

ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

September 18, 2024 – 3:00 PM

Via Microsoft Teams

AGENDA

- I. Meeting called to order by Chairman
- II. Flag Salute
- III. Statement of Compliance with Open Public Meetings Act
 - A. Notice of this meeting was given by:
 - 1. Sending sufficient notice herewith to:
 - a. *The Press of Atlantic City*
 - b. *Courier Post*, Cherry Hill, New Jersey; and
 - 2. Filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities; and
 - 3. Posting notice on the public bulletin boards of all member municipalities.
- IV. **Roll Call**
 - A. Fund Commissioners
 - B. Fund Professionals
 - C. Risk Management Consultants
 - D. Move up Alternates (if necessary) Motion to move up _____, _____ and _____ in the absence of _____, _____ and _____ to the Executive Committee for voting purposes – **Motion – All in Favor**
- V. Approval of Minutes..... Pages 1-14
 - A. Adoption of the **July 17, 2024** minutes – **Motion – All in Favor**
- VI. Closed Session Minutes
 - A. Approval of the **July 17, 2024** Closed Session minutes – **Motion – All in Favor**

The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has an opportunity to review them.
- VII. Closed Session – **Resolution 2024- ____** Authorizing a Closed Session of the Atlantic County Municipal Joint Insurance Fund to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations – **Motion -Roll Call**
 - A. Claims Review Committee Report – Closed Session Items
 - B. Professionals’ Reports
 - 1. Claims Administrator’s Report
 - 2. Executive Director’s Report
 - 3. Safety Director’s Report
 - 4. Solicitor’s Report
- VIII. Reopen Public Portion of Meeting – **Motion – All in Favor**
- IX. Authorization of Claims Payments – **Motion - Roll Call**
- X. Authorization to Abandon Subrogation (if necessary) – **Motion - Roll Call**
- XI. Claims Review Committee Report: – Open Session Items – August 8 & September 12, 2024 -Handouts
- XII. Claims Administrator’s Report
 - A. Lessons Learned from Losses Page 15
- XIII. Managed Health Care Report
 - A. ACM JIF Summary Page 16
 - B. Average Days to Report Page 17
 - C. Claims Reported by Type..... Page 18

D.	Nurse Case Management Reports	Page 19
E.	Transitional Duty Report	Page 20
F.	PPO Savings and Penetration Reports	Pages 21-22
G.	Top 10 Providers & Paid Provider by Specialty	Page 23
H.	Pharmacy Benefit Program.....	Page 24
I.	Quick Notes	Page 25
XIV.	Law Enforcement Risk Management Report.....	Pages 26- 27
XV.	Solicitor’s Report	
A.	MEL Helpline and Contact List.....	Pages 28-30
XVI.	Committee Reports	
A.	Finance Committee Meeting Minutes – September 6, 2024	Pages 31-42
1.	Interim Financials 6/30/24	Pages 43-52
2.	MEL Fiduciary Disclosure	Page 53
3.	Resolution 2024-_____ Authorizing Refund of the Closed Year Accounts (2013-2019) Surplus of \$2,000,000 as a Release of Surplus – Motion – Roll Call	Pages 54-55
4.	Resolution 2024-_____ Authorizing Intrafund transfers of \$1,400,000 from 2021 Deductible to 2021 WC and \$400,000 2021 Deductible to 2021 Auto – Motion to Adopt – Roll Call	Page 56
5.	2024 Budget Amendment	
a.	Public Hearing	
1.	Budget Amendment Public Hearing – Motion to Open – All in Favor	
2.	Budget Amendment Public Hearing – Motion to Close – All in Favor	
b.	2024 Amended Budget Adoption – Motion to Adopt – Roll Call	Page 57
c.	2024 Amended Assessment Certification Adoption – Motion to Adopt – Roll Call	Page 58
B.	Strategic Planning Committee Meeting Minutes – August 7, 2024	Pages 59-61
1.	Motion to adopt the Revised Nominating Charter– Motion to Adopt – All in Favor	Pages 62-63
2.	Motion to adopt the Revised Succession Policy – Motion to Adopt – All in Favor	Pages 64-67
C.	Strategic Planning Committee Meeting Minutes September 12, 2024	Handout
XVII.	Executive Director’s Report	Pages 68-101
A.	Lost Time Accident Frequency	Pages 71-74
B.	Certificates of Insurance	Pages 75-79
C.	Financial Fast Track Report	Pages 80-81
D.	Regulatory Filing Checklists	Pages 82-83
E.	2023 Safety Incentive Program Awards	Page 84
F.	2024 Optional Safety Budget	Page 85
G.	2024 EPL/Cyber Risk Management Budget	Page 86
H.	EPL Compliance Status	Pages 87-88
I.	Statutory Bond Status	Pages 89-92
J.	Skateboard Park Approval Status	Page 93
K.	Capehart & Scatchard Updates	Pages 94-98
L.	Land Use Training Certification	Page 99
M.	Monthly Activity Calendars	Pages 100-101
N.	Renewing Members	
O.	2024 Coverage Documents	
P.	New Fund Commissioner Orientation	

- Q. ACM JIF 2024 Annual Planning Retreat Page 102
- R. JIF Online Directories
- S. Website
- T. New Member Activity

- XVIII. Safety Director’s Report
 - A. Activity Report Pages 103-106
- XIX. Technology Risk Services Director
 - A. Report Pages 107-109
- XX. Treasurer’s Report as of July 31st and August 31, 2024..... Pages110-299
 - A. Fund Status
 - B. Investment Report
 - C. Investment JCMI
 - D. Payment Register – **Motion to Approve - Roll Call**
 - E. Ratification of August Bill List – **Motion to Approve – Roll Call** Page 295
 - F. September Bill List – **Motion to Approve – Roll Call** Page 296
 - G. Analysis of Non-Assessment Receipts
 - H. AELCF
- XXI. MEL/RCF/E-JIF/Cyber JIF Reports
 - A. NJ MEL JIF Report – September 9, 2024 Verbal
 - 1. MEL 2025 Renewal – Underwriting Manager Memo Pages 300-302
 - 2. MEL Bulletin – Field Turf Duraspine Class Action Lawsuit Pages 303-304
 - 3. Resolution 2024 - ____ Authorizing to Renew Membership in the Municipal Excess Liability Joint Insurance Fund for a Period of 3 Years, commencing on January 1, 2025 - December 31, 2027 - **Motion – Roll Call** Pages 305-308
 - B. NJ RCF JIF Report – September 9, 2024 Pages 309-312
 - 1. Resolution 2024-____ Authorizing to Renew Membership in the Municipal Excess Liability Residual Claims Fund for a Period of 3 Years, commencing on January1, 2025- December 31, 2027 - **Motion – Roll Call** Pages 313-316
 - C. NJ E-JIF Report – September 9, 2024 Pages 317-318
 - D. NJ Cyber JIF Report – July 18, 2024 Page 319
- XXII. Miscellaneous Business
 - A. Motion to Adopt the Revised Certificate of Insurance Guidelines – **Motion – All in Favor** (*Attached to email and on JIF website*)
 - B. Updated OPRA Request Form Pages 320-324

The Next Meeting of the ACM JIF will be held on Wednesday, October 23, 2024 at 3:00 pm following the Annual Planning Retreat at The Flanders Hotel, Ocean City, NJ.

- XXIII. Public Comment
 - A. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
 - B. Motion to Close Meeting to Public Comment – **Motion – All in Favor**

- XXIV. Motion to Adjourn Meeting – **Motion - All in Favor**