



## ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

Via Microsoft Teams

May 15, 2024 at 3:00 PM

### *OPEN SESSION MINUTES*

---

The regular meeting of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) was held on May 15, 2024 at 3:00 PM, prevailing time, via Microsoft Teams, 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 2024 FUND COMMISSIONERS***

Those in attendance were:

Kayla Lovallo, **Absecon City**  
Scott Wahl, **Avalon Borough**  
Mollye O'Neill, **Brigantine City**  
Bill Nimohay **Buena Borough**  
Paul Dietrich, **Cape May City**  
Kelly Redington, *Alt.*, **Cape May Point**  
Heather Miller, **Commercial Twp.**  
Jessica Bishop, *Secretary*, **Dennis Twp.**  
Dawn Marie Bascelli, **Deerfield Twp.**  
Lisa Marcolongo, **Estell Manor City**  
Patricia Gatto, **Folsom Borough**  
Alim Parks, Sr., **Galloway Twp.**  
Mary Kelly, **Hamilton Twp.**  
Leigh Ann Napoli, **Linwood City**  
Pam Tomassi, **Longport Borough**  
Karen Fournier, **Lower Township**  
Dan Adams, **Margate City**  
Suzanne Schumann, *Alt.*, **Middle Twp.**  
Jennifer VanSant, **North Wildwood City**  
Mary Canesi, **Northfield City**  
Liz Woods, *Fund Chair*, **Ocean City**  
Chief Schlachter, **Pleasantville City**  
Kellie Seib, **Sea Isle City**  
Shelby Heath, *Alt.*, **Somers Point City**  
Jim Craft, **Stone Harbor Borough**  
Roy Spoltore, **Upper Deerfield Twp.**

Jim Pacanowski, **Ventnor City**  
George Dick, **West Cape May Borough**  
Joe Segrest, **West Wildwood City**  
DJ Ayres, **Weymouth Twp.**  
Dan Dunn, **Wildwood City**  
Connie Mahon, **Wildwood Crest**  
Laurie Boyd, **Woodbine Borough**

Absent Fund Commissioners:

Bob Campbell, **Downe Twp.**  
Joe Calchi, **Millville City**  
Dawn Stollenwerk, **Mullica Twp.**  
Jared Marandino, **Newfield Borough**  
Gary DeMarzo, **Upper Twp.**  
Michael Dougherty, **Waterford Twp.**

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, ACM JIF  
Jillian Donnelly, Account Manager, *RPA a Division of Gallagher*  
Christopher Roselli, Account Manager, *Qual-Lynx*  
Christine Gallagher, Account Manager, *Qual-Lynx*  
Karen Beatty, Client Services Manager, *Qual-Lynx*  
Chief Hummel, Safety Director, *J.A. Montgomery Consulting*  
Robert Garish, Assistant Director of Public Sector, *J.A. Montgomery Consulting*  
David DeWeese, Esquire, Fund Attorney, *The DeWeese Law Firm, P.C.*  
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:

Present Risk Management Consultants were:

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

Absent Risk Management Consultants were:

BCA Insurance

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

***OATH OF OFFICE***

Mr. DeWeese presented DJ Ayres, Weymouth, the Oath of Office for 2024. Ms. Ayres was sworn in and oath sent to the Solicitor for final signature.

***MOVE UP ALTERNATES***

Chair Woods entertained a motion to move DJ Ayres, Weymouth to the Executive Committee, for voting purposes in absence of Varvara Keun, Middle Township.

Motion by Mr. Wahl, seconded by Ms. Bishop, to move DJ Ayres, Weymouth to the Executive Committee, for voting purposes in absence of Varvara Keun, Middle Township. All in Favor. Motion Carried.

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

Chair Woods entertained a motion to approve the meeting minutes of the April 17, 2024 Executive Committee Meeting.

Motion by Ms. Bishop, seconded by Ms. Miller, to approve the meeting minutes of the April 17, 2024 Executive Committee Meeting as presented. All in Favor. Motion carried by unanimous vote.

***APPROVAL OF MINUTES – CLOSED SESSION***

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

Chair Woods entertained a motion to adopt the Closed Session Meeting Minutes of the April 17, 2024 Executive Committee meeting.

Motion by Ms. Bascelli, seconded by Mr. Wahl, to approve the Closed Session minutes of the April 17, 2024 Executive Committee meeting as presented. All in Favor. Motion carried by unanimous vote.

The Closed Session meeting minutes of the April 17, 2024 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

Confidential Closed Session Meeting Minutes were collected.

***CLOSED SESSION - RESOLUTION #2024-27***

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 2024-27.

Motion by Ms. Seib, seconded by Mr. Wahl, to adopt Resolution 2024-27 as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Heather Miller, **Commercial**  
Dawn Bascelli, **Deerfield**  
Jessica Bishop, Sec., **Dennis Twp.**  
Liz Woods, *Chair*, **Ocean City**

Kellie Seib, **Sea Isle City**  
 DJ Ayres, **Weymouth**

*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. Seib, 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. Bascelli to approve the claims payments as discussed in *Closed Session*.

They are as follows:

**April 2024 PARs:**

<i>Workers' Compensation</i>	<i>Property</i>	<i>GL</i>	<i>Auto</i>
2022276965	2024332370	2022244884	2019173217
MLT-2024331360 (01-03) 2024331360-01	2024329310	2022244453	
MLT-2024331360 (01-03) 2024331368-02	2024319452	2022266771	
MLT-2024331360 (01-03) 2024331378-03		2024310510	
2021226252		2023307499	
2022252175			
2024323671			
MLT-2022257735 (01-07) 2022257863-01			
MLT-2022257735 (01-07) 2022257735-02			
2024322176			
2022244701			
2023288635			
2022267947			
MLT-2024312031 (01-02) 2024312033-01			
MLT-2024312031 (01-02)			

2024312031-02			
2024322698			
2024328759			
2024333318			
2023285230			
2021238363			
2022255827			

**ROLL CALL**

*Yeas:*

Scott Wahl, **Avalon**  
 Heather Miller, **Commercial**  
 Dawn Bascelli, **Deerfield**  
 Jessica Bishop, Sec., **Dennis Twp.**  
 Liz Woods, *Chair*, **Ocean City**  
 Kellie Seib, **Sea Isle City**  
 DJ Ayres, **Weymouth**

*Nays:*

None

*Abstain:*

None

Motion carried by unanimous vote.

***ABANDON SUBROGATION***

There were no (0) files presented for Abandonment of Subrogation.

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

Ms. Canesi noted that thirty (30) PARs including twenty-one (21) Workers’ Compensation (*6 Police, 4 Fire, and 11 Other*), five (5) General Liability, three (3) Property claims, and one (1) Auto were reviewed for settlement, continuing defense, or to advise of a trial date.

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

***CLAIMS ADMINISTRATOR’S REPORT***

***Lessons Learned from Losses – May***

Mr. Roselli reported that the Lessons Learned from Losses this month focuses on how to prevent heat related illness at work. He noted that accidents (both direct and indirect) increase 5-6% when temperatures rise. He explained that heat-related claims for workers are preventable, however, must be taken seriously, as some have resulted in fatalities in local municipalities. Building up a tolerance to heat is important, and OSHA provides guidelines on heat safety. The MEL’s Safety Institute website offers valuable information on summer heat safety for employees. He further noted that legislators are pushing around the idea of mandating heat related care: paid heat breaks with water, electrolyte replacement, shade and heat acclimatization practices and limiting heat exposure; parameters for fining and prosecuting employers with employer fines up to \$5,000 per day. He will keep you updated as more information becomes available.

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

***MANAGED HEALTH CARE REPORT***

Ms. Gallagher presented the following reports.

**Lost Time v. Medical Only Cases**

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

	<i>April</i>	<i>YTD</i>
<i>Total Intakes (New Claims)</i>	51	181
<i>Report Only</i>	17	54
<i>Report Only % of Total</i>	33%	30%
<i>Medical Only</i>	28	93
<i>Lost Time</i>	6	33
<i>Medical Only/Lost Time Ratio</i>	82:18	74:26
<i>Claim Petition First Notice/Occupational</i>	0	1
<i>COVID-19</i>	0	0
<i>Average Days to Report to QL</i>	5.1	4.1
<i>Average Days to Report to employer</i>	1.3	1.0

**Nurse Case Management:**

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

<i>Nurse Case Management</i>	<i>April</i>
<i># of Cases Assigned to Case Management</i>	95
<i># of Case &gt; 90 days</i>	74

**PPO Penetration Report:**

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

<i>PPO Penetration Rate</i>	<i>April</i>	<i>YTD</i>
<i>Bill Count</i>	647	2,273
<i>Original Provider Charges</i>	\$841,295	\$3,113,755
<i>Re-priced Bill Amount</i>	\$275,308	\$933,716
<i>Savings</i>	\$565,987	\$2,180,039
<i>% of Savings</i>	67%	70%
<i>Participating Provider Penetration Rate- Bill count</i>	97%	97%
<i>Participating Provider Penetration Rate-Provider Charges</i>	98%	97%
<i>EPO Penetration Rate – Bill Count</i>	97%	97%
<i>EPO Penetration Rate –Provider Charges</i>	97%	98%

**Transitional Duty Report**

Ms. Gallagher presented the *Transitional Duty reports*.

<b><i>Transitional Duty Summary Report</i></b>	<b><i>YTD</i></b>
<i>Transitional Duty Days Available</i>	3,102
<i>Transitional Duty Days Worked</i>	2,497
<i>% of Transitional Duty Days Worked</i>	80%
<i>Money Saved by Accommodating</i>	\$257,879
<i>Transitional Duty Days NOT Accommodated</i>	605
<i>% of Transitional Duty Days NOT Accommodated</i>	20%
<i>Cost of Days NOT Accommodated</i>	\$61,611

***Pharmacy Benefit Management Program Summary:***

Ms. Gallagher presented the self-explanatory report.

<b><i>Pharmacy Benefit Management Report</i></b>	<b><i>YTD</i></b>
<i>Script Count</i>	38
<i>Total Savings</i>	\$2,804
<i>% of Savings</i>	46%
<i>Generic Utilization</i>	94.7%
<i>Cost per Patient</i>	\$194
<i>Cost per Script</i>	\$87

Ms. Gallagher reported that starting **May 1, 2024** and the “First Fill Form” was emailed to all the Fund Commissioners and Claims Coordinators at the end of April. If anyone did not receive the form, please contact her.

***Managed Care Quick Notes*** - Ms. Gallagher reviewed the following: In regards to Emergency Room v Urgent Care Centers, and when you should go to each, Ms. Gallagher noted if you have a serious or life-threatening condition such as a stroke, heart attack, severe bleeding, head injury, or major trauma, it is important to go directly to the nearest Emergency Room. However, if your condition is not life-threatening, but still requires medical attention outside of regular business hours, an Urgent Care Center may be a better option. It is recommended to call ahead to the urgent care clinic to assess your symptoms and determine the best course of action, and as always, report your claims to Qual-Lynx, and reference the JIF website for Urgent Care providers.

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

***LAW ENFORCEMENT LIABILITY CONSULTANT REPORT***

Mr. Winter provided his report which can be found on pages 29-30 of the agenda.

Mr. Winter stated Pleasantville has a new chief, welcome Chief Stacey Schlachter. He met with her recently. He noted that the other chiefs are very receptive to the upcoming resiliency training. The State does not provide this training, so Dr. Kelly will be holding this this training. This is limited to 26 people since it needs to be done in smaller groups.

Mr. Winter noted he posted the Qual-Lynx bulletin to all departments, but there was no L/E bulletin this month. He noted that some chiefs receive these and some do not so in order to streamline this, Mr. Winter is forwarding these.

Mr. Winter noted the next Committee meeting with the chiefs will be in July. He is also working with the Police Training Commission (PTC) in regards to licensing, officer renewals and state portal submissions.

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

***SOLICITOR'S REPORT***

***Closed Claims***

Mr. DeWeese reported there were four (4) cases closed since last month; (2) two with no payment to the Plaintiff:

*Smith v. Township of Galloway*  
*Wilson v. Township of Galloway*  
*Boris v. City of North Wildwood (WSID)*  
*Thompson v. City of Pleasantville*

Mr. DeWeese stated this leaves 82 active GL cases.

***MEL EPL Helpline***

Mr. DeWeese stated that there is a reminder in the agenda packet regarding the MEL EPL Helpline on page 31. He urged members to review the MEL EPL Helpline Authorized Contact list on pages 32-33 and update them. He noted that if you have a "N/A", he strongly recommends to get someone appointed so they have access to this service. The resolution to make these changes is on the ACM JIF website. He noted that many members are using this Helpline as it is very beneficial.

Mr. DeWeese reminded the members that Jodi Howlett, Esquire, retired and has been replaced with Vitoria A. Holmes of Cleary Gacobbé Alfieri Jacobs LLC to the MEL Helpline. He noted that her new contact information is on page 31.

***Resolution 2024- 28 Adopting the Model Indemnification and Insurance Provisions***

Mr. DeWeese announced that he presented the JIF Model Indemnification and Insurance Provisions to the membership last month and he did not receive any responses.

Chair Woods entertained a motion to adopt the JIF Model Indemnification and Insurance Provisions.

Motion by Ms. Bishop, seconded by Ms. Ayres adopt the JIF Model Indemnification and Insurance Provisions as presented.

**ROLL CALL**

***Yeas:***

Scott Wahl, **Avalon**  
Heather Miller, **Commercial**  
Dawn Bascelli, **Deerfield**  
Jessica Bishop, Sec., **Dennis Twp.**  
Liz Woods, *Chair*, **Ocean City**  
Kellie Seib, **Sea Isle City**  
DJ Ayres, **Weymouth**

***Nays:***

None

***Abstain:***

None

Motion carried by unanimous vote.

***Draft Revised Litigation Management Conflict of Interest Policy***

Mr. DeWeese noted that pages 40-41 have the Litigation Management Conflict of Interest Policy. He stated that he has compared this to some legal decisions by the NJ Supreme Court and updated accordingly based on these ethic decisions issued. It is now updated to the current standards adopted by the Supreme Court and more appropriate for the JIF assigned Defense Panel. He asked that the members review this and provide comments or questions as soon as possible and he will place a Resolution on the June Executive Committee meeting's agenda for adoption.



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

### **COMMITTEE REPORTS**

**Strategic Planning Committee** – Ms. Ayres noted that the minutes from the April 18, 2024 ACM JIF Strategic Planning Committee meeting are in the agenda on pages 43-45 and should be reviewed by the members. She noted that the Committee met again on May 7, 2024 and highlighted the following from the May meeting: There are (11) renewing members; at the annual planning retreat the breakout groups discussed the reimbursement programs and should we continue with the EPL/Cyber reimbursement program. The Committee decided that the EPL/Cyber reimbursement program should be optional instead of ending the program entirely as some members may utilize this program for their needed items. The JIF Annual Planning Retreat is confirmed at The Flanders, Ocean City, for October 23 & 24, 2024. New Fund Commissioner Orientation is planned for May 22, 2024. The Committee discussed Fund Commissioner Attendance which was initially outlined for 75% overall, with 50% by the Fund Commissioner. Some members felt that the smaller members should have the percentages lowered to help meet performance. Ms. Ayres also noted that they discussed moving the September meeting to a virtual format instead of in person.

**EPL/Technology Liability Committee** – Ms. Seib noted that the minutes from the April 30, 2024 ACM JIF EPL/Technology Liability Committee meeting are in the agenda on pages 46-52. She highlighted the following: The five year EPL/POL loss ratio for the JIF is 62.9%, with the six year at 59.1%. The five-year loss ratio is used by the carrier to determine performance and the six year is used by the JIF to determine performance. She urged members to make certain they have a point of contact for the MEL EPL Helpline. This must be done via resolution found on the JIF website. She noted the Committee also discussed the Cyber reimbursement for the cost of services already supplied by the ACM JIF. She noted that the Cyber JIF will be meeting shortly to approve the ACM JIF's reimbursement for cost of these services for 2024. She noted that the Cyber JIF does not provide internal or external penetration testing which the ACM JIF currently has which the Committee feels is a valuable tool. The Committee agreed to do a RFP for this internal/external penetration testing. She noted several members expressed concern regarding the Cyber JIF lack of services, lack of claims data specific to our JIF. Ms. Seib noted that Mr. Pacanowski, the ACM JIF cyber representative, was at the meeting and will share the ACM JIF's concerns at the May Cyber JIF meeting. Lastly Ms. Seib noted that the JIF EPL/Cyber reimbursement program was discussed in length and the Committee recommended that the program be eliminated in 2025.

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

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

**Cyber JIF Reimbursement** – Mr. Forlenza noted that the Cyber JIF meeting is scheduled for May 16, 2024. The resolution to reimburse the ACM, BURLCO and TRICO JIFs is on the agenda.

**Strategic Planning Committee** - Mr. Forlenza stated that the Ms. Ayres gave a verbal report of the May 7, 2024 Strategic Planning Committee and the minutes will be in the agenda next month. He noted that several items discussed will be presented to the respective Sub-Committee for addressing the specific items. Mr. Forlenza explained that the EPL/Technology Liability Committee met and discussed eliminating the EPL/Cyber reimbursement program beginning in 2025, whereas, the Strategic Planning Committee felt it should be optional for 2025 so members that rely on this program can still utilize it.

**Certificates of Insurance** – Mr. Forlenza asked that all members review the COI listed in the agenda packet and review their accuracy.

**Safety, OSB, and EPL/Cyber Reimbursement**- Mr. Forlenza stated that the SIP, OSB, and EPL/Cyber balances for 2024 are listed in the agenda. Please submit the purchases made as soon as possible and do

not wait until the deadline. The deadline to claim or encumber the funds is December 31, 2024 and then encumbered funds must be claimed by January 31, 2025.

**Statutory Bonds-** Mr. Forlenza noted the latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy especially since June 30, 2024 is a popular retirement date. Please note that these bonds are written for the individual NOT the position to be bonded. All applicants for a bond must complete an underwriting application and submit it to the Fund Underwriter for approval. Any questions on the status of an application or a bond listed on the report should be directed to Jonathon Tavares at 856-614-4493 or [jtavares@connerstrong.com](mailto:jtavares@connerstrong.com).

**New Fund Commissioner Orientation** – Mr. Forlenza noted that the first New Fund Commissioner Orientation session is May 22, 2024 and the other later this fall via Microsoft Teams. Anyone who would like an overview of the JIF is welcome to sign up and participate.

**Special Law Enforcement Officer Training (SLEO)** - Mr. Forlenza stated that the Annual SLEO Training will be provided again this year in two (2) in-person identical sessions: May 22, 2024 at Atlantic County Police Academy, and May 23, 2024 at the Cape May Police Academy. An email notification with further details with a link to register was sent out to all Municipal Clerks, Fund Commissioners, and RMC's on April 18, 2024, asking that the information be shared with your Police Chiefs.

**Fireworks Coverage Reminder** – Mr. Forlenza noted that coverage for fireworks displays is not automatic. MEL Bulletin 2024-05 outlines the requirements and the hold harmless & indemnification agreement language to be provided by the contractor for coverage to be granted to the municipality. A Fireworks Checklist can be found along with the MEL Bulletin on the MEL website: [www.njmel.org](http://www.njmel.org) to assist members. Please submit the Fireworks Checklist, along with all required documents as outlined in the checklist and Bulletin to [MELUnderwritingSvcCntr@connorstrong.com](mailto:MELUnderwritingSvcCntr@connorstrong.com). Submissions must be received one week prior to the event.

**JIF Website** – Mr. Forlenza noted that the Members Only Section of the JIF website was launched earlier this week. Notification were sent to all members. He reminded members that this is necessary to protect the policies and other documentation on our JIF website. Please contact Megan Matro [Megan\\_Matro@RPAdmin.com](mailto:Megan_Matro@RPAdmin.com) with any issues.

**EJIF Survey-** Mr. Forlenza noted there are still six (6) members; Absecon, Downe Twp., Upper Twp., West Cape May, Wildwood and Woodbine have not yet responded to the EJIF survey. He asked the Fund Commissioners to complete the survey and forward back to Rich Erickson at the EJIF as soon as possible. He noted this is needed to identify certain items like underground storage tanks and other environmental exposures. The EJIF will then arrange to come out later this year to meet with you.

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

### **SAFETY DIRECTOR'S REPORT**

Mr. Garish stated that the Safety Director's Report begins on page 89. He stated that the report is self-explanatory.

Mr. Garish noted his report shows all activities for the month of April. He reminded members of the two training platforms: MSI LIVE and MSI NOW.

Mr. Garish stated that OSHA is getting closer to mandating a heat safety standard. Cal/OSHA has already adopted this program and it is likely it happens prior to the summer. His office can provide the template from Cal/OSHA to implement a plan.

MSI Safety Expo – Mr. Garish noted that a Safety Expo is scheduled for May 21, 2024 at Atlantic Community College and will have 4 different tracks of training. Excavation, Trenching and Shoring is one

4 hr. track; Leadership; and the Fast Track for Safety covering multiple topics. All information is on the MEL website, MSI Live or contact Mr. Garish directly.

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

***TECHNOLOGY RISK SERVICES DIRECTOR'S REPORT***

Mr. Caruso reported he attended a NJ-GMIS conference. It was very informative and partnerships forming to fight the cyber challenges together. He urged members to join NJ-GMIS as it is worthwhile. Recently, he spoke with the Cape May League of Municipalities in Stone Harbor and offered his services to speak at anyone's meetings.

Mr. Caruso asked the members to review his report beginning on page 93. He noted that the new Wizer training began and as of today is 82% of members are compliant with this training. Please review your rosters.

Mr. Caruso stated that two (2) members with critical vulnerabilities were contacted by D2. He reminded members that if a critical vulnerability is found, they should address it immediately. He reminded members to review these reports and to fix any vulnerabilities identified.

Mr. Caruso reiterated that the Cyber framework form for compliance with the "basic" standards is on the Cyber JIF website. Compliance with these standards helps reduce your deductible for a cyber-related incident. He noted that he would be working hard to get all members into at least the "basic level" of protection. ACM JIF is 80% compliant as of today. Some members have NOT submitted anything for Basic. He reported that June 30, 2024 is the deadline to submit.

Mr. Caruso reported that his bulletin this month's bulletin is on "securing your web presence". He told of how a town lost their domain since it was set up by a former employee with their personal credit card and email leaving them no access to domain information. He reminded members to set the domain with generic email address and the recovery email with a separate email; where DNS services are and who is hosting the web pages.

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

***TREASURER'S REPORT***

**Reports – April**

Mr. Hansen presented the Treasurer's Report for the period ending **April 30, 2024**. The reports were made part of the agenda packet beginning on page 95. He noted the following information:

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

<b>Member</b>	<b>4/30/24 (Includes unaudited interest)</b>
Corbin City	828.00
Egg Harbor City	43,908.11
Egg Harbor Township	143,563.00
Hamilton Township	2,001.62

Hammonton Township	231,959.00
Middle Township	180,840.17
Mullica Township	28,953.08
Northfield	115,129.92
Pleasantville City	12.21
Stone Harbor	9,824.62
Upper Deerfield Township	76,826.40
Upper Township	220,157.61
Waterford Township	35,660.80
<b>Total</b>	<b>\$1,089,724.54</b>

**Activity:**

AELCF	941,069.75
Unaudited Interest	21,801.79
2023 Dividends Transferred	214,182.00
Dividends Applied to Assessment	<87,329.00>
AELCF 1/31/24	1,089,724.54

**Receipt Activity for the Period:**

	<b>April</b>	<b>YTD</b>
Subrogation Receipts	\$ 19,052.13	\$ 235,902.76
Other	\$0	\$0
Adjustment	\$ 0	\$ 23,383.01
*Assessments	\$2,226,785	

*\*Mr. Hansen noted four member's assessments were still outstanding and he would follow up.*

**Claim Activity for the Period**

Claim activity for the month of **April** for claims paid by the Fund and claims payable by the Fund depict a total of 391 checks issued representing 1,093 claims payments totaling \$1,555,988.09, with an effect on cash position of \$1,512,967.94.

**Cash Activity for the Period**

The Fund's "Cash Position" at month end for **April** was \$ 48,105,273.90.

**Investment Interest**

<b>Interest Income:</b>	<b>April</b>	<b>YTD</b>
JCMI	\$ 39,625.67	\$ 152,135.57
Treasury	\$46,112.50	\$563,860.19
Citizens	\$ 5,416.47	\$ 33,084.17
Citizens-sweep	\$15,734.51	\$ 50,680.93

**Rate of Return:** Only interest from the *ANALYSIS WORKSHEET* **1.254%** for **April**.

**Allocation of Invested Funds**

<b>FUND</b>	<b>March Total</b>	<b>March Percentage</b>	<b>April Total</b>	<b>April Percentage</b>
Treasury	\$23,067,694.88	47%	\$23,062,308.10	48%
JCMI	\$20,396,434.75	42%	\$20,245,305.86	42%
Citizens	\$5,389,604.83	11%	\$4,797,659.94	10%
<b>TOTALS</b>	\$48,853,734.46		\$48,105,273.90	

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

**Payment Register**

Chair Woods entertained a motion to approve the **April 2024 Payment Register** (Claims Activity).

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

Motion by Ms. Miller, seconded by Ms. Bishop to approve the **April 2024 Payment Register** (Claims Activity) as submitted.

**ROLL CALL**

**Yeas:**

Scott Wahl, **Avalon**  
 Heather Miller, **Commercial**  
 Dawn Bascelli, **Deerfield**  
 Jessica Bishop, Sec., **Dennis Twp.**  
 Liz Woods, *Chair*, **Ocean City**  
 Kellie Seib, **Sea Isle City**  
 DJ Ayres, **Weymouth**

**Nays:**

None

**Abstain:**

None

Motion carried by unanimous vote.

***Bill List – May***

For the Executive Committee’s consideration, Mr. Hansen presented the ***May 2024 Bill List*** in the amount of **\$4,312,510.79**.

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

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

Motion by Ms. Bishop, seconded by Mr. Wahl, to approve the ***May 2024 Bill List*** as presented.

<b>ROLL CALL</b>	<b><i>Yeas:</i></b>	Scott Wahl, <b>Avalon</b> Heather Miller, <b>Commercial</b> Dawn Bascelli, <b>Deerfield</b> Jessica Bishop, Sec., <b>Dennis Twp.</b> Liz Woods, <i>Chair</i> , <b>Ocean City</b> Kellie Seib, <b>Sea Isle City</b> DJ Ayres, <b>Weymouth</b>
	<b><i>Nays:</i></b>	None
	<b><i>Abstain:</i></b>	None

Motion carried by unanimous vote.

***RMC Bill List – May***

For the Executive Committee’s consideration, Mr. Hansen presented the ***May 2024 RMC Bill List*** in the amount of **\$188,740**.

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

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

Motion by Ms. Bishop, seconded by Mr. Wahl, to approve the ***May 2024 RMC Bill List*** as presented.

<b>ROLL CALL</b>	<b><i>Yeas:</i></b>	Scott Wahl, <b>Avalon</b> Heather Miller, <b>Commercial</b> Dawn Bascelli, <b>Deerfield</b> Jessica Bishop, Sec., <b>Dennis Twp.</b> Liz Woods, <i>Chair</i> , <b>Ocean City</b> Kellie Seib, <b>Sea Isle City</b> DJ Ayres, <b>Weymouth</b>
	<b><i>Nays:</i></b>	None
	<b><i>Abstain:</i></b>	None

Motion carried by unanimous vote.

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

Nothing to report.

**MISCELLANEOUS BUSINESS**

**Updated OPRA Roadmap-** Mr. Forlenza noted there is an updated OPRA roadmap on page 200. He noted that it is no longer Kris Kristie as the direct contact, it is him and Kamini Patel. He reminded everyone that when you get an OPRA request, please check if you have this information in house as most of it resides within the municipality. If you do not have this information, please contact his office for assistance.

**Resolution 2024-29 Honoring Lucy Samuelson**

Chair Woods took a moment to recognize Lucy Samuelson and thank her for her years of service to the JIF. She read the resolution into the record honoring Lucy Samuelson.

Chair Woods entertained a motion to adopt resolution 2024-29 Honoring Lucy Samuelson.

Motion by Ms. Bishop, seconded by Ms. Ayres, adopt resolution 2024-29 Honoring Lucy Samuelson as presented. All in favor. Motion carried.

**Next Meeting**

Chair Woods reminded the members that the next meeting will be held virtually on **MONDAY, June 17, 2024 at 3:00 PM** at the Avalon Community Center in Avalon, NJ. This is being held on Monday due to the Juneteenth holiday.

**PUBLIC COMMENT**

**Open Public Comment**

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

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

**Close Public Comment**

Chair Woods entertained a motion to close the public comment.

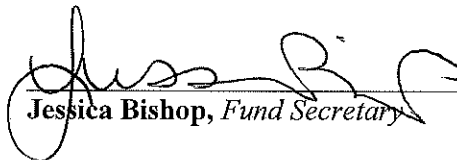
Motion by Ms. Bishop, seconded by Ms. Ayres, to close the meeting to the public. All in favor. Motion carried.

**MOTION TO ADJOURN**

Motion by Ms. Bishop, seconded by Ms. Seib, to adjourn the May 15, 2024 meeting of the ACM JIF. All in favor. Motion carried.

The meeting was adjourned at 4:04 PM.

  
\_\_\_\_\_  
Tracy Forlenza, Recording Secretary for

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