

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

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

**February 27, 2017 – 5:00 PM**

***EXECUTIVE COMMITTEE MEETING***

***OPEN SESSION MINUTES***

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The meeting of the Gloucester, Salem, 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 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 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***

Those in attendance were:

Beth Reilly, **Alloway Twp**  
Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton Borough**  
Don Banks, **Deptford Twp**  
Stephanie McCaffrey, **East Greenwich Twp**  
Debbie Pine, *Alternate*, **Elk Twp**  
Doug Hogate, **Elsinboro Twp**  
Barbara Freijomil, **Franklin Twp**  
Debra Foure, **Glassboro Borough**  
Harry Rink, **Greenwich Twp**  
Mark Gravinese, **Harrison Twp**  
Doris Hall, **Logan Twp**  
Kevin Clour, **Lower Alloways Creek Twp**  
Kevin Heydel, **Monroe Twp**  
Harry Moore, *Representing*, **Oldmans Twp**  
Susan Jacabucci, **Paulsboro Borough**  
Mayor John Washington, **Penns Grove Borough**  
Steve Crow, *Representing*, **Pennsville Twp**  
Maureen Abdill, **Pilesgrove Twp**  
Mike Razze, **Pitman Borough**

Marjorie Sperry, **Quinton Twp**  
Brad Campbell, **Shiloh Borough**  
Robert Diaz, **South Harrison Twp**  
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**  
Robert Yerka, **Woodbury Heights Borough**  
John Hall, **Woodstown Borough**  
Jane DiBella, **Woolwich Twp**

Absent Fund Commissioners were:

Nate Dunn, **Fairfield Twp**  
Dante Spina, **Mannington Twp**  
Jennica Bilecki, **Mantua Twp**  
Carl Bagby, **Swedesboro Borough**

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  
Biondi Insurance Agency  
Cettei & Connell  
Chesney-Stanton Insurance Group  
Conner Strong & Buckelew  
E.H. Sloan Insurance Agency  
Glenn Insurance  
Hardenbergh Insurance Group  
Len Eckman Insurance

Absent RMCs were:

CEB Corporate Employee Benefits  
Henry D. Young Insurance

***APPROVAL OF THE MINUTES – Executive Committee Meeting***

Chair Campbell presented the meeting minutes of the January 23, 2017 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 January 23, 2017 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the January 23, 2017 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 January 23, 2017 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 Mr. Razze, to approve the meeting minutes of the January 23, 2017 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 January 23, 2017 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 Mr. Razze, to approve the Executive Claims Review Committee Closed Session meeting minutes of January 23, 2017 as presented.

The Executive Claims Review Committee Closed Session minutes of the January 23, 2017 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 January 23, 2017 meeting were collected.*

***EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – February 27, 2017***

Chair Campbell reported that an Executive Claims Committee Meeting was held on Monday, February 27, 2017 at the Gloucester County Library, Mullica Hill, New Jersey.

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.

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

There were two (2) matter(s) presented for *Abandonment of Subrogation*.

Questions will be addressed during Closed Session if necessary.

### ***EXECUTIVE DIRECTOR'S REPORT***

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

***Lost Time Accident Frequency Report***– Mr. Miola stated that the Lost Time Accident Frequency Summary and Statewide Recap for December, 2016 are unavailable for today's meeting.

***Certificates of Insurance*** - Mr. Miola asked that the Certificates of Insurance issued for the month of January, 2017 be included as part of the meeting and was included in the agenda packet.

***2016 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 is November 30, 2017. All encumbered funds must be claimed by February 1, 2018.

***2017 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 is November 30, 2017. All encumbered funds must be claimed by February 1, 2018.

***2017 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. Instructions on claiming the funds were emailed to all members on January 27, 2017. He stated that the deadline for claiming or encumbering the funds is November 1, 2017. All encumbered funds must be claimed by February 1, 2018.

***Employment Practices Liability Compliance***– Mr. Miola asked members to review the attached status report for the member's individual deductibles. .

***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 stated that a compliance report regarding the Employment Practices Liability Coverage was included in his report. He asked the members to review the report carefully to make sure it is accurate. If there are any issues, he told the members to contact PERMA immediately.

***Financial Fast Track*** – Mr. Miola reported that the Financial Fast Track report was included in his report. The JIF's surplus position as of December 31, 2016 was \$19,535,305.

**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 Training** – Mr. Miola stated that the Fund is 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 sign-in sheets from the previous classes can be found on the JIF's website. The last training session is scheduled on the following date:

March 29, 2017 - O'Connor's American Bar & Grille, Eastampton

**Inclement Weather Policy**– Mr. Miola noted that the Fund adopted an Inclement Weather Policy, a copy of which is available on the JIF website ([www.tricojif.org](http://www.tricojif.org)). Should it be necessary to cancel a meeting, his office will attempt to contact the Fund Commissioners via e-mail, telephone contact or posting a message on the website. Members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

**Police Accreditation Announcement** – Mr. Miola stated that an email was sent to all the Clerks and RMCs regarding reimbursement for the Police Accreditation program fees. If the town or city has an operating Police Department, we asked that the email be forwarded to the Police Chief.

**Financial Disclosure Form** – Mr. Miola stated that in 2014, the Division of Local Government Services implemented a new "online" process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN# for which to file as their position of Fund Commissioner with the TRICO JIF. He stated that newly appointed Fund Commissioners that have not received their PIN# yet should contact his office.

**Payroll Audits** – Mr. Miola stated that a letter was emailed to all the Clerks, with a copy to the Fund Commissioner, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2016 payrolls. He noted that these payroll figures will serve as the basis for the 2018 workers' compensation excess premiums. He noted that a spreadsheet that included employee counts by payroll classification was attached to the email. He asked the members to review and update the spreadsheet and send the required payroll data to the auditors via email or electronically.

**Property Appraisals** – Mr. Miola stated that each member will receive a notification from his office asking that they review and update their property schedule located in the Exigis Exposure Data Management System. Once the members respond, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those who are not receiving a physical inspection in 2017 will have their building and contents values trended accordingly.

**PRIMA/AGRIP Conferences** – Mr. Miola stated that TRICO JIF members will be eligible to attend two (2) AGRIP Conferences and the annual PRIMA Conference. The 2017 Budget includes funding for eight (8) attendees in total. He noted that the TRICO JIF adopted an Attendance Conference Policy that establishes guidelines for commissioners to attend. He noted that those fund commissioners who had first priority for attendance were sent information on the AGRIP conferences from his office. Information on the PRIMA conference will be emailed by the end of the month.

**2017 Safety Kickoff Breakfast – Save the Date** – Mr. Miola stated that on March 28, 2017, the TRICO JIF will hold its 26<sup>th</sup> Annual Safety Breakfast at Nicolosi's in West Deptford, New Jersey. The breakfast will begin at 8:30am. He noted that a save the date was emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners and Risk Management Consultants on January 13, 2017. The invitation and response forms will be emailed out in early March.

**Community Safety Leadership: Management of Social Events** – Mr. Miola stated that his office mailed out hardcopies of the Community Safety Leadership booklet to the clerk of each member town, asking them to distribute a copy to the Fund Commissioner and the Safety Coordinator. A copy was also mailed to each Risk Management Consultant. He noted that members should reference the booklet when planning community events.

**Website ([www.tricojif.org](http://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 no new member activity to report.

Mr. Miola asked if there were any questions at this time. There were none.

*Pivot Point* – Mr. Forlenza stated that the assessments by Pivot Point are completed. The Executive Director's office should be receiving the member reports shortly and will forward them once received.

## **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 three (3) new cases have been assigned since the last meeting.

<b>New Cases</b>
<i>Gilbert vs. Township of Monroe</i>
<i>Roy vs. City of Vineland Municipal Court Judge Killen</i>
<i>Torres vs. City of Woodbury</i>

#### *Closed Cases*

Mr. DeWeese reported that one (1) case(s) was closed since the last meeting in which no payments were made to the Plaintiffs.

#### *Bona Fide Offers*

Mr. DeWeese stated that the TRICO JIF had a savings of \$7,766.63 in bona fide offers from January 1, 2016 to December 31, 2016.

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

## **SAFETY DIRECTOR'S REPORT**

Mr. Sheehan 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](mailto:melvideolibrary@jamontgomery.com) and a new phone number: 856-552-4900.

**Safety Director's Bulletins** – He noted that there were three (3) bulletin(s); *Snow Emergency, MVR Checks Reminder and OSHA Recording Keeping Reminder.*

**MSI Training Programs** – He noted that the upcoming MSI training programs for February, March and April 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.

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

## **CLAIMS ADMINISTRATOR'S REPORT**

### ***Lessons Learned from Losses – February***

Mr. Roselli 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 Demolition of Unfit Structures. He noted 10 steps municipalities should follow when demolishing unfit structures.

1. Issue notice to the owner stating the charges.
2. State the time and place of the hearing related to the charges.
3. Notify the owner that they will be given the right to answer the complaint.
4. The owner shall be given the right to appear in person and give testimony at the time and place fixed in the complaint.
5. The Rules of Evidence prevailing in the Courts shall not be controlling in the hearing.
6. If the municipality finds the building unfit for human habitation or occupancy, they must state in writing their findings in support of such determination to be served upon the owner. This order sent to the owner requiring repair, alteration or improvement must allow a reasonable period of time for these actions.
7. If the owner fails to repair or improve the building and the condition is such that it is a danger to persons near the premises, then the owner will be required to remove or demolish said structure.
8. The municipality can repair or improve the building themselves, or cause it to be vacated, or post a placard indicating that the building is unfit and any occupation is unlawful and prohibited.
9. If the owner fails to comply with an order to remove or demolish the building, the municipality may remove or demolish the building after advertising and receiving bids for such work.
10. Any related costs, not recouped from the sale of any building materials shall be a municipal lien against the property.

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

## **WELLNESS DIRECTOR'S REPORT**

Ms. Schiffer noted that her report is detailed in the agenda packet. She highlighted the following:

- Monroe Township and Swedesboro offered their employees an opportunity to track weekly exercise and enter to win a prize.



- Glassboro and Swedesboro are doing a “Maintain Don’t Gain” weight challenge, with weigh in every month.
- Wellness Connection Newsletter for February, 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.
- Wear Red Day: She noted that February 3<sup>rd</sup> was Wear red Day to increase the awareness of women and heart disease. She thanked all the municipalities who encouraged their employees to support this cause by wearing red.

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)*.

	<b>January</b>	<b>YTD</b>
<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 for 2017.

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<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 for January, 2017.

<b>PPO Penetration Rate</b>	<b>January</b>
<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%

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 January 31, 2017.

**Investment Interest**

Mr. Tontarski reported interest received or accrued for the current month totaled \$7,390.52. This generated an average annual yield of .71%. After including an unrealized net gain of \$18,380.00 in the asset portfolio, the yield is adjusted to 1.47% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$201,190.00 as it relates to market value of \$15,798,810.00 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.

	<b>February</b>
Subrogation Receipts	\$15,307.75
Overpayment Reimbursements	\$241.00
FY 2017 Premium Assessment Receipts	\$789,212.00
TRICO JIF vs. Killen	\$420.88
FY 2016 Appropriation Refund	\$320.00

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

Woodbury City	\$20,026.00
Washington Twp	\$75,051.00
Pittsgrove Township	\$30,813.00
Stow Creek Township	\$750.00

***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 \$159,107.66. The claims detail for the 296 checks is included in his report.

***Cash Activity for the Period***

Mr. Tontarski stated that during the reporting period, the Fund's "Cash Position" changed from an opening balance of \$29,357,300.59 to a closing balance of \$29,108,495.38 showing a decrease in the Fund of \$248,805.21.

***Loss Run Payment Register***

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

Motion by Mr. Law, seconded by Mr. Razze, to approve the January 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.

***Bill List – February, 2017***

Mr. Tontarski presented the *February 2017 Bill List* for the members' consideration in the amount of **\$946,761.11**.

Chair Campbell entertained a motion to approve the *February 2017 Bill List* in the amount of **\$946,761.11**.

Motion by Mr. Law, seconded by Ms. Hall, to approve the *February 2017 Bill List* in the amount of **\$946,761.11**.

**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.

***RMC Bill List – February, 2017***

Mr. Tontarski presented the *February 2017 RMC List* for the members' consideration in the amount of **\$165,969.00.**

Chair Campbell entertained a motion to approve the *February 2017 RMC Bill List* in the amount of **\$165,969.00.**

Motion by Mr. Law, seconded by Ms. Hall, to approve the *February 2017 RMC Bill List* in the amount of **\$165,969.00.**

**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***

No reports.

***MEL/E-JIF/RCF Reports***

Mr. Law reported that the minutes of the January MEL/E-JIF/RCF meetings were included in the agenda packet. He highlighted the following items:

*2017 Coverage Bulletins* – He noted that the 2017 MEL Coverage Bulletins were included in the agenda packet for the members to review. He noted that the bulletins will not be distributed to the members by mail as they will be accessible on the website. The Fund Commissioners can request an electronic or hard copy from the Underwriting Manager or the Executive Director’ office if you do not have access to the MEL website. They can also be found on the TRICO JIF website under coverage.

**MISCELLANEOUS BUSINESS**

*Next Meeting*

Chair Campbell noted the next meeting of the TRICO JIF will be held on **Monday, March 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.

Motion by Ms. Hall, seconded by Mr. Law, 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 February 27, 2017.

<i>Workers' Compensation</i>	<i>Property</i>	<i>General Liability</i>
001241653	1264666	1223001
001241748		
001239748	2017092231	1203670
001253280		1174331

2017091760		1250738
001255084		
001222351		
001238132		
2017091277		
2017088724		
001233181		
001237378		

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

Chair Campbell entertained a motion to approve the PARs as presented in their entirety during the Executive Claims Review Committee Meeting.

Motion by Mr. Law, seconded by Ms. Hall, to Approve Payment Authority on the Claims as presented during the Executive Claims Committee Meeting.

**ROLL CALL**      *Yeas:*      Doris Hall, **Logan Township**  
John Washington, **Penns Grove Borough**  
Mike Razzo, **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.

**APPROVE ABANDONING SUBROGATION**

There were two (2) matter(s) presented for *Abandonment of Subrogation* during the Closed Session portion of the Executive Claims Meeting.

#001233181 - \$711.51

#001237378 - \$1,416.22

Motion by Mr. Law, seconded by Ms. Hall, to Abandon Subrogation for the claims 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.

***MOTION TO ADJOURN***

There being no further business, Chair Campbell entertained a *Motion to Adjourn* the February 27, 2017 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razze, to adjourn the February 27, 2017 Meeting of the TRICO JIF.

The meeting was adjourned at 5:33 PM.



**Brenda Smith, Recording Secretary for**



**BOB LAW, FUND SECRETARY**