) 446-9112
Kris Kristie (856) 446-9136
Jodi Palmeri (856) 446-9134
Tracy Forlenza (856) 446-9143
Megan Matro (856) 446-9141
Fax #: (856) 446-9149
Email: Firstname_Lastname@RPAdmin.com

AUDITOR

Jim Miles, CPA, Partner
Dennis Skalkowski, Partner
Bowman & Company, LLP
6 North Broad St, Ste. 201
Woodbury, NJ 08096
Main Phone: (856) 435-6200
Fax #: (856) 435-0440
Email: FirstInitialLastName@bowmanllp.com

CLAIMS ADMINISTRATOR

Chris Roselli, Account Mgt/Liability Claims (609-833-2176)
Tammy Langsdorf, W/C. Supv. (609-833-2921)
Joe Liscandri, Sup., Property Claims (609-601-3191)
Qual-Lynx
100 Decadon Drive
Egg Harbor Township, NJ 08234
Main Phone: (609) 653-8400
Fax #: (609) 926-9270
Email: FirstInitialLastName@qual-lynx.com

FUND UNDERWRITER

Ed Cooney, Account Executive
Conner Strong & Buckelew
9 Campus Drive, Suite 216
Parsippany, NJ 07054-4412
Direct Phone: (973)-659-6424
Email: ecooney@connerstrong.com

LOSS CONTROL SERVICES

Keith Hummel, Safety Director
Rob Garish, Consultant
Jacqueline Cardenosa Consultant
Tom Reilly, Consultant
Melissa Meccariello, Admin
J. A. Montgomery Consulting
P.O. Box 99106
Camden, NJ 08101
Toll Free: (877) 398-3046
Hummel Office: (856) 552-6862
Garish Office: (856) 552-4650
Cardenosa Office: (856) 552-6888
Reilly Office: (856) 446-9205
Meccariello Office: (856) 479-2070
Fax #: (732) 393-8034
Email: FirstInitialLastname@jamontgomery.com

2024 FUND PROFESSIONALS

PAYROLL AUDITOR

James Miles, CPA, Partner
Dennis Skalkowski
Bowman & Company, LLP
6 North Broad St, Ste 201
Woodbury, NJ 08096
Main Phone: (856) 435-6200
Fax #: (856) 435-0440
Email: FirstInitialLastName@bowmanllp.com

PROPERTY APPRAISER

Mel Ngayan, Regional Director
AssetWorks, LLC
261 Old York Rd, Suite 305
Jenkintown, PA 19046
Main Phone: (800) 876-0363 x1352
Fax #: (215) 354-1086
Email: Melvin.ngayan@assetworks.com

RECORDING SECRETARY

Tracy Forlenza
c/o RPA
6000 Sagemore Drive, Suite 6203
PO Box 489
Marlton, NJ 08053-3900
Main Phone: (856) 446-9143
Email: Tracy_Forlenza@RPAdmnsn.com

SOLICITOR & SUBROGATION ATTORNEY

David S. DeWeese, Esquire
The DeWeese Law Firm, P.C.
3200 Pacific Avenue
Wildwood, NJ 08260
Main Phone: (609) 522-5599
Fax #: (609) 522-3003
Email: david@deweese-lawfirm.com

TREASURER

John Hansen
804 Landis Ave
Sea Isle City, NJ 08243
Payments: PO Box 97, Ocean City, NJ 08226
Main Phone: (609) 425-1136
Email: ocjjh4263@gmail.com

WEBSITE

George Joyce
Joyce Media
41 Park Drive
Bridgeton, NJ 08302
Main Phone: (856) 455-3722
Email: info@joycemedia.com

TECHNOLOGY RISK SERVICES DIRECTOR

Jerry Caruso
Wintsec Consulting, LLC
504 Rt 130 N, Suite 110
Cinnaminson, NJ 08077
Main Phone: (856) 786-3500
Email: Jerry@thecarusos.com

CONFLICT ATTORNEY

Joseph Nardi, III, Esquire
360 Haddon Avenue
Westmont, NJ 08108
Main Phone: (856) 894-8900
Fax #: (856) 858-4967
Email: jnardi@brownconnery.com

MANAGED CARE

Karen Beatty, Client Services Manager
QualCare, Inc
100 Decadon Drive
Egg Harbor Township, NJ 08234
Phone through Qual-Lynx (609) 365-4999
Mobile # (609) 626-1023
Fax #: (609) 365-4000
Email: kbeatty@qual-lynx.com

LAW ENFORCEMENT RISK MGMT CONSULTANT

Christopher J. Winter, Sr., CPM
7 Monarch Court
Cape May, NJ 08204
Mobile # (609) 780-4769
Email: Chriswinter1429@gmail.com



APPENDIX
EXHIBIT A
NEW JERSEY DEPARTMENT OF BANKING AND INSURANCE
CERTIFICATION OF JOINT INSURANCE FUND PROFESSIONALS
FOR THE FUND YEAR ENDING DECEMBER 31, 2024

I, Paul Forlenza, hereby certify that

- A. I am the Executive Director of the Atlantic County Municipal Joint Insurance Fund, and I am authorized to execute this certified statement. The terms and conditions for all renewal agreements or contracts, and the parties thereto, have not changed from the prior year, with exception of compensation as set forth below:

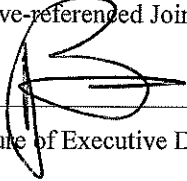
Service	Contractor	2023 Compensation Amount	2024 Compensation Amount
Actuary	The Actuarial Advantage	\$51,426	Not to exceed \$52,455
Administration / Executive Director	Risk Program Administrators	\$1,057,699	Not to exceed \$1,084,141
Administrative Consultant	PERMA, Risk Management Services	\$45,832	Not to exceed \$44,469
Attorney	The DeWeese Law Firm, P.C.	\$138,590 \$37,500 - EPL/POL fees	Not to exceed \$141,362 \$750 per claim EPL/POL
Banking Trustee	BNY - JCMF	\$6,651	13 basis points based on the value of the statewide investment portfolio - \$125,000 minimum allocated statewide
Banking Services & Investments	Wilmington Trust/ M & T Bank	\$8,826	.05% of the market value of the investment portfolio
Investment Consultant	Northwest Financial	\$5,445	13 basis points based on the value of the statewide investment portfolio - \$125,000 minimum allocated statewide
Investment Advisors	Eagle Asset Management	\$23,904	14 basis points based on the value of the FUND's invested assets as of the last day of each month.
Auditor	Bowman & Company	Not to exceed \$20,993	Not to exceed \$21,413
Claims Administration	Qual-Lynx	\$896,675 \$14,000 RCF file transfer fees	Not to exceed \$881,183 \$400 per file RCF transfer fee
Conflict Attorney	Joseph Nardi, Esq.	\$0	\$173 per hour
Technology Risk Services	Wizer	\$16,124	Not to exceed \$14,333

Technology Risk Services	D2	\$135,020	Not to exceed \$135,020
Technology Risk Services Director	Wintsec Consulting, LLC.	\$53,488	Not to exceed \$55,006
JIF Website	Joyce Media	\$4,680	Not to exceed \$4,680
Managed Care	Qual-Care	\$299,490	\$565 per claim fee
Payroll Auditor	Bowman & Company	\$22,762	Not to exceed \$22,074
Property Appraiser	AssetWorks	\$35,974	\$51,646 - Based Upon Anticipated Building Counts
Law Enforcement Consultant	Christopher Winter	\$26,000	Not to exceed \$25,000
Recording Secretary	Tracy Forlenza	\$6,716	Not to exceed \$6,850
Safety Director	J. A. Montgomery	\$235,046	Not to exceed \$228,223
Subrogation Attorney	The DeWeese Law Firm, P.C.	\$132,948	Prior to suit – 25% recovery Issue not joined – 30% recovery Issue joined – 33.3% recovery
Treasurer	John Hansen	\$25,500	Not to exceed \$26,000
Underwriting Manager	Conner Strong & Buckelew Insurance Services	Not to exceed \$12,746 \$62,936 – EPL, POL, VDO, & Cyber Commissions	Not to exceed \$12,367 \$64,638 – EPL, POL, & VDO Commissions
Wellness Director	Jordan Simone	Not to exceed \$65,034	Not Reappointed
Service	Contractor	2023 Compensation Amount	2024 Compensation Amount
Liability Defense Panel	Law Offices of Thomas G. Smith, PC	\$87,327	Assigned Defense Counsel - \$170 per hour Approved Associate - \$155 per hour Paralegal - \$90 per hour
Liability Defense Panel	Birchmeier & Powell, LLC	\$354,192	Assigned Defense Counsel - \$170 per hour Approved Associate - \$155 per hour Paralegal - \$90 per hour
Liability Defense Panel	Gemmel, Todd, & Merenich, PA	\$123,929	Assigned Defense Counsel - \$170 per hour Approved Associate - \$155

			per hour Paralegal - \$90 per hour
Liability Defense Panel	Madden & Madden, PA	\$21,215	Assigned Defense Counsel - \$170 per hour Approved Associate - \$155 per hour Paralegal - \$90 per hour
Liability Defense Panel	Barker, Gelfand, & James	\$178,173	Assigned Defense Counsel - \$170 per hour Approved Associate - \$155 per hour Paralegal - \$90 per hour
Liability Defense Panel	Reynolds & Horn	\$334,958	Assigned Defense Counsel - \$170 per hour Approved Associate - \$155 per hour Paralegal - \$90 per hour
Liability Defense Panel	Cockrill, Craig & Moore, LLC	\$9,831	Assigned Defense Counsel - \$170 per hour Approved Associate - \$155 per hour Paralegal - \$90 per hour
Liability Defense Panel	Cooper Levensen	\$38,670	Not Reappointed
Liability Defense Panel	Brown & Connery	Not Appointed	Assigned Defense Counsel - \$170 per hour Approved Associate - \$155 per hour Paralegal - \$90 per hour
Liability Defense Panel	Blaney, Donohue & Weinberg, P.C.	Not Appointed	Assigned Defense Counsel - \$170 per hour Approved Associate - \$155 per hour Paralegal - \$90 per hour
Workers' Compensation Defense Panel	Pietras, Saracino, Smith, & Meeks, LLC	\$173,030	Assigned Defense Counsel - \$140 per hour Approved Associate - \$115 per hour Occupational Cases - \$115 per hour Paralegal - \$75 per hour Court Appearances - \$70
Workers' Compensation Defense Panel	Affanato Marut, LLC	\$157,482	Assigned Defense Counsel - \$140 per hour Approved Associate - \$115

			per hour Occupational Cases - \$115 per hour Paralegal - \$75 per hour Court Appearances - \$70
Workers' Compensation Defense Panel	Capehart Scatchard, PA	\$36,420	Assigned Defense Counsel - \$140 per hour Approved Associate - \$115 per hour Occupational Cases - \$115 per hour Paralegal - \$75 per hour Court Appearances - \$70

- B. To the extent the terms and conditions of any renewal agreements or contracts, or the parties thereto, have changed since the prior year, copies of such renewal/new agreements or contracts are enclosed.
- C. I am aware that the New Jersey Department of Banking and Insurance will rely on this certification in connection with determination of the above-referenced Joint Insurance Fund's compliance with applicable law.



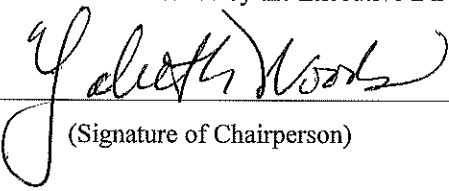
(Signature of Executive Director)

1-17-2024

(Date)

I, Elizabeth Woods, hereby certify that:

- A. I am the Chairperson of the Atlantic County Municipal Joint Insurance Fund and am authorized to execute this certified statement.
- B. I agree with the certified statements set forth above by the Executive Director.



(Signature of Chairperson)

1-17-2024

(Date)

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 01

CONFIRMING THE ELECTION OF A CHAIRPERSON AND SECRETARY

BE IT RESOLVED by the Commissioners of the Atlantic County Municipal Joint Insurance Fund that the following persons have been elected as Chairperson and Secretary:

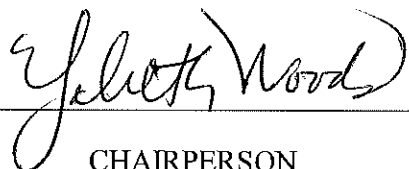
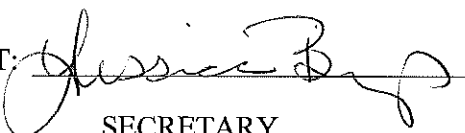
Elizabeth Woods, City of Ocean City, Chair

Jessica Bishop, Dennis Township, Secretary

BE IT FURTHER RESOLVED that the Chairperson and Secretary shall serve for the Fund Year 2024 and until their successors shall be elected and qualified.

This resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund at a public meeting held on January 17, 2024.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

BY:  ATTEST: 
CHAIRPERSON SECRETARY
DATE: 1/17/2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 02

**CONFIRMING THE ELECTION OF AN EXECUTIVE
COMMITTEE AND ALTERNATES FOR FUND YEAR 2024**

BE IT RESOLVED, by the Commissioners of the Atlantic County Municipal Joint Insurance Fund that the following individuals are elected to the Executive Committee and as Alternates of the Executive Committee of the Atlantic County Municipal Joint Insurance Fund for the Fund Year 2024 and until their successors shall be appointed and qualified are hereby confirmed:


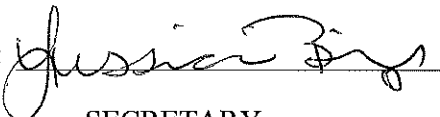
EXECUTIVE COMMITTEE

Executive Committee Member 1: **Varvara Keun**, Middle Township
Executive Committee Member 2: **Heather Miller**, Commercial Township
Executive Committee Member 3: **Dawn Marie Bascelli**, Deerfield Township
Executive Committee Member 4: **Scott Wahl**, Avalon Borough
Executive Committee Member 5: **Kellie Seib**, Sea Isle City

ALTERNATES

Executive Committee Alternate 1: **Dorothy Jo Ayres**, Weymouth Township
Executive Committee Alternate 2: **Karen Fournier**, Lower Township
Executive Committee Alternate 3: **Jennifer VanSant**, North Wildwood City
Executive Committee Alternate 4: **Leigh Ann Napoli**, Linwood City
Executive Committee Alternate 5: **Mary Canesi**, Northfield City
Executive Committee Alternate 6: **Connie Mahon**, Wildwood Crest Borough

This resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund at
a public meeting held on January 17, 2024.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
BY:  ATTEST: 
CHAIRPERSON SECRETARY
DATE: 1/17/2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 03

APPOINTING PROFESSIONAL STAFF

Whereas, the Commissioners of the Atlantic County Municipal Joint Insurance Fund find that it is necessary and appropriate to obtain certain professional and other extraordinary and unspecifiable services pursuant to N.J.S.A. 40A:11-5 et seq.; and

Whereas, it is anticipated that some of these services will exceed \$17,500 in cost to the Fund during the 2024 Fund Year; and

Whereas, after careful consideration by the Fund Commissioners of the Atlantic County Municipal Joint Insurance Fund it has been determined to be in the best interest of the Fund to obtain these services following a “non-fair and open” process pursuant to N.J.S.A. 19:44A-20.1 et seq. so as to eliminate the possibility of any of the Fund’s professionals from making reportable contributions to any elected officials in any member town and so as to guarantee the continuity of the Fund’s professionals; many of which have been servicing the Fund since its inception and have directly contributed to its success; and

Whereas, those service providers whose contracts shall exceed \$17,500 during the 2024 Fund Year have executed a “Political Contribution Disclosure Form”, “Business Entity Disclosure Certification”, and a “Stockholder Disclosure Certification”, a copy of which is attached to their Professional Service contract, acknowledging their understanding that by accepting this appointment they may be limited pursuant to NJSA 19:44A-20.6 in their ability to make reportable contributions pursuant to NJSA 19:44A-8 or 19:44A-16 as detailed in NJSA 19:44A-20.5

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, assembled in a public session on January 17, 2024, that:

1. Risk Program Administrators, LLC, is hereby appointed as Administrator commencing January 1, 2024 and continuing until December 31, 2024 with Paul A. Forlenza, MGA, serving as the Executive Director and Kamini Patel, MBA, CIC, CPCU, AIDA®, serving as the Deputy Executive Director or until the next Reorganization of the Fund.
2. Risk Program Administrators, LLC, is hereby appointed as the Producer for EPL/POL and Volunteer’s Directors and Officers, coverage for a term commencing January 1, 2024 and continuing until December 31, 2024 or until the next Reorganization of the Fund.
3. Conner Strong & Buckelew Insurance is hereby appointed as the Producer for EPL/POL and Volunteer’s Directors and Officers coverage for a term commencing January 1, 2024 and continuing until December 31, 2024 or until the next Reorganization of the Fund.
4. The DeWeese Law Firm, P.C., with David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, as the designated attorney, is hereby appointed as the Fund’s Attorney for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund; and

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

5. The DeWeese Law Firm, P.C., with David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, as the designated attorney, is hereby appointed as the Fund's Subrogation Attorney for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
6. David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, is hereby appointed as the Fund's EPL/POL Attorney for a term commencing January 1, 2024 and continuing until December 31, 2024 or until the next Reorganization of the Fund.
7. John Hansen is hereby appointed as Treasurer for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
8. The Actuarial Advantage, Inc., with Kyle Mrotek, FCAS as its designated representative, is hereby appointed as Actuary for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
9. PERMA Risk Management Services, LLC, a Division of Conner Strong & Buckelew Insurance Companies, Inc., with David N. Grubb as its designated representative, is hereby appointed as Administrative Consultant for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
10. Qual-Lynx, with Chris Roselli as its designated claims Account Manager and Alice Lihou as its designated representative, is hereby appointed as Claims Administrator for General Liability, Automobile Liability, Workers' Compensation and Property claims and as the designated recipient in accepting and reporting EPL/POL claims commencing January 1, 2024 and continuing until December 31, 2024 or until the next Reorganization of the Fund.
11. QualCare, Inc., with Karen Beatty as its designated client services manager and Steve McNamara as its designated representative, is hereby appointed as the Managed Care and Network Provider for a term commencing January 1, 2024 and continuing until December 31, 2024.
12. J. A. Montgomery Consulting, a Division of Conner Strong & Buckelew Companies, with Keith Hummel as the Safety Director and Robert Garish, Thomas Reilly, and Jacqueline Cardenosa as its designated Loss Control Representatives, is hereby appointed for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
13. AssetWORKS, with Christian Gutierrez as the corporate representative and Melvin Ngayan as the designated representative, is hereby appointed as Property Appraiser for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
14. Joyce Media, with George E. Joyce, III as its designated representative, is hereby appointed as Website Host and Designer for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

15. Iron Mountain is hereby appointed as Record Retention Service for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
16. Bowman & Company, with Dennis Skalkowski as its designated representative, is hereby appointed as Payroll Auditor for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
17. Bowman & Company, with Dennis Skalkowski as its designated representative, is hereby appointed as Fund Auditor for a term commencing January 1, 2024, and continuing until June 30, 2025.
18. Conner Strong & Buckelew Insurance, Inc., with Terrance Tracy as its corporate representative and Edward Cooney as its designated representative, is hereby appointed as Underwriting Manager for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
19. Christopher J. Winter is hereby appointed as Law Enforcement Risk Management Consultant for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
20. Tracy Forlenza is hereby appointed as Recording Secretary for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
21. Wintsec Technologies is hereby appointed as the Technology Risk Management Director, with Jerry Caruso as its designated representative, for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
22. Citizens Bank, with Joseph Sette as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
23. Wilmington Trust, with Susan O'Neal as its designated representative, is hereby appointed as an Asset Manager for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
24. M & T Bank, with Mary Alice Avery as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
25. Bank of New York Mellon, with Dennis Onderick as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.

26. Eagle Asset Management, with Chad Stone as its designated representative, is hereby appointed as an Asset Manager for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.
27. NW Financial Group, with Tim Eismeier as its designated representative, is hereby appointed as an Investment Advisor for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 or until the next Reorganization of the Fund.

Be It Further Resolved that the Commissioners of the Atlantic County Municipal Joint Insurance Fund find and determine that the appointments herein specified require either professional services for which the individuals designated are licensed to practice a profession or for extraordinary and unspecifiable services that cannot be adequately described in specifications that would make solicitation of bids for those services meaningful or advisable; and

Be It Further Resolved that the compensation for the services shall be in accordance with the amounts budgeted for the specific services and subject to contracts hereby authorized and approved by the Commissioners of the Atlantic County Municipal Joint Insurance Fund; and

Be It Further Resolved that the respective committees responsible for oversight of the various vendors have reviewed and approved the renewal fees and scope of services for each contract and such approvals are recorded in the minutes of the respective committee meetings.

Be It Further Resolved that the Chairperson and Secretary of the Atlantic County Municipal Joint Insurance Fund are hereby authorized to execute Agreements with the individuals, partnerships and corporations hereby appointed for the performance of professional or for extraordinary and unspecifiable services providing for compensation within the amounts budgeted for those services, as follows:

1. Risk Program Administrators, LLC, is hereby appointed as Administrator commencing January 1, 2024 and continuing until December 31, 2024 with Paul A. Forlenza, MGA, serving as the Executive Director and Kamini Patel, MBA, CIC, CPCU, AIDA ®, serving as the Deputy Executive Director and shall be compensated in the amount of \$1,084,141 as set forth specifically in the Agreement.
2. Risk Program Administrators, LLC, and Conner Strong & Buckelew Insurance are hereby appointed as the Producer for EPL/POL and Volunteer's Directors and Officers coverage for a term commencing January 1, 2024 and continuing until December 31, 2024 with Conner Strong & Buckelew Insurance being compensated through the commission on the policies in the anticipated amount of \$64,638 based upon 39 members.
3. The DeWeese Law Firm, P.C, with David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, as the Fund Attorney for a term commencing January 1, 2024, and

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

continuing until December 31, 2024, shall be compensated in an amount not to exceed \$141,362 as set forth specifically in the Agreement.

4. The DeWeese Law Firm, P.C., with David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey is hereby appointed as the Subrogation Attorney for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
5. David S. DeWeese, Esquire, Attorney at Law of the State of New Jersey, is hereby appointed as the Fund's EPL/POL Attorney for a term commencing January 1, 2024 and continuing until December 31, 2024, shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
6. John Hansen is hereby appointed as Treasurer for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$26,000 as set forth specifically in the Agreement.
7. The Actuarial Advantage, Inc. with Kyle Mrotek, FCAS, as its designated representative, as Actuary for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$52,455, without the specific approval of the Commissioners, as set forth specifically in the Agreement.
8. PERMA Risk Management Services, LLC, a Division of Conner Strong & Buckelew Insurance Companies, with David Grubb as its designated representative, as Administrative Consultant for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$44,469 based upon 39 members as set forth specifically in the Agreement.
9. Qual-Lynx, with Chris Roselli as its designated claims Account Manager and Alice Lihou as its designated representative, as Claims Administrator for General Liability, Auto Liability, Workers' Compensation, Property, for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$881,183 and as the designated recipient in accepting and reporting EPL/POL claims on the basis of the rate schedule as set forth specifically in the Agreement.
10. QualCare, Inc., with Karen Beatty as its designated client services manager and Steve McNamara as its designated representative, is hereby appointed as the Managed Care and Network Provider for a term commencing January 1, 2024, and continuing until December 31, 2024, with an allocated file fee of \$565 per file on the basis of the rate schedule as set forth specifically in the Agreement.
11. J. A. Montgomery Consulting, a Division of Conner Strong & Buckelew Insurance Companies, with Keith Hummel as the Safety Director and Robert Garish, Thomas Reilly, and Jacqueline Cardenosa as the loss control representatives commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$228,223 based upon 39 members as set forth specifically in the Agreement.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

12. AssetWORKS, with Christian Gutierrez as the corporate representative and Melvin Ngayan as the designated representative, is hereby appointed as Property Appraiser for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated with a fee of \$51,646 based upon anticipated building counts for calendar year 2024, as set forth specifically in the Agreement.
13. Joyce Media, with George E. Joyce, III as its designated representative, is hereby appointed as Website Host and Designer for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$4,680 as set forth specifically in the Agreement.
14. Iron Mountain is hereby appointed as Record Retention Service for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
15. Bowman & Company with Dennis Skalkowski as its designated representative, is hereby appointed as Payroll Auditor for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$22,074 based upon 39 members as set forth specifically in the Agreement.
16. Bowman & Company, with Dennis Skalkowski as its designated representative, is hereby appointed as Fund Auditor for a term commencing January 1, 2024, and continuing until June 30, 2025, shall be compensated on the basis of a fee schedule attached to the Agreement, but not to exceed \$21,413 for the completion of the Audit of the December 31, 2024 Financial Statements without the specific approval of the Commissioners, as set forth specifically in the Agreement.
17. Conner Strong & Buckelew Insurance, with Terrance Tracy as its corporate representative and Edward Cooney as its designated representative, is hereby appointed as Underwriting Manager for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$12,367 based upon 39 members as set forth specifically in the Agreement.
18. Christopher J. Winter is hereby appointed as Law Enforcement Risk Management Consultant for a term commencing January 1, 2024, and continuing until December 31, 2024 shall be compensated in the amount of \$25,000 as set forth specifically in the Agreement.
19. Tracy Forlenza is hereby appointed as Recording Secretary for a term commencing January 1, 2024, and continuing until December 31, 2024, shall be compensated in the amount of \$6,850 as set forth specifically in the Agreement.
20. Wintsec Technologies is hereby appointed as the Technology Risk Management Director, with Jerry Caruso as its designated representative, for a term commencing January 1, 2024, and continuing until December 31, 2024 shall be compensated in the amount of \$55,006 based upon 39 members as set forth specifically in the Agreement and in accordance with Wintsec Technology's January 4, 2023 Proposal for Technology Risk Services Director.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

21. Citizens Bank, with Joseph Sette as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
22. M & T Bank, with Mary Alice Avery as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
23. Wilmington Trust, with Susan O'Neal as its designated representative, is hereby appointed as an Asset Manager for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
24. Bank of New York Mellon, with Dennis Onderick as its designated representative, is hereby appointed as a permissible Banking Depository for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024 and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
25. Eagle Asset Management, with Chad Stone as its designated representative, is hereby appointed as an Asset Manager for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.
26. NW Financial Group, with Tim Eismeier as its designated representative, is hereby appointed as an Investment Advisor for the Atlantic County Municipal Joint Insurance Fund for a term commencing January 1, 2024, and continuing until December 31, 2024, and shall be compensated on the basis of the rate schedule as set forth specifically in the Agreement.

Be It Further Resolved that all of the Agreements set forth above are subject to specific approval by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, and

Be It Further Resolved that notice of the appointments and the Agreements for professional or for extraordinary and unspecifiable services shall be published as required by law, and

Be It Further Resolved that copies of this Resolution shall be provided to the Treasurer of the Atlantic County Municipal Joint Insurance Fund and those so appointed for their information and attention.

This resolution was duly adopted by the Atlantic County Municipal
Joint Insurance Fund at a public meeting held on January 17, 2024.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

BY: *Galith Woods* ATTEST: *Jessica Bif*
CHAIRPERSON SECRETARY
DATE: 1/17/2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 04

A RESOLUTION AWARDING CONTRACTS TO ASSIGNED DEFENSE COUNSEL AND APPROVED ASSOCIATES

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

WHEREAS, the Fund Commissioners of the Atlantic County Municipal Joint Insurance Fund find that it is necessary and appropriate to obtain certain legal services so that the claims filed against the Member Municipalities of the Atlantic County Municipal Joint Insurance Fund, and for which the Atlantic County Municipal Joint Insurance Fund is obligated to provide a legal defense on behalf of the Member Municipalities; and

WHEREAS, the ACMJIF, under the "Fair and Open" process, issued Requests for Qualifications (RFQs) on August 13, 2021 for three (3), one (1) year Contracts for Assigned Defense Counsel for General Liability matters and for Workers' Compensation matters, and the responses to the RFQs were required to be provided to the Fund Administrator's Office by September 17, 2021; and

WHEREAS, the Fund Administrator for the ACMJIF received twenty-two (22) timely responses to the General Liability RFQ, and all of those responses were referred to the Fund Solicitor and the ACMJIF Claims Review Committee for evaluation; and

WHEREAS, the Fund Administrator for the ACMJIF received twelve (12) timely responses to the Workers' Compensation RFQ, and all of those responses were referred to the Fund Solicitor and the ACMJIF Claims Review Committee for evaluation; and

WHEREAS, the ACMJIF Claims Review Committee reviewed and evaluated all of the responses that were received to the RFQs, and after members of the Claims Review Committee individually completed the evaluation process, the scores were tallied by the Fund Solicitor, the Fund Solicitor provided his recommendations and the Claims Review Committee then determined that certain firms were to be recommended to be awarded Contracts for 2022; and

WHEREAS, those recommendations were presented to the Executive Committee of the ACMJIF at their regular meeting on December 15, 2021 and the Executive Committee determined that the recommendations of the Claims Review Committee should be accepted and the recommended firms were awarded Contracts for 2022 through Resolution 2022-4 on January 19, 2022; and

WHEREAS, the Executive Committee had determined that the same Contracts should be awarded for 2023, which was the second year of the three (3) one (1) year Contracts, and the recommended firms were awarded Contracts for 2023 through Resolution 2023-4 on January 18, 2023; and

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Executive Committee has determined that the same Contracts (with the exception of Cooper Levenson which firm had previously requested to be removed from the Defense Panel) should be awarded for 2024, which is the third year of the three (3) one (1) year Contracts.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Atlantic County Municipal Joint Insurance Fund assembled in a public session on January 17, 2024, that the following Law Firms and Attorneys are hereby designated as Assigned Defense Counsel and Approved Associates for the Atlantic County Municipal Joint Insurance Fund for General Liability matters and for Workers' Compensation matters, and each firm shall be awarded a Contract for 2024 under the "Fair and Open" process:

General Liability Claims:

1. Barker, Gelfand & James, P.C. with A. Michael Barker, Esquire, Todd J. Gelfand, Esquire, Vanessa E. James, Esquire and Jeffrey Sarvas, Esquire as Assigned Defense Counsel at a rate of \$170.00 per hour of attorney time; and a Paralegal rate of \$90.00 per hour.
2. The Law Offices Thomas G. Smith, P.C. with Thomas G. Smith, Esquire as Assigned Defense Counsel at a rate of \$170.00 per hour of attorney time; and a Paralegal rate of \$90.00 per hour.
3. Birchmeier & Powell, LLC with James R. Birchmeier, Esquire, Erin R. Thompson, Esquire and Edward N. Romanik, Esquire as Assigned Defense Counsel at a rate of \$170.00 per hour of attorney time; Lindsay S. Switzer, Esquire as an Approved Associate at a rate of \$155.00 per hour of attorney time; and a Paralegal rate of \$90.00 per hour.
4. Gemmel, Todd & Merenich, P.A. with Molly Todd Merenich, Esquire and Robert Merenich, Esquire, as Assigned Defense Counsel at a rate of \$170.00 per hour of attorney time and a Paralegal rate of \$90.00 per hour.
5. Reynolds & Horn, P.C. with Thomas B. Reynolds, Esquire and Steven M. Horn, Esquire as Assigned Defense Counsel at a rate of \$170.00 per hour of attorney time; and a Paralegal rate of \$90.00 per hour.
6. Madden & Madden, P.A. with Michael P. Madden, Esquire, John-Paul Madden, Esquire, Matthew Madden, Esquire, Timothy R. Bieg, Esquire, Michael V. Madden, Esquire and Regina M. Phillips, Esquire as Assigned Defense Counsel at a rate of \$170.00 per hour of attorney time; Mark W. Strasle, Esquire, Robin J. Gottilla, Esquire and David E. Madden, Esquire as Approved Associates at a rate of \$155.00 per hour of attorney time; and a Paralegal rate of \$90.00 per hour.
7. Cockerill, Craig & Moore, LLC with John C. Grady, Esquire as Assigned Defense Counsel at a rate of \$170.00 per hour of attorney time; and a Paralegal rate of \$90.00 per hour.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

8. Brown & Connery, LLP with Joseph M. Nardi, III, Esquire, William M. Tambussi, Esquire, William F. Cook, Esquire and Gina Roswell, Esquire as Assigned Defense Counsel at a rate of \$170.00 per hour of attorney time; Therese M. Taraschi, Esquire, Andrew S. Brown, Esquire, Sean P. O'Brien, Esquire and Joseph D. Clifford, Esquire as Approved Associates at a rate of \$155.00 per hour of attorney time; and a Paralegal rate of \$90.00 per hour.

9. Blaney, Donohue & Weinberg, P.C. with William G. Blaney, Esquire, Michael J. Donohue, Esquire and Kyle Weinberg, Esquire as Assigned Defense Counsel at a rate of \$170.00 per hour of attorney time; and Matt Rooney, Esquire and John Dominy, Esquire as Approved Associates at a rate of \$155.00 per hour of attorney time; and a Paralegal rate of \$90.00 per hour.

Workers' Compensation Claims:

1. Pietras, Saracino, Smith & Meeks, LLP, with James G. Pietras, Esquire; Christopher J. Saracino, Esquire, Benjamin F. Smith, Esquire, Jody L. Meeks, Esquire and Theresa Garvin-Keyser, Esquire as Assigned Defense Counsel at a rate of \$140.00 per hour of attorney time; Alison Saracino, Esquire as an Approved Associate at a rate of \$115.00 per hour of attorney time; a Paralegal rate of \$75.00 per hour; a maximum of \$70.00 per court appearance; and \$140.00 per hour for Occupational cases.

2. Affanato Marut, LLC with Michael S. Affanato, Esquire and Michelle K. Marut, Esquire as Assigned Defense Counsel at a rate of \$140.00 per hour of attorney time; Elizabeth Tomasso Mosteller, Esquire as an Approved Associate at a rate of \$115.00 per hour of attorney time; a Paralegal rate of \$75.00 per hour; a maximum of \$70.00 per court appearance; and \$140.00 per hour for Occupational cases.

3. Capehart Scatchard, P.A. with John H. Geaney, Esquire, Prudence M. Higbee, Esquire, Michael L. Bileci, Esquire and Dana M. Gayeski, Esquire as Assigned Defense Counsel at a rate of \$140.00 per hour of attorney time; a Paralegal rate of \$75.00 per hour; a maximum of \$70.00 per court appearance; and \$140.00 per hour for Occupational cases.

Note that the above rates include all reasonable office expenses (e.g.) postage, faxes, telephone, copies, etc., and in conformance with the Litigation Management Guidelines.

BE IT FURTHER RESOLVED that the assignment of Assigned Defense Counsel to defend specific General Liability and Workers' Compensation claims on behalf of the Member Municipalities and their Employees shall be made by the Fund Solicitor and Claims Administrator for the Atlantic County Municipal Joint Insurance Fund, and the Fund Solicitor shall supervise and coordinate the handling of these matters in accordance with the Litigation Management Guidelines of the Atlantic County Municipal Joint Insurance Fund.

BE IT FURTHER RESOLVED that the prior assignments of Assigned Defense Counsel to defend these claims that were previously made in accordance with prior Resolutions of the Atlantic County Municipal Joint Insurance Fund shall continue with the Assigned Defense Counsel so assigned, subject to the authorization of the Fund Solicitor for the Atlantic County

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Municipal Joint Insurance Fund to supervise the handling of these matters and to reassign the defense of these matters where it is deemed to be appropriate.

BE IT FURTHER RESOLVED that the rates of compensation in the Litigation Management Guidelines of the Atlantic County Municipal Joint Insurance Fund are hereby amended to comply with the rates set forth in this Resolution.

BE IT FURTHER RESOLVED that this contract is being awarded following a "Fair and Open" process pursuant to NJSA 19:44A-20.1 et. seq.

BE IT FURTHER RESOLVED that the Fund Chairman and Secretary are hereby authorized to execute the Contracts with the Assigned Defense Counsel Law Firms to provide Legal Services to the Fund.

BE IT FURTHER RESOLVED that the copies of this Resolution shall be provided to the Executive Director, Fund Solicitor, and Claims Administrator of the Atlantic County Municipal Joint Insurance Fund and those herein appointed for their information and attention..

This Resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund
at a public meeting held on January 17, 2024.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

By: _____


CHAIRPERSON

Attest: _____


SECRETARY

Dated: 1-17-2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 05

A RESOLUTION RECOMMENDING THE EMPLOYMENT PRACTICES LIABILITY AND PUBLIC OFFICIALS LIABILITY DEFENSE PANEL

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

WHEREAS, the Fund Commissioners of the Atlantic County Municipal Joint Insurance Fund find that it is necessary and appropriate to recommend to the Fund's Employment Practice Liability and Public Officials Liability (EPL/POL) insurance carrier for 2024, AIG Insurance and their Claims Supervisor, Summit Risk, certain law firms and Assigned Defense Counsel to handle the defense of the EPL/POL claims filed against the Member Municipalities of the Atlantic County Municipal Joint Insurance Fund; and

WHEREAS, the ACMJIF EPL/POL Committee and the Fund Solicitor have reviewed the performance of the law firms and the Assigned Defense Counsel who have handled the EPL/POL claims that were filed against the Member Municipalities of the ACMJIF in prior years, and they have determined that those firms should continue to be assigned to handle the defense of the EPL/POL matters on behalf of the ACMJIF Member Municipalities; and

WHEREAS, those recommendations were presented to the Executive Committee of the ACMJIF at their regular meeting on December 20, 2023, and the Executive Committee has determined that it is appropriate to adopt a Resolution memorializing those recommendations.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Atlantic County Municipal Joint Insurance Fund assembled in a public session on January 17, 2024, that the following Law Firms and Assigned Defense Counsel are hereby recommended to the EPL/POL insurance carrier, AIG Insurance and their Claims Supervisor, Summit Risk, to handle the defense of the EPL/POL claims filed against the Member Municipalities of the Atlantic County Municipal Joint Insurance Fund:

Employment Practices Liability/Public Officials Liability Claims:

1. A. Michael Barker, Esquire and Vanessa James, Esquire of the Law Firm of Barker, Gelfand & James, P.C.
2. James R. Birchmeier, Esquire and Erin Thompson, Esquire of the Law Firm of Birchmeier & Powell, LLC.
3. Timothy R. Bieg, Esquire, Michael V. Madden, Esquire and Regina M. Phillips, Esquire of the Law Firm of Madden & Madden. P.A.
4. Armando V. Riccio, Esquire of the Law Firm of Armando V. Riccio, LLC.
5. Matthew J. Behr, Esquire of the Law Firm of Marshall Dennehy, P.C.
6. Betsy Ramos, Esquire of the Law Firm of Capehart & Scatchard.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND


BE IT FURTHER RESOLVED that Assigned Defense Counsel shall be compensated in accordance with Professional Defense Counsel Guidelines for the Employment Practices Liability/Public Officials Liability Carrier, AIG Insurance for the ACMJIF members.

BE IT FURTHER RESOLVED that the recommendation of the assignment of specific EPL/POL claims for defense shall be made by the Fund Solicitor to the EPL/POL insurance carrier, AIG Insurance and their Claims Administrator, Summit Risk, and the Fund Solicitor for the Atlantic County Municipal Joint Insurance Fund shall serve as the liaison for the defense of these matters and shall report to the ACMJIF EPL/POL Committee as to the status of all pending matters.

BE IT FURTHER RESOLVED that the copies of this Resolution shall be provided to the AIG Insurance, Summit Risk, the Executive Director, the Fund Solicitor, and the Claims Administrator of the Atlantic County Municipal Joint Insurance Fund and those herein recommended for their information and attention.

This Resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund
at a public meeting held on January 17, 2024.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

By: 
CHAIRPERSON

Attest: 
SECRETARY

Date: 1-17-2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 06

APPOINTING JOSEPH M. NARDI, III, ESQUIRE AS CONFLICT SOLICITOR

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

Whereas, the Atlantic County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Local Public Contracts Law; and

Whereas, the Commissioners of the Atlantic County Municipal Joint Insurance Fund find that it is necessary and appropriate to appoint a Conflict Solicitor in the event the Fund solicitor must disqualify himself in connection with any matter as a result of a conflict of interest; and

Now, Therefore, Be It Resolved, by the Commissioners of the Atlantic County Municipal Joint Insurance Fund assembled in a public session on January 17, 2024, that Joseph M. Nardi, Esquire, is hereby appointed as the Conflict Solicitor; and

Be It Further Resolved, that the Commissioners of the Atlantic County Municipal Joint Insurance Fund find and determine that the appointment herein specified requires either professional services for which the individual designated is licensed to practice a profession or for extraordinary and unspecifiable services that cannot be adequately described in specifications that would make solicitations of bids for those services meaningful or advisable; and

Be It Further Resolved, that assignment of specific claims for defence shall be made by the Conflict Solicitor only when the Fund Solicitor has a conflict of interest; and

Be It Further Resolved, that the Conflict Solicitor shall supervise and coordinate the defence of specific claims matters in cooperation with the Claims Administrator and in accordance with the policies determined by the Atlantic County Municipal Joint Insurance Fund; and

Be It Further Resolved, that the hourly rate for conflict files shall be one-hundred and seventy three dollars (\$173) per hour and that such amounts shall include all ordinary and routine copying and telephone expenses of the firm rendering services; and

Be It Further Resolved, that the Commissioners of the Atlantic County Municipal Joint Insurance Fund retain the right to disapprove any and all charges of the Conflict Attorney's submitted legal bills if the Commissioners find the fee is unwarranted; and

Be It Further Resolved, that copies of this Resolution shall be provided to the Administrator, Solicitor, and Claims Administrator and Conflict Solicitor of the Atlantic County Municipal Joint Insurance Fund and those herein appointed for their information and attention, and

Be It Further Resolved, that notice of this appointment for professional or extraordinary and unspecifiable services shall be published as required by law.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

This resolution was duly adopted by the Atlantic County Municipal
Joint Insurance Fund at a public meeting held on January 17, 2024.

BY: *Galath Woods* ATTEST: *Jessie Berg*
CHAIRPERSON SECRETARY
DATE: 1-17-2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 07

ADOPTING CASH MANAGEMENT AND INVESTMENT POLICY

Whereas, the Atlantic County Municipal Joint Insurance Fund has been organized pursuant to NJSA. 40A:10-36 et seq., and

Whereas, the Executive Committee of the Atlantic County Municipal Joint Insurance Fund has determined that it is advantageous for the Fund to establish an investment program which more closely matches investment maturities to cash requirement projections; and

Whereas, in order to accomplish these objectives, the services of a professional asset manager need to be procured;

Now, THEREFORE, BE IT RESOLVED, that the following Cash and Investment policy be adopted:

I. Cash Management and Investment Objectives

The Atlantic County Municipal Joint Insurance Fund's (hereinafter referred to as JIF) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the JIF's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal Laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h.) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i.) Stability in the value of the JIF's economic surplus.

II. Permissible Investments

- a.) Investments shall be limited to investments authorized under N.J.S.A. 40A:5-15.1 et. seq. and N.J.A.C. 5:38-1.1, 5:38-1.2 and 5:38-1.3.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

III. Authorized Depositories

In addition to the above, the JIF is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 16:9-14 et seq. (GUDPA) as authorized by resolution of the JIF. The JIF is also authorized to invest its assets in the New Jersey Cash Management Fund.

IV. Authority for Investment Management

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers which may be authorized by resolution of the Executive Committee. Such asset managers shall be discretionary trustees of the JIF.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall minimize transaction costs by querying prices from at least three (3) dealers and purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury.

Transactions shall not be processed through brokerages which are organizationally affiliated with the asset manager. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

V. Preservation of Capital

Securities shall be purchased with the ability to hold until maturity.

VI. Safekeeping of Assets

Securities purchased on behalf of the JIF shall be delivered electronically or physically to the JIF's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the JIF.

VII. Selection of Asset Managers, Custodial Banks and Operating Banks

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the JIF shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

VIII. Reporting

Asset managers will submit written statements describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Asset managers and the custodial bank shall provide such other reports and documentation as has been specified by the MEL. The asset manager shall provide such other reports as may be requested from time to time by the Treasurer and Executive Director. The Treasurer shall report to the Executive Board at monthly meetings on all investments as required by law.

The asset manager shall provide the Treasurer with a copy of the institution's annual National Association of Security Dealers' audit.

IX. Audit

This plan, and all matters pertaining to the implementation of it, shall be subject to the JIF's Annual Audit.

X. Cash Flow Projections

Asset management decisions shall be guided by cash flow factors prepared by the JIF's Actuary and reviewed by the Executive Director and the Treasurer.

XI. Cash Management

All monies turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-15.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

The Treasurer shall minimize the possibility of idle cash accumulating in accounts by assuring that all accounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

The method of calculating banking fees and compensating balances shall be documented to the Executive Board at least annually.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims imprest accounts or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks that remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the Fund.

Pursuant to NJSA 40A:5-14, the Treasurer is authorized to work with JIF designated Banking Depositories to arrange for the deposit of the JIF funds in accounts in one or

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

more depositories that are insured by the Federal Deposit Insurance Corporation (FDIC) so as to safeguard JIF funds.

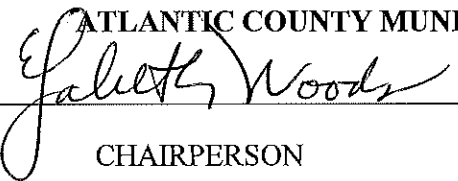
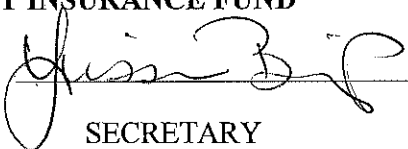
XII. Cooperation with Affiliated Joint Insurance Funds (JIFs)

Where legally permissible, the JIF is authorized to participate in master investment trusts or other cooperative arrangements with other municipal joint insurance funds. Such arrangements must meet minimum standards contained herein, and must be approved by the Executive Board.

Be It Further Resolved, that copies of this Resolution shall be provided, within seven (7) days of its adoption, to the Treasurer, Administrative Consultant, Asset Manager, Auditor, and Administrator of the Atlantic County Municipal Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund at a public meeting held on January 17, 2024.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

BY:  ATTEST: 

CHAIRPERSON SECRETARY

DATE: 1-17-2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 08

ADOPTING PROCEDURES IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

Whereas, the Atlantic County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Open Public Meetings Act, NJSA 10:4-6, et seq., and

Whereas, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Atlantic County Municipal Joint Insurance Fund, and

Whereas, the Open Public Meetings Act provides that upon the adoption by a public body of a schedule of meetings to be held during the calendar year that no further notice of those meetings will be necessary, and

Whereas, it is necessary for the Commissioners of the Atlantic County Municipal Joint Insurance Fund to make certain other administrative and organizational determinations for the proper operation of the Atlantic County Municipal Joint Insurance Fund,

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, assembled in public session on this 17th day of January, 2024, that:

1. The Atlantic County Municipal Joint Insurance Fund hereby designates the third Wednesday of each month specifically:

January 17, 2024	July 17, 2024
February 21, 2024	No August Meeting
March 20, 2024	September 18, 2024
April 17, 2024	October 23, 2024 (4 th Wednesday)
May 15, 2024	November 18, 2024 (3 rd Monday)
June 17, 2024 (3 rd Monday)	December 18, 2024
	January 15, 2025

as the date of its regular meetings unless otherwise noted and the meeting of January 15, 2025, shall serve as the 2025 Reorganization Meeting. The meetings for the months of January, April, and December 2024 will begin at 3:00 PM and will be held at the Atlantic County Library, Mays Landing Branch, 40 Farragut Avenue, Mays Landing, NJ. The January 15, 2025 meeting will also be held at the Atlantic County Library, Mays Landing Branch, 40 Farragut Avenue, Mays Landing, NJ. The meeting of October 2024 will be the date of the Annual Planning Retreat, which begins at 9:00 AM, with the Executive Committee Meeting beginning at 3:00 PM, and will be held at the Flanders Hotel, 719 E. 11th Street, Ocean City, NJ.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

The meetings for the month of February, March, May, July, and November 2024 will begin at 3:00 PM and shall be held electronically using the Microsoft Teams platform. Specifically, these meetings can be accessed as follows:

February 21, 2024 Meeting:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 275 667 577 415

Meeting Passcode: db99ZS

Audio Access: 1-331-256-5069

Audio Conference ID: 365 015 272#

March 20, 2024 Meeting:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 298 171 293 972

Meeting Passcode: msjx3U

Audio Access: 1-331-256-5069

Audio Conference ID: 459 798 84#

May 15, 2024 Meeting:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 259 106 303 033

Meeting Passcode: zdHs8t

Audio Access: 1-331-256-5069

Audio Conference ID: 883 185 821#

July 17, 2024 Meeting:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 225 231 807 658

Meeting Passcode: Rsg7ar

Audio Access: 1-331-256-5069

Audio Conference ID: 632 130 146#

November 18, 2024 Meeting:

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 276 855 676 683

Meeting Passcode: FMevqm

Audio Access: 1-331-256-5069

Audio Conference ID: 380 124 263#

The meetings for the month of June and September will begin at 3:00 PM and will be held at the Avalon Community Center, 3001 Avalon Avenue, Avalon, NJ.

2. Should it become necessary to change the meeting date, location, and/or format of a previously advertised Executive Committee Meeting, or advertise a Special Executive Committee Meeting, the Executive Director is hereby authorized to advertise the meeting change, or notice of a Special Meeting, as required by law and by the By-Laws of the

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Atlantic County Municipal Joint Insurance Fund after consultation with and approval of the Fund Chair, Fund Secretary, and Fund Solicitor.

3. A copy of all advance notices of special meetings of the Atlantic County Municipal Joint Insurance Fund shall be provided in accordance with the Open Public Meetings Act to the newspaper designated in this Resolution; be filed with the Clerk of each of the municipalities which are members of the Atlantic County Municipal Joint Insurance Fund and be posted in the municipal buildings of each of the member municipalities in the same manner as notices of other public meetings are posted.
4. Any person may request, in writing, that the Atlantic County Municipal Joint Insurance Fund mail to him or her a copy of the schedule of meetings and/or advance written notice of regular, special or re-scheduled meetings of the Atlantic County Municipal Joint Insurance Fund. Upon prepayment by such person of the applicable fee set forth in this Resolution, the schedule and/or advance notice shall be mailed to that person. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of the current year, subject to renewal thereafter upon filing of a new written request to the Board together with the prepayment of the applicable fee. Notices requested by new media shall be mailed to one representative of such media free of charge.
5. The following schedule of mailing fees is hereby established:
 - a. For a copy of the schedule of meetings and revisions thereto, the sum of \$10 per year.
 - b. For advance written notice of a particular meeting designated in the request, the sum of \$3.
 - c. For advance written notice of all regular, special or re-scheduled meetings during the calendar year, the sum of \$10.
6. The following newspapers are hereby designated as the official newspapers for transmittal of all notices of the Atlantic County Municipal Joint Insurance Fund required pursuant to the Open Public Meetings Act:

The Courier Post, Cherry Hill, NJ
The Atlantic City Press, Pleasantville, NJ
7. Upon the affirmative vote of three-fourths of the Commissioners present, the Atlantic County Municipal Joint Insurance Fund may hold a meeting without compliance with the notice requirements of this Resolution if:
 - a. such a meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest, and
 - b. the meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and


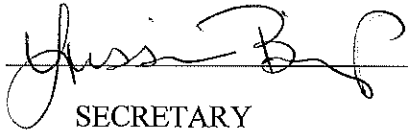
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

- c. notice of such meeting is provided as soon as possible following the calling of such meeting by sending written notice to the newspaper designated in this Resolution and by filing said notice with the Clerk of each of the member municipalities of the Fund; and
- d. either (a) the Fund could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or (b) although the Fund could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

Be It Further Resolved, that copies of this Resolution shall be provided, within seven (7) days of its adoption, to the newspapers designated above to receive notice of meetings and to the Clerks of the municipalities participating in the Atlantic County Municipal Joint Insurance Fund for posting as required by law and to the Administrator and Treasurer of the Atlantic County Municipal Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund at a public meeting held on January 17, 2024.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

BY:  ATTEST: 
CHAIRPERSON SECRETARY

DATE: 1-17-2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 09

ADOPTING FISCAL POLICIES AND PROCEDURES

Designation of Depositories, Designation of Signatories, Investments, Cash Management Plan

Whereas, the Atlantic County Municipal Joint Insurance Fund has been organized in accordance with the provisions of NJSA 40A:10-36 et seq., and

Whereas, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Atlantic County Municipal Joint Insurance Fund, and

Whereas, the Commissioners of the Atlantic County Municipal Joint Insurance Fund find that it is necessary and appropriate to make decisions regarding the operations of the Atlantic County Municipal Joint Insurance Fund,

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, assembled in public session on January 17, 2024, that:

1. Citizens Bank, with offices located in Short Hills, New Jersey, and organized under the laws of the United States or of the State of New Jersey is hereby designated as a permissible depository of the Atlantic County Municipal Joint Insurance Fund until December 31, 2024 or the next Reorganization Meeting of the Fund.
2. M & T Bank, with offices located in Buffalo, New York, and organized under the laws of the United States or of the State of New Jersey is hereby designated as a permissible depository of the Atlantic County Municipal Joint Insurance Fund until December 31, 2024 or the next Reorganization Meeting of the Fund.
3. BNY Mellon, with offices located in New York, New York, and organized under the laws of the United States or of the State of New Jersey is hereby designated as a permissible depository of the Atlantic County Municipal Joint Insurance Fund until December 31, 2024 or the next Reorganization Meeting of the Fund.
4. In addition, any Bank, Trust Company, Savings Bank or Savings and Loan Association, having its principal place of business in the State of New Jersey and organized under the laws of the United States of the State of New Jersey is hereby designated as an investment depository of the Atlantic County Municipal Joint Insurance Fund, provided that prior to the deposit of any funds in any depository authorized herein, the designated institution shall file with the Treasurer of the JIF a statement certifying that the institution is covered under the provisions of the Government Units Deposit Protection Act, N.J.S.A. 15:9-41, et seq.

Prior to the deposit of any funds in the above-mentioned depositories, said institution shall file with the Fund Treasurer a statement indicating that the bank is covered under the Government Units Deposit Protection Act, NJSA 16:9-41 et seq.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Be It Further Resolved that the State of New Jersey Case Management Fund be designated as a legal depository for Atlantic County Municipal Joint Insurance Fund for the term ending December 31, 2024.

2. The following Fund Officials are hereby authorized to sign checks or withdrawal slips for the Atlantic County Municipal Joint Insurance Fund's Administrative Expense Account where any two (2) of the following signatures are required:

Fund Chairperson
Fund Secretary
Executive Director or Deputy Executive Director
Fund Treasurer

3. The following Fund Officials are hereby authorized to sign checks or withdrawal slips for the Atlantic County Municipal Joint Insurance Fund's Claims Account where the Fund Treasurer has been notified of the payment request and where any two (2) of the following signatures are required:

Alice Lihou, President & CEO, Qual-Lynx Associates
(facsimile signature authorized)
David S. Ruber, Controller, Qual-Lynx Associates
(facsimile signature authorized)
Edward Koreivo, Accounting Manager, Qual-Lynx Associates
(facsimile signature authorized)

4. **WHEREAS**, it is desirable that idle funds of the Atlantic County Municipal Joint Insurance Fund be invested in legal investment vehicles at all times, and

WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting claims, Fund expenses, or for the purpose of effecting investments,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, that it does hereby authorize the Fund Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, and

Be It Further Resolved, that the Fund Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to all pertinent regulations:

- A. To and from Fund checking or savings accounts to other Fund accounts.
- B. To and from accounts established for investments authorized under N.J.S.A. 40A:5-15.1 et. seq. and N.J.A.C. 5:38-1.1, 5:38-1.2 and 5:38-1.3.
- C. To or from Fund checking or savings accounts to or from accounts specified as authorized depositories or the State of New Jersey Cash Management Funds solely for the purposes of investing for the Atlantic County Municipal Joint Insurance Fund.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

- D. To or from checking or saving accounts to master investment trusts or other cooperative arrangements with other municipal joint insurance funds.
5. It is the intent of the Commissioners of the Atlantic County Municipal Joint Insurance Fund, and the Treasurer, that all funds be managed in accordance with NJSA 40A:5-14 and NJSA 40A:5-15, and all other applicable statutes and regulations pursuant to the New Jersey Statutes of the Department of Community Affairs and any statutes and regulations promulgated by the Department of Banking and Insurance.


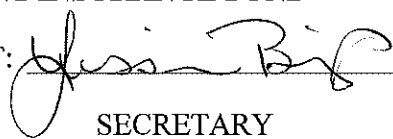
It is the intent that all monies received from any source shall be deposited within 48 hours after the receipt thereof and that the Treasurer is charged with the custody of all funds of the Atlantic County Municipal Joint Insurance Fund and he shall deposit all receipts within 48 hours to the credit of the fund to the depositories authorized by the Commissioners of the Atlantic County Municipal Joint Insurance Fund.

All funds deposited by the Treasurer shall be placed into an approved, interest bearing account and after determination of immediate cash flow requirements, the funds invested in the interest bearing account may be additionally reinvested in federally guaranteed "time" deposit investment vehicles in depositories duly authorized by the State of New Jersey and approved by the Commissioners of the Atlantic County Municipal Joint Insurance Fund.

Investments shall be limited to investments authorized under N.J.S.A. 40A:5-15.1 et. seq. and N.J.A.C. 5:38-1.1, 5:38-1.2 and 5:38-1.3.. All deposits and payments managed by the JIF shall be in conformance with the Fiscal Affairs Law, NJSA 40A:5-1 et. seq.

Be It Further Resolved, that copies of this Resolution shall be provided, within seven (7) days of its adoption, to the Treasurer, Claims Administrator, Auditor, and Administrator of the Atlantic County Municipal Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund at a public meeting held on January 17, 2024.

BY:  ATTEST: 
CHAIRPERSON SECRETARY
DATE: 1-17-2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 10

ADOPTING ADMINISTRATIVE POLICIES AND PROCEDURES

Delinquent Assessments and Service of Process

Whereas, the Atlantic County Municipal Joint Insurance Fund has been organized in accordance with the provisions of NJSA 40A:10-36 et seq., and

Whereas, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Atlantic County Municipal Joint Insurance Fund, and

Whereas, the Commissioners of the Atlantic County Municipal Joint Insurance Fund find that it is necessary and appropriate to make decisions regarding the operations of the Atlantic County Municipal Joint Insurance Fund,

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, assembled in public session on January 17, 2024, that:

1. There is hereby established an interest rate to be charged on all delinquent assessments for the 2024 Fund Year of eight percent (8%) per annum from the due date for any such assessments, except that no interest shall be charged after February 15, 2024 if payment is received by March 1, 2024. However, if payment is received after March 1, 2024, interest shall be charged retroactive to February 15, 2024.

Further, no interest shall be charged on the second installment after May 15, 2024 if payment is received by June 1, 2024. However, if payment is received after June 1, 2024, interest shall be charged retroactive to May 15, 2024.

Further, no interest shall be charged on the third installment after August 15, 2024 if payment is received by August 31, 2024. However, if payment is received after August 31, 2024, interest shall be charged retroactive to August 15, 2024.

Finally, no interest shall be charged on the fourth installment after November 15, 2024 if payment is received by November 30, 2024. However, if payment is received after November 30, 2024, interest shall be charged retroactive to November 15, 2024.

2. There is hereby established an eight percent (8%) per annum interest rate on all delinquent co-payments and deductibles due and owing to any primary or excess insurer of the Atlantic County Municipal Joint Insurance Fund by a member that must be paid on a member's behalf by the Atlantic County Municipal Joint Insurance Fund. The amount of interest due from the member shall be calculated from the date the Fund makes the payment on the member's behalf to the date the co pay and deductible are repaid to the Fund.
3. There is hereby established an eight percent (8%) per annum interest rate on all delinquent retrospective payments due and owing to the Atlantic County Municipal Joint Insurance Fund

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

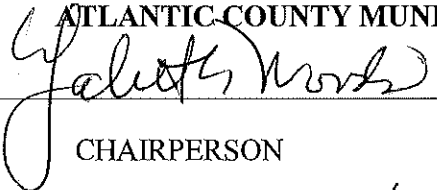

by a member. The amount of interest due from the member shall be calculated from the date the payment is due until the date the payment is received by the Fund Treasurer.

4. Paul A. Forlenza, MGA, RMC, is designated as the person authorized to accept service of process on behalf of the Atlantic County Municipal Joint Insurance Fund at 6000 Sagemore Drive, Suite 6203, Marlton, New Jersey 08053.

Be It Further Resolved, that copies of this Resolution shall be provided to the Secretary, to the Administrator and to the Treasurer of the Atlantic County Municipal Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund at a public meeting held on January 17, 2024.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

BY:  ATTEST: 
CHAIRPERSON SECRETARY

DATE: 1-17-2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 11

**DESIGNATING THE EXECUTIVE DIRECTOR AS THE PUBLIC
AGENCY COMPLIANCE OFFICER IN ACCORDANCE WITH THE
AFFIRMATIVE ACTION REGULATIONS ISSUED BY THE
DEPARTMENT OF THE TREASURY**

Whereas, the Atlantic County Municipal Joint Insurance Fund has been organized in accordance with the provisions of NJSA 40A:10 -36 et seq., and

Whereas, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Atlantic County Municipal Joint Insurance Fund, and

Whereas, the Atlantic County Municipal Joint Insurance Fund is a public agency with regard to the Local Public Contract Law and regulations governing the award of contracts by public agencies, and

Whereas, the Atlantic County Municipal Joint Insurance Fund is required to designate a Public Agency Compliance Officer in accordance with Affirmative Action regulations issued by the New Jersey Department of the Treasury.

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, assembled in public session on January 17, 2024, that the Executive Director shall be the Public Agency Compliance Officer for purposes of the Affirmative Action regulations issued by the New Jersey Department of the Treasury, and that communications to him may be addressed to

Paul A. Forlenza, MGA, RMC
Executive Director
Atlantic County Municipal Joint Insurance Fund
PO Box 488
Marlton, New Jersey 08053

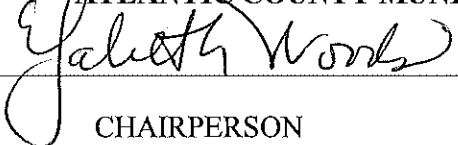
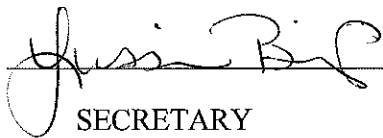
Telephone: 856-446-9100
Facsimile: 856-446-9149

Be It Further Resolved that copies of this Resolution shall be provided to the Secretary, Executive Director and Solicitor of the Atlantic County Municipal Joint Insurance Fund and to the Affirmative Action Office in the New Jersey Department of the Treasury for their information and attention.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

This resolution was duly adopted by the Atlantic County Municipal
Joint Insurance Fund at a public meeting held on January 17, 2024.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

BY:  ATTEST: 
CHAIRPERSON SECRETARY

DATE: 1-17-2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 12

ADOPTING AND ESTABLISHING A CONFLICT OF INTEREST POLICY

Whereas, the Atlantic County Municipal Joint Insurance Fund has been organized pursuant to NJSA 40A:10-36 et seq., and

Whereas, the Atlantic County Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities, and

Whereas, the Commissioners of the Atlantic County Municipal Joint Insurance Fund have determined that the Atlantic County Municipal Joint Insurance Fund is distinguished from commercial insurance providers by virtue of the fact that it is formed by municipalities, it is funded by public monies appropriated by the member municipalities, it serves a public purpose and is responsible for the discharge of its function in a manner consistent with ethical policies applicable to municipal government, and

Whereas, the Commissioners of the Atlantic County Municipal Joint Insurance Fund find that it is appropriate to establish certain policies applicable to potential conflicts of interest by the officials and professional staff of the Atlantic County Municipal Joint Insurance Fund,

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Atlantic County Municipal Joint Insurance Fund, assembled in a public session on January 17, 2024, that:

Findings:

1. The Atlantic County Municipal Joint Insurance Fund is a joint enterprise of the following municipalities:

Absecon, Avalon, Brigantine, Buena, Cape May, Cape May Point, Commercial, Deerfield, Dennis, Downe, Estell Manor, Folsom, Galloway, Hamilton, Linwood, Longport, Lower, Margate, Middle, Millville, Mullica, Newfield, North Wildwood, Northfield, Ocean City, Pleasantville, Sea Isle City, Somers Point, Stone Harbor, Upper, Upper Deerfield, Ventnor, Waterford, Weymouth, West Cape May, West Wildwood, Wildwood, Wildwood Crest, Woodbine,

providing those municipalities with general liability, police professional and workers' compensation coverage.

2. The municipalities which are members of the Atlantic County Municipal Joint Insurance Fund are jointly responsible for the defense and payment of claims against each other in accordance with the standards and limitations applicable to the Atlantic County Municipal Joint Insurance Fund.
3. While in some aspects of its activity the Atlantic County Municipal Joint Insurance Fund functions in a manner similar to that of a commercial insurance provider, it is clearly distinguished by the fact that it is created by the member municipalities; it is governed by

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Commissioners appointed by the member municipalities; its funding is provided exclusively by the member municipalities and thereby constitute public funds; those associated with the Atlantic County Municipal Joint Insurance Fund are compensated with those public funds; the function of the Atlantic County Municipal Joint Insurance Fund is to fulfill a public purpose by providing insurance coverage exclusively to its member municipalities; there is a need for those appointed by the Atlantic County Municipal Joint Insurance Fund to freely discuss and evaluate potential liability exposures of the member municipalities and to receive information on municipal activities and operations in the same manner as those directly appointed by the member municipalities to advise them; and the Atlantic County Municipal Joint Insurance Fund is bound by many of the same laws and regulations applicable to municipalities with regard to financial records, public contracts and public meetings.

Conflict of Interest Policy

1. It is hereby determined by the Commissioners of the Atlantic County Municipal Joint Insurance Fund that it is in the best interests of the Atlantic County Municipal Joint Insurance Fund and the member municipalities to establish a policy regarding potential conflicts of interest affecting those appointed or retained by the Atlantic County Municipal Joint Insurance Fund.
2. It is further determined that it would be inappropriate for an individual appointed or retained by the Atlantic County Municipal Joint Insurance Fund, or for any person owning or employed by the business entity with which the appointed individual is associated, to undertake the representation or appearance on behalf of a party in a matter or claim adverse to that of the member municipalities. The potential conflict of interest or appearance of a conflict of interest specifically extends to the assertion of claims against the member municipalities and to appearances before agencies of those municipalities.
3. The ACMJIF has determined that it is a conflict of interest for an ACMJIF defense attorney to represent any plaintiff, claimant or interest in any legal action, except as stated herein, against any member municipality, regardless of Fund affiliation, including but not limited to the Municipal Excess Liability Fund. It shall be deemed to be a violation of this Conflict of Interest Policy, by any designated defense attorney of the ACMJIF to take on such representation enjoined by this paragraph. Any ACMJIF defense attorney that knowingly violates this policy is subject to be removed from the list of approved defense attorneys.
4. In determining the nature and extent of the conflict of interest policy, guidance can be drawn from the Opinions of the Advisory Committee on Professional Ethics that address the restrictions on municipal attorneys and those associated with their law offices and the reasons underlying those Opinions. In adopting this Policy, however, the Commissioners of the Atlantic County Municipal Joint Insurance Fund are aware of Opinion No. 640 issued for attorneys by the Advisory Committee on Professional Ethics which compared a Municipal Joint Insurance Fund to a commercial insurance company and determined that there was not a conflict between representing a Joint Insurance Fund and appearing before a municipal agency. To the extent of the policy adopted by this Resolution, the Commissioners of the Atlantic County Municipal Joint Insurance Fund do not adopt the rationale of Opinion No. 640 and hereby determine that the nature of the Atlantic County Municipal Joint Insurance Fund; its

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

creation by the member municipalities; its funding by the member municipalities; its governance by the municipal officials appointed by the member municipalities and the need to share confidential information regarding potential liabilities affecting the member municipalities is sufficient to present a potential conflict of interest or the potential for an appearance of a conflict of interest and that it must be avoided by those associated with the Atlantic County Municipal Joint Insurance Fund.

Exceptions.

1. The general policy prohibiting those retained or appointed by the Atlantic County Municipal Joint Insurance Fund from appearing before agencies of the member municipalities shall not be applicable to the representation of parties in the Municipal Court for motor vehicle violations, including drunk driving, provided that the defense is not based upon and the parties are not asserting any claim against a police officer, a municipal employee or the municipality for any alleged wrongful or improper action. It is noted that even traffic violations require sensitivity to potential conflicts, since charges arising out of a motor vehicle accident, could well result in a subsequent claim against the municipality. Those situations which would present a conflict of interest between the representation of a client and the representation of municipal interests should be avoided. Claims against municipal members will need to be evaluated and defended by the Atlantic County Municipal Joint Insurance Fund and the defense should not be compromised by the representation of a party asserting a claim.
2. The general policy prohibiting those retained or appointed by the Atlantic County Municipal Joint Insurance Fund from appearing before agencies of the member municipalities may be waived with regard to the representation of parties with minor development applications before the Planning Board or the Zoning Board of Adjustment. Where a person retained or appointed by the Atlantic County Municipal Joint Insurance Fund seeks to appear before the Planning Board or the Zoning Board of Adjustment of a member municipality for any relatively minor application, in which there is not a substantial adversarial relationship to the municipality, a waiver of the conflict of interest policy may be requested for that application. The request for the waiver shall be reviewed by the Executive Director and the Solicitor for the Atlantic County Municipal Joint Insurance Fund and the Commissioner representing the municipality in which the application is to be considered to the Atlantic County Municipal Joint Insurance Fund to determine whether a waiver shall be allowed in the particular matter after considering the nature of the application and whether any use or significant bulk variances are requested.
3. Nothing in the policy adopted herein shall bar an individual from representing or appearing for himself or herself or a member of his or her immediate family residing with him or her before any municipal agency.

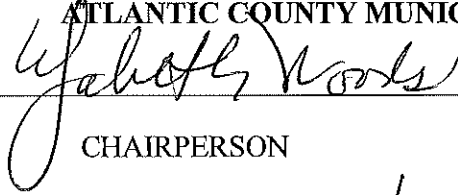
Be It Further Resolved, that copies of this Resolution shall be provided to each of the officials, professionals, and defense attorneys appointed by the Atlantic County Municipal Joint Insurance Fund for their information and attention.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

This resolution was duly adopted by the Atlantic County Municipal
Joint Insurance Fund at a public meeting held on January 17, 2024.

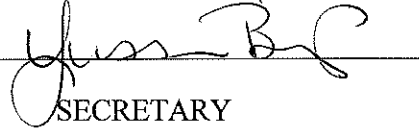
ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

BY: _____



CHAIRPERSON

ATTEST: _____



SECRETARY

DATE: _____

1-17-2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 13

ESTABLISHING A FUND RECORDS PROGRAM

WHEREAS the FUND must establish a formal record retention program for the 2024 Fund Year.

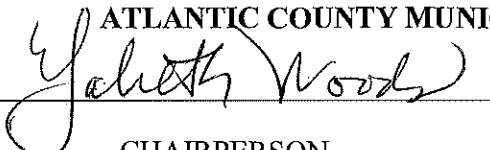
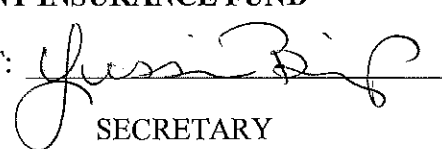
NOW, THEREFORE BE IT RESOLVED, by the FUND's Governing Body that:

- I.** **Jessica Bishop, Fund Secretary**, is hereby designated as custodian of the FUND records, which shall be kept at the office of the Fund Administrator, located at 6000 Sagemore Drive, Suite 6203, Marlton, New Jersey 08053.
- II.** **Paul A. Forlenza, MGA, RMC, Executive Director**, is hereby designated as Deputy Custodian of FUND Records
- III.** The records of the FUND shall be retained in accordance with the municipal records retention schedule as promulgated by the New Jersey Division of Revenue & Enterprise Services - Records Management Services, and/or otherwise specified by the New Jersey Department of Banking and Insurance and New Jersey Department of Community Affairs.
- IV.** The Executive Director, Deputy Executive Director, and Fund Attorney are hereby designated as the redactors of personal information pursuant to the NJSA 47:18-1 et seq.
- V.** Each fund professional and service organization shall have the duty and obligation to maintain such records as are entrusted to him/her and to relinquish such records to the Fund Secretary upon termination of services or otherwise upon request.

Records and files not required to support current operations, but which must otherwise be retained, shall be stored in a record retention facility owned and operated by Iron Mountain, 2500 Henderson Drive, Sharon Hill, PA. The FUND's Executive Director shall coordinate the archive process and shall insure that all records are properly indexed and accessible.

This resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund at a public meeting held on January 17, 2024.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

BY:  ATTEST: 
CHAIRPERSON SECRETARY

DATE: 1-17-2024

Resolution 2024-14
Atlantic County Municipal Joint Insurance Fund
2024 Plan of Risk Management

Atlantic County Municipal Joint Insurance Fund

(hereinafter the "Fund" or the "ACM JIF")

ESTABLISHING THE 2024 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Commissioners that the 2024 Plan of Risk Management shall be:

Definitions:

"Commissioners" mean: The Board of Fund Commissioners or the Executive Committee thereof as appropriate

"Member" means: A local unit of government that has joined the Fund

"Sexual Abuse" means: An action brought pursuant to Section 1 of P.L. 1992, c.109 (C.2A:61B-1), paragraph (1) of subsection c. of section 1 of P.L.1959 (C.2A:53A-7) or section 1 of P.L.2005, c.264 (C.2A:53A-7.4)

Section I – Coverage

Insurance Coverages

The following coverages are provided to the Fund's members, effective January 1, 2024:

- Workers' Compensation
- Liability (including optional excess)
- Public Officials Liability / Employment Practices Liability (including optional excess)
- Optional Volunteer Directors & Officers Liability
- Crime
- Non-Owned Aircraft Liability
- Environmental Impairment Liability
- Cyber
- Property & Equipment Breakdown (effective December 31, 2023)
- Terrorism

Limits of Coverage

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles. All references to the "MEL" stand for the "Municipal Excess Liability Joint Insurance Fund". **Please note, the following is a general discussion of the coverages and limits provided via the Fund; however, the actual terms and conditions are defined in the policy documents and all issues shall be decided on such. Additional coverages, limits and conditions may apply. Please also note, deductibles may differ for individual members; please refer to your policy(ies) for full details.**

1. Workers' Compensation

- Workers' Compensation: \$500,000
- Employer's Liability: \$500,000
- USL&H, Harbor Marine/Jones Act, Incidental Foreign Workers' Compensation, Communicable Disease: Per Person
- MEL Excess Limit: Statutory
- Employer's Liability Excess Limit: \$6,500,000

2. Liability *(includes General, Automobile, Employee Benefits and Law Enforcement Liability)*

- Fund Limit: \$500,000
- MEL Excess Limit: \$4,500,000
 - The \$3,000,000 layer excess of \$2,000,000 is subject to a \$3,000,000 per local member unit annual aggregate (Automobile Liability is not aggregated)
- Sublimits: The following sublimits are part of, and not in addition to, the limits above:
 - Good Samaritan Liability: Included
 - Fungus or Spores: \$1,000,000
 - Disinfectants Release Hazard Coverage: \$1,000,000
 - Dam and Reservoir: \$5,000,000
 - a. \$5,000,000 per occurrence for any member entity owned dams defined as Class III or IV in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8;
 - b. Included for premises owned, occupied or controlled by the member entity on which a dam or reservoir is located, or from the operations conducted on such premises;
 - c. \$2,000,000 per occurrence for any member entity owned dam defined as Class I or II in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8; and
 - d. \$2,000,000 per occurrence for any Class III or IV member entity owned dam involved with a Class I or II member entity owned dam.
 - Sanitary/Storm Water System Sewerage Backup and/or Sanitary System Sewerage Backup, Escape or Release: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
 - Subsidence: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
 - Skateboard Facilities: \$5,000,000 Per Occurrence (where approved)

*Atlantic County Municipal Joint Insurance Fund
2024 Plan of Risk Management*

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- Riot, Civil Commotion or Mob Action: \$5,000,000 Per Occurrence
 - Failure to Supply Utility: \$5,000,000 Per Occurrence
 - Garagekeepers Liability: \$2,000,000 Per Occurrence
 - New Jersey Personal Injury Protection (NJ PIP): Statutory Minimum
 - New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): Statutory Minimum

3. Optional Excess Liability Limit

The MEL offers Optional Excess Liability Limits excess of the MEL Excess Limit.

- The following limits are the Optional Excess Limits:
 - \$2,000,000 (equals \$7,000,000 total);
 - \$5,000,000 (equals \$10,000,000 total);
 - \$10,000,000 (equals \$15,000,000 total); and
 - \$15,000,000 (equals \$20,000,000 total);

The MEL also offers Optional JIF Shared Aggregate Excess Liability coverage, with limits of \$10,000,000 from the MEL. This coverage is only available to members of the Fund who purchase all \$20,000,000 available to them from the Optional Excess Liability Limits.

- \$10,000,000 aggregate (equals \$30,000,000 total)

4. Public Officials Liability / Employment Practices Liability

Each local member unit is 100% commercially insured with Lexington Insurance Company for \$2,000,000 in the aggregate per member on a claims made and reported basis for each Fund year.

- Retentions and Coinsurance:
 - \$20,000 is the standard retention per claim and 20% of the first \$250,000 of the loss is the standard coinsurance, although other retentions and coinsurances may apply.
 - Local member units may qualify based on certain criteria to have options to purchase a lower retention and/or coinsurance contribution.
 - Members with adverse loss experience may be subject to higher retention and/or coinsurance.
 - Non-compliance with the MEL's EPL Risk Management Plan will result in a deductible of \$100,000 and copay of 20% of \$2,000,000

The Executive Committee may, at its discretion, vote to authorize payment from JIF Funds of a Class Action Settlement Agreement that requires a per member flat fee payment. This per member

payment figure shall be below the per occurrence deductible and shall be made on behalf of all members.

5. Optional Excess Public Officials Liability / Employment Practices Liability

The MEL offers Optional Excess Public Officials Liability / Employment Practices Liability limits excess of the local member units' primary \$2,000,000 Public Officials Liability / Employment Practices Liability policies with Lexington Insurance Company as follows:

- \$1,000,000 (equals \$3,000,000 total);
- \$2,000,000 (equals \$4,000,000 total);
- \$3,000,000 (equals \$5,000,000 total);
- \$4,000,000 (equals \$6,000,000 total); and
- \$8,000,000 (equals \$10,000,000 total).

6. Optional Volunteer Directors & Officers Liability

Volunteer Emergency Service Units have the option of adding Volunteer Directors & Officers Liability coverage to the Public Officials coverage. The coverage applies to the non-emergency activities of such entity. If elected, coverage will be included in the Public Officials Liability limits and subject to a \$1,000 deductible.

7. Crime

- The Fund provides Crime coverage with a limit of \$50,000 for: Loss of Assets, Credit Card Forgery, Loss of Employee Benefit Plan Assets and Public Employee Dishonesty
- The member deductible is \$1,000
- MEL Crime
 - MEL Crime Excess: \$950,000 excess of the Fund Crime limit
 - MEL Crime Statutory Position:
 - a. The MEL provides primary employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position. The MEL can provide MEL Crime Statutory Position limits, based on underwriting and via endorsement, above \$1,000,000, matching the member's auditor's recommendation, but no more than \$2,000,000. Such additional limit is available upon request and approval by the MEL.
 - b. The deductible is \$1,000
 - MEL Crime Excess Public Officials:

- a. The MEL provides excess employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have not applied or have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000
- b. The deductible is the greater of the underlying bond/policy in place or the statutory limit required

8. Non-Owned Aircraft Liability

- \$5,000,000; and
- Medical Expense for each passenger: \$5,000
- The coverage is 100% commercially insured with Endurance

9. Environmental Impairment Liability

- Environmental Impairment Liability is provided to the Fund's local member units by the New Jersey Environmental Risk Management Fund (EJIF). Please refer to the EJIF's Plan of Risk Management.

10. Cyber

The Fund purchases Cyber insurance from the New Jersey Cyber Risk Management Fund

- Limits and Retention: Please contact your Risk Manager or the Cyber JIF

11. Property & Equipment Breakdown

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)
- The MEL provides a \$2,400,000 limit excess of the Fund's limit
- The MEL purchases additional excess property limits, as follows: \$125,000,000, including certain sublimits, including, but not limited, to:
 - Aggregate, Earth Movement: \$75,000,000
 - Aggregate, Flood (includes Storm Surge): \$75,000,000
 - a. Per Location, High Hazard Flood Zone: \$50,000,000
 - a. Aggregate : \$50,000,000
 - Named Storm: Included
 - Vehicles: \$10,000,000
- Unmanned Aircraft Systems: \$25,000
- Member deductibles:
 - All Other: \$1,000

-
- Automobile Physical Damage: \$1,000
 - Equipment Breakdown: \$5,000
 - SFHA Flood Maximum available NFIP limit, per location, regardless if member purchases it or not, but no less than \$500,000 building / \$500,000 contents (\$250,000 / \$100,000 for housing authorities and related non-profit buildings), but no more than the value of the building and contents.
 - Named Storm : \$1,000

12. Terrorism

Aggregate: \$125,000,000

Individual Self-Insured Retentions

Optional Individual Self-Insured Retentions: Ocean City has elected Individual SIRs of \$50,000 for Property and \$50,000 for Auto Liability

Amount of Risk to be Retained by the Fund

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles.

1. **Workers' Compensation:** \$500,000
2. **Liability:** \$500,000
 - NJ Uninsured/Underinsured Motorist: Statutory minimum
 - NJ Personal Injury Protection: \$250,000
3. **Optional Excess Liability Limit:** \$0
4. **Public Officials Liability / Employment Practices Liability:** \$0
5. **Optional Excess Public Officials Liability / Employment Practices Liability:** \$0
6. **Optional Volunteer Directors & Officers Liability:** \$0
7. **Crime:** \$50,000
 - MEL Crime Excess: None
 - MEL Crime Statutory Position: None
 - MEL Crime Excess Public Officials: None
8. **Non-Owned Aircraft Liability:** \$0
9. **Environmental Impairment Liability :** \$0
10. **Cyber:** \$0

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- 11. **Property:** \$100,000
 - Equipment Breakdown: \$0
 - SFHA Flood: \$0
 - Named Storm: \$100,000
 - 12. **Unmanned Aircraft Systems (UAS):** \$25,000
 - 13. **Terrorism:** \$0

Commercial Insurance / Reinsurance Purchased

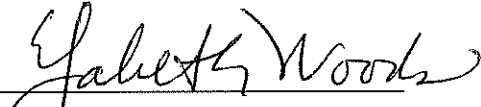
The insurance/reinsurance listed below may contain sublimits, retentions and deductibles in addition to such already stated.


- 1. **Non-Owned Aircraft Liability:** The Fund purchases this coverage through the MEL
- 2. **Excess Property & Equipment Breakdown:** The Fund purchases this coverage from the MEL
- 3. **Excess Liability:** The Fund purchases this coverage from the MEL
- 4. **Excess Workers' Compensation:** The Fund purchases this coverage from the MEL
- 5. **Excess Crime:** The Fund purchases this coverage from the MEL
- 6. **Public Officials Liability / Employment Practices Liability:** The Fund purchases this coverage from Lexington Insurance Company
- 7. **Optional Volunteer Directors & Officers Liability:** The Fund purchases this coverage from Lexington Insurance Company
- 8. **Cyber:** The Fund purchases this coverage from the New Jersey Cyber Risk Management Fund
- 9. **Environmental Impairment Liability:** EJIF}
- 10. **Terrorism:** The Fund purchases this coverage from the MEL

*Atlantic County Municipal Joint Insurance Fund
2024 Plan of Risk Management*

ADOPTED: this 17 day of JANUARY, 2024 by the Commissioners:

Atlantic County Municipal JOINT INSURANCE FUND


Chairperson


Secretary

Section II - Conditions

1.) **The amount of unpaid claims to be established.**

- a.) The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.
- b.) Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Executive Committee and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

2.) **The method of assessing contributions to be paid by each member of the Fund.**

- a.) By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating municipality is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
- b.) The calculation of pro rata shares is based on each municipality's experience modified manual premium for that line of coverage. The Fund's governing body also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the governing body. The total amount of each member's annual assessment is certified by majority vote of the Fund's governing body at least one (1) month prior to the beginning of the next fiscal year.
- c.) The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
- d.) If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and

supplement assessments are reduced in proportion to that part of the year which had elapsed.

- e.) The Fund's governing body may by majority vote levy upon the participating municipalities additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating municipalities by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
- f.) Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Fund's governing body.
- g.) The Fund has adopted a loss sensitive retrospective rating plan and has filed the endorsement with the Department of Banking and Insurance and the Department of Community Affairs.

3.) **Procedures governing loss adjustment and legal expenses.**

- a.) The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL and Volunteer D&O insurance which is handled by Summit Risk Services representing QBE North America for EPL/POL and Volunteer D&O. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers [i.e. General Re and Munich Re for excess liability, and Safety National for workers' compensation]. Every three years, the MEL's internal auditors also conduct an audit.
- b.) Each member local unit is provided with a claims reporting procedure and appropriate forms.
- c.) In order to control workers' compensation medical costs, the Fund has the Fund has established an approved medical list and all injured employees are required to utilize this panel.
- d.) To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in Title 59 matters. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

- e) The pursuit of subrogation is important to the member and the JIF because successful recoveries replenish the loss funds thereby benefitting a members' loss history and the ultimate JIF results.
- f) As a result, when the Claims Administrator receives notification from an attorney who is representing a workers compensation claimant in a third party action against a potentially liable party for the claimant's injury, the Claims Administrator will immediately forward a copy of the claimant's file to the Fund Solicitor for his review and action.
- g) In addition, when the Claims Administrator has identified potential subrogation in a workers compensation claim and provided the claimant with the "1 year" letter and receives no response from the claimant after 10 days, the Claims Administrator will immediately forward a copy of the claimant's file to the Fund Solicitor for his review and action.
- h) In situations where it is determined that opportunities for subrogation originally identified by the Claims Administrator are unable to be pursued, the following guidelines will be followed to abandon subrogation attempts:
 - 1. All requests for abandonment of subrogation, reduction of subrogation claims, and for execution of releases shall be reviewed by the Atlantic County Municipal Joint Insurance Fund Claims Review Committee at its next regularly scheduled meeting, except for subrogation claims that are valued at less than **ONE THOUSAND (\$1,000.00) DOLLARS**; and
 - 2. As to all subrogation claims less than **FIVE HUNDRED (\$500.00) DOLLARS**, after the Claims Administrator has exhausted all avenues for collection of the subrogation claim, the claim shall be referred to Claims Supervisor who shall review the claim and provide a list of those claims and dollar amounts being waived to the Fund Administrator of the Atlantic County Municipal Joint Insurance Fund; and
 - 3. As to all subrogation claims greater than **FIVE HUNDRED (\$500.00) DOLLARS** but less than **ONE THOUSAND (\$1,000.00) DOLLARS**, after the Claims Administrator has exhausted all avenues for collection of the subrogation claim, the claim shall be referred to the Fund Solicitor who shall review the claim and provide a list of those claims and dollar amounts being waived to the Fund Administrator of the Atlantic County Municipal Joint Insurance Fund; and
 - 4. For all subrogation claims of **ONE THOUSAND (\$1,000.00) DOLLARS** or more, the Claims Review Committee shall review such claims and provide a recommendation to the Executive Committee of the Atlantic County Municipal Joint Insurance Fund at their next regularly scheduled meeting; and
 - 5. The Executive Committee shall review the recommendations of the Claims Review Committee, the Claims Administrator, and the Fund Solicitor and determine whether to ratify the recommendations and said

Atlantic County Municipal Joint Insurance Fund
2024 Plan of Risk Management

action will be noted in the meeting minutes via the claim number of the appropriate claim; and

6. If the recommendation is for the execution of a Release and the Executive Committee ratifies that recommendation, the Atlantic County Municipal Joint Insurance Fund's Chairperson and Secretary shall be authorized to execute the Release by Resolution.

4.) **Coverage to be purchased from a commercial insurer, if any.**

The Fund does purchases commercial insurance for the POL/EPL and Volunteer D&O coverage which is purchased from Lexington Insurance Company.

5.) **Reinsurance to be purchased.**

The Fund does not purchase reinsurance.

6.) **Procedures for the closure of Fund years, including the maintenance of all relevant accounting records.**

- a.) The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
- b.) Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
- c.) Each year, the Fund's governing body will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
- d.) A former member may apply to the Fund's governing body for a return of that member's remaining share of the closed Fund year account when five (5) years have passed since the last Fund year in which the member participated has been closed. Prior to release of any former member's balance in the closed years account, the Fund Administrator shall complete an analysis of the request to determine that the following criteria has been met.

1. All claims for the Fund Year from which surplus is being released are closed; and;

2. All outstanding payments due and owing from the prior member of the Fund have been paid in full, including any payments due pursuant to a Retrospective Agreement, as certified by the Fund Treasurer.
 3. An analysis has been completed to determine the likelihood of an additional assessment from the Municipal Excess Liability Joint Insurance Fund (MEL JIF) and/or the Residual Claims Fund Joint Insurance Fund (RCF JIF) due to statutory, regulatory, and/or other external factors that could trigger an additional assessment for a Fund Year where the prior member was a member of the Fund.
- e.) Upon completion of the analysis of the request by the Fund Administrator, it shall be reviewed by the Fund's Finance Committee who shall make a recommendation to the Executive Committee as to the request to release the former member's balance in the closed years account.
 - f.) All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
 - g.) The Fund will retain all records in accordance with the Fund's record retention program.
- 7.) **Assumptions and Methodology used for the calculation of appropriate reserves requirements to be established and administered in accordance with sound actuarial principles.**
- a.) The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.
 - b.) The following is an overview of the two actuarial methods used to project the ultimate losses.
 1. **Paid Loss Development Method** - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.

2. Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.
- 8.) **The maximum amount a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22.**
- a.) Property Claims - \$10,000 of Authority
 - b.) Workers Compensation Claims - \$10,000 of Authority
 - c.) Liability Claims - \$10,000 of Settlement Authority; \$10,000 of legal and file expense Authority
 - d.) The Executive Committee has established a Claims Review Committee comprised of Fund Commissioners to review all Payment Authorization Requests, (PARs) with a total cost of \$10,000 or more, and review litigation strategies with the Fund's Attorney. The Claims Review Committee shall advise the Executive Committee regarding claims administration and payments.
 - e.) In urgent situations where the Claims Review Committee has not had an opportunity to meet, and where time is of the essence such that an expeditious response to a settlement offer would be in the Fund's best economic interest, the Fund Attorney, in consultation with the Executive Director and the Claims Review Committee Chair, shall have the authority to authorize the settlement of claims within the JIF's SIR. All such authorizations shall be reported to the Claims Review Committee as soon as possible and no later than the Committee's next meeting. All such authorizations shall be reported to the Executive Committee for approval at their next meeting.
 - f.) In urgent situations where the Claims Review Committee has not had an opportunity to meet, and temporary total disability benefits are due to a claimant and delaying payment of these benefits would have a detrimental impact on the claimant, the Executive Director, in consultation with the Fund Attorney, and the Claims Review Committee Chair, shall have the authority to authorize the payment of temporary total disability benefits to the claimant at an amount not to exceed \$5,000 over what had been previously authorized. All such authorizations shall be reported to the Claims Review Committee as soon as possible and no later than the Committee's next meeting. All such authorizations shall be reported to the Executive Committee for approval at their next meeting.

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- g.) Upon submission of satisfactory documentation, and with the advance approval of the Executive Director, the Certifying and Approving Officer may also pay hospital bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the Certifying and Approving Officer utilizes this authority, a report shall be made to the Claims Review Committee at their next meeting. All such approvals shall be reported to the Executive Committee at their next meeting.

9.) **Operational Philosophy**

- a.) General - As is the case with any organization, an established operating philosophy, formalized in a document such as this, is a necessary precursor to success. This section of the Risk Management Plan is developed to provide general instruction for key areas and providers of service to the Fund. Also included here are sections which restate (and amplify) the roles and responsibilities of important parties and stress the importance of activities upon which the long term success of the Fund will hinge in whole or in part.
- b.) Fund Commissioners - Fund Commissioners, each an elected official or municipal employee, are the backbone of the Fund. These individuals will in large measure control the success of the Fund by actively participating in the safety and loss control programs developed by the Fund for all members, and by implementing these programs in their respective municipalities. Fund Commissioners are encouraged to attend all meetings of the Fund, to serve on committees studying current issues, to enhance their knowledge of risk management, and to encourage consistent safe practices.
- c.) Fund Professionals and Risk Management Consultants - Providers of professional services (Fund Professionals and Risk Management Consultants) to the Fund and individual member municipalities are strongly encouraged to participate in and promote Fund activities. The success of the Fund will, in part, be a reflection of the professionalism of those providers whose services are integral components of the Fund. Support of the concept of self-insurance, the Fund in general, and the risk management activities of member municipalities in particular are necessary elements of success.
- d.) The Fund Bylaws require each member municipality to provide for the services of an individual or firm to serve as the member's Risk Management Consultant and who shall serve as an Insurance Producer as defined under N.J.S.A. 17:22, and shall have demonstrated experience in the management of public sector insurances and risk management. The Risk Management Consultant shall not be an employee of the member. The Risk Management Consultant shall not be a Fund Commissioner.

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e.) The Risk Management Consultant shall advise the member on matters relating to the Fund's operation and coverages. The Risk Management Consultant shall, in addition to such items as may be included in such individual's or firm's contract or agreement with the member, be governed by the following:

1. The Risk Management Consultant shall be retained by each member in conformance with applicable State Law or regulation;
2. Risk Management Consultants, who can not be local unit employees, shall be paid a fee not exceeding six (6%) percent of the member's assessment in accordance with the terms of the Risk Management Consultant's Agreement executed by the member; and
3. Specific responsibilities shall include, but not be limited to:
 - i. Evaluation of the member's exposure;
 - ii. Explanation of the various coverages available from the Fund;
 - iii. Preparation of applications, statements of values, timely reporting of changes in exposures, and any other exposure based questionnaires and/or applications requested by the Fund;
 - iv. Review of the local unit's assessment and assistance in preparing the member's insurance budget;
 - v. Review and analysis of the member's safety engineering reports and periodic loss runs in order to help the member identify areas requiring greater attention;
 - vi. Assist the member in establishing, monitoring and evaluating a safety committee and claims handling procedure;
 - vii. Attend the majority of meetings of the Fund's Executive Committee; and
 - viii. Analyze and recommend insurance coverages not offered through the Fund.

f.) Claims Response And Reserving - Were the philosophy of the Fund in these areas to be encapsulated into two sentences, they would read as follows:

1. "The Fund will thoroughly review and respond to each claim presented so as to pay only that amount (if any) which it is legally bound and obligated to pay."; and
2. "Reserves shall be established on each claim presented in a manner which accurately reflects the full, known liability of the Fund at any given point in time".

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In reviewing each claim presented, the Fund (operating through its claims administrator and legal counsel) shall review such claims for coverage, deny those not falling within the purview of coverages offered, aggressively defend those in dispute, pursue to the fullest extent of the law those presented in bad faith, and settle as expeditiously as possible those for which the Fund is legally liable.

- g.) Case reserves, including all types of applicable allocated loss adjusting expenses, will be established with an eye toward identifying the full exposure of the Fund and its excess insurance carriers at the earliest possible date. Reserves shall be periodically reviewed for accuracy and adjusted as needed. For claims aged eighteen (18) months or more, it is expected that reserves will be not less than 85% accurate. For claims aged thirty (30) months or more 95% accuracy is expected.
- h.) Financial Management - Consistent with the objective of serving as a long term vehicle through which to stabilize the costs associated with insurance coverages, the underlying premise of the Fund's financial base shall be one of conservative up-front funding, prudent investment of idle funds, and maintenance of stringent paper and audit trails. As is the case with all other aspects of the Fund, the financial assets of the Fund can well be considered as moneys held in public trust. Treatment and handling of these Funds must be accomplished in a manner which reflects the stewardship obligation of those whose hands through which they pass. All actuarial, investment, treasury and banking functions of the Fund are to be accomplished in a manner consistent with the same legal and administrative standards applicable to municipalities in the State of New Jersey.

Specific steps taken by the Fund during past years to enhance return on equity include:

- 1. implementing more favorable payment terms with various service providers so as to increase investment income;
- 2. Development and adoption of a Cash Management and Investment Policy which seeks the following objectives:
 - i. Preservation of capital,
 - ii. Adequate safekeeping of assets,
 - iii. Maintenance of liquidity to meet operating needs, claims settlements, and dividends,
 - iv. Diversification of the JIF's portfolio to minimize risks associated with individual investments,
 - v. Maximization of total return, consistent with acceptable risk levels,
 - vi. Investment of assets in accordance with State and Federal laws and regulations,
 - vii. Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each fund year,

-
- viii. Cooperation with other local JIFs and the MEL in the planning and execution of investments in order to achieve economies of scale,
 - ix. Stability in the value of the JIF's economic surplus.

- i.) Safety And Loss Prevention - Every dollar spent to compensate for an avoidable loss, whether it be for property, workers' compensation or any other coverage afforded through the JIF, is a dollar which might better have been used to provide municipal services and conserve tax dollars. In an effort to avoid preventable loss and the financial and human hardships which result therefrom, the JIF (operating through the Fund's Safety Committee) will implement safety and loss control programs and procedures, directed at reducing or eliminating conditions or practices which lead to loss. These programs, implemented in progressive steps, will include items such as:
 - a.) Member facility self-inspections supplemented by those conducted by the Fund's Safety Director;
 - b.) Seminars or other training programs directed at specific areas of municipal operations from which losses are likely to occur;
 - c.) Promotional safety incentive programs stressing safety in all areas of municipal operations and offering incentives for active participation by all Fund members.

10.) **Aggregate Excess Loss Contingency Fund**

In November of 1996, the Department of Banking and Insurance adopted administrative codes for municipal joint insurance funds like the ACMJIF, reference N.J.A.C. 11:15-2.1 et. seq. One aspect of these new regulations is the requirement that joint insurance funds either buy aggregate excess insurance or budget additional money to be collected from the members in an aggregate excess loss contingency fund. The spirit of this portion of the administrative code is to provide even greater fiscal security to joint insurance funds than the security provided through the funding of loss retention accounts based upon an independent actuarial loss funding model.

The members view this requirement as supporting their primary objective to stabilize costs. The history of the Fund is to purchase aggregate excess insurance whenever possible to protect against a series of losses. However, the Fund has also observed that this is not always possible and has instead budgeted an additional amount of money as loss fund contingency in those years when aggregate excess insurance was either not available or too costly to consider. For the members, the Aggregate Excess Loss Contingency Fund is simply a new name for an established practice and the ACMJIF will continue its practice of budgeting extra money in the absence of commercially available aggregate excess

insurance but will now refer to these monies as the Aggregate Excess Loss Contingency Fund.

The administrative code defines the Aggregate Excess Loss Contingency Fund as a separate fund which is always accounted for in the current fund fiscal year. The monies are set aside for a period of at least two years to pay for claim activity that exhausts loss funds in a claim retention account in the original fund year in which the monies were set aside. The code also defines the minimum statutory funding for this aggregate loss fund account and specifically states that nothing in the law shall prevent a joint insurance fund from funding this account at a higher level. Both the statute and administrative code governing the ACMJIF also require that any surplus and/or deficit in every retention account for each year is owned by the members who were a part of that year according to the percentage that their individual total contribution bears to the budget in that year. Contributions made to the Aggregate Excess Loss Contingency Fund are no different in this regard.

However, the Aggregate Excess Loss Contingency Fund is different than other loss retention accounts in two fundamental ways; the manner in which the ACMJIF must account for the funds and its use across all years by individual members. Because the Aggregate Excess Loss Contingency Fund moves from the current fiscal year forward to the succeeding fiscal year in its entirety and the statutory minimum funding associated with a specific fund fiscal year must be retained for a minimum of two years, this fund must always be accounted for on an individual member basis showing both a member's statutory encumbered portion and their statutory unencumbered portion.

As discussed above, the Aggregate Excess Loss Contingency Funds are intended to provide an immediate response to the need to replenish money in a loss fund account where the original loss funding has been consumed. It is also true that over time if the value of the projected ultimate cost of claims within a loss retention account as defined by the claims administrator added to the Incurred But Not Reported (IBNR) values developed by the actuary do not exceed the original loss funding within a loss retention account after two years, the administrative code permits but does not mandate a full return of those aggregate excess loss contingency funds to their member owners. Thus, the aggregate excess loss contingency funds that are surplus and not yet returned can be used by members to pay for additional money needs in any fund year when and if needed. This provides members with the opportunity to accrue surplus aggregate excess loss contingency funds and use them across all fund years in much the same way they have used the Loss Fund Contingency money in earlier budgets as a safeguard across multi-line retention accounts in a given fund fiscal year.

In this regard, the Aggregate Excess Loss Contingency Fund is in part a protection against adverse development for both specific retention accounts as well as providing protection on a multi-year and multi-line loss basis.

The administrative code specifically permits a member to use released surplus funds in loss retention accounts to either take them in the form of a return of

Atlantic County Municipal Joint Insurance Fund
2024 Plan of Risk Management

surplus or to be applied toward the payment of a future premium. As the unencumbered portion of the Aggregate Excess Loss Contingency Fund is an individual member owned surplus account, members with accrued surplus in this account can likewise use these funds in the same way.

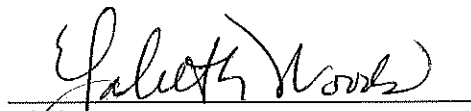
Finally, the ACMJIF views the Aggregate Excess Loss Contingency Fund as a better version of the old Loss Fund Contingency. We believe it provides a stronger vehicle through which members can build a financial bank against adverse development on a multi-year and multi-line basis. It is the hope of the ACMJIF that members will use this fund to provide themselves with a financial vehicle through which they can manage an additional assessment with no cost to their municipality or pay future insurance premiums to stabilize costs, or both.

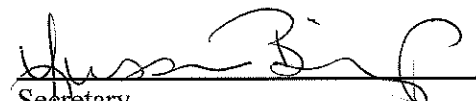
11.) **Committee Charters**

Appendix I of the Plan of Risk Management contains Committee Charters for the Claims Review, Coverage, Employment & Technology Liability, Finance, Nominating, Strategic Planning, and Safety Committees.

ADOPTED: this 17 day of JANUARY 2024 by the Commissioners:

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND


Chairperson


Secretary



Claims Review Committee Charter

The Atlantic County Municipal Joint Insurance Fund (ACM JIF) Executive Committee hereby constitutes and establishes a Claims Review Committee:

Composition

1. Members of the Committee shall be appointed by the Chair and shall serve at the pleasure of the Chair.
2. A member of the Executive Committee shall serve on the Claims Review Committee.
3. Serving on the Committee shall be the Fund Attorney, the Fund Claims Administrator and a representative from the Administrator's office.
4. Risk Management Consultants may serve as deemed appropriate by the Executive Committee Chair.
5. Members of the Committee may appoint a Vice Chair to serve in the absence of the Committee Chair.

Authority and Responsibility

The Claims Review Committee is to serve as the focal point for communication between the Claims Administrator and the Fund Commissioners. The Committee will also review all Payment Authorization Requests (PARs) and review litigation strategies with the Fund's Attorney. The Claims Review Committee shall advise the Executive Committee regarding claims administration and payments.

Claims Review Committee Bylaws

The Claims Review Committee of the ACM JIF was established by charter approved by motion of the JIF's Executive Committee on April 19, 1995. The Committee's operational guidelines are set down herein and may be amended by majority vote of the Executive Committee.

Meetings

The Committee is to meet on a monthly basis or as many times per year as the Committee Chair deems necessary.

Attendance

Members of the Committee are to be present at all meetings. As necessary or desirable, the Chair may request that other Fund Commissioners, Fund Professionals or consultants attend to participate in discussions of particular issues.

A representative of the Administrator's office shall attend all meetings and shall serve as staff to the Claims Review Committee.

Minutes

Minutes of each meeting are to be prepared and approved by the Committee members and provided to the Executive Committee.

Specific Duties

The Claims Review Committee is to:

- (1) Report to the Executive Committee on the progress of claims whose payments exceed the maximum amount the certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22 as established in Section 11 of the ACMJIF Plan of Risk Management as presented in Payment Authorization Requests (PARs) and on the progress of claims in litigation.
- (2) Identify long range claims administration issues which need to be discussed, acted upon, and eventually implemented in order to ensure the viability, growth, and integrity of the JIF.
- (3) Recommend to the Executive Committee the retention or replacement of claims administration vendors and/or attorneys and provide a written summary of the basis of such recommendations.
- (4) Apprise the Executive Committee, through minutes and special presentations as necessary, of significant developments in the course of performing the above duties.
- (5) Report at least annually to the Executive Committee on the discharge of the above responsibilities.
- (6) Evaluate the performance of the Fund Professionals under the jurisdiction of the Claims Review Committee including the Claims Administrator, Managed Care Provider, Subrogation Attorney and/or any other Fund Professional requested by the Executive Committee.
- (7) Perform additional duties as assigned by the Executive Committee related to this Charter and the discharge of duties as assigned above.



Coverage Committee Charter

The Atlantic County Municipal Joint Insurance Fund (ACMJIF) Executive Committee hereby constitutes and establishes a Coverage Committee:

Composition

1. Members of the Committee shall be appointed by the Chair and shall serve at the pleasure of the Chair.
2. A member of the Executive Committee shall serve on the committee.
3. Serving on the Committee shall be the Fund Actuary, Fund Attorney and a representative from the Administrator's office.
4. Risk Management Consultants may serve as deemed appropriate by the Executive Committee Chair.

Authority and Responsibility

The Coverage Committee is to serve as a focal point for discussion on issues pertaining to coverage, underwriting, and reinsurance. The Coverage Committee shall advise the Executive Committee on issues pertaining to coverage requirements of members of the JIF, coverage issues in the insurance industry which should be addressed by the JIF, the efficiency and clarity of communications between the JIF and the members regarding coverage issues, the proposed role of the JIF in addressing areas of insurance outside of its normal purview, retention and reinsurance issues, and underwriting guidelines.

Coverage Committee Bylaws

The Coverage Committee of the ACMJIF was established by charter approved by motion of the JIF's Executive Committee on April 19, 1995. The Committee's operational guidelines are set down herein and may be amended by majority vote of the Executive Committee.

Meetings

The Committee is to meet as many times per year as the Committee Chair deems necessary, but no less than quarterly, at the discretion of the Chair.

Attendance

Members of the Committee shall be present at all meetings. As necessary or desirable, the Chair may request that other Fund Commissioners, Fund Professionals or consultants attend to participate in discussions of particular issues.

A representative of the Administrator's office shall attend all meetings and shall serve as staff to the Committee.

Minutes

Minutes of each meeting are to be prepared and approved by the Committee members and provided to the Executive Committee.

Specific Duties

The Coverage Committee is to:

- (1) Oversee the implementation of coverage, underwriting, and retention and reinsurance guidelines.
- (2) Monitor the existing coverages of the JIF to determine whether existing coverage is adequate and appropriate; and evaluate whether changes in members' needs and/or loss patterns necessitate changes to existing coverage.
- (3) Identify and evaluate emerging techniques for transfer of risk which could be adopted by the JIF in order to enhance the protection of the JIF's assets and, by extension, the financial interests of members of the JIF.
- (4) Review the retention structure of the JIF to determine whether changes in the structure is needed in order to improve coverage or to achieve economies.
- (5) Apprise the Executive Committee, through minutes and special presentations as necessary, of significant developments in the course of performing the above duties.
- (6) Report at least annually to the Executive Committee on the discharge of the above responsibilities.
- (7) Evaluate the performance of the Fund Professionals under the jurisdiction of the Coverage Committee including the Fund Underwriter, Property Appraiser and/or any other Fund Professional requested by the Executive Committee.
- (8) Perform additional duties as assigned by the Executive Committee related to this Charter and the discharge of duties as assigned above.



Employment Practices & Technology Liability Committee Charter

The Atlantic County Municipal Joint Insurance Fund (ACMJIF) Executive Committee hereby constitutes and establishes an Employment Practices & Technology Liability Committee.

Composition

1. Serving on the Committee shall be the Chairs of the Claims Review Committee, Coverage Committee, Finance Committee, Operations & Planning Committee, and Safety Committee.
2. A member of the Executive Committee shall serve on the committee.
3. At least two additional Fund Commissioner shall be appointed by the Executive Committee Chair
4. Serving on the Committee shall be the Fund Attorney, Fund Claims Administrator, Safety Director, and a representative from the Administrator's office.
5. Members of the Committee may appoint a Vice Chair to serve in the absence of the Committee Chair.

Authority and Responsibility

The Committee is to serve as a focal point for discussion on issues pertaining to employment practices liability claims. The Committee shall advise the Executive Committee on issues pertaining to the source, amount, and types of claims and their financial impact on members, on the ACMJIF, and on the MEL. The Committee shall review observational, statistical, and historical information presented by the Fund Professionals and shall recommend policies to be adopted and actions to be taken to eliminate, reduce, or mitigate the financial impact of these claims on the membership.

The Committee shall also serve as the focal point for discussions on issues pertaining to Technology Liability. The Committee shall advise the Executive Committee on issues pertaining to the source, number, and types of claims impacting members. The Committee shall review observational, statistical, and historical information presented by the Fund Professionals and shall recommend policies to be adopted and actions to be taken to eliminate, reduce, or mitigate the financial impact of these claims on the membership.

Committee Bylaws

The Employment Practices Liability Committee of the ACMJIF was established by charter approved by motion of the JIF's Executive Committee on December 15, 2010. The Charter was revised and re-adopted on May 21, 2014 and January 15, 2020. The Committee's operational guidelines are set down herein and may be amended by majority vote of the Executive Committee.

Meetings

The Committee is to meet as many times per year as the Committee Chair deems necessary, but no less than quarterly, at the discretion of the Chair.

Attendance

Members of the Committee shall be present at all meetings. As necessary or desirable, the Chair may request that other Fund Commissioners, Fund Professionals or consultants attend to participate in discussions of particular issues.

A representative of the Administrator's office shall attend all meetings and shall serve as staff to the Committee.

Minutes

Minutes of each meeting are to be prepared and approved by the Committee Chair and provided to the Executive Committee.

Specific Duties

The Employment Practices & Technology Liability Committee is to:

- (1) Monitor existing claims trends to determine the source, amount, and types of claims being incurred by ACMJIF members and MEL members statewide.
- (2) Develop policies to be adopted and actions to be taken to eliminate, reduce, or mitigate the financial impact of these claims on the membership
- (3) Determine whether existing measures are adequate and appropriate to prevent claims and evaluate whether changes in members' needs and/or loss patterns necessitate changes to existing policies.
- (4) Identify and evaluate emerging techniques for mitigation of risk which could be adopted by members in order to enhance the protection of JIF finances and, by extension, the financial interests of members of the JIF.
- (5) Oversee the creation of training programs designed to educate elected officials, managers and supervisors, and employees with respect to the role they play in the prevention and mitigation of employment and technology related claims.
- (6) Review individual member claims records and recommend remedial actions to be taken by the member including training, adoption of policies, or utilizing resources available through the JIF/MEL or other professionals. Recommend members for probation in accordance with policies recommended by the MEL and/or adopted by the ACMJIF.
- (7) Review policies and directives issued by the MEL or excess carriers and communicate as necessary with the Executive Committee and the membership at large and oversee the implementation of coverage, underwriting, and retention guidelines.
- (8) Apprise the Executive Committee, through minutes and special presentations as necessary, of significant developments in the course of performing the above duties.
- (9) Report at least annually to the Executive Committee on the discharge of the above responsibilities.

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Adopted:12/15/2010

Revised: 2023

- (10) Evaluate the performance of the Fund Professionals under the jurisdiction of the Employment Practices & Technology Liability Committee including the Technology Risk Services Director and/or any other Fund Professional requested by the Executive Committee.
- (11) Perform additional duties as assigned by the Executive Committee related to this Charter and the discharge of duties as assigned above.



Finance Committee Charter

The Atlantic County Municipal Joint Insurance Fund (ACM JIF) Executive Committee hereby constitutes and establishes a Finance Committee:

Composition

1. Members of the Committee shall be appointed by the Chair and shall serve at the pleasure of the Chair.
2. A member of the Executive Committee shall serve on the Finance Committee.
3. Serving on the Committee shall be the Fund Actuary, Fund Auditor, Fund Treasurer and a representative from the Administrator's office.
4. Members of the Committee may appoint a Vice Chair to serve in the absence of the Committee Chair.

Authority and Responsibility

The Finance Committee is to serve as the focal point for communication between the Fund's Commissioners and the Fund's professionals for the development of an annual budget. The Finance Committee shall work with the Fund's Actuary and with the Fund's Professionals and committees as necessary to develop claims funding, expense funding and funding for special programs.

The Finance Committee will also examine the financial audits of the Fund, as prepared by the Fund's Auditor in conjunction with the Fund's Treasurer, Actuary and Claims Administrator. The Finance Committee shall comment on the independence of the Executive Committee's independent auditors, the integrity of management and the adequacy of disclosures to the public. It will serve as a focal point for communication between the independent Auditor, the JIF Treasurer, and Fund Professionals as their duties relate to financial accounting, reporting, and internal controls and compliance. The Committee is to assist in fulfilling responsibility as to accounting policies and reporting practices of the Fund and sufficiency of the auditing function. The Committee shall oversee and advise the Fund Executive Committee regarding the selection of independent auditors. The Executive Committee's access to the independent auditor shall in no way be limited or superseded by the activities of this Committee.

Finance Committee Bylaws

The Finance Committee of the ACM JIF was established by charter approved by motion of the Executive Committee on April 19, 1995. The Committee's operational guidelines are set down herein and may be amended by majority vote of the Executive Committee.

Meetings

The Committee shall meet at least four times per year at the discretion of the Committee Chair to review issues such as the annual audit, the semi-annual financial review, the fund's budget and assessment allocation strategies.

Attendance

Members of the Committee are to be present at all meetings. As necessary or desirable, the Chair may request that other Fund Commissioners, Fund Professionals or consultants attend to participate in discussions of particular issues.

A representative of the Administrator's office shall attend all meetings and shall serve as staff to the Finance Committee.

Minutes

Minutes of each meeting are to be prepared and approved by the Committee members and provided to the Executive Committee.

Specific Duties

The Finance Committee is to:

- (1) Review all renewal fees and professional services review worksheets referred by the Fund's Executive Committee on all of the Fund's professional service providers including Actuary, Administrative Consultant, Administrator, Attorney, Auditor, Claims Administrator, Safety Director, Treasurer and any other professionals requiring a performance review.
- (2) Recommend to the Executive Committee the retention or replacement of Service Providers which may be retained to assist in developing or implementing strategic plans and provide a written summary of the basis for the recommendations.
- (3) Review all funding requirements as determined by the Fund's Actuary.
- (4) Review all funding levels for programs and miscellaneous and contingency items.
- (5) Review assessment strategies at various levels of capping for allocation of the annual assessments to JIF members.
- (6) Apprise the Executive Committee, through minutes and special presentations as necessary, of significant developments in the course of performing the above duties.
- (7) Report at least annually to the Executive Committee on the discharge of the above responsibilities.
- (8) Evaluate the performance of the Fund Professionals under the jurisdiction of the Finance Committee including the Actuary, Auditor, Payroll Auditor, Treasurer and/or any other Fund Professional requested by the Executive Committee.
- (9) Perform additional duties as assigned by the Executive Committee related to this Charter and the discharge of duties as assigned above.

With respect to the Fund's financial audits, the Committee is to:

- (1) Review with the Executive Committee and the Fund's Treasurer the JIF's policies and procedures to reasonably assure the adequacy of internal controls over accounting, administration, compliance with laws and regulations and financial reporting.
- (2) Have familiarity, through the individual efforts of its members, with the accounting and reporting principles and practices applied by the JIF in preparing its financial statements. Further, the Committee is to make, or cause to be made, all necessary inquiries of Executive Committee and the independent auditor concerning established standards of conduct and performance, and deviations therefrom.
- (3) Review, prior to the annual audit, the scope and general extent of the independent auditor's planned examination, including their engagement letter. The auditor's fees are to be arranged with Executive Committee and annually summarized for Committee review. The Committee's review should entail an understanding from the independent auditor of the factors considered by the auditor in determining the audit scope, including:
 - Risk characteristics of the JIF
 - External reporting requirements
 - Materiality of the various segments of the JIF's combined activities
 - Quality of internal accounting, administrative and compliance controls
 - Extent of internal auditor's involvement in audit examination
 - Other areas to be covered during the audit engagement
- (4) Review with Executive Committee the extent of non-audit services planned to be provided by the independent auditor in relation to the objectivity and independence needed in the audit.
- (5) Review with Executive Committee and the independent auditor instances where the Executive Committee has obtained "second opinions" on accounting and financial reporting policies from other accountants.
- (6) Review with the Executive Committee and the independent auditor, upon completion of their audit, financial results for the year prior to their release to the public. This review is to encompass:
 - The JIF's comprehensive annual financial report, including the financial statements and financial statement and supplemental disclosures required by GAAP and/or the State of New Jersey.
 - Significant transactions not a normal part of the JIF's operations.
 - Selection of and changes, if any, during the year in the JIF's accounting principles or their application.
 - Significant adjustments proposed by the independent auditor.
 - The process used by the Executive Committee in formulating particularly sensitive accounting estimates and the independent auditor's conclusions regarding the reasonableness of those estimates.

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Adopted: 4/19/95

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- Any disagreements between the independent auditor and Executive Committee about matters that could be significant to the JIF's financial statements or the auditor's report.
 - Difficulties encountered in performance of the audit.
- (7) Evaluate the cooperation received by the independent auditor during their audit, including their access to all requested records, data and information. Also, elicit the comments of Executive Committee regarding the responsiveness of the independent auditor to the JIF's needs. Inquire of the independent auditor whether there have been any disagreements with the Executive Committee that, if not satisfactorily resolved, would have caused them to issue a nonstandard report on the JIF's financial statements.
 - (8) Discuss with the independent auditor the quality of the JIF's financial and accounting personnel and any recommendations that the independent auditor may have. Topics to be considered during this discussion include improving internal financial controls, controls over compliance, the selection of accounting principles and the Executive Committee reporting systems.
 - (9) Review written responses of the Executive Committee to "Letter of Comments and Recommendations" from the independent auditor and discuss with the Executive Committee the status of implementation of prior period recommendations and corrective action plans.
 - (10) Discuss with the Executive Committee the scope and quality of internal accounting, administrative, compliance, and financial reporting controls in effect.
 - (11) Perform all of the above duties wherever appropriate relative to the JIF's component units. The Executive Committee may satisfy this duty by relying on the work of a component unit's Finance Committee.
 - (12) Perform additional duties as assigned by the Executive Committee related to this Charter and the discharge of duties as assigned above.



Nominating Committee Charter

The Atlantic County Municipal Joint Insurance Fund (ACM JIF) Executive Committee hereby constitutes and establishes a Nominating Committee:

Composition

The Nominating Committee will be comprised of the Chair of the Finance Committee; the Chair of the Claims Committee; the Chair of the Coverage Committee, the Chair of the EPL Committee, the Chair of the Safety Committee, and the Chair of the Strategic Planning Committee. If a Committee Chair is a current member of the Executive Committee then the Committee shall appoint a member of the Committee to serve in the Committee Chair's position on the Nominating Committee. In addition, the three (3) most recent past Fund Chairs still serving as a Fund Commissioners and two (2) members at large chosen by the sitting Fund Chair shall also be members of the Nominating Committee. In no circumstance shall a Nominating Committee member be a current Executive Committee member. The Nominating Committee members will select the Nominating Committee Chair.

Authority and Responsibility

The Nominating Committee shall be charged with reviewing and nominating candidates for presentation in the event of a need to elect officers to the Executive Committee.

Nominating Committee Bylaws

The Nominating Committee of the ACM JIF was established by charter approved by motion of the Executive Committee on April 19, 1995. The committee's operational guidelines are attached hereto and may be amended by majority vote of the Executive Committee.

Meetings

The committee is to meet as many times per year as the Committee Chair deems necessary in accordance with the Committee's operational guidelines. All meetings shall be scheduled a minimum of 14 days ahead of the proposed meeting date to optimize attendance.

Attendance

Members of the committee shall be present at all meetings when possible. If, however, upon receipt of the meeting notice, an appointed representative is unable to attend the meeting, it shall be the responsibility of the appointed representative to contact the Executive Director's office immediately, but no less than ten days prior to meeting date, and advise them of their unavailability to attend the meeting.

If five or more representatives are unable to make the scheduled meeting, the Executive Director's office shall reschedule the meeting.

Minutes

Minutes of each meeting are to be prepared and approved by the Committee Chair and provided to the Executive Committee.

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Adopted June 17, 2020

Nominating Committee Charter
Page 2

Specific Duties

The Nominating Committee is to:

- (1) Compile and submit to general membership a slate of candidates to serve as Chair, Secretary, Executive Committee and Alternate Executive Committee members.
- (2) Conduct an election in accordance with any operational guidelines established by the membership.
- (3) Apprise the Executive Committee, through minutes and special presentations as necessary, of significant developments in the course of performing the above duties.
- (4) Report at least annually to the Executive Committee on the discharge of the above responsibilities.
- (5) Perform additional duties as assigned by the Executive Committee related to the above Charter and discharge of duties as assigned above.



Safety Committee Charter

The Atlantic County Municipal Joint Insurance Fund (ACMJIF) Executive Committee hereby constitutes and establishes a Safety Committee:

Composition

1. Members of the Committee shall be appointed by the Chair and shall serve at the pleasure of the Chair.
2. A member of the Executive Committee shall serve on the Safety Committee.
3. Serving on the Committee shall be the Fund Safety Director, Wellness Director, and a representative from the Administrator's office.
4. Risk Management Consultants may serve as deemed appropriate by the Executive Committee Chair.
5. Members of the Committee may appoint a Vice Chair to serve in the absence of the Committee Chair.

Authority and Responsibility

The Safety Committee is to serve as a focal point for communication between the ACMJIF, the Executive Director/Administrator, the Safety Director, and member municipalities. The Safety Committee shall also serve as a focal point for communication between the ACMJIF, the Executive Director/Administrator, the Wellness Director, and member municipalities. The function of the Committee is advisory in nature and is not intended to infringe upon the responsibility of the Safety Director, Wellness Director, or employees of member towns. The Safety Committee shall advise the Executive Committee on safety and wellness related policies, performance of municipalities in terms of safety and wellness, and of the individual firms responsible for reporting on same. The Safety Committee shall also work with the Executive Director, Wellness Director, and the Safety Director in attempting to identify services that may be provided by the Joint Insurance Fund to member municipalities in order to reduce the risks of accidents to member employees and volunteers and improve the overall health and wellness of member employees and volunteers to reduce the risk of accidents and decrease the severity of injuries associated with those accidents..

Safety Committee Bylaws

The Safety Committee of the ACMJIF was established by charter approved by motion of the JIF's Executive Committee on April 19, 1995. The Committee's operational guidelines are set down herein and may be amended by majority vote of the Executive Committee.

Meetings

The Committee is to meet as many times per year as the Committee Chair deems necessary, but no less than quarterly, at the discretion of the Chair.

Attendance

Members of the Committee shall be present at all meetings. As necessary or desirable, the Chair may request that other Fund Commissioners, Fund Professionals or consultants attend to participate in discussions of particular issues.

A representative of the Administrator's, Wellness, and Safety Director's office shall attend all meetings and shall serve as staff to the Safety Committee.

Minutes

Minutes of each meeting are to be prepared and approved by the Safety Committee members and provided to the Executive Committee.

Specific Duties

The Safety Committee is to:

- (1) Develop with the Executive Director and the Safety Director on-going and annual safety programs, which shall provide for the planning, organization, control and leadership of the JIF's directed safety efforts.
- (2) Develop with the Executive Director and the Wellness Director on-going wellness programs that shall provide for the planning, organization, control, and leadership of the JIF's directed wellness efforts.
- (3) Identify and analyze loss exposures and claims information for the JIF as a whole and for individual members to determine where resources should be directed to reduce claims.
- (4) Examine alternative risk techniques to determine the most efficient method for reducing the risk of loss.
- (5) Recommend to the Executive Committee any appropriate expenditures on programs or services which, in the opinion of the Committee, will likely result in long-term savings for the JIF.
- (6) Implement, monitor and evaluate all safety and wellness programs, services and vendors.
- (7) Recommend to the Executive Committee the retention or replacement of safety and/or wellness vendors and provide a written summary of the basis of such recommendations.
- (8) Apprise the Executive Committee, through minutes and special presentations as necessary, of significant developments in the course of performing the above duties.
- (9) Report at least annually to the Executive Committee on the discharge of the above responsibilities.
- (10) Evaluate the performance of the Fund Professionals under the jurisdiction of the Safety Committee including the Safety Director, Wellness Director, Police Law Enforcement Consultant and/or any other Fund Professional requested by the Executive Committee.
- (11) Perform additional duties as assigned by the Executive Committee related to this Charter and the discharge of duties as assigned above.



Strategic Planning Committee Charter

The Atlantic County Municipal Joint Insurance Fund (ACMJIF) Executive Committee hereby constitutes and establishes a Strategic Planning Committee:

Composition

1. Members of the Committee shall be appointed by the Chair and shall serve at the pleasure of the Chair.
2. A member of the Executive Committee shall serve on the Strategic Planning Committee.
3. Serving on the Committee shall be a representative from the Administrator's office.
4. Members of the Committee may appoint a Vice Chair to serve in the absence of the Committee Chair.

Authority and Responsibility

The Strategic Planning Committee is to serve as the focal point for communication between the Administrator, the Fund Commissioners, and any other professionals regarding long range strategies which should be pursued in order to ensure the integrity, growth, and viability of the Joint Insurance Fund. The Strategic Planning Committee shall advise the Executive Committee regarding long term strategies and planning considerations.

Strategic Planning Committee Bylaws

The Strategic Planning Committee of the ACMJIF was established by charter approved by motion of the JIF's Executive Committee on January 18, 2012. The Committee's operational guidelines are set down herein and may be amended by majority vote of the Executive Committee.

Meetings

The Committee is to meet as many times per year as the Committee Chair deems necessary, at the discretion of the Chair.

Attendance

Members of the Committee are to be present at all meetings. As necessary or desirable, the Chair may request that other Fund Commissioners, Fund Professionals or consultants attend to participate in discussions of particular issues.

A representative of the Administrator's office shall attend all meetings and shall serve as staff to the Strategic Planning Committee.

Minutes

Minutes of each meeting are to be prepared and approved by the committee members and provided to the Executive Committee.

Specific Duties

The Strategic Planning Committee is to:

- (1) Develop a plan for implementation of long term strategies for the Fund.
- (2) Report to the Executive Committee on the progress regarding selection and implementation of the plan and monitor strategy for implementation.
- (3) Identify long range planning issues which need to be discussed, acted upon, and eventually implemented in order to ensure the viability, growth, and integrity of the Joint Insurance Fund.
- (4) Review the collective organizational structure of the JIF and its servicing agents to assure that it represents a balance of values including flexibility, participation, efficiency and effectiveness which should be weighed in maintaining a healthy organizational structure.
- (5) Apprise the Executive Committee, through minutes and special presentations as necessary, of significant developments in the course of performing the above duties.
- (6) Report at least annually to the Executive Committee on the discharge of the above responsibilities.
- (7) Evaluate the performance of the Fund Professionals under the jurisdiction of the Strategic Planning Committee including the Fund Administrator, Administrative Consultant, Recording Secretary, Website Manager and/or any other Fund Professional requested by the Executive Committee.
- (8) Perform additional duties as assigned by the Executive Committee related to this Charter and the discharge of duties as assigned above.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION 2024 - 15

**DESIGNATION OF CERTIFYING AND APPROVING OFFICER FOR
THE PAYMENT OF CLAIMS**

Whereas, the Atlantic County Municipal Joint Insurance Fund (ACMJIF) has been organized pursuant to NJSA 40A:10-36 et seq.; and

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

Whereas the Administrative Code (N.J.A.C. 11:15-2.22) regulating the operation of Joint Insurance Funds requires that all disbursements for the payment of claims must be approved by a majority of the Fund Commissioners or the Executive Committee thereof; and

Whereas, the Fund Commissioners may designate a Certifying and Approving Officer pursuant to N.J.S.A. 40A: 5-17 to allow for the expeditious resolution of claims in an amount not to exceed an amount approved by the Commissioner of the Department of Banking and Insurance in the Plan of Risk Management, and

Be It Hereby Resolved that the Commissioners here assembled appoints the Claims Administrator as the Certifying and Approving Officer for the Fund.

Be It Further Resolved, that by adopting this resolution appointing a Certifying and Approving Officer, the Plan of Risk Management for Fund Year 2024 is amended to include this designation of a Certifying and Approving Officer, and

Be It Further Resolved that copies of this Resolution shall be provided to the Administrator, Claims Administrator, and Fund Attorney of the Atlantic County Municipal Joint Insurance Fund for their information and attention.

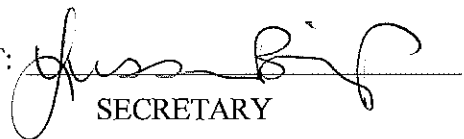
This resolution was duly adopted by the Atlantic County Municipal Joint Insurance Fund
at a public meeting held on January 17, 2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

BY:


CHAIRPERSON

ATTEST:


SECRETARY

DATE: 1-17-2024

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

RESOLUTION NO. 2024 - 16

**RESOLUTION AUTHORIZING REIMBURSEMENT OF
TRAVEL EXPENSES FOR AUTHORIZED OFFICIAL TRAVEL**

WHEREAS, N. J. S. A. 40A:5-16.1 permits the governing body of any local unit to authorize payment in advance toward expenses for authorized official travel, and;

WHEREAS, up to Two (2) Fund Commissioners of the Atlantic County Municipal Joint Insurance Fund, hereinafter referred to as the ACMJIF, may need to travel to or electronically participate in the PRIMA Conference or AGRIP Conferences during Fund Year 2024 for the purpose of attending or participating in a seminar on public entity risk management and pooling; and;

WHEREAS, the Treasurer of the ACMJIF has certified that funds are available from the 2024 expense budget in the amount of \$2,500 per attending or participating commissioner, excluding seminar registration costs which will be pre-paid by the ACMJIF, and;

WHEREAS, the Treasurer of the ACMJIF is authorized to issue payment in the amount of \$25 per conference attendee to the Executive Director, if the expense is so incurred, for payment of Fund Commissioners' meals at the PRIMA and AGRIP Conferences, and;

WHEREAS, the authorized Commissioners representing the ACMJIF at either conferences will verify their expenses in accordance with the attached Travel and Expense Reimbursement Policy and Conference Attendance Policy, a copy of which is attached hereto and incorporated herein by reference, with a detailed bill of items or demands, and the certification of affidavit required by N. J. S. A. 40A:5-16 which will be submitted within a reasonable period of time after the completion of the travel for which the advance was made.

NOW THEREFORE BE IT RESOLVED, that the Treasurer is hereby authorized to reimburse authorized Fund Commissioners up to \$2,500 in expenses, excluding seminar registration costs which will be pre-paid by the ACMJIF, for attendance at the PRIMA and AGRIP conferences; and


BE IT FURTHER RESOLVED that the Treasurer is hereby instructed to make payment to the Executive Director, if the expense is so incurred, in the amount of \$25 per conference attendee for payment of Commissioners' meals at the PRIMA and AGRIP Conferences

This Resolution was duly adopted by the Atlantic County Municipal Joint
Insurance Fund at a public meeting held on January 17, 2024

BY:


CHAIRMAN

ATTEST:


SECRETARY

DATE:

1-17-2024

Travel and Expense Reimbursement Policy

Persons authorized to travel on official business are encouraged to exercise the same care in incurring expenses that they would if traveling on personal business at their own expense. Excessive and unnecessary travel and other expenses shall not be approved or reimbursed. Travel routes should be planned so that minimum amounts of travel and expense are involved. Participants shall be responsible for making their own travel arrangements. Expenditures for official travel are reimbursable if incurred in accordance with these guidelines.

I. Conference Registration

Cost of registration for any conference or seminar shall be paid in advance by the Fund.

II. Transportation¹

A. Air Travel

The Fund shall reimburse participants for the full cost of travel by air (if appropriate). The maximum amount reimbursable for air travel shall be the standard fare for travel commencing the day before the conference begins and end on the day after the conference ends.

B. Car Travel

The Fund shall reimburse participants for the actual costs of all tolls and parking expenses. In addition, the Fund shall reimburse members at the prevailing IRS rate of reimbursement per mile for each mile traveled.

III. Lodging²

The Fund shall reimburse participants for the cost of lodging at conference rates. The maximum amounts reimbursable for hotel accommodations shall be conference rates for evenings commencing day before the conference begins and ending the day after the conference ends. Expenses for laundry, valet, entertainment, room service, and other charges of a similar nature are considered personal charges and shall not be reimbursed.

IV. Meals

The Fund shall reimburse participants for all meals incurred during the course of travel and while attending the conference. Meal reimbursement is subject to a maximum rate per diem. Maximum per diem is \$70.00.

V. Related Expenses

The Fund shall reimburse participants for necessary incidental expenses incurred during the course of travel. These shall include airport shuttle services to and from airports; shuttle services to and from hotels to airports, portage, and parking expenses (if appropriate). The Fund will reimburse taxi expenses for transportation to and from hotels and airports and for transportation to and from conference events only in cases where shuttle services are unavailable. All other taxi expenses are considered personal charges and shall not be reimbursed.

VI. Reimbursement

Under normal conditions, persons authorized to travel on official business shall provide themselves with sufficient funds of their own to cover all current expenses. To receive reimbursement for travel related expenses, participants shall submit all receipts and other evidence of allowable expenses to the Fund's Treasurer with a completed voucher. The Treasurer shall approve all expenses in accordance with the Fund's guidelines.

¹ Maximum expenses for both transportation and hotel lodging expenses shall not exceed the combined total cost of standard airfare and lodging at conference rates.

² See I.

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Administrative Policies & Procedures

Date Adopted: 8/19/2009

POLICY: Conference Attendance

PURPOSE: To Establish a Protocol for Attendance at Various Training Conferences

It is the practice of the Atlantic County Municipal Joint Insurance Fund to encourage the further education of its members in Risk Management issues by providing a limited number of Fund Commissioners an opportunity to attend various conferences during a Fund Year. These conferences include those offered by Public Risk Management Association (PRIMA) and the Association of Government Risk Insurance Pools (AGRIP). Each fall, the Finance Committee, in consultation with the Executive Committee, shall prepare the annual Conference budget and set forth the total number of available openings for conference attendance the following year.

Because the Fund affords a limited number of Fund Commissioners an opportunity to attend these conferences, and it is possible that more Commissioners may wish to attend a conference then positions are available, it is important that the Fund have a procedure establishing clear guidelines and preferences for Commissioner Attendance.

ANNUAL PRIMA CONFERENCE

The following procedure shall be followed in determining the Fund Commissioners who attend the **Annual PRIMA Conference**:

1. In January of each year, the Executive Director's office shall notify the members of the Executive Committee, Alternates, and Standing Committee Chairs in writing of the opportunity to attend the Annual PRIMA Conference. Responses to the invitations from the above referenced individuals must be received in writing by the Executive Director's Office no later than February 1st.
2. Priority to attend the Conference shall be given to the Fund Chair, Secretary, Executive Committee members, Alternate Executive Committee members and then Committee Chairs in that order, who respond in writing by the February 1st deadline. Priority among members of the Executive/Alternate Executive Committee shall be determined based upon their order of seniority as determined by their position on the Executive Committee. Priority among the Committee

Chairs who are not Executive/Alternate Executive Committee members shall be determined based on the date of their response.

3. In the event that positions to attend the Annual PRIMA Conference remain unfilled after invitations have been extended to the Executive Committee, Alternates, and Standing Committee Chairs, the Executive Director's Office, at the February Executive Committee Meeting, shall provide written notification to the general membership of the availability of positions to attend the conference.
4. All responses must be received in writing by the Executive Director's Office no later than March 1st. General membership attendees will be determined based upon the date of their response to the February announcement on a first come first served basis.
5. No additional announcements of the availability of positions to attend the PRIMA Conference shall be made after the February Executive Committee meeting.
6. In the event that funded positions for attendance at the PRIMA Conference are unused, additional members may attend one or more of the remaining AGRIP Conferences as long as the total number of attendees for all conferences does not exceed that which is budgeted for the Fund Year.

AGRIP CONFERENCE

The following procedure shall be followed in determining the Fund Commissioners eligible to attend any of the **AGRIP Conferences**.

1. In January of each year, the Executive Director's office shall notify in writing the members and alternate members of the Executive Committee, as well as the Chairs of the Standing Sub Committees, of the AGRIP Conferences scheduled for the Fund Year requesting that each Commissioner notify the Executive Director's office in writing of any of the conferences they would like to attend. If more than one conference is requested, preference must be indicated by the individual.
2. The Executive Director's office shall keep track of the date of, number of, and specific AGRIP conference that the Commissioners wish to attend along with the date they responded.
3. In the event that more Fund Commissioners ask to attend a conference than positions available, priority shall be given in the following order:
 - Fund Chair
 - Fund Secretary
 - Executive Committee members in their order of succession
 - Alternate Executive Committee members in their order of succession

4. Priority among the Committee Chairs who are not Executive/Alternate Executive Committee members shall be determined based on the date of their response. However, further priority shall be given to the above individuals who are not scheduled to attend a conference during the current Fund Year.
4. Due to the AGRIP Conferences being held periodically during the year, the Executive Director's office shall send reminders of upcoming conferences to the members and alternate members of the Executive Committee, as well as the Chairs of the Standing Sub Committees, of upcoming conferences and any available positions to attend these conferences.
5. In the event that funded positions for attendance at the Spring AGRIP Conference are unused, additional members may attend one or more of the remaining AGRIP Conferences as long as the total number of attendees does not exceed that which is budgeted for the Fund Year.

REIMBURSEMENT GUIDELINES

1. Each attendee at a PRIMA or AGRIP conference shall be eligible to be reimbursed by the Fund as defined in the Fund's *Travel & Reimbursement Policy* adopted by the Fund at its Annual Reorganization meeting.
2. Prior to receiving a final reimbursement from the Fund, attendees at each conference shall provide the membership, at the next Executive Committee meeting following their return, with a synopsis of the seminars they attended. Any written materials that the attendee brings from the conference will be made available to the Executive Director's office for copying and distribution to any Fund Commissioner upon their request.