

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

**Gloucester County Library  
389 Wolfert Station Road  
Mullica Hill, New Jersey**

**July 27, 2015 – 3:30 PM**

***EXECUTIVE CLAIMS MEETING MINUTES***

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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, 389 Wolfert Road, Mullica Hill, New Jersey on Monday, July 27, 2015 at 3:30 PM, prevailing time. Chair Slusser, **Oldmans**, presiding. The meeting was called to order at 3:32 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 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.

Those in attendance were:

Bill Slusser, *Chair Oldmans Twp*  
Judy O'Donnell, *Alternate, Pitman Borough*  
Bill Bittner, *Westville Borough*  
Karen Sweeney, *Wenonah Borough*  
Doris Hall, *Logan Twp*

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJGRMS*  
David S. DeWeese, Esquire, *The DeWeese Law Firm, P.C.*  
Tim Sheehan, *J.A. Montgomery*  
Kathie Tyler-Schohl, *Qual-Lynx*  
Debby Schiffer, *Targeting Wellness*

***CLOSED SESSION PORTION OF MEETING***

Chair Slusser 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 July 30, 2015 at 4:00 PM.

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

***REOPEN PUBLIC PORTION OF THE MEETING***

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

Motion by Mr. Bittner, 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 twenty-one (21) claims. Of the claims reviewed, there ten (10) Workers' Compensation, one (1) Auto Liability, six (6) General Liability and four (4) Property PARs recommended for approval of settlement or continuing defense.

Chair Slusser 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 two (2) cases closed in the month of July, 2015:

|                                       |   |
|---------------------------------------|---|
| <i>Cordero vs. City of Vineland</i>   | <i>A Stipulation without Prejudice was filed on June 8, 2015</i>          |
| <i>Robey vs. Township of Franklin</i> | <i>A Voluntary Dismissal without Prejudice was filed on June 24, 2015</i> |

**MANAGED CARE REPORT**

**Lost Time v. Medical Only Cases**

In Ms. Beatty's absence, Ms. Tyler-Schohl presented the TRICO JIF *Lost Time v. Medical Only Cases (Intake Report)*.

|                                     | <b>June</b> | <b>YTD</b> |
|-------------------------------------|-------------|------------|
| <i>Lost Time</i>                    | 2           | 15         |
| <i>Medical Only</i>                 | 18          | 98         |
| <i>Report Only</i>                  | 13          | 63         |
| <i>Total Intakes(New Claims)</i>    | 33          | 176        |
| <i>Report Only % of Total</i>       | 39.4%       | 35.8%      |
| <i>Medical Only/Lost Time Ratio</i> | 90:10       | 87:13      |
| <i>Average Days to Report</i>       | 1.8         | 3.6        |

**Transitional Duty Report**

Ms. Tyler-Schohl presented the Transitional Duty Report.

| <b>Transitional Duty Summary Report</b>             | <b>YTD</b> |
|---|------------|
| <i>Transitional Duty Days Available</i>             | 1,557      |
| <i>Transitional Duty Days Worked</i>                | 978        |
| <i>% of Transitional Duty Days Worked</i>           | 62.8%      |
| <i>Transitional Duty Days Not Accommodated</i>      | 579        |
| <i>% of Transitional Duty Days Not Accommodated</i> | 37.2%      |

**PPO Penetration Report:**

Ms. Tyler-Schohl presented the monthly PPO Penetration Report

| <b>PPO Penetration Rate</b>                            | <b>June</b> |
|--|-------------|
| <i>Bill Count</i>                                      | 284         |
| <i>Original Provider Charges</i>                       | \$255,625   |
| <i>Re-priced Bill Amount</i>                           | \$85,745    |
| <i>Savings</i>   | \$169,881   |
| <i>% of Savings</i>                                    | 66.5%       |
| <i>PPO Penetration Rate Bill Count Percentage</i>      | 95.1%       |
| <i>PPO Penetration Rate Provider Charge Percentage</i> | 97.4%       |
| <i>EPO Penetration Rate Bill Count Percentage</i>      | 88.8%       |
| <i>EPO Penetration Rate Provider Charge Percentage</i> | 92.9%       |

**QUAL-LYNX REPORT**

**Lessons Learned from Losses – July**

Ms. Tyler-Schohl reported on the *Lessons Learned from Losses* which was included in the agenda packet.

She stated that this month the focus is on Open Public Records Act (OPRA). She noted that under the New Jersey Open Public Records Act (OPRA), an individual is entitled to have access to many public records. Government records are defined under the law as any records that has been made, maintained or kept on file or received in the course of official business. The Government Records Council (GRC) has a website, [www.nj.gov/grc/custodians/](http://www.nj.gov/grc/custodians/) and it included a handbook and a Toolkit for Custodians of public records. She recommended that all Municipal Clerks carefully review and reference these guidelines when responding to OPRA requests.

She stated that when an OPRA request is received, the municipal attorney should be contacted immediately for guidance in responding to the request. She stated that Qual-Lynx can assist a municipality with requests for claims information. There also is a deadline to respond to requests, which depends on the type of request. Immediate access must be granted regarding budgets, bills, vouchers, contracts and public employee salary and overtime information. If the documents requested are not produced in a timely matter or are incomplete, the requestor can either file a Complaint in the New Jersey

Superior Court alleging a violation of OPRA or they can file a Complaint with the New Jersey Government Records Council.

She stated that OPRA has become an evolving issue in New Jersey and there are new decisions being rendered by the Courts and the GRC on a regular basis which are shaping how the requests are to be handled. She urged the members to view the GRC website often for updates and changes.

***Adjuster File Counts***

Ms. Tyler-Schohl reported that the Adjuster File Count report for the month of July, 2015 was included in the agenda packet.

***2015 RFPs/RFQs***

Mr. Miola stated that the Liability and Workers' Compensation Defense Panel will be released in August/September, 2015.

***NEXT MEETING***

The next Executive Claims Meeting will be held on **Monday, September 28, 2015 at 3:30 PM** at the **Gloucester County Library, Mullica Hill, New Jersey.**

***MOTION TO ADJOURN***

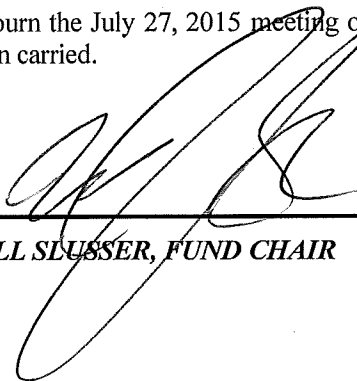
There being no further business, Chair Slusser entertained a motion to adjourn the July 27, 2015 meeting of the TRICO JIF Executive Claims Committee.

Motion by Ms. Sweeney, seconded by Mr. Bittner, to adjourn the July 27, 2015 meeting of the TRICO JIF Executive Claims Review Committee. All in favor. Motion carried.

The meeting was adjourned at 4:27 PM.



**Brenda Smith, Recording Secretary for**



**BILL SLUSSER, FUND CHAIR**