

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

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

February 27, 2017 – 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 Station Road, Mullica Hill, New Jersey on Monday, February 27, 2017 at 3:30 PM, prevailing time. Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 3:30 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 Twp**
John Washington, **Penns Grove Borough** (*arrived after rollcall*)
Brad Campbell, **Shiloh Borough**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, **Woodbury City**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, **AJGRMS**
Paul Forlenza, Deputy Executive Director, **AJGRMS**
David DeWeese, **The DeWeese Law Firm, P.C.**
Tim Sheehan, **J.A. Montgomery**
Chris Roselli, **Qual-Lynx**
Karen Beatty, **Qual-Care**
Debby Schiffer, **Wellness Director**

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 February 27, 2017 at 5:00 PM.

Motion by Mr. Law, seconded by Ms. Hall, 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 Mr. Law, seconded by Ms. Hall, 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 eleven (11) Workers' Compensation, four (4) General Liability and two (2) Property PARs recommended for approval of settlement or continuing defense.

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 was one (1) case(s) closed in the month of February, 2017:

<i>Closed Cases</i>
<i>Jones vs. City of Vineland</i>

MANAGED CARE REPORT

Lost Time v. Medical Only Cases

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

	January	YTD
<i>Lost Time</i>	5	5
<i>Medical Only</i>	10	10
<i>Report Only</i>	9	9
<i>Total Intakes(New Claims)</i>	24	24
<i>Report Only % of Total</i>	37.5%	37.5%
<i>Medical Only/Lost Time Ratio</i>	50:50	50:50
<i>Average Days to Report</i>	2.0	2.0

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	146
<i>Transitional Duty Days Worked</i>	17
<i>% of Transitional Duty Days Worked</i>	11.6%
<i>Transitional Duty Days Not Accommodated</i>	129
<i>% of Transitional Duty Days Not Accommodated</i>	88.4%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report

PPO Penetration Rate	January
<i>Bill Count</i>	182
<i>Original Provider Charges</i>	\$137,002
<i>Re-priced Bill Amount</i>	\$41,813
<i>Savings</i>	\$95,18
<i>% of Savings</i>	69.5%
<i>PPO Penetration Rate Bill Count Percentage</i>	90.7%
<i>PPO Penetration Rate Provider Charge Percentage</i>	94.5%
<i>EPO Penetration Rate Bill Count Percentage</i>	92.5%
<i>EPO Penetration Rate Provider Charge Percentage</i>	96.0%

QUAL-LYNX REPORT

Lessons Learned from Losses – February

Mr. Roselli stated that he would present the Lessons Learned report for January, 2017 at the Executive Committee meeting.

Adjuster File Counts

Mr. Roselli reported that the Adjuster File Count report for the month of January, 2017 was included in the agenda packet.

IVOS Update

Mr. Roselli reported that the new system is working great.

Create Sub Committee ACM, BURLCO, & TRICO

Mr. Forlenza stated that he has been in discussions with both the ACM & BURLCO JIFs regarding the creation of an ad hoc committee made up of representatives of the ACM, BURLCO, and TRICO JIFs. He stated that the Committee would review the JIF Certificate of Insurance Guidelines with the intent of

updating the language to be clearer as to intent and better reflective of municipal activities and exposures. Mr. Forlenza stated that the Certificate of Insurance (COI) Guidelines have not been updated since 2006 and believes that the Fund should review them for appropriate changes in verbiage and a review of the recommended coverage limits.

Mr. Forlenza then referenced three (3) PAR templates included in the agenda packet. One each for WC, GL and Property claims. He explained that with the implementation of the new iVos system by Qual-Lynx, the Fund has the ability to change the format and information included on the PAR. Mr. Forlenza suggested that the sub-committee also review the PAR format to make sure that it includes all of the information that the members want to see. He explained that the Committee would include the Claims Committee Chair and the Coverage Committee Chair from the ACM and TRICO JIF, and the Coverage Committee Chair and another Fund Commissioner from the BURLCO JIF as the BURLCO JIF does not have a Claims Review Committee. In addition, he would like to ask an RMC or two from each Fund, as well as Mr. DeWeese, Ms. Davidson, and Ms. MacLean to be a part of the Committee.

Mr. Forlenza noted this committee would meet a few time to discuss the Certificate of Insurance Guidelines and the PARs format. The Committee recommendations would then be given to each Fund to evaluate and adopt.

After a brief discussion, the Committee agreed with this recommendation. Mr. Forlenza stated that his office would coordinate these meetings.

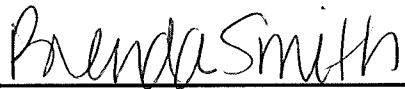
NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, March 27, 2017 at 3:30 PM** at the Gloucester County Library, **Mullica Hill, New Jersey.**

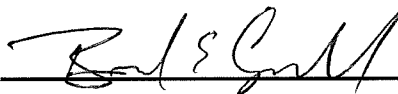
MOTION TO ADJOURN

Chair Campbell adjourned the Executive Claims meeting. Motion by Ms. Law, seconded by Ms. Hall, to adjourn the meeting.

The meeting was adjourned at 4:50 PM.



Brenda Smith, Recording Secretary for



BRAD CAMPBELL, CHAIR