

**ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND**  
**December 18, 2024 – 3:00 PM**  
**Merighi’s Savoy Inn**  
**4940 Landis Ave, Vineland, NJ**

**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 1-17
  - A. Adoption of the **November 18, 2024** minutes – **Motion – All in Favor**
- VI. Closed Session Minutes
  - A. Approval of the **November 18, 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The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has an opportunity to review them.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- 45** 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 – December 12, 2024..... Handout
- XII. Claims Administrator’s Report
  - A. Lessons Learned from Losses ..... Page 18
- XIII. Managed Health Care Report
  - A. ACM JIF Summary ..... Page 19
  - B. Average Days to Report ..... Page 20

C.	Claims Reported by Type.....	Page 21
D.	Nurse Case Management Reports .....	Page 22
E.	Transitional Duty Report .....	Page 23
F.	PPO Savings and Penetration Reports .....	Pages 24-25
G.	Top 10 Providers & Paid Provider by Specialty .....	Page 26
H.	Quick Notes .....	Page 27
XIV.	Law Enforcement Risk Management Report.....	Pages 28-32
XV.	Solicitor’s Report	
A.	MEL Helpline and Contact List.....	Pages 33-35
B.	Closed Cases Report .....	Verbal
XVI.	Committee Reports	
A.	Finance Committee Report	
1.	2025 Budget Public Hearing – <b>Motion to Open Public Hearing – All in Favor</b>	
2.	2025 Budget Public Hearing – <b>Motion to Close Public Hearing – All in Favor</b>	
3.	2025 Budget Adoption – <b>Motion to Adopt – Roll Call</b> .....	Page 36
4.	2025 Assessment Allocation Strategy Policy - <b>Motion to Adopt – Roll Call</b> .....	Pages 37-53
5.	2025 Assessment Certification - <b>Motion to Adopt – Roll Call</b> .....	Page 54
6.	Resolution 2024-___ Authorizing the Fund Treasurer to Transfer \$134,863 from the Fund Year 2024 MEL Excess Property Line Item to the MEL Unencumbered Surplus Account – <b>Motion – Roll Call</b> .....	Page 55
B.	Joint Coverage Meeting Minutes – December 4, 2024.....	Pages 56-61
C.	Safety Committee Meeting Minutes – December 5, 2024.....	Pages 62-82
D.	2025 Executive Committee Nomination Slate.....	Page 83
XVII.	Executive Director’s Report .....	Pages 84-107
A.	Lost Time Accident Frequency .....	Pages 88-89
B.	Certificates of Insurance .....	Pages 90-91
C.	Financial Fast Track Report .....	Page 92
D.	Regulatory Filing Checklists .....	Pages 93-94
E.	2023 Safety Incentive Program Awards .....	Page 95
F.	2024 Optional Safety Budget .....	Page 96
G.	2024 EPL/Cyber Risk Management Budget.....	Page 97
H.	EPL Compliance Status .....	Page 98
I.	Statutory Bond Status .....	Pages 99-101
J.	Skateboard Park Approval Status .....	Page 102
K.	Capehart & Scatchard Blog	
L.	Land Use Training Certification .....	Page 103
M.	Monthly Activity Calendars .....	Pages 104-105
N.	Elected Officials Training	
O.	2025 RMC Resolutions & Agreements	
P.	2025 Committee Volunteer Forms .....	Pages 106-107
Q.	2025 Safety & Wellness Calendars	
R.	Annual Reports	
S.	Dividend Notices	
T.	Inclement Weather Policy	
U.	Website	
V.	New Member Activity	
XVIII.	Safety Director’s Report	
A.	Activity Report .....	Pages 108-110

- XIX. Technology Risk Services Director
  - A. Report ..... Pages 111-112
- XX. Treasurer’s Report as of November 30, 2024 ..... Pages 113-199
  - A. Fund Status
  - B. Investment Report
  - C. Investment JCMI
  - D. Payment Register – **Motion to Approve - Roll Call**
  - E. **December Bill List – Motion to Approve – Roll Call** ..... Page 196
  - F. Analysis of Non-Assessment Receipts
  - G. AELCF
- XXI. MEL/RCF/E-JIF/Cyber JIF Reports
  - A. E-JIF Report – November 13, 2024..... Page 200
  - B. Cyber JIF Report – November 26, 2024 ..... Pages 201-202
  - C. MEL JIF Report – November 20, 2024 ..... Pages 203-204
- XXII. Miscellaneous Business
  - A. Motion to Authorize the Executive Director’s Office to bind EPL/POL/VDO Insurance Coverage on behalf of the membership for the 2025 Fund Year – **Motion – All in Favor**

**The Next Meeting of the ACM JIF will be held on **Wednesday, January 15, 2025**  
at **3:00 pm** at **Merighi’s Savoy Inn, 4940 Landis Ave, Vineland, 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**