

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

**Riverwinds Restaurant
West Deptford, New Jersey**

January 23, 2017 – 4:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The *Reorganization* meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at Riverwinds Restaurant, West Deptford, New Jersey on Monday, January 23, 2017 at 4:00 PM, prevailing time. Acting Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 4:05 PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON

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 Woodbury 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 of 2016 FUND COMMISSIONERS

Those in attendance were:

Ken Brown, **Carneys Point Twp**
Don Banks, **Deptford Twp**
Stephanie McCaffrey, **East Greenwich Twp**
Carolyn King-Sammons, **Elk Twp**
Doug Hogate, **Elsinboro Twp**
Debra Fourre, **Glassboro Borough**
Harry Rink, **Greenwich Twp**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Jennica Bilecki, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Bill Slusser, *Chair*, **Oldmans Twp** (*arrived after rollcall*)
Susan Jacobucci, **Paulsboro Borough**
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razze, **Pitman Borough**
Brad Campbell, *Secretary*, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**

Bob Dickenson, Vineland City
David Zeck, Upper Pittsgrove Twp
Jim D'Auria, Washington Township
Karen Sweeney, Wenonah Borough
Bill Bittner, Westville Borough
Bob Law, Woodbury City
John Hall, Woodstown Borough

Absent Fund Commissioners were:

Beth Reilly, Alloway Twp
Sue Miller, Clayton Borough
Nate Dunn, Fairfield Twp
Barbara Freijomil, Franklin Twp
Mark Gravinese, Harrison Twp
Dante Spina, Mannington Twp
Rich Raine, Pennsville Twp
Marjorie Sperry, Quinton Twp
Robert Yerka, Woodbury Heights Borough
Jane DiBella, Woolwich Twp

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, AJG Risk Management Services, Inc.
Paul A. Forlenza, Deputy Executive Director, AJG Risk Management Services, Inc.
David S. DeWeese, Esquire, Fund Solicitor, The DeWeese Law Firm, P.C.
Tim Sheehan, Safety Director's Office, J. A. Montgomery Risk Control
Chris Roselli, Qual-Lynx
Karen Beatty, QualCare
Debby Schiffer, Wellness Director

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

AJM Insurance Management
CEB-Corporate Employee Benefits
Cettei & Connell
Conner Strong & Buckelew
E.H. Sloan Insurance Agency
Hardenbergh Insurance Group
Len Eckman Insurance

Absent RMCs were:

Biondi Insurance Agency
Chesney-Stanton Insurance Group
Henry D. Young Insurance

APPROVAL OF THE MINUTES – Executive Committee Meeting

Acting Chair Campbell presented the meeting minutes of the December 19, 2016 Executive Committee meeting for approval.

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

Acting Chair Campbell entertained a motion to approve the minutes of the December 19, 2016 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the December 19, 2016 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Acting Chair Campbell presented the meeting minutes of the December 19, 2016 Executive Claims Review Committee Meeting for approval.

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

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

Motion by Mr. Law, seconded by Mr. Razze, to approve the meeting minutes of the December 19, 2016 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Acting Chair Campbell presented the Executive Claims Review Committee Closed Session meeting minutes of December 19, 2016 for approval.

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

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

Motion by Mr. Law, seconded by Mr. Razze, to approve the Executive Claims Review Committee Closed Session meeting minutes of December 19, 2016 as presented.

The Executive Claims Review Committee Closed Session minutes of the December 19, 2016 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 December 19, 2016 meeting were collected.

ADJOURN THE SINE DIE MEETING

Acting Chair Campbell entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Law, seconded by Mr. Razze, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Fund Chair Campbell passed the gavel to Paul J. Miola, Executive Director, until the election of the Chair, Secretary, Executive Committee and Alternates for the 2017 Fund Year is completed.

Mr. Miola welcomed all in attendance to the *2017 Reorganization Meeting of the TRICO JIF*.

ROLL CALL of 2017 FUND COMMISSIONERS

Those in attendance were:

Ken Brown, **Carneys Point Twp**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp**
Stephanie McCaffrey, **East Greenwich Twp**
Carolyn King-Sammons, **Elk Twp**
Doug Hogate, **Elsinboro Twp**
Debra Fourre, **Glassboro Borough**
Harry Rink, **Greenwich Twp**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Jennica Bilecki, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Bill Slusser, **Oldmans Twp**
Susan Jacabucci, **Paulsboro Borough**
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Brad Campbell, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Bob Dickenson, **Vineland City**
David Zeck, **Upper Pittsgrove Twp**
Jim D'Auria, **Washington Township**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, **Woodbury City**
John Hall, **Woodstown Borough**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Twp**
Nate Dunn, **Fairfield Twp**
Barbara Freijomil, **Franklin Twp**
Mark Gravinese, **Harrison Twp**
Dante Spina, **Mannington Twp**
Rich Raine, **Pennsville Twp**
Marjorie Sperry, **Quinton Twp**

Robert Yerka, **Woodbury Heights Borough**
Jane DiBella, **Woolwich Twp**

ELECTION OF 2017 OFFICERS

2017 Nomination Slate

Mr. Miola presented for the membership's consideration the 2017 Nomination Slate. The Nominating Committee met in November 2016 and presented the 2017 Nomination Slate at the November and December 2016 Executive Committee Meetings.

Chair:	Brad Campbell, Shiloh Borough
Secretary:	Robert Law, Woodbury City
Executive Committee:	Michael Razzo, Borough of Pitman Karen Sweeney, Wenonah Borough Doris Hall, Logan Township Bill Bittner, Borough of Westville John Washington, Penns Grove Borough
Alternates:	Sue Miller, Borough of Clayton Bob Dickenson, Vineland City Carl Bagby, Borough of Swedesboro Robert Diaz, South Harrison Township Kevin Clour, Lower Alloways Creek Mark Gravinese, Harrison Township

Mr. Miola *Opened the Floor* for nominations for a position on the *2017 Nomination Slate*.

Hearing no additional nominations, Mr. Miola *Closed the Floor* for a position on the *2017 Nomination Slate*.

Election of a Chairman, Secretary, Executive Committee and Alternates

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

ROLL CALL	Yeas:	Ken Brown, Carneys Point Twp
		Sue Miller, Clayton Borough
		Don Banks, Deptford Twp

Stephanie McCaffrey, **East Greenwich Twp**
Carolyn King-Sammons, **Elk Twp**
Doug Hogate, **Elsinboro Twp**
Debra Fourre, **Glassboro Borough**
Harry Rink, **Greenwich Twp**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Jennica Bilecki, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Bill Slusser, **Oldmans Twp**
Susan Jacabucci, **Paulsboro Borough**
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Brad Campbell, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Bob Dickenson, **Vineland City**
David Zeck, **Upper Pittsgrove Twp**
Jim D'Auria, **Washington Township**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, **Woodbury City**
John Hall, **Woodstown Borough**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2017 Fund Year.

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

At this time, Mr. Miola passed the gavel to Fund Chair Brad Campbell, **Shiloh Borough**, to conduct the 2017 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates on their election.

ORGANIZATIONAL RESOLUTIONS

The following 2017 Organizational Resolutions were presented for adoption by Chair Campbell.

- R 2017-01 – Confirming the Election of a Fund Chair and Fund Secretary*
- R 2017-02 – Confirming the Election of an Executive Committee and Alternates*
- R 2017-03 – Appointing Professional Staff – Non-Fair and Open*
- R 2017-04 – Appointing Professional Staff – Fair and Open*
- R 2017-05 – Approving Defense Attorneys*
- R 2017-06 – Recommending the EPL/POL Defense Panel*
- R 2017-07 – Cash Management and Investment Policy*
- R 2017-08 – Adopting Procedures in Compliance with Open Public Meetings Act*
- R 2017-09 – Adopting Fiscal Policies and Procedures*
- R2017-10 – Adopting Administrative Policies and Procedures*
- R 2017-11 – Designating Executive Director as Public Agency Compliance Officer*
- R 2017-12- Adopting and Establishing a Conflict of Interest Policy*
- R 2017-13 – Establishing a Fund Records Program*
- R 2017-14 – Establishing the 2017 Plan of Risk Management*
- R 2017-15 – Designation of Certifying and Approving Officer for Payment of Claims*

Chair Campbell entertained a motion to adopt the *Organizational Resolutions 2017-01 through 2017-15* as presented.

Motion by Mr. Law, seconded by Mr. Razze, to adopt *Organizational Resolutions 2017-01 through 2017-15*.

ROLL CALL *Yeas:* Doris Hall, **Logan Township**
John Washington, **Penns Grove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

EXPENSE RESOLUTION

The following 2017 Expense Resolution was presented for adoption by Chair Campbell.

R 2017-16 - Authorizing Advanced Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences.

Any member interested in attending should contact the Executive Director's office.

Chair Campbell entertained a motion to adopt *R 2017-16* as presented.

Motion by Ms. Hall, seconded by Mr. Law, to adopt *R 2017-16*.

ROLL CALL	Yeas:	Doris Hall, Logan Township John Washington, Penns Grove Borough Mike Razzo, Pitman Borough Brad Campbell, <i>Chair</i> , Shiloh Borough Karen Sweeney, Wenonah Borough Bill Bittner, Westville Borough Bob Law, <i>Secretary</i> , Woodbury City
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – January 23, 2017

Chair Campbell reported that an Executive Claims Committee Meeting was held on Monday, January 23, 2017 at Riverwinds Restaurant, West Deptford, New Jersey.

The Committee reviewed eleven (11) claims. Of the claims reviewed, there were nine (9) Workers' Compensation and two (2) Property PARs recommended for approval of settlement or continuing defense.

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

There were no matter(s) presented for *Abandonment of Subrogation*.

Questions will be addressed during Closed Session if necessary.

EXECUTIVE DIRECTOR'S REPORT

Mr. Miola thanked the members for his reappointment and reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items.

AJG Risk Management Service, Inc. Disclosure Statement – Mr. Miola referenced a disclosure statement included in his report and asked the Fund Secretary to incorporate this memo into the minutes of the January Reorganization meeting and make it a permanent record of the Fund.

Lost Time Accident Frequency Report – Mr. Miola stated that the Lost Time Accident Frequency Summary and the Statewide Recap for November, 2016 was included in his report.

Certificates of Insurance – Mr. Miola asked that these certificates of insurance be made part of the minutes of today’s meeting.

2015 Safety Incentive Program Awards – Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 1, 2016. All encumbered funds must be claimed by February 1, 2017.

2016 Optional Safety Budget - Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 1, 2016. All encumbered funds must be claimed by February 1, 2017.

2016 Wellness Incentive Program Allowance – Mr. Miola stated that a report detailing the available balance for each member for the 2016 Wellness Incentive Program was included in the agenda packet. He stated that the deadline for claiming or encumbering the funds was December 31, 2016. All encumbered funds must be claimed by February 1, 2017.

EPL Helpline – Authorized Contact List – Mr. Miola asked members to review the attached list for accuracy especially following the recent municipal reorganizations. He noted the resolution for this is on the JIF website at www.tricojif.org. Please contact the Executive Director’s office with any questions.

EPL Allowance – Mr. Miola reminded members that the Fund has budgeted \$540 for each member to help offset employment practice related expenses such as the solicitor’s fee for updating member’s EPL policies and procedures.

Employment Practices Liability Compliance– Mr. Miola asked members to review the attached status report for the member’s individual deductibles. He reminded the members that they had to update their Plan of Risk Management to be eligible for the lower co-pay and deductible. He noted that the Fund has 100% compliance this year.

Financial Fast Track – Mr. Miola reported that the JIF’s surplus position as of November 30, 2016 was **\$18,941,315.**

Regulatory Filing Checklists - – Mr. Miola noted that there were two regulatory filing checklists in his report and they provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and monthly basis.

Skateboard Park Approval Status– Mr. Miola stated that a report listing the current status of all approved skateboard parks or those under construction were included in his report. He noted that any member with a park currently under construction or in the review process should review the spreadsheet to be sure that it accurately depicts the status of the town’s facility. He also noted that all members considering construction of a skateboard park should contact his office prior to moving forward.

Capehart & Scatchard Updates – Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA issues.

Statutory Bond Status – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position. Members

should review this list as some changes might have occurred at municipal reorganization meetings requiring new bonds to be issued.

Elected Officials – Mr. Miola stated that the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2017 Workers Compensation loss funding premium by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2017. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) this year. The total credit is limited to 25% of a member's Workers Compensation funding premium. The trainings have been scheduled on the following dates:

January 31, 2017 - Nicolosi's Catering, West Deptford
February 16, 2017 - Merighi's Savoy Inn, Vineland
March 29, 2017 - O'Connor's American Bar & Grille, Eastampton

Inclement Weather Policy– Mr. Miola stated that the JIF adopted an Inclement Weather Policy and a copy can be found on the JIF website (www.tricojif.org). Should it be necessary to cancel a meeting, his office would attempt to contact each Fund Commissioner by email or telephone contact or posting a message on the website. Members can also call 856-446-9148 for a pre-recorded message.

2017 1st Installment Billing– Mr. Miola stated that the first installment bills were emailed to Municipal Clerks on January 3, 2017. He noted that the first installment is due by February 15, 2017.

2016 Attendance Records– Mr. Miola stated that a report detailing attendance records through the end of the 2016 fund year was included in his report.

RMC Resolutions & Agreements – Mr. Miola noted that a memo and sample copies of the JIF RMC Resolution and Agreement for the 2017 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once his office receives this documentation, payment can be issued for the 2017 fees at the February 2017 meeting of the JIF. Please note that RMC payments cannot be processed until this documentation is received. Also all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143.

PRIMA/AGRIP Conferences– Mr. Miola stated that this year, members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2017 Budget includes funding for eight (8) attendees in total. Information on the AGRIP conference was sent out on December 19, 2016 and PRIMA conference information will be sent out by the end of the month.

2017 Safety Kickoff Breakfast– Mr. Miola stated that the 2017 Safety Kickoff Breakfast will be held on March 28, 2017 at Nicolosi’s in West Deptford, New Jersey. A Save-the-date was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners and Risk Management Consultants on January 13, 2017.

Claims Coordinator & Safety Coordinator Roundtable– Mr. Miola stated that the Claims Coordinator and Safety Coordinator Roundtable will be held on February 16, 2017 at Nicolosi’s in West Deptford, New Jersey. The Wellness Coordinators are also invited to attend.

Website (www.tricojif.org) – Mr. Miola noted that the JIF has a website that contains very useful information for the members:

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

New Member Activity – Mr. Miola stated that there was nothing to report for the month.

Mr. Miola 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 Claims Review Committee Meeting:

Assignment of New Cases

Mr. DeWeese reported two (2) new cases have been assigned since the last meeting.

New Cases
<i>Melincavage vs. Townships of Franklin & Monroe</i>
<i>Thomas vs. Deptford</i>

Closed Cases

Mr. DeWeese reported that two (2) case(s) were closed since the last meeting in which no payments were made to the Plaintiffs.

Full General Liability Status Report

Mr. DeWeese noted that there are 31 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.

Full Subrogation Summary Files

Mr. DeWeese stated that there are 41 judgments obtained and collections efforts are being made on \$1,724,825.16 of potential recoveries.

Mr. DeWeese thanked the members for his reappointment.

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

SAFETY DIRECTOR'S REPORT

Mr. Sheehan thanked the members for his reappointment and stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

MEL Video Library – He noted that there is a new email address: melvideolibrary@jamontgomery.com and a new phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there were two bulletins; *Snow Emergency* and *Managing Slips & Falls during Winter months*.

MSI Training Programs – He noted that the upcoming MSI training programs for January, February and March were included in the agenda packet. He noted that monthly reminders are being sent out via email. He asked the members to contact his office if they are not receiving the emails.

Safety & Training Coordinators Roundtable – Mr. Sheehan noted that this will be held on February 16, 2017 at Nicolosi's Catering.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – January

Mr. Roselli thanked the Fund for his reappointment and provided the members with the *Lessons Learned from Losses* which was included in the agenda packet.

Mr. Roselli stated that the Lessons from Losses for this month is on Exiting and Entering vehicle safety. He stated that many employees get injured when getting on and off some of the larger vehicles owned by municipalities. Workers slip and fall when they do not use vehicle steps and handhold devices. He noted

that jumps and falls can cause strains and sprains, broken bones and fatalities. He noted some things to consider:

- Maintain 3 points of contact at all times; 2 hands and a foot or 2 feet and 1 hand until seated or standing on the ground
- Wear shoes with sturdy and non-slip soles and heels
- Only step on dedicated stepping areas, not fuel tanks and fenders
- Wear gloves in hot and cold weather to help grip handholds
- Face the vehicle when getting on and off a vehicle
- Do not grab the steering wheel unless it is locked
- Do not grip the door as it can swing out and cause a fall
- Do not jump down from a vehicle; use the steps
- Keep vehicles clean and maintained
- Examine the ground before stepping out to look for uneven ground, ice or water

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer thanked the Fund for her re-appointment and noted that her report is detailed in the agenda packet. She highlighted the following:

- Monroe Township is planning to kick-off a Winter Fitness Challenge that will run through the Super Bowl. They also have a Lunch & Learn scheduled with a sitting disease presentation.
- Swedesboro is also planning a Winter Fitness Challenge to run through the Super Bowl.
- Wellness Connection Newsletter for January, 2017 was included in the agenda packet as well as being posted to the JIF website.
- All municipalities have been allocated funds for support of any wellness initiatives this year. She will be contacting all the towns and helping them use the funds. Ms. Schiffer stated that she could do that and the budget is handled the same way as the safety incentive program.
- January "Healthy Weight for Life Challenge" focuses on reaching a healthy weight for life instead of the biggest loser concept.

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

MANAGED HEALTH CARE REPORT

Lost Time v. Medical Only Cases

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

	December	YTD
<i>Lost Time</i>	3	60
<i>Medical Only</i>	8	204
<i>Report Only</i>	10	71

<i>Total Intakes(New Claims)</i>	21	335
<i>Report Only % of Total</i>	47.67%	21.2%
<i>Medical Only/Lost Time Ratio</i>	73:27	77:23
<i>Average Days to Report</i>	2.3	3.5

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report for 2016.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	5,378
<i>Transitional Duty Days Worked</i>	3,031
<i>% of Transitional Duty Days Worked</i>	56.4%
<i>Transitional Duty Days Not Accommodated</i>	2,347
<i>% of Transitional Duty Days Not Accommodated</i>	43.6%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report for December, 2016.

PPO Penetration Rate	December
<i>Bill Count</i>	291
<i>Original Provider Charges</i>	\$318,628
<i>Re-priced Bill Amount</i>	\$104,219
<i>Savings</i>	\$214,409
<i>% of Savings</i>	67.3%
<i>PPO Penetration Rate Bill Count Percentage</i>	89.7%
<i>PPO Penetration Rate Provider Charge Percentage</i>	96.6%
<i>EPO Penetration Rate Bill Count Percentage</i>	81.5%
<i>EPO Penetration Rate Provider Charge Percentage</i>	37.2%

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

TREASURER'S REPORT

Mr. Tontarski provided an overview of Mr. Tontarski's report for December 31, 2016.

Investment Interest

Mr. Tontarski reported interest received or accrued for the current month totaled \$18,578.61. This generated an average annual yield of .74%. After including an unrealized net loss of \$9,630.00 in the asset portfolio, the yield is adjusted to .36% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$219,570.00 as it relates to market value of \$15,780,430.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of two (2) obligations with maturities greater than two years and two (2) obligations with maturities between one and two years.

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

Receipt Activity for the Period

Mr. Tontarski reported on the total subrogation, reimbursement, & receipts.

	Period	YTD
Subrogation Receipts	\$935.50	\$409,406.41
Overpayment Reimbursements	\$267.50	
FY 2013 Retro Premium Assessments	\$3,710.00	
TRICO JIF vs. Killen	\$258.52	

A.E.L.C.F. Member Participant Balances:

Woodbury City	\$20,013.00
Washington Twp	\$75,000.00
Pittsgrove Township	\$30,792.00
Stow Creek Township	\$749.00

Claim Activity for the Period

Claim activity for the month for claims paid by the Fund and claims payable by the Fund at month end are in the amount of \$456,371.50. The claims detail for the 396 checks is as follows:

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period, the Fund's "Cash Position" changed from an opening balance of \$30,719,309.27 to a closing balance of \$29,357,300.59 showing a decrease in the Fund of \$1,362,008.68.

1st Installment Billing

Mr. Tontarski noted that the first installment billing has gone out and is due February 15, 2017. These were sent to all clerks and Fund Commissioners. Please contact the Executive Director's office if you did not receive the invoice.

Loss Run Payment Register

Chair Campbell entertained a motion to approve the December Loss Run Payment Register as presented.

Motion by Mr. Law, seconded by Mr. Razze, to approve the December Loss Run Payment Register as presented.

ROLL CALL ***Yeas:*** Doris Hall, **Logan Township**
John Washington, **Penns Grove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Amended Bill List – January, 2017

Mr. Tontarski presented the amended *January 2017 Bill List* for the members' consideration in the amount of **\$95,695.36**. He stated that the amendment was not monetary but a payee number.

Chair Campbell entertained a motion to approve the amended *January 2017 Bill List* in the amount of **\$95,695.36**.

Motion by Mr. Law, seconded by Ms. Hall, to approve the amended *January 2017 Bill List* in the amount of **\$95,695.36**.

ROLL CALL ***Yeas:*** Doris Hall, **Logan Township**
John Washington, **Penns Grove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Authorizing the Treasurer to draft a check in the amount of 900,000.00 from TD Bank to Investors Bank

Chair Campbell stated the Fund Treasurer is in the process of transferring the TRICO JIF's banking and assessment management accounts. He stated that in order for Qual-Lynx to pay claims in the month of January, 2017, the Fund Treasurer will need to transfer monies from TD Bank to Investors Bank.

Motion by Mr. Law, seconded by Mr. Razze, authorizing the Fund Treasurer to draft a check in the amount of \$900,000 on the TD Bank Expense account and deposit these funds into the TRICO JIF's Claims Payment account at Investors Bank.

ROLL CALL *Yeas:* Doris Hall, **Logan Township**
John Washington, **Penns Grove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

COMMITTEE CHAIRS MEETING

Chair Campbell noted that the minutes from the January 12, 2017 meeting were included in the agenda packet. He stated that Fund accommodated the requests of the respondents to the Committee volunteer form and that all Fund Commissioners were appointed to the committees and the list was included in the agenda packet for review. He also commented that a notice will be sent to all Fund Commissioners reminding everyone of the committees to which they were assigned.

MEL/E-JIF/RCF Reports

Mr. Law reported that the minutes of the January MEL/E-JIF/RCF Reorganization meetings were included in the agenda packet. He noted that the MEL Educational Seminar offers free credits and the information on the seminar can be found in the agenda packet. He also noted that the MEL is looking for representatives for the Audit sub-committee.

MISCELLANEOUS BUSINESS

Resolution 2017-17 – Commemorating the Fund's 25th Anniversary

Chair Campbell entertained a motion to adopt Resolution 2017-17, Commemorating the TRICO JIF's 25th Anniversary.

Motion by Mr. Law, seconded by Mr. Razze, to approve Resolution 2017-17.

ROLL CALL *Yeas:* Doris Hall, **Logan Township**
John Washington, **Penns Grove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Chair Campbell noted that there would be a dinner following the meeting and asked everyone to attend.

Resolution 2017-18 – Honoring William Slusser

Chair Campbell read Resolution 2017-18, Honoring William Slusser into the minutes and thanked him for his years of service as Fund Commissioner and Chairman of the TRICO JIF.

Motion by Mr. Law, seconded by Ms. Hall, to approve Resolution 2017-18.

ROLL CALL *Yeas:* Doris Hall, **Logan Township**
John Washington, **Penns Grove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Next Meeting

Chair Campbell noted the next meeting of the TRICO JIF will be held on **Monday, February 27, 2017** at **5:00 PM** at the **Gloucester County Library, Mullica Hill, NJ**.

PUBLIC COMMENT

Open Public Comment

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

Brad Campbell, *Chair*, **Shiloh Borough**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

There were no matter(s) presented for *Abandonment of Subrogation* during the Closed Session portion of the Executive Claims Meeting.

MOTION TO ADJOURN

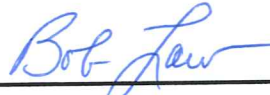
There being no further business, Chair Campbell entertained a *Motion to Adjourn* the January 23, 2017 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razze, to adjourn the January 23, 2017 Meeting of the TRICO JIF.

The meeting was adjourned at 4:47 PM.



Brenda Smith, Recording Secretary for



BOB LAW, FUND SECRETARY