



AGENDA PACKET



Thursday, July 26, 2018 at 4:00 PM

**Auletto Caterers
1849 Cooper St
Almonesson, NJ**

WWW.TRICOJIF.ORG

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND (TRICOJIF)**

**Auletto Caterers
1849 Cooper St
Almonesson, NJ
July 26, 2018 – 4:00 PM**

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 the *South Jersey News*, Mullica Hill, New Jersey and the *Courier Post*, Cherry Hill, NJ
 - 2. Filing advance written notice of this meeting with the Clerks/ Administrators of all member municipalities of the TRICOJIF; and
 - 3. Posting notice on the public bulletin boards of all member municipalities of the TRICOJIF.
- IV. Roll Call
 - A. Fund Commissioners
 - B. Fund Professionals
 - C. Risk Management Consultants
 - D. Move up Alternates (if necessary) – **Motion – All in Favor**
- V. Approval of Minutes
 - A. Motion to adopt the **June 25, 2018** – Executive Claims Committee Meeting Minutes – **Motion – All in Favor**.....Pages 1-4
 - B. Motion to adopt the **June 25, 2018** - Executive Committee Meeting Minutes – **Motion – All in Favor**.....Pages 5-19
 - C. Motion to adopt the **June 25, 2018** – Executive Claims Committee Meeting 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The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has an opportunity to review them.
- VI. Executive Claims Committee Meeting Report – July 23, 2018..... Verbal
- VII. Executive Director’s Report..... Pages 20-57
 - A. Lost Time Accident Frequency Report.....Pages 24-25
 - B. Certificates of Insurance.....Pages 26-30
 - C. 2017 Safety Incentive Program Awards.....Page 31
 - D. 2018 Optional Safety Budget.....Page 32
 - E. 2018 Wellness Incentive.....Page 33
 - F. EPL Helpline – Authorized Contact List.....Page 34
 - G. EPL/Cyber Risk Management BudgetPage 35
 - H. Employment Practices Liability CompliancePage 36
 - I. Financial Fast TrackPage 37
 - J. Regulatory Filing Checklists.....Pages 38-39
 - K. Skateboard Park Approval Status.....Page 40
 - L. Capehart & Scatchard Updates.....Pages 41-50
 - M. Statutory Bond Status.....Page 51
 - N. MEL Cyber Risk Management Program
 - O. Website
 - P. Police Command Staff Training
 - Q. Managerial & Supervisory Training – Invite.....Pages 52-54

R.	Renewing Members	
S.	Member Visitation Program	
T.	MEL 2019/2020 Employment Practices Liability Program.....	Pages 55-57
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V.	New Member Activity	
VIII. Solicitor's Report		
IX. Safety Director's Report		
A.	Activity Report.....	Pages 58-62
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XIII. Treasurer's Report as of June 30, 2018.....Pages 82-134		
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B.	Investment Portfolio Report	
C.	Loss Run Payment Register – Motion – Roll Call	
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E.	Bill List July.....	Page 133
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XIV. Committee Reports		
Finance Committee Report		
A.	2018 Budget Amendment	
1.	Public Hearing	
a.	2018 Budget Amendment Public Hearing – Motion to Open – All in Favor	
b.	2018 Budget Amendment Public Hearing – Motion to Close – All in Favor	
2.	2018 Amended Budget Adoption – Motion to Adopt – Roll Call	Page 135
3.	2018 Amended Assessment Certification Adoption – Motion to Adopt – Roll Call	Page 136
XV. MEL/E-JIF/RCF Reports		
A.	Nothing to Report	

XVI. Miscellaneous Business

- A. Authorization to Process and Pay Fund Vendors in August 2018 – **Motion – Roll Call**
- B. Resolution 2018-_____ Authorizing the Fund Chair and Fund Secretary to Execute a Contract with North Shore Consulting to Complete a Claims Audit in Conjunction with The ACM and BURLCO JIF’s at a Cost Not to Exceed \$16,750 – **Motion – Roll Call**.....Pages 137-138
- C. Resolution 2018-_____ Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Police One Academy to Provide Online Related Training in Conjunction with the ACM and BURLCO JIF’s at a Cost not to Exceed \$17,000 -**Motion – Roll Call**.....Pages 139-140
- D. Resolution 2018-_____ Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Media Pro and Pivot Point Security to Provide Technology Risk Management Services in Conjunction with the ACM and BURLCO JIF’s at a Cost not to Exceed \$37,744 - **Motion – Roll Call**.....Pages 141-142

**The next meeting will be held on Thursday, September 24, 2018
at 5:00 PM at Gloucester County Library, Mullica Hill
There is no August meeting.**

XVII. 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**

XVIII. **Closed Session** – Resolution 2018 _____ A request shall be made to go into Closed Session 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 - All in Favor**

- A. Special Executive Committee Meeting Report
 - 1. Report on Claims over \$10,000 (PARs) reviewed
- B. Professionals’ Reports
 - 1. Claims Administrator’s Report
 - 2. Executive Director’s Report
 - 3. Safety Director’s Report
 - 4. Solicitor’s Report
- C. Reopen Public Portion of Meeting – **Motion – All in Favor**

XIX. Approval of Claims Payments - **Motion – Roll Call**

XX. Authorization to Abandon Subrogation (if necessary) - **Motion – Roll Call**

XXI. Motion to Adjourn Meeting **Motion – All in Favor**

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

**Gloucester County Library
389 Wolfert Station Rd.
Mullica Hill, NJ**

June 25, 2018 – 3:30 PM

EXECUTIVE CLAIMS MEETING MINUTES

The Executive Claims Committee Meeting of the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at the Gloucester County Library on Monday, June 25, 2018 at 3:30 PM, prevailing time. Chair Campbell, **Township of Shiloh**, presiding. The meeting was called to order at 3:35 PM.

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

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

Those in attendance were:

Brad Campbell, *Chair*, **Shiloh Borough**
Sue Miller, **Clayton Borough**
Bob Law, **Woodbury City**
Karen Sweeney, **Wenonah Borough**
John Washington, **Penns Grove Borough**

Also present were:

Paul Forlenza, Deputy Executive Director
Kris Kristie, Sr. Account Rep, *AJGRMS*
David DeWeese, *The DeWeese Law Firm, P.C.*
Rob Garish, *J.A. Montgomery*
Chris Roselli, *Qual-Lynx*
Karen Beatty, *Qual-Care*
Debby Schiffer, *Wellness Director*

Those unable to attend:

Doris Hall, **Logan Township**
Mike Razze, **Pitman Borough**

CLOSED SESSION PORTION OF MEETING

Chair Campbell entertained a motion to move to Executive Session to review the *Payment Authorization Requests* that will be voted on in Open Session during the Executive Committee Meeting being held on June 25, 2018 at 5:00 PM.

Motion by Ms. Miller, seconded by Mr. Washington, to move to Executive Closed Session. All in favor.
Motion carried

REOPEN PUBLIC PORTION OF THE MEETING

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

Motion by Ms. Miller seconded by Ms. Sweeney, to reopen the public portion of the meeting. All in favor.
Motion carried.

RECOMMENDATION OF APPROVAL OF CLAIMS PAYMENTS

The Executive Claims Committee recommends approval of the PARs at the Executive Committee Meeting as presented in their entirety during the Closed Session portion of the *Executive Claims Meeting*.

The Committee reviewed seventeen (17) claims. Of the claims reviewed, there were twelve (12) Workers' Compensation, one (1) General Liability, and four (4) Property PARs recommended for approval of settlement or continuing defense.

There were three (3) claims reviewed for abandonment of subrogation attempt.

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

SOLICITOR'S REPORT FOR OPEN SESSION:

Closed Cases

Mr. DeWeese noted that there were no cases closed since the May 21, 2018 meeting.

Mr. DeWeese stated to the committee that the legislation to eliminate the use of Bona Fide Offers under the workers compensation statute has passed by the New Jersey State Senate & Assembly and will go into effect once the Governor signs it. He noted that not only will this legislation stop the use of Bona Fide Offers going forward, but could potentially impact the Bona Fide Offers that are currently pending.

MANAGED CARE REPORT

Lost Time v. Medical Only Cases

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

	May	YTD
<i>Lost Time</i>	5	34
<i>Medical Only</i>	15	74
<i>Report Only</i>	6	50
<i>New Claims Reported</i>	26	158
<i>Report Only % of Total</i>	23.1%	31.6%
<i>Medical Only/Lost Time Ratio</i>	75:25	69:31
<i>Average Days to Report</i>	1.5	3.6

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	3,069

<i>Transitional Duty Days Worked</i>	2,323
<i>% of Transitional Duty Days Worked</i>	75.7%
<i>Transitional Duty Days Not Accommodated</i>	819
<i>% of Transitional Duty Days Not Accommodated</i>	26.7%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report

PPO Penetration Rate	May
<i>Bill Count</i>	351
<i>Original Provider Charges</i>	\$389,497
<i>Re-priced Bill Amount</i>	\$156,905
<i>Savings</i>	\$232,593
<i>% of Savings</i>	59.7%
<i>PPO Penetration Rate Bill Count Percentage</i>	96.0%
<i>PPO Penetration Rate Provider Charge Percentage</i>	95.4%
<i>EPO Penetration Rate Bill Count Percentage</i>	98.0%
<i>EPO Penetration Rate Provider Charge Percentage</i>	99.6%

Ms. Beatty noted there have been some changes to Virtua’s Occ-Med facilities. They have closed two of their Urgent Care locations and have changed some locations over to Urgent Care facilities only. Going forward, initial visits can be at any Urgent Care location; however, follow up visits will be scheduled at the Occ-Med locations.

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

QUAL-LYNX REPORT

Adjuster File Counts

Mr. Roselli reported that the Adjuster File Count report for the month of June 2018 is included in the agenda packet. He noted that Ms. Davidson’s unit has a temporary employee starting today, Ms. Maclean’s unit is looking for one Adjuster, and all other units are good.

Claims Audit RFP

Mr. Forlenza reminded the Committee that the responses to the Claims Audit RFP were due May 4, 2018. He noted that had received two (2) responses. He noted the responses were emailed to representatives previously chosen from the ACM, BURLCO, and TRICO JIF’s and a conference call was held on June 6, 2018 to discuss the proposals and to score each response. Mr. Forlenza stated that, based on the discussion and scoring, North Shore will be recommended for appointment at tonight’s Executive Committee meeting.

Police Online Training RFP/Technology Risk Management Service RFP

He noted the responses for each of these RFP’s were emailed to representatives previously chosen from the ACM, BURLCO, and TRICO JIF’s. Conference calls are scheduled for Friday, June 29 at 9:00 AM and 10:00 AM to review the responses to each of the RFPs. Mr. Forlenza stated that, based on the discussion and scoring, he is hoping to make recommendations for consideration and contract award at the July Executive Committee meeting.

NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, July 23, 2018** at **3:30 PM** at the Gloucester County Library, Mullica Hill, NJ

MOTION TO ADJOURN

Chair Campbell asked for a motion adjourned the Executive Claims meeting. Motion by Mr. Law, seconded by Ms. Miller, to adjourn the meeting.

The meeting was adjourned at 4:35 PM.

Kris Kristie, Recording Secretary for

Bob Law, Fund Secretary

**GLOUCESTER/SALEM/CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

**Gloucester County Library
Mullica Hill, NJ**

June 25, 2018 – 5:00 PM

***EXECUTIVE COMMITTEE MEETING
OPEN SESSION MINUTES***

A meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at the Gloucester County Library, Mullica Hill, New Jersey on Monday, June 25, 2018 at 5:00 PM, prevailing time. Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 5:00 PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

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

ROLL CALL

Those in attendance were:

Ken Brown, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp.**
Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammon, **Elk Twp.**...arrived 5:09pm
Doug Hogate, **Elsinboro Twp.**
Mike Burden, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Valerie VanVeen, **Glassboro Borough**
Raymond Williams, **Greenwich Twp.**
Mark Gravinese, **Harrison Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**...arrived 5:08pm
Luke Patrick, **Mannington Twp.**
Jennica Bileci, **Mantua Twp.**
Christine Scola, *Representative*, **Monroe Twp.**
Harry Moore, **Oldmans Twp.**
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp.**
Mike Razzo, **Pitman Borough.**...arrived 5:09pm
Majorie Sperry, **Quinton Twp.**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Diaz, **South Harrison Twp.**

Carl Bagby, **Swedesboro Borough**
Mike Seery, **Upper Pittsgrove Twp.**
Bob Dickenson, **Vineland City**
Karen Sweeney, **Wenonah Borough**
Bob Law, **Woodbury City**
Robert Yerka, **Woodbury Heights Borough**
Jane DiBella **Woolwich Township**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Twp.**
Doris Hall, **Logan Twp.**
Susan Jacobucci, **Paulsboro Borough**
William Biebel, **Pennsville Twp.**
Colette Bachich, **Washington Township**
Lyman Barnes, **West Deptford Twp.**
Ryan Giles, **Westville Borough**
John Hall, **Woodstown Borough**

Also present were:

Paul A. Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, Safety Director's Office, *J. A. Montgomery Risk Control*
Chris Roselli, *Qual-Lynx*
Karen Beatty, *QualCare*

Also present were the Risk Management Consultants from the following agencies:

Assured Partners
Biondi Insurance Agency
Cettei & Connell
Chesney-Stanton Insurance Group
Hardenbergh Insurance Group
Len Eckman Insurance
E.H. Sloan Insurance Agency
Henry D. Young Insurance

Absent RMCs were:

CEB-Corporate Employee Benefits
Conner Strong & Buckelew
Glenn Insurance

Motion by Mr. Law, seconded by Ms. Sweeney, to move Alternate Executive Committee #1 Bob Dickenson, City of Vineland, to the Executive Committee in the absence of Executive Committee member Doris Hall for voting purposes. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Campbell presented the meeting minutes of the May 21, 2018 Executive Committee meeting for approval.

Chair Campbell asked members for their questions at this time. No questions were entertained.

Chair Campbell entertained a motion to approve the minutes of the May 21, 2018 Executive Committee meeting.

Motion by Mr. Law, seconded by Ms. Sweeney, to approve the minutes of the May 21, 2018 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Campbell presented the meeting minutes of the May 21, 2018 Executive Claims Review Committee Meeting for approval.

Chair Campbell asked members for their questions at this time. No questions were entertained.

Chair Campbell entertained a motion for approval of the Executive Claims Review Committee meeting minutes.

Motion by Mr. Law, seconded by Ms. Sweeney, to approve the meeting minutes of the May 21, 2018 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Campbell presented the Executive Claims Review Committee Closed Session meeting minutes of May 21, 2018 for approval.

Chair Campbell asked members for their questions at this time. No questions were entertained.

Chair Campbell entertained a motion for approval of the Executive Claims Review Committee Closed Session meeting minutes.

Motion by Mr. Law, seconded by Ms. Sweeney, to approve the Executive Claims Review Committee Closed Session meeting minutes of May 21, 2018 as presented.

The Executive Claims Review Committee Closed Session minutes of the May 21, 2018 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable, the Fund Solicitor has had the opportunity to review them, and their release has been approved by the Executive Committee. All in Favor. Motion carried.

The Executive Claims Review Committee Closed Session Meeting Minutes from the May 21, 2018 meeting were collected.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – June 25, 2018

Chair Campbell reported that an Executive Claims Committee Meeting was held at 3:30 PM on Monday, June 25, 2018 at Gloucester County Library, Mullica Hill, NJ.

The Committee reviewed seventeen (17) claims. Of the claims reviewed, there were twelve (12) Workers' Compensation, one (1) General Liability, and four (4) Property PARs recommended for approval of settlement or continuing defense.

The claims will be presented for approval later in the meeting.

There were two (2) matters presented for *Abandonment of Subrogation*:

2017096424
2018118352

The Committee also reviewed the following Vineland Claim that was previously approved by the City of Vineland:

2017114988

Questions will be addressed during Closed Session if necessary.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items:

Mr. Forlenza noted that at each members seat were revised and updated JIF Public Awareness Posters for the member towns to display in their building. These posters provide information about the JIF and its many successes.

2017 Safety Incentive Program – Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 1, 2018. All encumbered funds must be claimed by February 1, 2019.

2018 Optional Safety Budget - Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 1, 2018. All encumbered funds must be claimed by February 1, 2019.

2018 Wellness Incentive Program Allowance – Mr. Forlenza stated that a report detailing the available balance for each member for the 2018 Wellness Incentive Program was included in the agenda packet. He stated that the deadline for claiming or encumbering the funds is December 31, 2018. All encumbered funds must be claimed by February 1, 2019.

EPL Helpline – Authorized Contact List – Mr. Forlenza asked members to review the attached list for accuracy. He noted the resolution to make changes to this list is on the JIF website at www.tricobjif.org. Please contact the Executive Director's office with any questions.

MEL Cyber Risk Management Budget - Mr. Forlenza noted that on December 18, 2017 the MEL released the MEL Cyber Risk Management Program. The program includes employee training, the adoption and implementation of cyber related policies and procedures, and other software and hardware related compliance components. Members who come into compliance with the Program will be eligible for reimbursement of a portion of their deductible for cyber related claims. Members are encouraged to work with their IT Professional to come into compliance with the Program components. Currently, one member town has completed this and is eligible for Tier 1 & Tier 2 deductible reimbursement. If you have any questions, please contact the Executive Director's office.

Police Command Staff – Mr. Forlenza noted Risk Management Training for Police Personnel has been scheduled. Attendance at the Police Command Staff training is required for compliance with the MEL's

2019/2020 EPL Plan of Risk Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 10, 2018. There are two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-in sheets from February 13, April 26, and June 12, 2018 are posted on the JIF website. The remaining training date is June 28, 2018 – Merighi’s Savoy Inn, Vineland.

Managerial & Supervisory Trainings – Mr. Forlenza stated that one of the requirements of the MEL’s 2019/2020 EPL Plan of Risk Management is the training of all member managers & supervisors. Four training sessions have been scheduled in conjunction with the BURLCO and ACMJIFs. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on February 2, 2018. There are two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-in sheets for the March 6 and May 8, 2018 are posted to the JIF website. The remaining trainings have been scheduled on the following dates:

September 11, 2018 – Wildwood Convention Center
September 27, 2018 – Nicolosi’s Catering, West Deptford

Member Visitation Program – Mr. Forlenza stated that beginning last month, a representative from his office contacted those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. These appointments are an opportunity to discuss the member’s participation in the JIF and the many programs available to them. The Executive Director’s office believes it is very important for the decision makers in each member municipality to understand the value of JIF membership.

MEL 2019/2020 Employment Practices Liability Program – Mr. Forlenza stated that on or about May 4, 2018 all members should have received an email and accompanying memorandum outlining the compliance procedure for the 2019/2020 MEL EPL Plan of Risk Management Program. Members that update their loss control programs by October 1, 2018 will receive the standard EPL deductible of \$20,000 per claim plus a co-pay of 20% of the first \$250,000 on each claim and may be eligible to buy down deductibles and co-insurance caps. Members that fail to come into compliance by the October 1, 2018 deadline will have a minimum deductible of \$100,000 per claim plus a co-pay of 20% on each claim with no cap. Members submitting this form after the October 1, 2018 deadline will become eligible for reduced deductibles and co-pays upon approval of their EPL Plan of Risk Management application by the MEL; but not retroactively. Members are encouraged to review this memorandum with their RMC and Municipal Solicitor to be sure they understand the procedure for compliance. Questions on this procedure can be directed to the Executive Director’s office.

MEL Bulletin 2018-8 Fireworks – Mr. Forlenza stated the July 4th holiday is quickly approaching and as a reminder, if your municipality is planning a Fireworks display, coverage for this event is not automatic. To secure coverage you must comply with the terms and conditions outlined in MEL Coverage Bulletin 2018-08. In addition, please do not wait until the last minute before seeking coverage for this event, as the Fund Underwriter needs time to review all documentation submitted to determine compliance with MEL Coverage Bulletin 2018-08. Please do not hesitate to contact the Executive Director’s office or Fund Underwriter’s office if you have any questions.

Mr. Forlenza asked if there were any questions at this time. No questions were entertained.

SOLICITOR'S REPORT

Executive Claims Committee Meeting

Mr. DeWeese highlighted the following items from the Executive Claims Review Committee Meeting:

Assignment of New Cases

Mr. DeWeese reported one (1) new case has been assigned since the May 21, 2018 meeting:

New Cases
<i>Fullbrook v. Township of Monroe</i>

Closed Cases

Mr. DeWeese reported that no cases were closed since the May 21, 2018 meeting:

General Liability Status Report

Mr. DeWeese noted that there are 35 active General Liability claims. He noted that if a member would like a synopsis of their town's cases sent to them, please contact him.

Subrogation Summary Files

Mr. DeWeese stated that there are collection efforts being made on \$1,343,429.81 of potential recoveries on 48 files.

Mr. DeWeese stated that on or about May 20, 2018, his office emailed the revised Tort Claims Questionnaire and accompanying resolution in both PDF and Word Formats to all municipal clerks, and once approved, please send a copy to his office. He then asked if there were any questions at this time. No questions were entertained.

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

MEL Video Library – He noted this has been updated recently, so please utilize it. If a copy of the video library titles is needed, you can find it at the MEL or JIF website. He also pointed out there is a new email address: melvideolibrary@jamontgomery.com, and phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there were two (2) bulletin(s) included in the agenda;

- *Ticks and Tick-Borne Diseases*
- *Training Summer Employees*

Right to Know Update – He noted that in addition to the annual Right to Know services, included in this year's contract is an electronic Central file link which is being distributed to each member town through a Dropbox link and everyone should have received a link via email. The Dropbox link to each member town will include:

- Safety Data Sheets
- Hazardous Substance Facts Sheets
- Right to Know Survey
- Written Hazardous Communication Program
- Training Documentation

- Right to Know poster
- Instructions on how to download, store, and share the files with affected departments and employees.

MSI Class Listing – Mr. Garish referenced the list of MSI Classes that are available in June, July, and August that are included in the agenda packet. He noted the MSI Attendance, for both instructor lead and online courses for the TRICO JIF was included in the agenda packet, so please look it over.

Mr. Garish asked if there were any questions at this time. No questions were entertained.

CLAIMS ADMINISTRATOR’S REPORT

Lessons Learned from Losses – June

Mr. Roselli presented the *Lessons Learned from Losses* for June which reviews *Entering and Exiting Vehicles Properly and Safely*.

Mr. Roselli noted some rules to follow are:

- Wear proper footwear with sturdy non-slip soles
- Maintain three (3) points of contact at all times until seated or on the ground
- Face the vehicle when getting in or out
- Do not jump down from the vehicle, use the steps
- Examine the ground for uneven area, ice, and water.

Mr. Roselli then gave some examples of costly claims that might have been prevented with a little more safety awareness.

Mr. Roselli asked if there were any questions at this time. No questions were entertained.

WELLNESS DIRECTOR’S REPORT

Ms. Schiffer was not present for her report, but Ms. Abdil noted her report was included in the agenda packet.

MANAGED HEALTH CARE REPORT

Ms. Beatty noted that her report is detailed in the agenda packet and she highlighted the following:

Lost Time v. Medical Only Cases

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

	May	YTD
<i>Lost Time</i>	5	34
<i>Medical Only</i>	15	74
<i>Report Only</i>	6	50
<i>Total Intakes(New Claims)</i>	26	158

<i>Report Only % of Total</i>	23.1%	31.6%
<i>Medical Only/Lost Time Ratio</i>	75:25	69:31
<i>Average Days to Report</i>	1.5	3.6

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report for YTD May 2018

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	3,069
<i>Transitional Duty Days Worked</i>	2,323
<i>% of Transitional Duty Days Worked</i>	75.7%
<i>Transitional Duty Days Not Accommodated</i>	819
<i>% of Transitional Duty Days Not Accommodated</i>	26.7%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report for May 2018.

PPO Penetration Rate	May
<i>Bill Count</i>	351
<i>Original Provider Charges</i>	\$389,497
<i>Re-priced Bill Amount</i>	\$156,905
<i>Savings</i>	\$232,593
<i>% of Savings</i>	59.7%
<i>PPO Penetration Rate Bill Count Percentage</i>	96.0%
<i>PPO Penetration Rate Provider Charge Percentage</i>	95.4%
<i>EPO Penetration Rate Bill Count Percentage</i>	98.0%
<i>EPO Penetration Rate Provider Charge Percentage</i>	99.6%

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

TREASURER'S REPORT

Mr. Tontarski provided an overview of the Treasurer's Report for May 2018.

Bob Law, *Secretary*, **Woodbury City**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Dickenson, **City of Vineland**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Bill List and RMC Bill List – June 2018

For the Member's consideration, Mr. Tontarski presented the June 2018 Bill List in the amount of **\$193,970.92**.

Chair Campbell entertained a motion to approve the June 2018 *Bill List* in the amount of **\$193,970.92**

Motion by Mr. Law, seconded by Mr. Razze, to approve the *June 2018 Bill List* in the amount of **\$193,970.92**

ROLL CALL *Yeas:* Mike Razze, **Pitman Borough**
John Washington, **Penns Grove Borough**
Sue Miller, **Clayton Borough**
Karen Sweeney, **Wenonah Borough**
Bob Law, *Secretary*, **Woodbury City**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Dickenson, **City of Vineland**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Safety Committee Meeting Report– May 17, 2018

Ms. Abdill noted the minutes of the meeting were included in this month's agenda packet and a verbal report had been provided last month. She did note that the Annual Retreat would be next month, July 26-27, 2018 at Auletto's Caterers, Deptford, NJ and it is a requirement of the Safety Incentive Program to have a representative from your town attend at least ½ day session.

Ms. Abdill asked if there were any questions at this time. No questions were entertained.

EPL/POL Claims Review Committee Meeting – May 21, 2018

Mr. Forlenza noted the minutes of the meeting were included in the agenda packet and a verbal report was provided last month, however he highlighted the following:

- The Funds 2017 EPL/POL Loss Ratio is in the mid 60's and will develop over time. When looking at the 5 year average it's about 65% and the 6 year average is about 60%.
- The Cyber Risk Management Program was reviewed as well as the EPL/POL Plan of Risk Management and the updates involved.

- The RFP for the Cyber Risk Management Services was discussed and is described in more detail in the minutes.

Mr. Forlenza asked if there were any questions at this time. No questions were entertained.

Finance Committee Meeting Minutes – May 30, 2018

Mr. Forlenza noted the meeting minutes of the May 30, 2018 meeting were a handout and were self-explanatory, however he highlighted the following:

- He mentioned the committee had reviewed and considered the Annual Audit as of 12/31/17 and noted there were no findings or recommendations.
- Cash and Cash Equivalents dropped from \$13.5 million to \$5.8 million due to moving money to longer term investments.
- Investments in joint ventures, which is our invested portion of the MEL/RCF/EJIF increased from \$1.9 million to \$2.1 million, noting that as these Funds do well, so do we.
- Total Assets increased by a little over \$2 million; however, at the same time our Liabilities increase by a little over \$1 million. The total net position is up by close to \$1 million, going from approximately \$20 million to \$21 million. The Fund continues to be very healthy.
- The Fund's Statutory position as of 12/31/17 was a little over \$19 million, and since 12/31/18 that position has increased as well.
- He referenced the Historical Financial results that were attached to the Finance Minutes and recommended everyone please review the report as it provides the financial position of the JIF by Quarter, and breaks it down by Fund Year, and depicts how each Year is performing along with the trends.

At this time, Mr. Forlenza referenced the Resolution to accept the Annual Audit for the period ending December 31, 2017

Chair Campbell then presented two (2) Resolutions for approval:

Resolution 2018-24 Accepting the Annual Audit Report for the Period Ending December 31, 2017

Motion by Mr. Law, seconded by Mr. Razze, to Adopt Resolution 2018-24

ROLL CALL	Yeas:	Mike Razze, Pitman Borough John Washington, Penns Grove Borough Sue Miller, Clayton Borough Karen Sweeney, Wenonah Borough Bob Law, <i>Secretary</i> , Woodbury City Brad Campbell, <i>Chair</i> , Shiloh Borough Bob Dickenson, City of Vineland
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

Mr. Forlenza then advised the membership that beginning with the transfer of the 2014 Fund Year, the valuation and transfer date for the transfer to the RCF will move from June 30th to December 31st. He explained that with the increase in the time it seems for claims to work their way through the court system and the increase in the Fund's SIR, moving the valuation and transfer date for the RCF back six

(6) months makes sense. This additional six (6) months will also allow a greater amount of time for the claims to develop hopefully allowing for a more accurate transfer of the liabilities of a particular Fund Year to the RCF.

Resolution 2018-25 Authorizing the Transfer of the 2014 Fund Year to the Municipal Excess Liability Residual Claims Fund.

Motion by Mr. Law, seconded by Mr. Razze, to Adopt Resolutions 2018-25

ROLL CALL	Yeas:	Mike Razze, Pitman Borough John Washington, Penns Grove Borough Sue Miller, Clayton Borough Karen Sweeney, Wenonah Borough Bob Law, <i>Secretary</i> , Woodbury City Brad Campbell, <i>Chair</i> , Shiloh Borough Bob Dickenson, City of Vineland
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

Strategic Planning Committee Meeting Minutes – May 31, 2018

Ms. Sweeney noted the meeting minutes were included in the agenda and were self-explanatory, however she did highlight that next month's meeting would be Thursday, July 26th at 4pm at Auletto's Caterers in Almonesson as this is the first day of our two day Annual Retreat and the December Meeting would be held on Monday, December 17, 2018 with the meeting at the Pitman Municipal Building at 4:00 PM and dinner meeting following at Terra Nova, Sewell, NJ.

Ms. Sweeney then entertained a Motion to re-advertise the location and time of the December 2018 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razze to allow the re-advertisement of the December 2018 Executive Committee Meeting. All in favor. Motion carried.

MEL/E-JIF/RCF Reports

Mr. Law noted the MEL/RCF and EJIF reports were included in the agenda packet and highlighted the following:

- Beware of inquiries about your Solicitation Ordinances. It is recommended that you contact your municipal solicitor to be sure your ordinance is constitutionally compliant.
- He noted there are some Safety Expos scheduled. Please review the schedule in the agenda and please share with your Elected Officials.
- Clerks should have received an email in regards to a MEL request to pass a Resolution on three pending Senate bills: The Firefighter Cancer Presumption; Statute of Limitations and Civil Actions for Sexual Abuse; and Wrongful Death Liability. The MEL email explains the bills in more detail and why they are asking to pass a Resolution on each.

Mr. Law asked if there were any questions at this time. No questions were entertained.

MISCELLANEOUS BUSINESS

There was nothing to report

Next Meeting

Chair Campbell noted the next meeting of the TRICO JIF will be held on **Thursday July 26, 2018** at **4:00 PM** at Auletto's Caterers, Almonesson, NJ directly following the first day of the two day Annual Retreat.

PUBLIC COMMENT

Open Public Comment

Chair Campbell entertained a motion to open the meeting to the public.

Motion by Mr. Law, seconded by Mr. Razze, to open the meeting to the public. All in favor. Motion carried.

Close Public Comment

Hearing no comments from the public, Chair Campbell entertained a motion to close the meeting to the public.

Motion by Mr. Law, seconded by Mr. Razze, to close the meeting to the public. All in favor. Motion carried.

EXECUTIVE SESSION MEETING

A Closed Session of the TRICO JIF was not held.

APPROVE CLAIMS PAYMENTS

Mr. Roselli of Qual-Lynx presented the following Payment Authorization Requests (PARs) during the Executive Claims Committee Meeting held on June 25, 2018.

Workers' Compensation	Property	General Liability
001232419	2018118352	001208014
001236122	2018144973	
2018132272	2018143355	
001243136		
2018127631		
2018116366		
2018138662		
2017102283		

MOTION TO ADJOURN

There being no further business, Chair Campbell entertained a *Motion to Adjourn* the June 25, 2018 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razze, to adjourn the June 25, 2018 Meeting of the TRICO JIF.

The meeting was adjourned at 5:35 PM.

Kris Kristie, Recording Secretary

BOB LAW, FUND SECRETARY



To: Fund Commissioners
From: Paul J. Miola, CPCU, ARM, Executive Director
Date: July 26, 2018
Re: **Executive Director's Report**

A. Lost Time Accident Frequency Report (pgs. 24-25)

The May 2018 Lost Time Accident Frequency Summary and the Statewide Recap for May 2018 are attached for your review.

B. Certificates of Insurance (pgs. 26-30)

Summaries of the Certificates of Insurance issued through June 2018 are attached for your review.

C. 2017 Safety Incentive Program (pg. 31)

A letter from our office describing how to collect your 2017 Safety Incentive Awards money was emailed on or about February 23, 2018. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2017 Safety Incentive Program allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 1, 2018. All encumbered funds must be claimed by February 1, 2019.**

D. 2018 Optional Safety Budget (pg. 32)

A letter from our office describing how to collect your 2018 Optional Safety Budget allowance was e-mailed on or about January 25, 2018. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2018 Optional Safety Budget allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 1, 2018. All encumbered funds must be claimed by February 1, 2019.**

E. 2018 Wellness Incentive (pg. 33)

A report detailing the available balance for each member for the 2018 Wellness Incentive Program is attached for your review. Instructions on claiming these funds were e-mailed to all members on or about February 5, 2018. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2018 Wellness Incentive Program allowance, please contact our office. **Please note that the deadline for claiming or encumbering these funds is November 1, 2018. All encumbered funds must be claimed by February 1, 2019.**

F. EPL Helpline – Authorized Contact List (pg. 34)

With the placement of the member's EPL/POL coverage in the commercial insurance market, the insurance company QBE has implemented an EPL Helpline for the member's use. Those authorized to access this service must be appointed by Resolution of the Governing Body. **Please note that Municipal Solicitors can not be appointed as Helpline Contacts.** There is no restriction on the number of calls or amount of time that members can contact this service.

Members can appoint two representatives to use this service. Enclosed, please find the most recent list of authorized contacts for the EPL Helpline. These are the only representatives authorized to access this service. All members are asked to review this list and respond to the e-mail request as soon as possible. Please contact the Executive Director's Office with any questions.

G. EPL/Cyber Risk Management Budget (pg. 35)

The JIF has budgeted various amount depending on member size, for each member to help offset employment practice and cyber security related expenses. This budget can be a valuable resource to members in addressing these areas of exposure. If you need additional information regarding this program, please contact our office.

H. Employment Practices Liability Compliance (pg. 36)

A compliance status report regarding the Employment Practices Liability Coverage is attached for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly

I. Financial Fast Track (pg. 37)

The Financial Fast Track Report as of May 31, 2018 is attached for your review. The report is generated by PERMA and provides a "snapshot" of the JIF's financial status. The JIF's surplus position as of May 31, 2018 was **\$19,929,063.**

J. Regulatory Filing Checklists (pgs. 38-39)

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items outlined.

K. Skateboard Park Approval Status (pg. 40)

Enclosed, please find a spreadsheet depicting the current status of all approved skateboard parks or those currently under construction by a member municipality. The MEL has established a process, outlined in MEL Coverage Bulletin 2018-09, which must be followed by all members who wish to construct a skateboard park and have the TRICO JIF and MEL provide said facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward monthly basis, and the status of the items outlined.

L. Capehart & Scatchard Updates (pgs. 41-50)

John Geaney, Esq. of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA and FMLA issues. Copies of his latest updates are included for your information.

M. Statutory Bond Status (pg. 51)

Attached for your review is the latest listing of Statutory Bonds issued by the MEL for JIF members. This list should be reviewed for accuracy. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA. Cate can be reached at 201-518-7031

N. MEL Cyber Risk Management Program

On December 18, 2017 the MEL released the MEL Cyber Risk Management Program. The program includes employee training, the adoption and implementation of cyber related policies and procedures, and other software and hardware related compliance components. Members who come into compliance with the Program will be eligible for reimbursement of a portion of their deductible for cyber related claims. Members are encouraged to work with their IT Professional to come into compliance with the Program components. If you have any questions, please contact the Executive Director's office.

O. Website (www.tricojif.org)

The JIF has a website that contains useful information for our members:

- Directories
 - Fund Commissioners
 - Claims and Safety Contacts
 - Fund Professionals
- Coverage
 - Bulletins
 - Certificates of Insurance/ID Card Requests
 - Sample Indemnification Language
- Safety
 - Bulletins
 - Training Links

And much, much more. Why not take a moment and explore our website!

P. Police Command Staff Training

Risk Management Training for Police Command Staff has concluded. Attendance at this training by Police Command Staff was required for compliance with the MEL's 2018/2019 EPL Plan of Risk Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 10, 2018. There were two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-in sheets from February 13, April 26, June 12, and June 28, 2018 are posted on the JIF website.

Q. Managerial & Supervisory Training – Invite (pgs. 52-54)

One of the requirements of the MEL's 2018/2019 EPL Plan of Risk Management is the training of all member managers & supervisors. Four training sessions have been scheduled in conjunction with the BURLCO and ACMJIFs. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on February 2, 2018. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-in sheets from March 6, and May 8, 2018 are posted to the JIF website. The trainings have been scheduled on the following dates:

September 11, 2018 – Wildwood Convention Center
September 27, 2018 – Nicolosi's Catering, West Deptford

R. Renewing Members

Renewal letters were emailed to the twelve (12) members whose membership in the JIF is up for renewal on January 1, 2019. These members are: Carneys Point, Clayton, Franklin, Logan, Lower Alloways Creek, Oldmans, Pilesgrove, Pitman, Shiloh, Upper Pittsgrove, Vineland, and Woodbury. Included in the mailing was a *Resolution for Renewal of Membership in the Gloucester, Salem & Cumberland Counties Municipal JIF*, a Certification required under the Local Public Contracts Law, and an *Agreement to Renew Membership in the Gloucester, Salem, & Cumberland Counties Municipal JIF*. To date, Resolutions and Agreements have been received from: Carney's Point and Pitman. Please have the Resolution placed on your governing body's agenda and return both the Resolution and the Agreement to our office by August 17, 2018.

S. Member Visitation Program

Beginning last month, a Representative from our office contacted those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. These appointments are an opportunity to discuss the member's participation in the JIF and the many programs available to them. The Executive Director's office believes it is very important for the decision makers in each member municipality to understand the value of JIF membership

T. MEL 2019/2020 Employment Practices Liability Program (pgs. 55-57)

On or about May 4, 2018 all members should have received an email and accompanying memorandum outlining the compliance procedure for the 2019/2020 MEL EPL Plan of Risk Management Program. Members that update their loss control programs by October 1, 2018 will receive the standard EPL deductible of \$20,000 per claim plus a co-pay of 20% of the first \$250,000 on each claim and may be eligible to buy down deductibles and co-insurance caps. Members that fail to come into compliance by the October 1, 2018 deadline will have a minimum deductible of \$100,000 per claim plus a co-pay of 20% on each claim with no cap. Members submitting this form after the October 1, 2018 deadline will become eligible for reduced deductibles and co-pays upon approval of their EPL Plan of Risk Management application by the MEL; but not retroactively. Members are encouraged to review this memorandum with their RMC and Municipal Solicitor to be sure they understand the procedure for compliance. Questions on this procedure can be directed to the Executive Director's office.

U. 2018 Property Reports

On or about July 2, 2018, members that received a physical appraisal this year should have received a copy of their appraisal report via email. The reports were emailed to the Municipal Clerk and copied to their RMC and Fund Commissioner. Members are encouraged to review the report and notify the Property Appraisal if any properties were missed during the appraisal process. Any questions regarding the report can be addressed to Mel Ngayan at AssetWORKS at Melvin.ngayan@assetworks.com or 215-354-1078.

V. New Member Activity

Nothing to report

**Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund
2017 Safety Incentive Program Awards**

Member Municipality	Opening Balance	Jan 2018	Feb 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	Sept. 2018	October 2018	Nov. 2018	Dec. 2018	Paid 2019	Total Expenses	Ending Balance	Encum. Funds	Lunch \$10PP		
Alloway	1,755.00					1,755.00									1,755.00	0.00		NA		
Carneys Point	2,925.00					2,925.00									2,925.00	0.00		NA		
Clayton	2,925.00				2,925.00										2,925.00	0.00		NA		
Deptford	4,225.00				4,225.00										4,225.00	0.00		NA		
East Greenwich	2,925.00			2,925.00											2,925.00	0.00		NA		
Elk	2,275.00														0.00	2,275.00		NA		
Elsinboro	1,755.00			1,755.00											1,755.00	0.00		NA		
Fairfield	2,275.00														0.00	2,275.00		300.00		
Franklin	3,575.00			3,575.00											3,575.00	0.00		NA		
Glassboro	4,225.00			4,225.00											4,225.00	0.00		NA		
Greenwich	2,925.00				2,925.00										2,925.00	0.00		NA		
Harrison	2,925.00														0.00	2,925.00		NA		
Logan	2,925.00														0.00	2,925.00		NA		
Lower Alloways Creek	2,925.00														0.00	2,925.00		NA		
Mannington	1,755.00				1,755.00										1,755.00	0.00		NA		
Mantua	3,575.00					3,575.00									3,575.00	0.00		NA		
Monroe	4,225.00					4,225.00									4,225.00	0.00		NA		
Oldmans	1,755.00			1,755.00											1,755.00	0.00		NA		
Paulsboro	2,925.00				2,925.00										2,925.00	0.00		NA		
Penns Grove	3,575.00				3,575.00										3,575.00	0.00		NA		
Pennsville	3,575.00			3,575.00											3,575.00	0.00		NA		
Pilesgrove	1,755.00														0.00	1,755.00		NA		
Pitman	3,575.00														0.00	3,575.00		134.66		
Quinton Twp.	1,755.00			1,755.00											1,755.00	0.00		NA		
Shiloh	1,755.00														0.00	1,755.00		NA		
South Harrison	1,755.00				1,755.00										1,755.00	0.00		NA		
Swedesboro	2,275.00					2,275.00									2,275.00	0.00		NA		
Upper Pittsgrove	1,755.00			1,755.00											1,755.00	0.00		NA		
Vineland	4,225.00														0.00	4,225.00		NA		
Washington	4,225.00			4,225.00											4,225.00	0.00		NA		
Wenonah	2,275.00			2,275.00											2,275.00	0.00		NA		
West Deptford																		NA		
							Not a JIF member in 2017													NA
Westville	2,925.00					2,925.00									2,925.00	0.00		NA		
Woodbury	3,575.00			3,575.00											3,575.00	0.00		NA		
Woodbury Hghts.	2,925.00			2,925.00											2,925.00	0.00		NA		
Woodstown	2,275.00														0.00	2,275.00		NA		
Woolwich	2,925.00														0.00	2,925.00		NA		

**Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund
2018 Optional Safety Budget**

Member Municipality	Opening Balance	Jan 2018	Feb 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Paid 2019	Total YTD Expenses	Ending Balance	Encum. Funds
Alloway	750.00														0.00	750.00	
Carney's Point	2,500.00														0.00	2,500.00	
Clayton	2,500.00							1,591.53							1,591.53	908.47	
Deptford	4,500.00														0.00	4,500.00	
East Greenwich	2,500.00					1,262.67									1,262.67	1,237.33	
Elk Township	1,500.00														0.00	1,500.00	
Elsinboro	750.00														0.00	750.00	
Fairfield	1,500.00														0.00	1,500.00	
Franklin	3,500.00			2,186.39											2,186.39	1,313.61	
Glassboro	4,500.00														0.00	4,500.00	
Greenwich	3,500.00														0.00	3,500.00	
Harrison	2,500.00														0.00	2,500.00	
Logan	2,500.00														0.00	2,500.00	
Lowers Alloways Creek	2,500.00				1,581.03										1,581.03	918.97	
Mannington	750.00														0.00	750.00	
Mantua	3,500.00														0.00	3,500.00	
Monroe	4,500.00														0.00	4,500.00	
Oldmans	750.00														0.00	750.00	
Paulsboro	3,500.00														0.00	3,500.00	
Penns Grove	3,500.00														0.00	3,500.00	
Pennsville	3,500.00				3,315.89										3,315.89	184.11	
Pilesgrove	750.00														0.00	750.00	
Pitman	3,500.00														0.00	3,500.00	
Quinton	750.00														0.00	750.00	
Shiloh	750.00														0.00	750.00	
South Harrison	750.00														0.00	750.00	
Swedesboro	1,500.00														0.00	1,500.00	
Upper Pittsgrove	750.00														0.00	750.00	
Vineland City	2,500.00														0.00	2,500.00	
Washington Township	4,500.00														0.00	4,500.00	
Wenonah	1,500.00														0.00	1,500.00	
West Deptford Township	4,500.00														0.00	4,500.00	
Westville	2,500.00														0.00	2,500.00	
Woodbury City	3,500.00														0.00	3,500.00	
Woodbury Heights	2,500.00														0.00	2,500.00	01/26/18
Woodstown	1,500.00														0.00	1,500.00	
Woolwich	1,500.00							789.88							789.88	710.12	
Total By Line	\$88,750.00	\$0.00	\$0.00	\$2,186.39	\$4,896.92	\$1,262.67	\$0.00	\$2,381.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,727.39	\$78,022.61	

All Funds must be claimed or encumbered by November 1, 2018. All encumbered funds must be claimed by February 1, 2019
TRICOJIF

Updated as of 7/13/2018

**Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund
2018 Wellness Incentive Program**

Member Municipality	Opening Balance	Jan 2018	Feb 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Paid 2019	Total YTD Expenses	Ending Balance	Encum. Funds
Alloway	500.00														0.00	500.00	
Carney's Point	1,000.00														0.00	1,000.00	
Clayton	1,000.00														0.00	1,000.00	
Deptford	1,500.00														0.00	1,500.00	
East Greenwich	1,000.00														0.00	1,000.00	
Elk Township	750.00														0.00	750.00	
Elsinboro	500.00														0.00	500.00	
Fairfield	750.00														0.00	750.00	
Franklin	1,250.00														0.00	1,250.00	
Glassboro	1,500.00														0.00	1,500.00	
Greenwich	1,000.00														0.00	1,000.00	
Harrison	1,000.00														0.00	1,000.00	
Logan	1,000.00														0.00	1,000.00	
Lowers Alloways Creek	1,000.00														0.00	1,000.00	
Mannington	500.00														0.00	500.00	
Mantua	1,250.00														0.00	1,250.00	
Monroe	1,500.00														0.00	1,500.00	
Oldmans	500.00														0.00	500.00	
Paulsboro	1,000.00														0.00	1,000.00	
Penns Grove	1,250.00														0.00	1,250.00	
Pennsville	1,250.00						181.50	230.00							411.50	838.50	
Pilesgrove	500.00														0.00	500.00	
Pitman	1,250.00														0.00	1,250.00	
Quinton	500.00														0.00	500.00	
Shiloh	500.00														0.00	500.00	
South Harrison	500.00														0.00	500.00	02/01/18
Swedesboro	750.00														0.00	750.00	
Upper Pittsgrove	500.00														0.00	500.00	
Vineland City	1,500.00														0.00	1,500.00	
Washington Township	1,500.00														0.00	1,500.00	
Wenonah	750.00					493.73									493.73	256.27	
West Deptford	1,500.00														0.00	1,500.00	
Westville	1,000.00														0.00	1,000.00	
Woodbury City	1,250.00														0.00	1,250.00	
Woodbury Heights	1,000.00														0.00	1,000.00	01/26/18
Woodstown	750.00														0.00	750.00	
Woolwich	1,000.00														0.00	1,000.00	
Total By Line	\$35,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$493.73	\$181.50	\$230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$905.23	\$34,844.77	

All Funds must be claimed or encumbered by November 1, 2018. All encumbered funds must be claimed by February 1, 2019

TRICUJIF

Updated as of 7/13/2018

Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund

2018 EPL/Cyber Risk Management Budget

Member Municipality	Opening Balance	Jan 2018	Feb 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	November 2018	December 2018	Paid in 2019	Total YTD Expenses	Ending Balance
Alloway	1,000.00														0.00	1,000.00
Carneys Point	2,000.00														0.00	2,000.00
Clayton	2,000.00							399.00							399.00	1,601.00
Deptford	3,000.00														0.00	3,000.00
East Greenwich	2,000.00						720.00								720.00	1,280.00
Elk	1,500.00														0.00	1,500.00
Elsinboro	1,000.00														0.00	1,000.00
Fairfield	1,500.00														0.00	1,500.00
Franklin	2,500.00														0.00	2,500.00
Glassboro	3,000.00														0.00	3,000.00
Greenwich	2,000.00														0.00	2,000.00
Harrison	2,000.00														0.00	2,000.00
Logan	2,000.00														0.00	2,000.00
Lower Alloways Creek	2,000.00						892.00								892.00	1,108.00
Mannington	1,000.00														0.00	1,000.00
Mantua	2,500.00														0.00	2,500.00
Monroe	3,000.00														0.00	3,000.00
Oldmans	1,000.00														0.00	1,000.00
Paulsboro	2,000.00														0.00	2,000.00
Penns Grove	2,500.00														0.00	2,500.00
Pennsville	2,500.00														0.00	2,500.00
Pilesgrove	1,000.00					63.00									63.00	937.00
Pitman	2,500.00														0.00	2,500.00
Quinton	1,000.00							37.50							37.50	962.50
Shiloh	500.00														0.00	500.00
South Harrison	1,000.00														0.00	1,000.00
Swedesboro	1,500.00														0.00	1,500.00
Upper Pittsgrove	1,000.00														0.00	1,000.00
Vineland	3,000.00														0.00	3,000.00
Washington	3,000.00														0.00	3,000.00
Wenonah	1,500.00														0.00	1,500.00
West Deptford	3,000.00														0.00	3,000.00
Westville	2,000.00														0.00	2,000.00
Woodbury (City)	2,500.00														0.00	2,500.00
Woodbury Hgts	2,000.00														0.00	2,000.00
Woodstown	1,500.00														0.00	1,500.00
Woolwich	2,000.00														0.00	2,000.00
Total By Line	71,000.00	0.00	0.00	0.00	0.00	63.00	1,612.00	436.50	0.00	0.00	0.00	0.00	0.00	0.00	2,111.50	68,888.50

All Funds must be claimed or encumbered by November 1, 2018. All encumbered funds must be claimed by February 1, 2019



Municipal Managers and Supervisors Risk Management Seminar

As part of their continuing commitment to management/supervisory training, the Atlantic, Burlington and Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Funds are jointly sponsoring a seminar on municipal risk management. The seminar is intended for all employees who manage or supervise others within your municipality. That will include department heads, managers, foremen, and supervisors from all departments included but not limited to Administration, Public Works, Recreation, Fire, Rescue and Emergency Services (paid or volunteer). CFO's, Tax Collectors and Tax Assessors who manage or supervise staff are included within this category.

Police officers that currently manage or supervise others including Police Chiefs, Captains, Lieutenants, Sergeants, etc are required to attend the specific Police Command Staff Training. In addition, it is recommended that any officer that will be eligible to be promoted into a supervisory or management position within the next two (2) years also attend that training. A separate announcement regarding this training was sent out on or about January 10, 2018 via email to all Clerks and Fund Commissioners.

Today, municipal managers and supervisors face a multitude of challenges in performing their job. These include workforce issues and regulatory training requirements just to name a few. However, the field of employment law remains perhaps the most rapidly evolving area of law both in the State of New Jersey and nationally. As legislators and the courts afford greater protection to more groups of employees, the nature and frequency of claims against employers increase proportionally. Public employers are not immune from this trend. Your knowledge of basic legal and administrative employment principles will help keep you out of trouble.

Topics

The training offered will include information on how managers and supervisors can help reduce accidents in the workplace over time, accident rates in various municipal departments and the importance of safety training. In addition, these sessions will address common employee/employer issues including discipline and discharge, and discrimination and harassment including the Conscientious Employee Protection Act (CEPA). Finally, these sessions will examine liability in municipal operations, and how Managers and Supervisors can assist in reducing these exposures. These seminars will count toward Managerial/Supervisory continuing training required by the MEL for compliance with the 2018-2019 EPL Plan of Risk Management.

For your convenience, and to facilitate maximum participation, the seminar will be presented in a morning and afternoon session. Please note that all sessions are identical. **Please see the attached documentation for specific times and locations.**



Managerial & Supervisory Training Seminar Details

Morning Session – Continental Breakfast provided beginning at 8:30 AM

Afternoon Session – Lunch provided beginning at 12:30 PM

<i>Date</i>	<i>Location</i>	<i>Time (2 Sessions)</i>
Tuesday March 6, 2018	O’Connors <i>(formally Charley’s Other Brother)</i> Eastampton	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Tuesday, May 8, 2018	Merighi’s Savoy Inn, Vineland	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Tuesday, September 11, 2018	Wildwood Convention Center Wildwood	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM
Thursday, September 27, 2018	Nicolosi Caterers West Deptford	Morning Session: 8:30 AM Registration Session 9:00 AM - 11: 30 AM Afternoon Session: 12:30 PM Registration Training Session 1:00 PM - 3:30 PM

**Please confirm your registration via the attached response form at
least 2 weeks prior to any of the scheduled training dates!**

****All Sessions are Identical****

Managerial & Supervisory Registration Form

Dates and Locations

Both Sessions are Identical

9:00 AM – 11:30 AM

1:00 PM – 3:30 PM

_____ Tuesday, March 6, 2018 at O'Connors, Eastampton

_____ Tuesday, May 8, 2018 at Merighi's Savoy Inn, Vineland

_____ Tuesday, September 11, 2018 at Wildwood Convention Center, Wildwood

_____ Thursday, September 27, 2018 at Nicolosi Caterers, West Deptford

Please Print Clearly

Check One: Morning 9:00 AM – 11:30 AM _____ Afternoon 1:00 PM – 3:30 PM _____

Municipality _____ **Contact Name** _____

Phone: _____ **Fax:** _____ **E-Mail** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Name: _____ **Title** _____

Forward Completed Registration Form to:

Sheila Ortiz
AJG Risk Management Services, Inc.
P.O. Box 530
Marlton, NJ 08053
PHONE: (856) 446-9137
FAX: (856) 446-9149
E-MAIL: Sheila_Ortiz@ajg.com



Municipal Excess Liability Joint Insurance Fund

9 Campus Drive – Suite 216
Parsippany, NJ 07054
Tel (201) 881-7632
Fax (201) 881-7633

To: Members - Municipal Excess Liability Joint Insurance Fund
(Municipalities and Utility Authorities)

From: David N. Grubb, Executive Director

Date: April 2018

Re: 2019-2020 Employment Practices Liability (EPL) Program

95% of MEL members have adopted the MEL's model employment practices risk control program and are eligible for lower deductibles. These programs must be updated every two years to remain eligible. **PLEASE VISIT THE MEL WEBPAGE – NJMEL.ORG – FOR A COPY OF THE REVISED MODEL.** Attached is a memorandum synopsis of the changes.

Members with updated loss control programs receive the standard EPL deductible of \$20,000 per claim plus a 20% co-pay capped at \$50,000 and may be eligible to buy down deductibles and co-insurance caps (See note below concerning members with adverse EPL claims experience).

To qualify for the lower deductibles, have your General Counsel or Employment Attorney complete the one page form checking the minimum requirements for updating the plan. It is not necessary to attach any further documentation. Mail the completed form to MEL Fund Office, 9 Campus Drive, Suite 216, Parsippany, NJ 07054.

Members that did not qualify for the 2017-2018 incentive must adopt the EPL loss control plan and submit to the MEL for review. Have your General Counsel or Employment Attorney complete the two-page form checking the minimum requirements for the plan. The following must be attached to this form: (1) the Personnel Policies and Procedures Manual, (2) the resolution adopting this manual, and (3) the Employee Handbook. Mail the completed form and attachments to the MEL Fund Office, 9 Campus Drive, Suite 216, Parsippany, NJ 07054.

Members submitting the required form by October 1, 2018 will qualify or continue to qualify for the deductible incentives effective January 1, 2019. Members submitting this form after the deadline will become eligible for the deductible incentive upon approval of the application, but not retroactively.

Members without updated loss control programs will have a deductible of \$100,000 per claim plus a 20% co-pay with no cap. (See note below concerning members with adverse EPL claims experience).

Members with adverse EPL claims experience: Members with adverse loss experience will have a deductible of \$75,000 if they have an updated loss control plan and \$150,000 if they do not – in addition to the co-pay (as outlined above). In a few cases, the insurance carrier will establish higher deductibles for members due to exceptionally poor experience.

Public Official's Training Credit: The MEL is continuing the public officials training throughout the state for elected public officials and authority commissioners. Sessions have already been given at the League Convention and the AEA Convention in Atlantic City. The MEL will reduce each member's 2018 MEL premium by \$250 for each municipal elected official and authority commissioner who completes the course. The credit is also extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is capped at 5% of the member's MEL assessment. The MEL webpage will post a listing of sessions scheduled throughout the state. In addition, the course can be taken on-line through the MEL Safety Institute (direction attached).

Required Elements for the Incentive

- 1. Employment Attorney/Advisor:** An Employment Attorney or an Employment Advisor usually provides advice concerning personnel matters. However, the member may designate its General Counsel if experienced in employment matters.
- 2. Personnel Policies and Procedures Manual:** To facilitate this process, the MEL has developed a Model Personnel Policies and Procedure Manual that members are free to use at their discretion. Members can adopt the model, take sections from the model and place them in their existing personnel manual, or write their own policies that cover the subjects in the model.
- 3. Conscientious Employee Protection Act Notice:** This notice (in both English and Spanish) must be posted on the bulletin board and distributed to all personnel. The notice required by the NJ Department of Labor is included in the Model Personnel Policies and Procedures Manual. (copy can also be found on the MEL webpage – njmel.org)
- 4. Employee Handbook:** The handbook must be updated and distributed to all personnel. To facilitate this process, the MEL has developed a Model Employee handbook that members are free to use at their discretion. (which can be found on the MEL webpage – njmel.org)
- 5. Model Local Unit Civil Rights Resolution (municipalities only):** Adopt the model resolution. (which can be found on the MEL webpage – njmel.org)
- 6. Managerial and Supervisory Training:** Court decisions made personnel training for managerial and supervisory "mandatory". A signed acknowledgement that the manager or supervisor has completed training within the last 12 months must be placed in the personnel files. Training is also mandatory for the Municipal Judge, the heads of volunteer emergency service organizations such as Volunteer Fire Departments, EMS units, and the heads of organizations such as Library Boards and Planning Boards, etc., that are involved in personnel matters. The MEL has developed a Model that the local JIFs will conduct over the next 6 months. Your JIF will contact you with the details.
- 7. Police Chief, Captains and Lieutenants Training:** Because Police Departments are involved in a high percentage of employment related litigation, Police Chiefs and at least one other command officer must complete employment-practices training that takes into

consideration the Attorney General's guidelines for police operations. A schedule of these seminars will be distributed by your JIF.

- 8. Training for All Other Personnel:** Court decisions also require employers to offer anti-harassment and related personnel training to all employees. This can be accomplished by requiring your employees to complete the 11 minutes on-line “We Must Respect Each Other in Local Government” found on www.njmel.org. Attached are the instructions to access this program.
- 9. MEL EPL Helpline:** The MEL includes a helpline to its members at no additional cost. Members are required to enroll (if you have not already done so) by calling 415-817-1611 or emailing bhansen@enquiron.com.

For assistance, please contact the MEL office or the office of your local JIF.

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
 MUNICIPAL JOINT INSURANCE FUND
 SAFETY DIRECTOR'S REPORT**

TO: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Robert Garish, Senior Risk Control Consultant
DATE: July 6, 2018

Service Team:

Keith Hummel Associate Public Sector Director khummel@jamontgomery.com Office: 856-552-6862 Fax: 856-552-6863	John Saville Senior Risk Control Consultant jsaville@jamontgomery.com Office: 732-736-5009 Cell: 609-330-4092	Howard Spencer Senior Risk Consultant hspencer@jamontgomery.com Office: 856-552-4754 Cell: 856-905-3508
Robert Holwitt Senior Risk Consultant rholwitt@jamontgomery.com Office: 856-552-4624 Cell: 856-628-5705	Robert Garish Senior Risk Consultant rgarish@jamontgomery.com Office: 856-552-4650 Cell: 609-947-9719	Liam Callahan Risk Control Consultant lcallahan@jamontgomery.com Office: 856-552-4902 Cell: 609-578-0744
Danielle Sanders Administrative Assistant dsanders@jamontgomery.com Office: 856-552-6898 Fax: 856-552-6899		Mailing Address: 231 Main Street P. O. Box 2017, Toms River New Jersey 08754 Toll Free: 877-398-3046

JUNE ACTIVITIES

LOSS CONTROL SERVICES

- Township of Alloway – Conducted a Loss Control Survey on June 1
- Borough of Clayton Police Department – Conducted a Loss Control Survey on June 1
- Township of Elk – Conducted a Loss Control Survey on June 27
- Township of Fairfield – Conducted a Loss Control Survey on June 25
- Township of Logan – Conducted a Loss Control Survey on June 1
- Township of Mannington – Conducted a Loss Control Survey on June 5
- Township of Monroe – Conducted a Loss Control Survey on June 14

JIF MEETINGS ATTENDED

- Below 100: Train the Trainer Program – June 7
- Police Command Staff Training – June 12
- Claims & Executive Committee Meeting – June 25
- Police Command Staff Training – June 28

MEL MEDIA LIBRARY

The following members used the MEL Media Library during June. **Please note the new e-mail address: melvideolibrary@jamontgomery.com and telephone number: 856-552-4900.**

To either view, the full video catalog or rent videos, use the above website or NJMEL.org.

<u>Municipality</u>	<u># of Videos</u>
Township of Carneys Point	1
Township of Greenwich	2
Township of Quinton	2
City of Woodbury	6

MEL MEDIA CATALOG

To view the entire updated MEL Media Catalog with 100 new DVD titles go to NJMEL.org, click on the Video button at the top of the page, and then choose 'Order Conventional Videos.'

NEW SAFETY DIRECTOR'S BULLETINS AND NOTICES

Regional training announcements and Bulletins are distributed by e-mail to Fund Commissioners, Safety Coordinators, and Risk Consultants. Please access the TRICO JIF (<http://www.tricojif.org/>) to verify Fund Commissioners, Safety Coordinators and Risk Managers contact information is correct. If you find a discrepancy, please let us know. If applicable, a copy or copies of Safety Director's Bulletins are attached.

The following Safety Director Bulletins and alerts were distributed by e-mail during June. If you are not receiving updates or would like to add other names to the distribution list, please let us know.

- Ø June 5 - MSI Bulletin – Preparing for the 2018 Hurricane Season
- Ø June 6 - Law Enforcement Bulletin – Pedestrian Safety
- Ø June 22 - Did You Know? – MSI Training Schedule – Atlantic JIF, July 2018.

UPCOMING EVENTS

- Claims & Executive Committee Meeting – July 23
- TRICO Retreat – July 26 & 27

MSI TRAINING PROGRAMS

NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions or you need to add a new Training Administrator, please advise (afelip@jamontgomery.com).

Listed below are upcoming MSI training programs scheduled for July, August and September of 2018.

Enrollment is required for all MSI classes. MSI classes are subject to cancellation or rescheduling at any time.

Members are reminded to log on to the www.njmel.org website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

DATE	LOCATION	TOPIC	TIME
7/9/18	Borough of Magnolia	Jetter/Vacuum Safety	10:00 - 12:00 pm
7/9/18	Borough of Magnolia	BBP	12:30 - 1:30 pm
7/10/18	City of Pleasantville #1	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
7/10/18	City of Pleasantville #1	Back Safety/Material Handling Seasonal (Summer) Employee Orientation	11:15 - 12:15 pm
7/11/18	Township of Burlington #3		8:00 - 12:00 pm
7/11/18	Borough of Wildwood Crest #2	Heavy Equipment Safety	9:00 - 12:00 pm
7/13/18	Township of Berlin #2	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
7/13/18	Township of Berlin #2	Confined Space Awareness	10:15 - 11:15 am
7/13/18	Township of Carneys Point #3	CMVO	8:30 - 12:30 pm
7/18/18	Lower Township MUA	CMVO	8:30 - 12:30 pm
7/19/18	Township of Moorestown	PPE	8:30 - 10:30 am
7/19/18	Township of Moorestown	Shop & Tool Safety	10:45 - 11:45 am
7/20/18	Borough of Pitman	Heavy Equipment Safety	8:30 - 11:30 am
7/27/18	Township of Mantua	Fire Extinguisher	12:30 - 1:30 pm
7/27/18	Township of Mantua	Hearing Conservation	1:45 - 2:45 pm
8/1/18	City of Pleasantville #1	CDL-Drivers Safety Regulations CDL-Supervisors Reasonable Suspicion	8:00 - 10:00 am
8/1/18	City of Pleasantville #1		10:15 - 12:15 pm
8/3/18	Township of Evesham #4	LOTO	8:30 - 10:30 am
8/3/18	Township of Evesham #4	BBP	10:45 - 11:45 am
8/8/18	Lower Township MUA	Ladder Safety/Walking Working Surfaces	8:30 - 10:30 am
8/10/18	Township of Carneys Point #3	Heavy Equipment Safety	8:30 - 11:30 am
8/27/18	Township of Egg Harbor #5	Seasonal (Autumn/Winter) PW Operations	8:30 - 11:30 am
8/30/18	Township of Pennsville #1	Hearing Conservation	8:30 - 9:30 am
8/30/18	Township of Pennsville #1	BBP	9:45 - 10:45 am
8/31/18	Township of Cherry Hill #4	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
8/31/18	Township of Cherry Hill #4	Fire Extinguisher	11:45 - 12:45 pm
9/10/18	Borough of Glassboro #1	Hearing Conservation	12:30 - 1:30 pm
9/10/18	Borough of Glassboro #1	Fire Safety	1:45 - 2:45 pm
9/10/18	City of Ventnor	HazCom w/GHS	9:00 - 10:30 am

DATE	LOCATION	TOPIC	TIME
9/10/18	City of Ventnor	Fire Safety	10:45 - 11:45 am
9/11/18	Borough of Collingswood	HazCom w/GHS	8:00 - 9:30 am
9/11/18	Borough of Collingswood	Fire Safety	9:45 - 10:45 am
9/11/18	Borough of Collingswood	Fire Extinguisher	11:00 - 12:00 pm
9/12/18	Township of Hainesport #1	Leaf Collection Safety	8:30 - 10:30 am
9/12/18	Township of Tabernacle #1	BBP	12:30 - 1:30 pm
9/12/18	Township of Tabernacle #1	Hearing Conservation	1:45 - 2:45 pm
9/13/18	Township of Delran	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
9/13/18	City of Brigantine #3	BBP	8:30 - 9:30 am
9/13/18	City of Brigantine #3	Fire Safety	9:45 - 10:45 am
9/13/18	City of Brigantine #3	Fire Extinguisher	11:00 - 12:00 pm
9/13/18	City of Brigantine #3	Hearing Conservation	12:30 - 1:30 pm
9/14/18	Township of Upper Deerfield	Leaf Collection Safety	8:00 - 10:00 am
9/14/18	Township of Upper Deerfield	LOTO	10:15 - 12:15 pm
9/19/18	Township of Florence	Hoists, Cranes, Rigging Safety	8:30 - 10:30 am
9/19/18	Township of Florence	Shop & Tool Safety	10:45 - 11:45 am
9/19/18	Township of Middle #3	Jetter/Vacuum Safety	8:00 - 10:00 am
9/19/18	Township of Middle #3	Leaf Collection Safety	10:15 - 12:15 pm
9/20/18	City of Burlington #2	Heavy Equipment Safety	8:30 - 11:30 am
9/21/18	Township of Evesham #4	PPE	8:30 - 10:30 am
9/21/18	Township of Evesham #4	HazCom w/GHS	10:45 - 12:15 pm
9/21/18	Township of Carneys Point #2	LOTO	8:30 - 10:30 am
9/21/18	Township of Carneys Point #2	Fire Extinguisher	10:45 - 11:45 am
9/21/18	Township of Carneys Point #2	Back Safety/Material Handling	12:00 - 1:00 pm
9/24/18	Borough of Glassboro #1	LOTO	12:45 - 2:45 pm
9/25/18	Borough of Clementon #3	Seasonal (Autumn/Winter) PW Operations	8:30 - 11:30 am
9/25/18	Borough of Avalon #4	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
9/26/18	Township of Galloway	Seasonal (Autumn/Winter) PW Operations	8:30 - 11:30 am
9/27/18	Township of Delran	CMVO	8:30 - 12:30 pm
9/27/18	Township of Pennsville #1	Leaf Collection Safety	8:30 - 10:30 am
9/27/18	Township of Pennsville #1	Snow Plow/Snow Removal	10:45 - 12:45 pm
9/28/18	Borough of Pitman	PPE	8:30 - 10:30 am
9/28/18	Borough of Pitman	Leaf Collection Safety	10:45 - 12:15 pm

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	Hazardous Materials Awareness w/ HazCom & GHS	3 / T
Advanced Safety Leadership	10 / M	Hazard Identification - Making Your Observations Count	1 / T,M
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hearing Conservation	1 / T,G
Back Safety / Material Handling	1 / T	Heavy Equipment Safety	1 / G- 2 / T
Bloodborne Pathogens Training	1 / G	Hoists, Cranes and Rigging	2 / T
Bloodborne Pathogens Administrator Training	1 / T,M	Housing Authority Safety Awareness	3 / T
BOE Safety Awareness	3 / T	Jetter Safety	2 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Landscape Safety	2 / T
CDL - Drivers' Safety Regulations	2 / G	Leaf Collection Safety Awareness	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Lockout Tagout	2 / T
Confined Space Entry – Permit Required	3.5 / T	Personal Protective Equipment (PPE)	2 / T
Confined Space Awareness	1 / T,G	Playground Safety	2 / T
Driving Safety Awareness	1.5 / T	Sanitation and Recycling Safety	2 / T
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Committee Best Practices	1.5 / M
Excavation Trenching & Shoring	2 / T,M	Safety Coordinator's Skills Training	3 / M,G
Fall Protection Awareness	2 / T,M	Shop and Tool Safety	1 / T
Fast Track to Safety	4 / T	Seasonal Public Works Operations	3 / T
Fire Extinguisher	1 / T	Snow Plow Safety	2 / T
Fire Safety	.5/ T - .5/ G	Special Events Management	2 / M
Flagger / Workzone Safety	2 / T,M	Toolbox Talk Essentials	1 / M
HazCom with Globally Harmonized System	1 / T,G		
CEU's for Registered Municipal Clerks			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Hazard Identification - Making your Observations Count	2 / P
Bloodborne Pathogens Training	1 / P	Safety Committee Best Practices	1.5 / P
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	6 / P
		Special Event Management	2 / P
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Advanced Safety Leadership	10 / S	Heavy Equipment Safety	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Housing Authority Safety Awareness	3 / S
Back Safety / Material Handling	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Training	1 / S	Hearing Conservation	1 / S
Bloodborne Pathogens Administrator Training	2 / Non S	Hoists, Cranes and Rigging	2 / S
BOE Safety Awareness	3 / S	Jetter Safety	2 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Ladder Safety/Walking Working Surfaces	2 / S
CDL - Drivers' Safety Regulations	2 / S	Landscape Safety	2 / S
Confined Space Awareness	1 / S	Leaf Collection Safety Awareness	2 / S
Confined Space Entry - Permit Required	3.5 / S	Lockout Tagout	2 / S
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety	1 / S
Driving Safety Awareness	1.5 / S	Office Safety	2 / S
Employee Conduct and Violence in the Work Place	1.5 / Non S	Personal Protective Equipment (PPE)	2 / S
Excavation Trenching & Shoring	4 / S	Safety Committee Best Practices	1.5 / S
Fall Protection Awareness	2 / S	Safety Coordinator's Skills Training	5 / Non S
Fast Track to Safety	5 / S	Seasonal Public Works Operations	3 / S
Fire Extinguisher	1 / S	Snow Plow Safety	2 / S
Fire Safety	1 / S	Special Event Management	2 / S
Flagger / Workzone Safety	2 / S	Toolbox Talk Essentials	1 / S
HazCom with Globally Harmonized System	1.5 / S		
CEU's for Tax Collectors		CEU's for County/Municipal Finance Officers	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place	1.5 / E
CEU's for Certified Recycling Professionals		CEU's for Qualified Purchasing Agents	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Fire Extinguisher Safety	1 / CRP	Employee Conduct and Violence in the Work Place	1.5 / E
Hazard Recognition- Making your Observations Count	2 / CRP		
Heavy Equipment	3 / CRP		
Sanitation and Recycling Safety	2 / CRP		
***Category			
E - Ethics			
T - Technical			
G - Governmental			
S - Safety / Non S - Non Safety			
Non S - Non Safety (Management)			
P - Professional Development			
M - Management			
CRP - Certified Recycling Professional Classroom CEU			

LESSONS LEARNED FROM LOSSES

MONTHLY NEWSLETTER - JULY 2018

WORKING SAFELY WITH

TREES



- ENSURE ONLY QUALIFIED PERSONNEL DIRECT TREE RELATED OPERATIONS AND THAT THEY IMMEDIATELY CORRECT ANY IDENTIFIED HAZARD OR IMPROPER WORK PRACTICES.
- WORKERS INVOLVED IN TREE RELATED OPERATIONS MUST BE GIVEN INSTRUCTION AS TO ALL HAZARDS RELATED TO THE WORK INCLUDING FALL PREVENTION, METHODS OF COMMUNICATION, FIRST AID AND CPR, ROADWAY SAFETY, ELECTROCUTION PREVENTION AND OTHER RESCUE PROCEDURES.
- BE AWARE OF SURROUNDINGS SUCH AS DEBRIS, TRIPPING HAZARDS, FALLING LIMBS AND POWER LINES IN WHICH THE ASSUMPTION SHOULD BE MADE THAT IT IS A LIVE WIRE.
- WEAR ALL APPLICABLE PERSONAL PROTECTIVE EQUIPMENT.
- Go to: njmel.org/MEL_Safety_Institute/Resource_Center/Employee_Safety/Public_Works/Safety_Bulletins/

EXAMPLES:

- EMPLOYEE WAS STANDING NEAR A ROAD CREW THAT WAS REMOVING A LARGE BROKEN LIMB AFTER A STORM. THE LIMB BEGAN FALLING TOWARD HIM AND HE STARTED WALKING BACKWARDS QUICKLY AND FELL OVER A GUARDRAIL SUSTAINING A COMPOUND FRACTURE OF HIS FEMUR. HE HAS HAD 3 SURGERIES AND THE TOTAL INCURRED IS \$280,000 AND HE WILL HAVE ISSUES WITH THIS LEG FOR THE REST OF HIS LIFE.
- EMPLOYEE WAS IN A SWING CUTTING DOWN TREES WHEN HE ATTEMPTED TO REPEL FROM ONE TREE TO ANOTHER. WHILE SECURING A LANYARD TO WHAT HE THOUGHT WAS A SECURE BRANCH, THE BRANCH BROKE CAUSING HIM TO SWING BACK INTO THE OTHER TREE INJURING HIS HEAD, NECK, ARMS AND BACK. EXTENSIVE PHYSICAL THERAPY CONTINUES AND THE TOTAL INCURRED ON THE FILE IS \$108,000. THIS CLAIM COULD HAVE BEEN MUCH WORSE.

**GLOUCESTER, SALEM AND CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND
WELLNESS DIRECTOR'S REPORT**

TO: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Debby Schiffer, JIF Wellness Director
DATE: July 26, 2018 Alletto's Catering, Deptford, NJ
Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

ACTIVITY SUMMARY & PLANNED EVENTS

Summer months are always challenging to plan wellness activities around vacations. However, this is a great time to focus on less "time-consuming" events and offer initiatives that add to a culture of wellness. Some ideas include:

- Prepare of list of healthy dining options within a few miles of your building
- Work with local farmers or produce stands to offer employees a discount on fresh fruits and vegetables. This promotes health at the same time you support your local farmers!
- Offer your employees a lunchtime barbeque that encourages department camaraderie and to show appreciation for their hard work.
- Provide fresh fruit for break rooms for a healthy "grab and go" option
- Facilitate a healthy recipe exchange or potluck lunch incorporating the local fresh produce now in season.
- Coordinate a "healthy snack of the month" club (some ideas include: unsalted mixed nuts, celery w/fat free dips or try different nut butters, dark chocolate, smoothie drinks, etc.)
- Hang posters promoting stretching at your desk, using the stairs, standing every hour, safe bike riding, maps of outdoor walking routes etc)
- Start a wellness committee and start planning events for the rest of the year

Presentations scheduled for July:

- Carneys Point – "Skin Health" from Salem County Health Dept
- Mannington – "Skin Health" from Salem County Health Dept
- Had these presentations for Pilesgrove and Upper Pittsgrove at the end of June. SCHD offers onsite screenings as well. In Gloucester County, Jefferson has offered a "Skin Health" presentation with derma scan and BP screenings. If you are interested in having me arrange a visit, please let me know. (Glassboro and Woodbury already hosted with Swedesboro scheduled for August).

Challenge Continues:

- Glassboro Highway and PW "Biggest Loser" Challenge – 11 participants (runs through July) Working on a Maintenance Program in conjunction with ShopRite Dietitian.
- Logan and Swedesboro – although this is not a challenge, every month we meet to weigh in and discuss any "challenges" they are personally facing with a healthy lifestyle.

Other Ideas that have been done:

- Employee Assistance Program (EAP) through Cooper – I attended the orientation offered for employees and was very impressive with the program. If you are interested in learning more, please contact me.
- Bring your Dog to Work Day – reduces stress, creates camaraderie within the workplace, improves morale and feelings of trust and happiness with employer

July/August Wellness Corner Connection Newsletter

This month's distribution was focused on the importance of skeletal health. Specific topics addressed included:

- Facts on skeletal health
- Risks of osteoporosis - factors you can and cannot change
- Difference between osteopenia and osteoporosis
- Ways to reduce and even prevent bone loss through diet and exercise

Focus was on tips for a healthy summer. Check out Recipe Corner for Southwestern Barley Salad. Did you know that barley can actually help prevent osteoporosis?

This 30 day Challenge is once again "your choice"! I provide you with four ideas, pick one or try them all.

Extra brochures available – I will drop more off as I visit but please reach out to me beforehand should you need more.

Topics to consider this month: sun safety, hydration, heat stroke prevention, grill safety, eating fresh produce, staying active, planning a vacation for mental health!



**Gloucester, Salem, Cumberland Counties Municipal JIF
Managed Care Summary Report
2018**

	June-18	June-17	YTD June 18	YTD June 17
# of New Claims Reported	28	41	184	198
# of Report Only	9	14	58	59
% Report Only	32.1%	34.1%	31.5%	29.8%
# of Medical Only	18	24	90	105
# of Lost Time	1	3	36	34
Medical Only to Lost Time Ratio	95:05	89:11	71:29	76:24
Average # of Days to Report a Claim	1.6	2.0	2.0	3.1

Nurse Case Management	June-18	June-17
# of Cases Assigned to Case Management	31	38
# of Cases >90 days	23	26

Savings	June-18	June-17	YTD June 18	YTD June 17
Bill Count	338	367	1727	1811
Provider Charges	\$1,200,527	\$209,259	\$2,860,779	\$2,369,137
Repriced Amount	\$304,484	\$81,921	\$964,624	\$871,413
Savings \$	\$896,042	\$127,337	\$1,896,155	\$1,497,724
% Savings	74.6%	60.9%	66.3%	63.2%

Participating Provider Penetration Rate	June-18	June-17	YTD June 18	YTD June 17
Bill Count	95.3%	95.1%	95.9%	94.4%
Provider Charges	93.2%	97.0%	95.6%	93.2%

Exclusive Provider Panel Penetration Rate	June-18	June-17	YTD June 18	YTD June 17
Bill Count	97.6%	95.2%	96.1%	94.3%
Provider Charges	96.2%	97.6%	97.0%	97.8%

Transitional Duty Summary		YTD June 18	YTD June 17
% of Transitional Duty Days Worked		72.0%	44.9%
% of Transitional Duty Days Not Accommodated		28.0%	55.1%

July 13, 2018

To the Members of the
Executive Board of the
Salem, Cumberland, Gloucester Counties
Municipal Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the one month period ending June 30, 2018 for Closed Fund Years 1991 to 2013, and Fund Years 2014, 2015, 2016, 2017 and 2018. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST & INVESTMENTS:

Interest received or accrued for the reporting period totaled \$ 30,386.76. This generated an average annual yield of 1.20%. However, after including an unrealized net loss of \$ 7,293.35 in the asset portfolio, the yield is adjusted to .91% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$302,057.84 as it relates to current market value of \$ 29,553,660.30 vs. the amount we have invested. The current market value, including accrued income is valued at \$29,594,699.07.

Our asset portfolio with Wilmington Trust and consists of 6 obligations with a maturity greater than one year, 10 obligations with maturities less than one year.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 14,162.18 YTD \$ 117,126.23 (detailed in my report)
Salvage \$ 1,200.00
Overpayment Reimbursements \$ 1,105.23
Trico vs. Killen \$ 553.36

A.E.L.C.F. MEMBER PARTICIPANT BALANCES: (\$295.00 Interest Applied)

Woodbury City	\$20,578.00
Washington Twp.	\$76,610.00
Pittsgrove Township	\$31,661.00
Stow Creek Twp.	\$ 771.00
E-JIF Dividend Part.	\$ 151.00 (See List)

LOSS RUN PAYMENT REGISTER FOR THE PERIOD:

The enclosed report shows net claim activity during the reporting period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 534,156.51. The claims detail shows 509 claims payments issued.

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 30,790,110.40 to a closing balance of \$ 30,148,159.23 showing a decrease in the fund of \$ 641,951.17. A detailed reconciliation of this change, including its affect on our banking instruments, is included in my report.

BILL LIST FOR THE PERIOD:

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list at the end of my report.

The information contained in this cover report is a summary of key elements related to activity during the reporting period. Other detailed information is contained in the attached documents and, if desired, a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

**TRI-COUNTY
MUNICIPAL JOINT INS. FUND
Subrogation Report
Calendar Year 2018**

<u>DATE REC'D</u>	<u>CREDITED TO:</u>	<u>CLAIM/ FILE NUMBER</u>	<u>CLAIMANT NAME</u>	<u>COV. TYPE</u>	<u>FUND YEAR</u>	<u>AMOUNT RECEIVED</u>	<u>RECEIVED Y.T.D.</u>
1/2	DEPTFORD TWP.	2018118355	DEPTFORD TWP.	PR	2017	4,266.79	
1/8	DEPTFORD TWP.	2018118548	DEPTFORD TWP.	PR	2017	1,491.00	
1/17	FRANKLIN TOWNSHIP	Z20819	STEPHEN CASAMASSINA	WC	2015	50.00	
1/18	HARRISON TOWNSHIP	X61743	HARRISON TOWNSHIP	PR	2013	250.00	
1/19	ALLOWAY TOWNSHIP	1245379	TANYA RUIZ	WC	2016	25,000.00	
1/22	DEPTFORD TWP.	2018116709	DEPTFORD TWP.	PR	2017	3,726.72	
1/25	LOWER ALLOWAY CREEK	2018118804	LOWER ALLOWAY CREEK	PR	2017	1,766.91	
TOTAL-JAN. YTD TOTAL						36,551.42	36,551.42
2/2	PENNS GROVE BOROUGH	1253818	JOSEPH JOHNSON	WC	2016	27.00	
2/5	MONROE TOWNSHIP	1206881	MONROE TOWNSHIP	PR	2014	200.00	
2/12	DEPTFORD TWP.	2018112635	DEPTFORD TWP.	PR	2017	6,150.50	
2/12	MONROE TOWNSHIP	2017102780	MONROE TOWNSHIP	PR	2017	4,894.13	
2/13	HARRISON TOWNSHIP	X61743	HARRISON TOWNSHIP	PR	2013	250.00	
2/13	GLASSBORO BOROUGH	Z00084	STEPHEN CAVALLARO	WC	2014	50.00	
2/14	GLASSBORO BOROUGH	Z00084	STEPHEN CAVALLARO	WC	2014	50.00	
2/14	CLAYTON BOROUGH	X99051	MICHAEL FOLEY	WC	2014	30.00	
TOTAL-FEB. YTD TOTAL						11,651.63	48,203.05
3/1	WOODBURY CITY	2018122323	WOODBURY CITY	PR	2017	82.00	
3/5	PITMAN BOROUGH	2017105365	PITMAN BOROUGH	PR	2017	1,811.18	
3/8	MONROE TOWNSHIP	1206881	MONROE TOWNSHIP	PR	2014	200.00	
3/14	HARRISON TOWNSHIP	X61743	HARRISON TOWNSHIP	PR	2013	250.00	
3/14	FRANKLIN TOWNSHIP	Z20819	STEPHEN CASAMASSINA	WC	2015	284.00	
3/14	FRANKLIN TOWNSHIP	1229479	ANDREW MYERS	WC	2015	284.00	
3/14	CLAYTON BOROUGH	X99051	MICHAEL FOLEY	WC	2014	30.00	
3/14	GLASSBORO BOROUGH	Z00084	STEPHEN CAVALLARO	WC	2014	50.00	
3/23	PAULBORO BOROUGH	2017099534	PAULBORO BOROUGH	PR	2016	4,496.76	
3/26	HARRISON TOWNSHIP	2018118352	HARRISON TOWNSHIP	PR	2017	950.00	
TOTAL-MAR YTD TOTAL						8,437.94	56,640.99
4/11	MONROE TOWNSHIP	2017099393	MONROE TOWNSHIP	PR	2017	6,305.00	
4/2	GLASSBORO BOROUGH	2018121941	GLASSBORO BOROUGH	PR	2018	809.90	
4/2	MONROE TOWNSHIP	2018121403	MONROE TOWNSHIP	PR	2018	325.32	
4/2	DEPTFORD TWP.	2018120763	DEPTFORD TWP.	PR	2017	2,971.21	
4/2	WASHINGTON TWP.	2018122916	WASHINGTON TWP.	PR	2018	2,539.85	
4/3	GREENWICH TWP.	2017097243	GREENWICH TWP.	PR	2017	3,821.13	
4/12	HARRISON TOWNSHIP	X61743	HARRISON TOWNSHIP	PR	2013	250.00	
4/12	GREENWICH TWP.	2018119029	GREENWICH TWP.	PR	2017	7,569.25	
4/12	MONROE TOWNSHIP	1206881	MONROE TOWNSHIP	PR	2014	2,887.96	
4/12	GLASSBORO BOROUGH	Z00084	STEPHEN CAVALLARO	WC	2014	50.00	
4/12	CLAYTON BOROUGH	X99051	MICHAEL FOLEY	WC	2014	30.00	
4/16	MONROE TOWNSHIP	2018123365	MONROE TOWNSHIP	PR	2018	1,000.00	
4/23	DEPTFORD TWP.	2018123837	DEPTFORD TWP.	PR	2018	1,087.30	
TOTAL-APR YTD TOTAL						29,646.92	86,287.91
5/1	MONROE TOWNSHIP	1206881	MONROE TOWNSHIP	PR	2014	200.00	
5/1	PENNSVILLE TWP.	1254833	PENNSVILLE TWP.	PR	2016	5,400.00	
5/1	DEPTFORD TWP.	2018129562	DEPTFORD TWP.	PR	2018	540.95	
5/1	WOODBURY CITY	2018126839	WOODBURY CITY	PR	2018	400.00	
5/2	LOGAN TOWNSHIP	2018112088	LOGAN TOWNSHIP	PR	2017	2,246.93	
5/3	FRANKLIN TOWNSHIP	1232720	STEPHEN CASAMASSINA	WC	2015	380.00	
5/10	MONROE TOWNSHIP	1206881	MONROE TOWNSHIP	PR	2014	200.00	
5/10	WESTVILLE BORO	1228838	WESTVILLE BORO	PR	2015	2,479.18	
5/11	WASHINGTON TWP.	1246292	PRESTON FORCHION	WC	2016	4,390.81	
5/14	MONROE TOWNSHIP	2017100525	ANTHONY D'AMICO	WC	2017	100.00	
5/14	GLASSBORO BOROUGH	Z00084	STEPHEN CAVALLARO	WC	2014	50.00	
5/14	CLAYTON BOROUGH	X99051	MICHAEL FOLEY	WC	2014	30.00	
5/14	PITMAN BOROUGH	1213921	CLINTON CARTER	WC	2014	8.27	
5/15	HARRISON TOWNSHIP	X61743	HARRISON TOWNSHIP	PR	2013	250.00	
TOTAL-MAY						16,676.14	

FY 2018 EJIF Dividend
AELCF Member Allocation

**GLOUCESTER, SALEM & CUMBERLAND
COUNTIES MUNICIPAL JOINT INSURANCE FUND
E-JIF AELCF MEMBER DATA FY 2018**

	FY 2018 January 1 Balance	1st Quarter 2018 Interest	2nd Quarter 2018 Interest	FY 2018 July 1 Balance
Alloway Township	286.24	0.72	0.72	287.67
Carneys Point Township	794.66	1.99	1.99	798.64
Clayton Borough	737.61	1.84	1.85	741.30
Deptford Township	2,765.30	6.91	6.93	2,779.14
East Greenwich Township	561.47	1.40	1.41	564.28
Elk Township	363.30	0.91	0.91	365.12
Fairfield Township	649.54	1.62	1.63	652.79
Franklin Township	1,598.33	4.00	4.01	1,606.33
Glassboro Borough	1,971.64	4.93	4.94	1,981.51
Greenwich Township	506.42	1.27	1.27	508.96
Harrison Township	908.76	2.27	2.28	913.31
Logan Township	623.52	1.56	1.56	626.64
Mantua Township	1,470.22	3.68	3.68	1,477.58
Monroe Township	2,993.49	7.48	7.50	3,008.48
Oldmans Township	186.16	0.47	0.47	187.09
Paulsboro Borough	636.53	1.59	1.60	639.72
Penns Grove Borough	505.42	1.26	1.27	507.95
Pennsville Township	1,364.14	3.41	3.42	1,370.97
Pilesgrove Township	405.34	1.01	1.02	407.37
Pitman Borough	963.80	2.41	2.42	968.63
Pittsgrove	919.77	2.30	2.31	924.37
Quinton Township	288.24	0.72	0.72	289.68
Shiloh Borough	55.05	0.14	0.14	55.33
South Harrison Township	250.21	0.63	0.63	251.46
Stow Creek	147.12	0.37	0.37	147.86
Swedesboro Borough	212.18	0.53	0.53	213.24
Upper Pittsgrove Township	359.30	0.90	0.90	361.10
Washington Township	4,869.05	12.17	12.20	4,893.43
Wenonah Borough	239.20	0.60	0.60	240.40
Westville Borough	465.39	1.16	1.17	467.72
Woodbury City	1,065.89	2.66	2.67	1,071.23
Woodbury Heights Borough	309.26	0.77	0.78	310.81
Woodstown Borough	324.27	0.81	0.81	325.89
Woolwich Township	314.26	0.79	0.79	315.83
	30,111.07	75.28	75.47	30,261.81

Former Members

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JIF
BILL LIST - JULY 2018**

	Payable To:	FY 2018	Closed Yrs	Appropriation	Description
1	PERMA	11,014.33		Prof Services/Admin. Consultant	July, Aug, and Sept 2018 Fees
2	Arthur J. Gallagher Risk Mgmt Services, Inc.	60,247.00		Prof Services/Administration	July 2018 Fees
3	Arthur J. Gallagher Risk Mgmt Services, Inc.	184.37		Misc/Postage/Copies/Faxes	June 2018 Fees
4	David DeWeese	9,085.00		Prof Services/Attorney	July 2018 Fees
5	David DeWeese		81.90	Closed Years -Other Income	1/3 recovery of expenses (\$245.94)from Reimb of docket#GLO-2053-10 Killen; Inv#D-5123-26
6	Qual-Lynx	39,293.00		Prof Services/Claims Admin	July 2018 Fees
7	Exigis LLC	774.00		Exposure Database Mgmt System	July 2018 Fees
8	Joyce Media	315.00		Misc/JIF Website	July 2018 Fees
9	Kris Kristie	430.00		Misc/Recording Secretary	July 2018 Fees
10	J.A. Montgomery Risk Control Services	17,553.00		Prof Services/Safety Director	July 2018 Fees
11	Tom Tontarski	1,128.00		Prof Services/Treasurer	July 2018 Fees
12	Conner Strong & Buckelew	944.00		Prof Services/Underwriting Manager	July 2018 Fees
13	Debby Schiffer	4,939.00		Wellness	July 2018 Fees
14	ARC Reprographics	981.76		Misc/Printing	Inv#273071, 273089, 273228, 273230 (carneys pt, clayton, woodbury bks and what is JIF posters)
15	Auletto's Catering	375.00		Misc/Meeting Expense	Deposit for 11/2/18 Excited Delirium
16	Courier Post	215.32		Misc/Legal Notice	Inv#11474627 RFQ safety Dir & RTK and 2018 budget amendment
17	Iron Mountain	79.07		Misc/Records Retention Service	#ACNE365 Storage 7/1/18-/31/18; Service 5/30/18-6/26/18
18	Merighi's Savoy Inn	1,473.67		Police Defense & Training	Police Command Staff Training 6/28/18 (split)
19	NJ Advanced Media	91.42		Misc/Legal Notice	Acct#1158746 RFQ safety Dir & RTK and 2018 budget amendment
20	Armando Riccio LLC	37.50		EPL/Cyber Consulting & Training	Quinton attorney hotline
21	Borough of Clayton	1,591.53		Optional Safety Budget	Carbon monoxide detectors and signage
22	Borough of Clayton	399.00		EPL/Cyber Consulting & Training	Cyber security - Baracuda
23	Pennsville Township	230.00		Wellness	Fresh Fruit
24	Woolwich Township	789.88		Optional Safety Budget	PW safety items
	TOTAL	152,170.85	81.90		

JIF BILL LIST TOTAL	152,252.75
RMC BILL LIST TOTAL	284,479.00
TOTAL BILL LIST	436,731.75

Gloucester, Salem & Cumberland Counties Municipal Joint Insurance Fund
RMCs BILL LIST - JULY (2nd Installment)

	Vendor	FY 2018	Appropriation	Description
1	Assured Parnters	34,214.00	Risk Management Consultants	2nd installment -Alloway, East Greenwich, Logan, LAC, Quinton and Woolwich
2	Cettei & Connell	19,200.00	Risk Management Consultants	2nd installment -Elk, Greenwich, Pilesgrove, Wenonah, Woodstown
3	Conner Strong & Buckelew	13,787.00	Risk Management Consultants	2nd installment -Oldmans and Penns Grove
4	Corporate Employee Benefits LLC	3,819.00	Risk Management Consultants	2nd installment -Fairfield
5	Len Eckman Insurance	15,357.00	Risk Management Consultants	2nd installment -Pitman Borough
6	Glenn Insurance Agency	12,500.00	Risk Management Consultants	2nd installment -Franklin Twp
7	J. Graham Chesney	1,755.00	Risk Management Consultants	2nd installment -South Harrison
8	Hardenbergh Insurance Group	180,639.00	Risk Management Consultants	2nd installment -Carneys Pt, Clayton, Deptford, Glassboro, Harrison, Mantua, Monroe, Paulsboro, Pennsville, Shiloh, Swedesboro, West Deptford, Westville, Woodbury, and
9	Earle H. Sloan Insurance Agency	1,196.00	Risk Management Consultants	2nd installment -Upper Pittsgrove Twp
10	Henry D. Young Inc	2,012.00	Risk Management Consultants	2nd installment -Elsinboro and Mannington
	RMCs BILL LIST TOTAL	284,479.00		

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JIF
FUND YEAR 2018 BUDGET
\$500K SIR (WC/GL/AL) - \$100K SIR (PR)**

	AMENDED 3/26/18	Vineland LF ADJ	Wenonah Police 6/1/2018	EPL/POL VDO ADJ	CYBER ADJ	MEL ADJ	RMC ADJ	PROPOSED AMENDMENT 7/26/2018
PROPERTY	661,491	-	(72)	-	-	-	-	661,419
GENERAL LIABILITY	1,059,092	-	(2,442)	-	-	-	-	1,056,650
AUTO LIABILITY	344,744	-	(778)	-	-	-	-	343,966
WORKERS' COMPENSATION	3,478,412	-	(7,925)	-	-	-	-	3,470,487
DEDUCTIBLE	978,809	-	(1,980)	-	-	-	-	976,829
LOSS FUND CONTINGENCY	200,000	(6,303)	-	-	-	-	-	193,697
TOTAL CLAIM LOSS FUNDS	6,722,548	(6,303)	(13,197)	-	-	-	-	6,703,048

CLAIMS ADMINISTRATION	577,524	-	-	-	-	-	-	577,524
SAFETY PROGRAMS	308,634	0	0	0	0	0	0	308,634
- Optional Safety Budget	88,750	-	-	-	-	-	-	88,750
- Right To Know	37,469	-	-	-	-	-	-	37,469
- Safety Incentive Program	164,975	-	-	-	-	-	-	164,975
- Safety Training	17,440	-	-	-	-	-	-	17,440
PROFESSIONAL SERVICES	442,676	-	-	-	-	-	-	442,676
- Actuary	34,420	-	-	-	-	-	-	34,420
- Administrative Consultant	43,803	-	-	-	-	-	-	43,803
- Attorney	106,603	-	-	-	-	-	-	106,603
- Auditor	22,883	-	-	-	-	-	-	22,883
- Safety Director	209,826	-	-	-	-	-	-	209,826
- Treasurer	13,912	-	-	-	-	-	-	13,912
- Underwriting Manager	11,229	-	-	-	-	-	-	11,229
ADMINISTRATION	705,812	-	-	-	-	-	-	705,812
CLAIMS AUDITOR	7,708	-	-	-	-	-	-	7,708
EPL/CYBER CONSULTING & TRAINING	71,000	-	-	-	-	-	-	71,000
EXPOSURE DATA MGMT SYSTEM	13,520	-	-	-	-	-	-	13,520
PAYROLL AUDITOR	14,786	-	-	-	-	-	-	14,786
PROPERTY APPRAISER	47,092	-	-	-	-	-	-	47,092
WELLNESS PROGRAM	103,619	-	-	-	-	-	-	103,619
CONTINGENCY	87,949	-	-	-	-	-	-	87,949
MISCELLANEOUS	80,848	-	-	-	-	-	-	80,848
- AGRIP/PRIMA	19,468	-	-	-	-	-	-	19,468
- Annual Planning Retreat	14,601	-	-	-	-	-	-	14,601
- Fidelity Bond (Admin/TPA/Treasurer)	2,488	-	-	-	-	-	-	2,488
- JIF Website	4,867	-	-	-	-	-	-	4,867
- Legal Notices	2,804	-	-	-	-	-	-	2,804
- Meeting Expense	7,030	-	-	-	-	-	-	7,030
- Office Supplies	2,704	-	-	-	-	-	-	2,704
- Other	5,408	-	-	-	-	-	-	5,408
- Performance Bond (TPA)	1,622	-	-	-	-	-	-	1,622
- Postage/Copies/Fax	5,408	-	-	-	-	-	-	5,408
- Printing	7,571	-	-	-	-	-	-	7,571
- Record Retention Service	1,298	-	-	-	-	-	-	1,298
- Recording Secretary	5,579	-	-	-	-	-	-	5,579
TOTAL EXPENSES	2,461,169	0	0	0	0	0	0	2,461,169

SUB TOTAL JIF BUDGET	9,183,717	(6,303)	(13,197)	-	-	-	-	9,164,217
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MUNICIPAL EXCESS LIABILITY JIF	3,047,831	-	(1,294)	(59,552)	(1,887)	7,334	-	2,992,432
- MEL Excess WC & Liability	2,175,382	-	(1,268)	(59,552)	(1,887)	3,264	-	2,115,939
- MEL Excess Property	872,449	-	(26)	-	-	4,070	-	876,493
- Property	851,511	-	-	-	-	4,070	-	855,581
- Fidelity	20,938	-	(26)	-	-	-	-	20,912
EPL/POL PREMIUM	1,217,489	-	(697)	79,469	1,793	-	-	1,298,054
EPL/POL COMMISSION - AJG	41,796	-	(24)	692	47	-	-	42,511
EPL/POL COMMISSION - CONNER STRONG	41,796	-	(24)	692	47	-	-	42,511
EPL/POL SURCHARGE	-	-	-	-	-	-	-	-
ENVIRONMENTAL JIF	396,364	-	-	-	-	-	-	396,364
SUB TOTAL PREMIUMS	4,745,276	-	(2,039)	21,301	-	7,334	-	4,771,872

SUB TOTAL JIF & EXCESS BUDGET	13,928,993	(6,303)	(15,236)	21,301	-	7,334	-	13,936,089
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RISK MANAGEMENT CONSULTANTS	557,971	-	(310)	703	-	292	9,626	568,282
TOTAL JIF BUDGET	14,486,964	(6,303)	(15,546)	22,004	-	7,626	9,626	14,504,371

**TRICO JIF - 2018 Budget
Amended Assessment Certification**

Alloway Township	73,260
Carneys Point Township	283,495
Clayton Borough	355,389
Deptford Township	1,052,653
East Greenwich Township	313,378
Elk Township	150,169
Elsinboro Township	29,369
Fairfield Township	129,133
Franklin Township	591,532
Glassboro Borough	896,933
Greenwich Township	324,491
Harrison Township	289,676
Logan Township	239,713
Lower Alloways Creek Township	182,666
Mannington Township	38,559
Mantua Township	660,838
Monroe Township	1,334,592
Oldmans Township	59,520
Paulsboro Borough	329,929
Penns Grove Borough	402,591
Pennsville Township	419,804
Pilesgrove Township	52,629
Pitman Borough	516,320
Quinton Township	67,299
Shiloh Borough	21,636
South Harrison Township	59,603
Swedesboro Borough	143,170
Upper Pittsgrove Township	60,507
Vineland City	1,128,262
Washington Township	1,574,474
Wenonah Borough	97,392
West Deptford Township	992,982
Westville Borough	307,593
Woodbury City	657,267
Woodbury Heights Borough	232,272
Woodstown Borough	103,130
Woolwich Township	332,146
37	14,504,371

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2018-___**

**A RESOLUTION AUTHORIZING THE FUND CHAIR AND FUND SECRETARY TO EXECUTE
A CONTRACT WITH NORTH SHORE RISK CONSULTING TO COMPLETE A CLAIMS AUDIT
AT A COST NOT TO EXCEED \$16,750**

WHEREAS, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

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

WHEREAS, on March 26, 2018, the FUND adopted Resolution 2018-21, authorizing an interlocal agreement with the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) and the Atlantic County Municipal Joint Insurance Fund (ACM JIF) for the completion of a claims audit; and

WHEREAS, each of the aforementioned Funds use the same Claims Administrator and team of claims adjusters making utilization of the same claims auditor efficient; and

WHEREAS, the Executive Director's office issued a Request for Proposals (RFP) on April 11, 2018 with all proposals to be returned to the Executive Director's office by May 4, 2018; and

WHEREAS, proposals were received from Highland Claims Services Inc. and North Shore Risk Consulting LLC; and

WHEREAS, each proposal was evaluated by a subcommittee which included a Fund Commissioner from each of the Funds involved in the interlocal agreement; and

WHEREAS, each proposal was reviewed and scored using the criteria included in the RFP that outlined the basis by which the proposals would be evaluated by the Funds; and

WHEREAS, following the evaluation and scoring process, each of the Funds have determined that North Shore Risk Consulting should be awarded a contract to complete a claims audit in accordance with the terms and conditions outlined in the RFP; and

WHEREAS, based upon the number of FUND claims to be audited and other associated costs as outlined in the proposal from North Shore, the total cost to the FUND for their portion of the claims audit shall not exceed \$16,750; and

WHEREAS, funds to pay for this expense are available in the 2017 & 2018 FUND operating expense budget for this expense;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund that the FUND Chair and FUND Secretary are hereby authorized to execute a Contract with the BURLCO JIF, ACM JIF, and North Shore Risk Consulting to complete a claims audit; and

BE IT FURTHER RESOLVED, that the total cost to the FUND for their portion of the Claims Audit shall not exceed \$16,750; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be provided to the BURLCO JIF, ACM JIF, Executive Director's office, Fund Treasurer, and Claims Administrator for their information and knowledge; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be filed with the Division of Local Government Services in the Department of Community Affairs.

This Resolution was duly adopted by the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund at a public meeting held on June 25, 2018.

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

Attest: _____
Robert Law, Secretary

By: _____
Brad Campbell, Chairperson

Date: June 25, 2018

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2018-___**

**A RESOLUTION AUTHORIZING THE FUND CHAIR AND FUND SECRETARY TO EXECUTE
A CONTRACT WITH POLICE ONE ACADEMY TO PROVIDE ON LINE POLICE RELATED
TRAINING FOR A PERIOD OF ONE YEAR AT A COST NOT TO EXCEED \$17,000**

WHEREAS, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

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

WHEREAS, the FUND members with police operations participate in a Police Ad Hoc Committee with members from the Atlantic County Municipal Joint Insurance Fund (ACM JIF) and the Burlington County Municipal Joint Insurance Fund (BURLCO JIF); and

WHEREAS, the Police Ad Hoc Committee meets on a regular basis to discuss exposures facing police operations and risk management techniques that can be utilized to mitigate these exposures; and

WHEREAS, at a recent Police Ad Hoc Committee meeting, the Police Command Staff present recommended that the Funds seek police related on line training that can be made available to their rank and file officers; and

WHEREAS, the Police Command Staff believe that this type of training will allow their officers easy access to needed training that can be assigned, tracked, and documented effectively and efficiently; and

WHEREAS, on February 26, 2018, the FUND adopted Resolution 2018-19, authorizing an interlocal agreement with the ACM JIF and the BURLCO JIF to provide online police related training; and

WHEREAS, the Executive Director's office issued a Request for Proposals (RFP) on April 11, 2018 with all proposals to be returned to the Executive Director's office by May 4, 2018; and

WHEREAS, proposals were received from Police One Academy, The Rodgers Group, and Relias; and

WHEREAS, each proposal was evaluated by a subcommittee which included a Fund Commissioner from each of the Funds involved in the interlocal agreement; and

WHEREAS, each proposal was reviewed and scored using the criteria included in the RFP that outlined the basis by which the proposals would be evaluated by the Funds; and

WHEREAS, following the evaluation and scoring process, each of the Funds have determined that Police One Academy should be awarded a contract to provide online police related training in accordance with the terms and conditions outlined in the RFP and the proposal received from Police One Academy; and

WHEREAS, based upon the number of police personnel as recorded during the last payroll audits and other associated costs as outlined in the proposal from Police One Academy, the total cost to the FUND to provide online police related training shall not exceed \$17,000 for one year access to the Police One Academy library; and

WHEREAS, funds to pay for this expense are available in the 2018 FUND Operating Expense Budget;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund that the FUND Chair and FUND Secretary are hereby authorized to execute a contract with Police One Academy to provide online police related training; and

BE IT FURTHER RESOLVED, that the total cost to the FUND shall not exceed \$17,000 for one year access to the Police One Academy library; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be provided to the ACM JIF, BURLCO JIF, Executive Director's office, Fund Treasurer, and Safety Director for their information and knowledge; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be filed with the Division of Local Government Services in the Department of Community Affairs.

This Resolution was duly adopted by the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund at a public meeting held on July 26, 2018.

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

Attest: _____
Robert Law, Secretary

By: _____
Brad Campbell, Chairperson

Date: July 26, 2018

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND
RESOLUTION #2018-___**

**A RESOLUTION AUTHORIZING THE FUND CHAIR AND FUND SECRETARY TO EXECUTE
A CONTRACT WITH MEDIA PRO AND PIVOT POINT SECURITY TO PROVIDE
TECHNOLOGY RISK MANAGEMENT SERVICES FOR A PERIOD OF ONE YEAR AT A COST
NOT TO EXCEED \$37,744**

WHEREAS, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (FUND) has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

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

WHEREAS, the FUND members were recently subject to Technology Risk Assessments to determine each members greatest vulnerability from the use of technology in their governmental operations; and

WHEREAS, based upon the completed assessments it was determined that the FUND members all share similar exposures from the use of technology; and

WHEREAS, these vulnerabilities include the need for employee security awareness training; the timely distribution of security awareness notifications; the development of, and training therein, of security risk policies; the development of incident management plans; the completion of “phishing” assessments; the development of, and training therein, of third party risk management policies; and the completion of external vulnerability testing; and

WHEREAS, the Atlantic County Municipal Joint Insurance Fund (ACM JIF) and the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) completed the same Technology Risk Assessments with the same vulnerabilities identified; and

WHEREAS, on March 26, 2018, the FUND adopted Resolution 2018-22, authorizing an interlocal agreement with the ACM JIF and the BURLCO JIF to seek qualified firms to provide services to address the vulnerabilities outlined above; and

WHEREAS, the Executive Director’s office issued a Request for Proposals (RFP) on April 30, 2018 with all proposals to be returned to the Executive Director’s office by May 24, 2018; and

WHEREAS, proposals were received from Media Pro, Pivot Point Security, and The Incendio Group; and

WHEREAS, each proposal was evaluated by a subcommittee which included a Fund Commissioner from each of the Funds involved in the interlocal agreement; and

WHEREAS, each proposal was reviewed and scored using the criteria included in the RFP that outlined the basis by which the proposals would be evaluated by the Funds; and

WHEREAS, following the evaluation and scoring process, each of the Funds have determined that Media Pro should be awarded a contract to provide employee security awareness training and Pivot Point Security should be awarded a contract to provide the timely distribution of security awareness notifications; the development of, and training therein, of security risk policies; the development of incident management plans; the completion of “phishing” assessments; the development of, and training therein, of third party risk management policies; and the completion of external vulnerability testing in accordance with the terms and conditions outlined in the RFP and the proposal received from Media Pro and Pivot Point Security; and

WHEREAS, based upon the number of employees to be trained, the total cost to the FUND to provide employee security awareness training shall not exceed \$7,439 for one year access to the Media Pro library; and

WHEREAS, based upon the number of members to receive the following services; the timely distribution of security awareness notifications; the development of, and training therein, of security risk policies; the development of incident management plans; the completion of “phishing” assessments; the development of, and training therein, of third party risk management policies; and the completion of external vulnerability testing the total cost to the FUND to provide these services shall not exceed \$30,305 for one year; and

WHEREAS, funds to pay for this expense are available in the 2018 FUND Operating Expense Budget;

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund that the FUND Chair and FUND Secretary are hereby authorized to execute a contract with Media Pro and Pivot Point Security for the services outlined above and in accordance with the terms and conditions outlined in the RFP and the proposal received from Media Pro and Pivot Point Security; and

BE IT FURTHER RESOLVED, that the total cost to the FUND shall not exceed \$37,744 as noted above; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be provided to the ACM JIF, BURLCO JIF, Executive Director’s office, and Fund Treasurer, for their information and knowledge; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be filed with the Division of Local Government Services in the Department of Community Affairs.

This Resolution was duly adopted by the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund at a public meeting held on July 26, 2018.

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

Attest: _____
Robert Law, Secretary

By: _____
Brad Campbell, Chairperson

Date: July 26, 2018