

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

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

March 23, 2015 – 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, 389 Wolfert Road, Mullica Hill, New Jersey on Monday, March 23, 2015 at 3:30 PM, prevailing time. Chair Slusser, **Oldmans**, 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 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:

Doris Hall, **Logan**
Bill Slusser, **Chair Oldmans Twp**
Mike Razze, **Pitman**
Brad Campbell, **Secretary, Shiloh**
Karen Sweeney, **Wenonah**
Bill Bittner, **Westville**
Bob Law, **Woodbury City**

Also present were:

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

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 March 23, 2015 at 5:00 PM.

Motion by Mr. Law, 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. Law, seconded by Mr. Razze, 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 thirteen (13) claims. Of the claims reviewed, there eight (8) Workers' Compensation and five (5) 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 March, 2015:

<i>Badalamenti vs. Borough of Westville</i>	<i>A Stipulation of Dismissal with Prejudice was filed.</i>
<i>Burshtynsky vs. Township of Deptford</i>	<i>File was closed.</i>

MANAGED CARE REPORT

Lost Time v. Medical Only Cases

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

	Feb	YTD
<i>Lost Time</i>	4	8
<i>Medical Only</i>	22	39
<i>Report Only</i>	12	17
<i>Total Intakes(New Claims)</i>	38	64
<i>Report Only % of Total</i>	31.6%	26.6%
<i>Medical Only/Lost Time Ratio</i>	85:15	83:17
<i>Average Days to Report</i>	8.4	5.8

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	380
<i>Transitional Duty Days Worked</i>	212
<i>% of Transitional Duty Days Worked</i>	55.8%
<i>Transitional Duty Days Not Accommodated</i>	168
<i>% of Transitional Duty Days Not Accommodated</i>	44.2%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report

PPO Penetration Rate	Feb
<i>Bill Count</i>	203
<i>Original Provider Charges</i>	\$207,270
<i>Re-priced Bill Amount</i>	\$87,093
<i>Savings</i>	\$120,177
<i>% of Savings</i>	58.0%
<i>PPO Penetration Rate Bill Count Percentage</i>	89.2%
<i>PPO Penetration Rate Provider Charge Percentage</i>	96.2%
<i>EPO Penetration Rate Bill Count Percentage</i>	81.3%
<i>EPO Penetration Rate Provider Charge Percentage</i>	81.0%

QUAL-LYNX REPORT

Lessons Learned from Losses – March

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

She then briefly reviewed the document that focuses on claims that result from potholes on municipal roadways. She noted that most of the pothole cases do not result in bodily injury but municipalities should be prepared if one does. She noted some suggestions:

- Consider asking police, fire and public works employees who travel in the municipality to report potholes which are a potential hazard.
- Public Works should consider having a written policy as to complaints received for potholes and inspection procedures. These need to be followed.
- Make formal reports to County or State if the pothole is not on municipal property.
- Keep records of “pothole” patrols and repair of the potholes as to date and location.
- If there is a potential hazardous condition, place warnings until it can be repaired.

Claims Coordinator Training Seminar

Ms. Tyler-Schohl stated that there will be a Claims Coordinator Training Seminar held on April 16, 2015 from 1:00-4:00pm at Nicolosi Catering in West Deptford, New Jersey.

Plan of Risk Management - Update

Mr. Forlenza stated that the 2015 Plan of Risk Management that the Fund adopted at its January, 2015 meeting was missing a section that had been placed in the 2014 Plan of Risk Management. He noted that it may be because the Fund Underwriter used an older version of the Risk Management Plan when updating the 2015 Plan of Risk Management. He stated that the missing section (Section 6) pertains to the process by which the Fund waives subrogation for claims under \$1,000 in total costs. He will update the missing section and include it in the April, 2015 agenda packet. The Committee agreed.

NEXT MEETING


The next Executive Claims Meeting will be held on **Monday, April 27, 2015 at 3:30 PM** at the **Gloucester County Library, Mullica Hill, New Jersey.**

MOTION TO ADJOURN

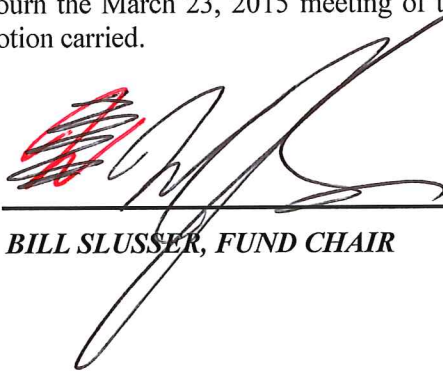
There being no further business, Chair Slusser entertained a motion to adjourn the March 23, 2015 meeting of the TRICO JIF Executive Claims Committee.

Motion by Mr. Law, seconded by Mr. Slusser, to adjourn the March 23, 2015 meeting of the TRICO JIF Executive Claims Review Committee. All in favor. Motion carried.

The meeting was adjourned at 4:30 PM.



Brenda Smith, Recording Secretary for



BILL SLUSSER, FUND CHAIR