



ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Atlantic County Library, 40 Farragut Ave, Mays Landing, NJ

January 17, 2024 at 3:00 PM

OPEN SESSION MINUTES

The Reorganization meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on January 17, 2024 at 3:00 PM, prevailing time, Atlantic County Library, 40 Farragut Ave, Mays Landing, NJ, Chair Liz Woods, Ocean City, presiding. The meeting was called to order at 3:00 PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT

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

ROLL CALL of 2023 FUND COMMISSIONERS

Those in attendance were:

Scott Wahl, **Avalon Borough**
Mollye O'Neill, **Brigantine City**
Bill Nimohay **Buena Borough**
Heather Miller, **Commercial Twp.**
Jessica Bishop, **Dennis Twp.**
Patricia Gatto, **Folsom Borough**
Alim Parks, Sr., **Galloway Twp.**
Shantele Pollock, **Hamilton Twp.**
Pam Tomassi, Representing, **Longport Borough**
Leigh Ann Napoli, **Linwood City**
Dan Adams, Alt., **Margate City**
Varvara Keun, **Middle Twp.**
Liz Woods, *Fund Chair*, **Ocean City**
Shurlana Stewart, Alt., **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelsen, **Somers Point City**
Roy Spoltore, **Upper Deerfield Twp.**
Jim Pacanowski, **Ventnor City**
George Dick, Representing, **West Cape May Borough**
Joe Segrest, **West Wildwood City**
Dan Dunn, Alt., **Wildwood City**

Absent Fund Commissioners:

Kayla Lovallo, Alt., **Absecon City**

Paul Dietrich, **Cape May City**
Ed Grant, **Cape May Point**
LaVerne Kirn, **Corbin City**
Dawn Marie Bascelli, **Deerfield Twp.**
Bob Campbell, **Downe Twp.**
Lisa Marcolongo, **Estell Manor City**
Tom D'Intino, **Egg Harbor Twp.**
Karen Fournier, **Lower Township**
Ray Compari, **Millville City**
Dawn Stollenwerk, **Mullica Twp.**
Jared Marandino, **Newfield Borough**
Jennifer VanSant, **North Wildwood City**
Mary Canesi, **Northfield City**
Jim Craft, **Stone Harbor Borough**
Gary Demarzo, **Upper Twp.**
Michael Dougherty, **Waterford Twp.**
DJ Ayres, **Weymouth Twp.**
Connie Mahon, **Wildwood Crest**
Laurie Boyd, **Woodbine Borough**

Present Fund Professionals:

Paul A. Forlenza, MGA, Executive Director, *RPA a Division of Gallagher*
Kamini Patel, MBA, CIC, CPCU, AIDA ®, Program Director, *RPA a Division of Gallagher*
Tracy Forlenza, Recording Secretary
Christopher Roselli, Account Manager, *Qual-Lynx*
Karen Beatty, Client Services Manager, *Qual-Lynx*
Robert Garish, Assistant Director of Public Sector, *J.A. Montgomery Consulting*
David DeWeese, Esquire, Fund Attorney, *The DeWeese Law Firm, P.C.*
Christopher J. Winter, Sr., CPM, Law Enforcement Risk Management Consultant
Jerry Caruso, Technology Risk Services Director, *Wintsec Consulting*
John Hansen, Fund Treasurer

Absent Fund Professionals were:

None

Present Risk Management Consultants were:

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

Absent Risk Management Consultants were:

Barclay Insurance Group
BCA Insurance
Thomas Heist Insurance Agency
William R. Mints Agency

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

APPROVAL OF MINUTES – OPEN SESSION

Chair Woods entertained a motion to approve the meeting minutes of the December 20, 2023 Executive Committee Meeting.

Motion by Mr. Wahl, seconded by Ms. Bishop, to approve the meeting minutes of the December 20, 2023 Executive Committee Meeting as presented. All in Favor. Motion carried by unanimous vote.

APPROVAL OF MINUTES – CLOSED SESSION

Confidential Closed Session Meeting Minutes were distributed to the Executive Committee Members.

Chair Woods entertained a motion to adopt the Closed Session Meeting Minutes of the December 20, 2023 Executive Committee meeting.

Motion by Ms. Bishop, seconded by Ms. Keun, to approve the Closed Session minutes of the December 20, 2023 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the December 20, 2023 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Confidential Closed Session Meeting Minutes were collected.

ADJOURN THE SINE DIE MEETING

Chair Woods entertained a motion to adjourn the Sine Die Meeting. Motion by Ms. Bishop, seconded by Ms. Keun to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Chair Woods passed the gavel to Mr. Forlenza, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2024 Fund Year has been completed.

Mr. Forlenza welcomed all in attendance to the *2024 Reorganization Meeting of the ACM JIF*. He then asked the Recording Secretary for a Roll Call of the 2024 Fund Commissioners.

ROLL CALL of 2024 FUND COMMISSIONERS

Those in attendance were:

Scott Wahl, **Avalon Borough**
Mollye O’Neill, **Brigantine City**
Bill Nimohay **Buena Borough**
Heather Miller, **Commercial Twp.**
Jessica Bishop, *Secretary*, **Dennis Twp.**
Patricia Gatto, **Folsom Borough**
Alim Parks, Sr., **Galloway Twp.**
Shantele Pollock, **Hamilton Twp.**
Pam Tomassi, **Longport Borough**
Leigh Ann Napoli, **Linwood City**
Dan Adams, Alt., **Margate City**
Varvara Keun, **Middle Twp.**
Liz Woods, *Fund Chair*, **Ocean City**
Shurlana Stewart, Alt., **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelsen, **Somers Point City**

Roy Spoltore, **Upper Deerfield Twp.**
Jim Pacanowski, **Ventnor City**
George Dick, **West Cape May Borough**
Joe Segrest, **West Wildwood City**
Dan Dunn, **Wildwood City**

Absent Fund Commissioners:

Kayla Lovallo, **Absecon City**
Paul Dietrich, **Cape May City**
Ed Grant, **Cape May Point**
Dawn Marie Bascelli, **Deerfield Twp.**
Bob Campbell, **Downe Twp.**
Lisa Marcolongo, **Estell Manor City**
Karen Fournier, **Lower Township**
Joe Calchi, **Millville City**
Dawn Stollenwerk, **Mullica Twp.**
Jared Marandino, **Newfield Borough**
Jennifer VanSant, **North Wildwood City**
Mary Canesi, **Northfield City**
Jim Craft, **Stone Harbor Borough**
Gary Demarzo, **Upper Twp.**
Michael Dougherty, **Waterford Twp.**
DJ Ayres, **Weymouth Twp.**
Connie Mahon, **Wildwood Crest**
Laurie Boyd, **Woodbine Borough**

ELECTION OF 2024 OFFICERS

Mr. Forlenza presented for the membership's consideration the 2024 Nomination Slate. The Nominating Committee met in November and presented the Nomination Slate at the November and December Executive Committee Meetings. He noted the 2024 slate included:

Chair: **Elizabeth Woods**, City of Ocean City
Secretary: **Jessica Bishop**, Dennis Township

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

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

Mr. Forlenza then stated that pursuant to the *Fund's Executive Committee Nomination Policy*, no petitions for a position on the 2024 Executive Committee slate were received by the deadline. He then asked for a roll call vote for the election of a Fund Chairperson & Secretary for the 2024 Fund Year.

Election of a Chairperson and Secretary

Mr. Forlenza asked for a Roll Call Vote of the full membership for an *Election of a Chairperson and Secretary* as presented.

ROLL CALL

Yeas:

Scott Wahl, **Avalon Borough**
Mollye O'Neill, **Brigantine City**
Bill Nimohay **Buena Borough**
Heather Miller, **Commercial Twp.**
Jessica Bishop, *Secretary*, **Dennis Twp.**
Patricia Gatto, **Folsom Borough**
Alim Parks, Sr., **Galloway Twp.**
Shantele Pollock, **Hamilton Twp.**
Pam Tomassi, **Longport Borough**
Leigh Ann Napoli, **Linwood City**
Dan Adams, Alt., **Margate City**
Varvara Keun, **Middle Twp.**
Liz Woods, *Fund Chair*, **Ocean City**
Shurlana Stewart, Alt., **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelson, **Somers Point City**
Roy Spoltore, **Upper Deerfield Twp.**
Jim Pacanowski, **Ventnor City**
George Dick, **West Cape May Borough**
Joe Segrest, **West Wildwood City**
Dan Dunn, **Wildwood City**

Nays:

None

Abstained:

None

All in favor. Motion carried by unanimous vote.

Election of an Executive Committee and Alternates

Mr. Forlenza asked for a Roll Call Vote of the full membership for an *Election of an Executive Committee and Alternates* as presented.

ROLL CALL

Yeas:

Scott Wahl, **Avalon Borough**
Mollye O'Neill, **Brigantine City**
Bill Nimohay **Buena Borough**
Heather Miller, **Commercial Twp.**
Jessica Bishop, *Secretary*, **Dennis Twp.**
Patricia Gatto, **Folsom Borough**
Alim Parks, Sr., **Galloway Twp.**
Shantele Pollock, **Hamilton Twp.**
Pam Tomassi, **Longport Borough**
Leigh Ann Napoli, **Linwood City**
Dan Adams, Alt., **Margate City**
Varvara Keun, **Middle Twp.**
Liz Woods, *Fund Chair*, **Ocean City**

Shurlana Stewart, Alt., **Pleasantville City**
Kellie Seib, **Sea Isle City**
Lucy Samuelsen, **Somers Point City**
Roy Spoltore, **Upper Deerfield Twp.**
Jim Pacanowski, **Ventnor City**
George Dick, **West Cape May Borough**
Joe Segrest, **West Wildwood City**
Dan Dunn, **Wildwood City**

Nays: None

Abstained: None

All in favor. Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2024 Fund Year.

Oaths of Office were signed and presented to the Fund Solicitor.

Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election. At this time, Mr. Forlenza passed the gavel to newly elected Chair Woods, Ocean City, to conduct the 2024 Reorganization Meeting of the Fund.

Chair Woods took over the meeting and presented the Organizational Resolutions for 2024.

MOVE UP ALTERNATES

In absence of Ms. Bascelli, Deerfield Township, alternate Ms. Napoli, Linwood City, was moved to the Executive Committee for voting purposes.

Motion by Ms. Bishop, seconded by Mr. Wahl, to move alternate Ms. Napoli, Linwood City to the Executive Committee for voting purposes in absence of Ms. Bascelli, Deerfield Township. All in Favor. Motion carried by unanimous vote.

ORGANIZATIONAL RESOLUTIONS

The following 2024 Organizational Resolutions were presented for adoption by Chair Woods:

Resolution 2024-01 – Confirming the Election of a Chairman and Secretary

Resolution 2024-02 – Confirming the Election of an Executive Committee and Alternates

Resolution 2024-03 – Appointing Professional Staff

Resolution 2024-04 – Approving Defense Counsel and Approved Associates

Resolution 2024-05 – Recommending the EPL/POL Defense Panel

Resolution 2024-06 – Appointing Joseph Nardi, III, Esquire as Conflict Solicitor

Resolution 2024-07 – Adopting Cash and Investment Policy

Resolution 2024-08 – Adopting Procedures in Compliance with the Open Public Meetings Act

Resolution 2024-09 – Adopting Fiscal Policies and Procedures

Resolution 2024-10 – Adopting Administrative Policies and Procedures

Resolution 2024-11 – Designating the Executive Director as Public Agency Compliance Officer

Resolution 2024-12 – Adopting and Establishing a Conflict of Interest Policy

Resolution 2024-13 – Establishing a Fund Records Program

Resolution 2024-14 – Establishing a 2024 Plan of Risk Management /Committee Charters

Resolution 2024-15 – Designation of Certifying and Approving Officer for Payment of Claims

Chair Woods entertained a motion to adopt the *Organizational Resolutions 2024-01* through *2024-15* as presented.

Motion by Ms. Bishop, seconded by Ms. Keun to adopt *Organizational Resolutions 2024-01* through *2024-15*.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Heather Miller, **Commercial**
Jessica Bishop, Sec., **Dennis Twp.**
Leigh Ann Napoli, **Linwood City**
Varvara Keun, **Middle Twp.**
Liz Woods, *Chair*, **Ocean City**
Kellie Seib, **Sea Isle City**

Nays:

None

Abstain:

None

Motion carried by unanimous vote.

Resolution 2024-16 Travel Expenses

Chair Woods entertained a motion to adopt Resolution 2024-16 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA and AGRIP Conferences as presented.

Motion by Ms. Bishop, seconded by Ms. Keun to adopt Resolution 2024-16 Authorizing Advance Travel Expenses for Authorized Official Travel to PRIMA and AGRIP Conferences.

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Heather Miller, **Commercial**
Jessica Bishop, Sec., **Dennis Twp.**
Leigh Ann Napoli, **Linwood City**
Varvara Keun, **Middle Twp.**
Liz Woods, *Chair*, **Ocean City**
Kellie Seib, **Sea Isle City**

Nays:

None

Abstain:

None

Motion carried by unanimous vote.

CLOSED SESSION - RESOLUTION #2024-17

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

Chair Woods entertained a motion to adopt Closed Session Resolution 2024-17.

Motion by Ms. Bishop, seconded by Ms. Miller, to adopt Resolution 2024-17 as presented.

ROLL CALL	Yeas:	Scott Wahl, Avalon Heather Miller, Commercial Jessica Bishop, Sec., Dennis Twp. Leigh Ann Napoli, Linwood City Varvara Keun, Middle Twp. Liz Woods, <i>Chair</i> , Ocean City Kellie Seib, Sea Isle City
	Nays:	None
	Abstain:	None

Motion carried by unanimous vote.

REOPEN PUBLIC PORTION OF THE MEETING

Chair Woods entertained a motion to reopen the public portion of the meeting.

Motion by Mr. Wahl, seconded by Ms. Keun, to reopen the public portion of the meeting. All in favor.
 Motion carried.

AUTHORIZATION OF CLAIMS PAYMENTS

The claims for payment were presented as discussed in *Closed Session*.

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

Chair Woods entertained a motion to approve the claims for payment as discussed in *Closed Session*.

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

They are as follows:

December 2023 PARs:

<i>Workers' Compensation</i>	<i>Property</i>	<i>GL</i>
2024315688	2024321813	2021228757
2024317754		2021215885
2024319262		
2023285861		
2022257729		
2024312420		
2022247638		

ROLL CALL

Yeas:

Scott Wahl, **Avalon**
Heather Miller, **Commercial**
Jessica Bishop, *Sec.*, **Dennis Twp.**
Leigh Ann Napoli, **Linwood City**
Varvara Keun, **Middle Twp.**
Liz Woods, *Chair*, **Ocean City**
Kellie Seib, **Sea Isle City**

Nays:

None

Abstain:

None

Motion carried by unanimous vote.

ABANDON SUBROGATION

There were zero (0) files presented for Abandonment of Subrogation:

CLAIMS REVIEW COMMITTEE REPORT – OPEN SESSION ITEMS

Ms. Napoli noted that eleven (11) PARs including eight (8) Workers' Compensation (*3 Police, 1 Fire, and 4 Other*), two (2) General Liability, zero (0) Auto, and one (1) Property claims were reviewed for settlement, continuing defense, or to advise of trial date.

Ms. Napoli asked if there were questions. No questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

Mr. Roselli thanked the members for Qual Lynx's reappointment.

Lessons Learned from Losses – January

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on the importance of utilizing transitional duty when possible. He noted the cost of Workers' Compensation claims continue to rise, noting the maximum wage replacement rate is increasing from \$1,099 in 2023 to \$1,131 in 2024, or a 2.9% increase; noting there was a 16% increase over the last 3 years. He then highlighted several different advantages to utilizing Transitional Duty noting a morale boost to the other employees who were covering the employee's responsibilities while they are out on leave. He noted that judges assess the amount of time the employee is out to help them determine the amount of an award. He asked members to read the bulletin and share with their members.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty thanked the members for QualCare's reappointment.

Lost Time v. Medical Only Cases

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

	<i>Dec</i>	<i>YTD</i>
<i>Total Intakes (New Claims)</i>	33	840
<i>Report Only</i>	15	311
<i>Report Only % of Total</i>	45%	37%
<i>Medical Only</i>	13	379
<i>Lost Time</i>	4	133
<i>Medical Only/Lost Time Ratio</i>	76:24	74:26
<i>Occupational, Claim Petition, Cancer Presumption</i>	1	17
<i>COVID-19</i>	0	8
<i>Average Days to Report to QL</i>	2.8	6.5
<i>Average Days to Report to employer</i>	0.5	1.9

Nurse Case Management:

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

<i>Nurse Case Management</i>	<i>Dec</i>
<i># of Cases Assigned to Case Management</i>	82
<i># of Case > 90 days</i>	66

PPO Penetration Report:

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

<i>PPO Penetration Rate</i>	<i>Dec</i>	<i>YTD</i>
<i>Bill Count</i>	493	6,993
<i>Original Provider Charges</i>	\$1,352,106	\$10,072,246
<i>Re-priced Bill Amount</i>	\$359,717	\$3,104,110
<i>Savings</i>	\$992,389	\$6,968,135
<i>% of Savings</i>	73%	69%
<i>Participating Provider Penetration Rate- Bill count</i>	96%	95%
<i>Participating Provider Penetration Rate-Provider Charges</i>	95%	94%
<i>EPO Penetration Rate – Bill Count</i>	98%	97%
<i>EPO Penetration Rate –Provider Charges</i>	96%	97%

Transitional Duty Report

Ms. Beatty presented the *Transitional Duty reports*.

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	9,229
<i>Transitional Duty Days Worked</i>	6,621
<i>% of Transitional Duty Days Worked</i>	72%
<i>Money Saved by Accommodating</i>	\$636,680
<i>Transitional Duty Days NOT Accommodated</i>	2,608

<i>% of Transitional Duty Days NOT Accommodated</i>	28%
<i>Cost of Days NOT Accommodated</i>	\$278,077

Ms. Beatty reminded the members of the Managed Care “quick notes”. She informed the members that QualCare maintains the strongest workers compensation networks in the state. QualCare’s ability to direct patient care, through its partnership with Qual-Lynx’s case management and third-party claims administration programs, has enabled recruitment and retention of providers specializing in workers’ compensation treatment, creating a very stable network of providers which is reflected in a 99% annual retention rate.

Ms. Beatty then discussed current trends as healthcare continues to evolve, including network provider partnerships, provider contracts, and all aspects of client services. She further discussed the ongoing consolidation trend of small and independent providers being purchased by larger providers and equity firms. Ms. Beatty noted that this trend is increasing the costs of healthcare. She asked members to review her report in the agenda packet.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter thanked the members for his reappointment. Mr. Winter provided his report which can be found on pages 263-264 of the agenda.

Mr. Winter noted policy and procedure requests have been received and will be forwarded to requesting agencies that will contain current L/E best practices. He noted upcoming training will be: Report Writing and Management of Aggressive Behavior (use of force) and will be scheduled once all the Chiefs input is received. He is sending a survey to the Chiefs to understand their opinions on the different trainings, policy and procedure assistance, potential risk and liability and Accreditation guidance.

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

SOLICITOR’S REPORT

Mr. DeWeese thanked the members for the reappointment of his firm.

Closed Claims

Mr. DeWeese noted that there were seven (7) cases closed since his last report. (4) Four closed with no payment.

MTAG Cust v. Feller v. City of Millville
Buhner Estate v. Township of Lower
Riveros v. City of Pleasantville
Miller v. City of Somers Point
Palmisano v. City of Somers Point
Lewis v. City of Ventnor
Brown v. City of Wildwood

MEL EPL Helpline

Mr. DeWeese stated that there is a reminder in the agenda packet regarding the MEL EPL Helpline on page 112. He also urged members to review the MEL EPL Helpline Authorized Contact list on pages 113-114 and update them. He noted that if you have a “N/A”, please try to get someone appointed so they have access to this service. The resolution to make these changes is on the ACM JIF website.

Mr. DeWeese noted there are **88** active General Liability Files.

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

COMMITTEE REPORTS

Committee Chairs Committee Meeting Minutes – January 9, 2024

Chair Woods noted that the minutes from the Committee Chairs meeting held on January 9, 2024, are a handout today. She stated the Committee met and discussed the appointments to the committees. She asked that members review the minutes to see determine which committee they have been assigned. Mr. Forlenza noted that if anyone would like to be on a different committee than the one assigned, please contact our office.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza thanked the members for the reappointment of Risk Program Administrators LLC.

EJIF Survey- Mr. Forlenza noted that his office emailed a survey from the EJIF and have received back 22 responses. He asked members to please complete the survey and send it in. He noted this is needed to identify certain items like underground storage tanks. The EJIF will then arrange to come out in later this spring to meet with you.

RPA Disclosure Statement – Mr. Forlenza noted this annual disclosure statement is in the agenda packet and asked that it be made part of the minutes of today's meeting.

Certificates of Insurance - Mr. Forlenza noted that a list of the certificates of insurance issued are included in the agenda. He asked members to review and please make sure that these were requested by your municipality and issued properly. He noted that many are being reissued effective January 1, 2024 so please review your certificates and ensure there reissuance was appropriate and reach out to Ed Cooney at the Underwriter's office if there are any questions.

Safety, OSB, Wellness and EPL/Cyber Reimbursement- Mr. Forlenza stated that SIP, OSB, Wellness and EPL/Cyber balances for 2023 are listed in the agenda. Please submit documentation to claim encumbered funds no later than February 1, 2024.

2024-2025 MEL EPL Risk Management Program - Mr. Forlenza reminded members that the MEL's 2024-2025 EPL Risk Management Program was released on May 17, 2023, with compliance due by November 1, 2023. He stated the current program status for 2024 is on page 104. If you have not done so already, please submit your checklist ASAP.

Statutory Bonds – Mr. Forlenza noted that there are statutory positions that require individual bonds so please review the checklist on pages 132-134, as it is the individual, not the position, which is bonded. Retired/former employees will still show on the list as they are not deleted. He noted to please contact the MEL underwriter, Ed Cooney, with questions at ecooney@connerstrong.com.

Elected Officials Training - Mr. Forlenza stated that the Elected Officials training is available to all members through the MSI. His office emailed instructions on how to access this training last month as noted on pages 144-145. He stated that the credit is \$250 per Elected Official, capped at 5% of a member's 2024 MEL assessment.

2024 RMC Resolutions and Agreements - Mr. Forlenza stated that all fully executed 2024 resolutions and agreements should be submitted to his office once finalized. A Risk Manager cannot be paid until these documents are received in his office. The first anticipated payment is set for February 2024.

First Installment JIF billings - Mr. Forlenza noted that first installment JIF billing was issued in late December and all payments are due by February 15, 2024. The treasurer will provide an update of received payments during his report.

2023 Attendance - Mr. Forlenza noted that a report of the full year's 2023 attendance is included in the agenda on page 147. He asked members to review this and contact our office if you have questions or concerns.

Safety Kickoff Breakfast and Safety and Claims Coordinator Roundtable - Mr. Forlenza noted that this is planned for late March and will circulate the date and facility once confirmed.

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

SAFETY DIRECTOR'S REPORT

Mr. Garish thanked the members for J. A. Montgomery's reappointment. Mr. Garish stated that the Safety Director's Report begins on page 158. He stated that the report is self-explanatory.

Mr. Garish reminded all members to enroll all new employees, part time and volunteers, for training. If you need assistance on submitting these employees, tutorial videos can be found on the new management learning platform. Registering is the only way that they can access the MSI.

Mr. Garish noted that the 2024 Safety Incentive Program was released to all members last week. Please reach out if you did not receive.

Mr. Garish stated that OSHA A300 Summary Logs MUST be posted in all the facilities that contain employees. This contains a log of all accidents occurring in 2023.

Mr. Garish also requested that any member with new Safety Coordinators, please contact his office and update their lists. He will then schedule a meeting with them individually.

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

TECHNOLOGY RISK SERVICES DIRECTOR'S REPORT

Mr. Caruso thanked the members for his reappointment. Mr. Caruso asked the members to review his report. He noted that members are continuing to file their required paperwork. He then reminded the members that they should be able to reach the "basic" compliance tier since two required elements are provided by the JIF for you (Employee Cyber Hygiene Training and Vulnerability Testing) so please submit your checklists as soon as possible. He noted the actual form is still being created; however, please contact his office and he will assist you.

Mr. Caruso stated that if members have critical vulnerabilities, D2 will contact them as these must be addressed within 30 days. D2 sent a notification last month regarding the need for members to verify their IP addresses in D2's portal.

Mr. Caruso noted that for Wizer, the current training expires 1/26/24. Any member who was close to 100% will receive an email from him to get them to 100% so they are compliant with the program and not subject to a higher deductible should they have a cyber-related loss. He reminded members to do the "no cost" items that they can do and plan for the others.

Mr. Caruso asked if there were any questions. Ms. Bishop inquired about a Cyber requirement that her town did not have, but wondered if they can pool together with the other members to get. She asked if the survey results show something that several members do not have, can we join together and get? Mr. Caruso noted that the Cyber JIF has some of these products that they will be rolling out. He also noted that there

are grants he forwards which take time, but are a great way to get some of these other items. Mr. Caruso asked that if you recently switched IT personnel, please let him and Kamini Patel know so he can direct these free or low cost items to the correct individual. He also noted that some are on the FAQ page on the JIF website. No other questions were entertained.

Ms. Kamini noted that the first training for Wizer begins February 5, 2024 so get ready for the emails! Ms. Bishop inquired if Ms. Patel needs the new employee rosters. Ms. Patel asked that any revisions to employee rosters be sent in as soon as possible.

TREASURER’S REPORT

Mr. Hansen thanked the members for his reappointment.

Reports – December

Mr. Hansen presented the Treasurer’s Report for the period ending **December 31, 2023**. The reports were made part of the agenda packet beginning on page 161. He noted the following information:

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

Member	12/31/2023 (Prior to interest or dividends added)
Egg Harbor City	42,913.92
Hamilton Township	86,814.39
Hammonton Township	196,540.74
Middle Township	176,745.50
Mullica Township	28,297.51
Northfield	112,523.09
Pleasantville City	515.27
Stone Harbor	9,602.17
Upper Deerfield Township	75,086.86
Upper Township	183,486.77
Waterford Township	28,543.53
Total	\$941,069.75

Receipt Activity for the Period:

	December	YTD
Subrogation Receipts	\$23,149.73	\$854,712.60
Other	\$0	\$3,000.00
Adjustment	\$317.66	\$26,633.92

Mr. DeWeese stated that the Subrogation YTD is a new ACM JIF record! He congratulated Qual-Lynx and his office's efforts.

Claim Activity for the Period

Claim activity for the month of **December** for claims paid by the Fund and claims payable by the Fund depict a total of 332 checks issued representing 1018 claims payments totaling \$1,138,477.38, with an effect on cash position of \$1,115,234.28.

Cash Activity for the Period

The Fund's "Cash Position" at month end for **December** was \$48,980,087.01

Investment Interest

Interest Income:	December	YTD
JCMI	\$38,986.77	\$419,184.12
Treasury	\$0.00	\$456,969.30
Citizens	\$35,049.46	\$207,564.10

Rate of Return: Only interest from the *ANALYSIS WORKSHEET* **1.751%** for **December**.

Allocation of Invested Funds

FUND	November Total	November Percentage	December Total	December Percentage
Treasury	\$22,546,959.33	43%	\$22,623,969.35	46%
JCMI	\$20,044,578.24	38%	\$20,334,047.19	42%
Citizens	\$9,877,797.02	19%	\$6,022,070.47	12%
TOTALS	\$52,469,334.62		\$48,980,087.01	

Mr. Hansen asked members to disregard the "Change Numbers" note on page 163 of his report. He asked if there were any questions. No questions were entertained.

Payment Register

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

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

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

ROLL CALL

Yeas:

- Scott Wahl, **Avalon**
- Heather Miller, **Commercial**
- Jessica Bishop, Sec., **Dennis Twp.**
- Leigh Ann Napoli, **Linwood City**
- Varvara Keun, **Middle Twp.**
- Liz Woods, *Chair*, **Ocean City**

Kellie Seib, **Sea Isle City**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Bill List – January

For the Executive Committee's consideration, Mr. Hansen presented the ***January 2024 Bill List*** in the amount of **\$2,131,427.38**.

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

Chair Woods entertained a motion for approval of the ***January 2024 Bill List***.

Motion by Ms. Bishop, seconded by Ms. Keun, to approve the ***January 2024 Bill List*** as presented.

ROLL CALL

Yeas: Scott Wahl, **Avalon**
Heather Miller, **Commercial**
Jessica Bishop, Sec., **Dennis Twp.**
Leigh Ann Napoli, **Linwood City**
Varvara Keun, **Middle Twp.**
Liz Woods, *Chair*, **Ocean City**
Kellie Seib, **Sea Isle City**

Nays: None
Abstain: None

Motion carried by unanimous vote.

MEL/RCF/CYBER REPORTS

Mr. Forlenza stated that last month a resolution appointing Ms. McLaughlin as the MEL/RCF/Cyber representative for 2024 was approved. Recently we were informed that she is no longer able to be the Fund's representative. Mr. Forlenza asked if any members have an interest in being one or all of these representatives, please let him know as we need a representative from our JIF. The MEL/RCF/Cyber meets 4-5 times yearly in person in Jamesburg, NJ. **Since this time, Mr. Pacanowski, Ventnor, has agreed to be the Cyber JIF representative for 2024.*

Mr. Forlenza noted the reports are included in the agenda packet for your review on page 148. He highlighted that Dave Grubb, the MEL Executive Director, has retired and Joseph Hrubash has taken the position over. He stated that there is good information in the reports as to the future plans for the MEL.

MISCELLANEOUS BUSINESS

Next Meeting

Chair Woods reminded the members that the next meeting will be held in virtually on **Wednesday, February 21, 2024 at 3:00 PM** via Microsoft Teams Conferencing, not Zoom. Mr. Forlenza asked members to click on the link and if they have questions, please contact us. It does not need to be downloaded to access it. He noted MS Teams is more secure than Zoom.

PUBLIC COMMENT

Open Public Comment

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

Motion by Ms. Bishop, seconded by Ms. Miller, to open the meeting to the public. All in favor. Motion carried.

Close Public Comment

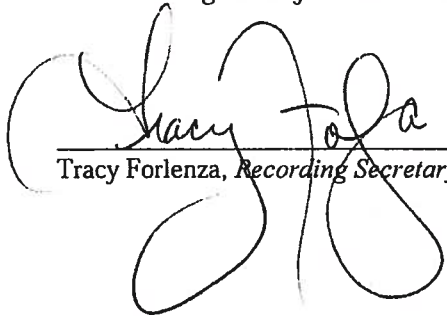
Chair Woods entertained a motion to close the public comment.

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

MOTION TO ADJOURN

Motion by Ms. Bishop, seconded by Ms. Miller to adjourn the January 17, 2024 Reorganization meeting of the ACM JIF. All in favor. Motion carried.

The meeting was adjourned at 4:02 PM.



Tracy Forlenza, *Recording Secretary* for



Jessica Bishop, *Fund Secretary*