

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

**Deptford Municipal Building
1011 Cooper Street
Deptford, New Jersey**

December 21, 2015 – 4:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at Deptford Municipal Building, 1011 Cooper Street, Deptford, New Jersey on Monday, December 21, 2015 at 4:00 PM, prevailing time. Chair Slusser, **Oldmans Twp**, presiding. The meeting was called to order at 4:00 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*, Woodbury, NJ 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:

Ken Brown, **Carneys Point Twp**
Sue Miller, **Clayton Borough** (arrived 4:10pm)
Don Banks, **Deptford Twp**
Stephanie McCaffrey, **East Greenwich Twp** (arrived 4:03pm)
Doug Hogate, **Elsinboro Borough**
Barbara Freijomil, **Franklin Twp**
Frank Campisi, **Glassboro Borough**
Harry Rink, **Greenwich Twp**
Mark Gravinese, **Harrison Twp** (arrived 4:10pm)
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp** (arrived 4:03pm)
Pam LeVine, *Alternate*, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Bill Slusser, *Chair*, **Oldmans Twp**
Lorraine Boyer, **Paulsboro Borough** (arrived 4:10pm)
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razze, **Pitman Borough**
Mayor Brad Campbell, *Acting Chair*, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
David Zeck, **Upper Pittsgrove Twp**

Bob Dickenson, **Vineland City**
Nick Pileggi, **Washington Twp**
Karen Sweeney, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, **Woodbury City**
Joseph Hiles, *Alternate*, **Woodstown Borough**
Jane DiBella, **Woolwich Twp**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Twp**
Carolyn King-Sammons, **Elk Twp**
Nate Dunn, **Fairfield Twp**
Dante Spina, **Mannington Twp**
Richie Raine, **Pennsville Twp**
Marjorie Sperry, **Quinton Twp**
Carl Bagby, **Swedesboro Borough**
Rich Gambale, **Woodbury Heights Twp**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Tom Tontarski, Treasurer
Tim Sheehan, Safety Director, *J. A. Montgomery Risk Control*
Kathie Tyler-Schohl, Claims Administrator, *Qual-Lynx*
Chris Roselli, Claims Administrator, *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
Corporate Employee Benefits
Conner Strong & Buckelew
Hardenbergh Insurance Group
Henry D. Young Insurance

Absent RMCs were:

Brown & Brown
Cettei & Connell
Chesney-Stanton Insurance Group
E.H. Sloan Insurance Agency
Len Eckman Insurance

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Slusser presented the meeting minutes of the November 23, 2015 Executive Committee meeting for approval.

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

Chair Slusser entertained a motion to approve the minutes of the November 23, 2015 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the November 23, 2015 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Slusser presented the meeting minutes of the November 23, 2015 Executive Claims Review Committee Meeting for approval.

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

Chair Slusser 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 November 23, 2015 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Slusser presented the Executive Claims Review Committee Closed Session meeting minutes of November 23, 2015 for approval.

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

Chair Slusser 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 November 23, 2015.

The Executive Claims Review Committee Closed Session minutes of the November 23, 2015 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 November 23, 2015 meeting were collected.

EXECUTIVE CLAIMS COMMITTEE MEETING REPORT – December 21, 2015

Chair Slusser reported that an Executive Claims Committee Meeting was held on Monday, December 21, 2015 at 1:30 PM at the Gloucester County Library, Mullica Hill, NJ.

The Committee reviewed eleven (11) claims. Of the claims reviewed, there were four (4) Workers' Compensation, five (5) General Liability, one (1) Auto Liability and one (1) Property PARs recommended for approval of settlement or continuing defense.

The claims will be presented for approval later in the meeting. There were no claims presented for *Abandonment of Subrogation*.

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 reported that the Lost Time Accident Frequency Report for November, 2015 was distributed to the members at the meeting.

Certificates of Insurance– Mr. Miola stated that a summary of the Certificates of Insurance issued during the month of November, 2015 was included in the agenda and asked that they be made a part of the minutes.

2014 Safety Incentive Program Awards – Mr. Miola asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds was November 30, 2015. All encumbered funds must be claimed by February 1, 2016.

2015 Optional Safety Budget - Mr. Miola asked that all members review available balances for this year's program. He reminded the members that the deadline to claim or encumber these funds was December 1, 2015. All encumbered funds must be claimed by February 1, 2016.

EPL Helpline – Authorized Contact List– Mr. Miola stated that XL has implemented an EPL Helpline for the members to use. There is no restriction to the number of calls or the amount of time to contact this service. He noted that members can appoint two representatives to use this service. Appointments are made by Resolution of the Governing Body. He noted that Municipal Solicitors cannot be appointed as helpline contacts. He noted that the most recent list of authorized contacts was included in his report.

EPL Allowance– Mr. Miola stated that the JIF has budgeted \$540 for each member to help offset employment practice related expenses. He stated that this can be a valuable resource to members that wish to offset the cost of in house training or legal expenses involved with the updating of member policies and procedures.

Employment Practices Liability Coverage– Mr. Miola stated that a compliance status report regarding the Employment Practices Liability coverage was included in his report. He asked the members to review the report and to contact his office with any discrepancies.

Financial Fast Track Report– Mr. Miola stated that the Financial Fast Track Report for November 30, 2015 was included in his report. He stated that the JIF's surplus position was \$17,534,703.

Regulatory Filing Checklists– Mr. Miola stated that regulatory filing is up-to-date.

Skateboard Park Approval Status– Mr. Miola stated that a report listing the current status of all approved skateboard parks or those under construction was 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 stated that John Geaney, Esquire of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers’ compensation, ADA and FMLA issues. Copies of the latest updates were included in his report.

Statutory Bond Status– Mr. Miola stated that the latest listing of Statutory Bonds issued by the MEL was included in his report. He asked the members to review the list and contact his office with any questions.

Elected Officials Training – Invite– Mr. Miola stated that invitations for the sessions were emailed to all Municipal Clerks and Fund Commissioners on November 3, 2015. He stated that the first training class was held on December 2, 2015 at Merighi’s Savoy Inn, Vineland, New Jersey.

Managerial and Supervisory Training – Invite– Mr. Miola stated that an invitation was emailed to the Clerks, Fund Commissioners and Risk Management Consultants on November 3, 2016. There will be two (2) identical sessions each day; a morning session and an afternoon session. The first session is scheduled for January 5, 2016 at Merighi’s Savoy Inn, Vineland, New Jersey.

Police Risk Management Training – Invite– Mr. Miola stated that invitations for the sessions were emailed to all Municipal Clerks and Fund Commissioners on November 3, 2015. He stated that the first training class was held on December 8, 2015 at Nicolosi’s Catering, West Deptford, New Jersey. He noted that there was a great turnout.

2015 Dividend Distribution Notice – Mr. Miola stated that the 2015 Dividend Distribution Notice was recently sent to all members eligible to receive a portion of this year’s surplus distribution.

RMC Resolution & Agreements– Mr. Miola stated that a memo and sample copies of the JIF RMC Resolution and Agreement for the 2016 were emailed 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. He stated that once his office receives the documentation, payment can be issued for the 2016 fees at the February 2016 meeting of the JIF. He also noted that all RMCs are required to execute a Confidentiality Agreement with the JIF and forward it to his office.

Sweep Letters – Mr. Miola stated that a copy of a “sweep letter” that was emailed to all the Clerks, Fund Commissioners, Risk Management Consultants and Claims Coordinators was included in his report. He noted that with the pending change in the Fund’s EPL/POL carriers effective January 1, 2016, it is important that the members report any potential EPL/POL claims to the current carrier, XL Insurance, prior to the end of the policy year. He noted that if a member fails to report a potential claim to the carrier, prior to the end of the year, coverage may be denied. Please contact his office with any questions.

Inclement Weather Policy – Mr. Miola stated that a copy of the Inclement Weather Policy is available on the JIF website, www.burlcojif.org. Should it be necessary to cancel a meeting, his office will attempt to contact the Fund Commissioners via email, direct telephone contact or posting a message to the Fund’s website. Members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

2015 Annual Report – Mr. Miola stated that the 2015 Annual Report was distributed to the members at the meeting and posted to the JIF website.

New Member Activity– Mr. Miola stated that there was no new member activity.

Mr. Miola asked if there were any questions at this time. There were no questions.

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 one (1) new case(s) have been assigned since the last meeting.

New Cases
<i>Jimenez vs. City of Vineland</i>

Closed Cases

Mr. DeWeese noted that there was one (1) case closed in the month of December, 2015:

<i>Dougan vs. Township of Carneys Point</i>	<i>A Stipulation of Dismissal with Prejudice was approved; case was settled for \$190,000.00.</i>
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General Liability Status Report

Mr. DeWeese noted that there are 30 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.

Subrogation Summary Files

Mr. DeWeese stated that there are 41 judgments obtained and collections efforts are being made on \$1,584,578.72 of potential recoveries. He also reported that the YTD judgments obtained is \$1,010,185.03.

RFQs for Defense Panel

Mr. DeWeese stated that the Claims Review Committee carefully reviewed the RFQs for Defense Panel and their recommendation was to keep the same members on the Defense Panel for the 2016 Fund Year.

Motion by Mr. Law, seconded by Mr. Razze, authorizing the Fund Solicitor to prepare a Resolution awarding contracts for the Defense Panel for 2016 in accordance with the recommendations of Executive Claims review Committee.

ROLL CALL *Yeas:* Doris Hall, **Logan Twp**
Bill Slusser, *Chair*, **Oldmans Twp**
Mike Razze, **Pitman**
Mayor Brad Campbell, *Secretary*, **Shiloh Boro**
Karen Sweeney, **Wenonah Boro**
Bill Bittner, **Westville Boro**
Bob Law, **Woodbury**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

SAFETY DIRECTOR'S REPORT

Mr. Sheehan stated that the Safety Director's Report is self-explanatory and was distributed to the members at the meeting. He highlighted the following items:

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

Safety Bulletins – Mr. Sheehan noted that the regional training announcements and Bulletins were distributed by e-mail to the Fund Commissioners, Safety Coordinators and Risk Management Consultants and included in the agenda packet. He noted that there were two issued, *Establishing Temporary Traffic Controls in Mobile Work Zones and Managing Slip and Fall Risks during Winter Months*.

MSI Training – Mr. Sheehan stated that the list of upcoming MSI training programs for October, November and December were included in his report.

2015 MEL Media Catalog – He noted that the upcoming MSI training programs for December, January and February 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.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – December

Ms. Tyler-Schohl reported on the *Lessons Learned from Losses* for December which was included in the agenda packet. She stated that she would be moving to different responsibilities at Qual-Lynx and introduced Chris Roselli as the new Account Manager for the Fund.

She stated that this month the focus was MEL POL/EPL Corner. She noted that the MEL discontinued writing Public Officials and Employment Practices Liability coverages at the end of 2010. Qual-Lynx continues to handle those claims which were made prior to the beginning of 2011. They started with 404 open claims and are down to 23 open claims from 13 local JIFs. She noted that no claims were resolved from the TRICO JIF and there currently only one open MEL POL claim. She noted that they are finding that this year, the courts have actually granted summary judgments on EPL claims and affirmed on appeal, something of which was relatively unheard of 5 years ago. She noted that one successful EPL claim resolved this year involved a police officer who claimed retaliation and harassment after alleged whistleblowing. Summary Judgment was granted and the New Jersey Appellate Division affirmed the dismissal. The case was successfully defended to the very end, however, it cost just under \$100,000.

She noted that the MEL has had many lawsuits filed against its members by disabled plaintiffs who allege various municipalities not being handicapped-accessible. In one claim, the plaintiff's demand was

unreasonable in what they wanted in terms of remediation plus fees and the case went to trial. As a result of negotiations, the remedial relief was resolved but the fee application went to the Appellate Division who agreed earlier this year with the lower court's fee award. Instead of the plaintiff's attorney's demand of \$300,000, he received \$63,920. She noted that the case stresses the importance that municipal properties are handicap-accessible but we also did see the court's reasonableness regarding the fee application.

Ms. Tyler-Schohl asked if there were any questions at this time. No questions were entertained.

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer reported on the members she met with in the prior month and some upcoming Wellness Activities. This information is detailed in the agenda packet. She highlighted the following:

- Five towns did screenings and chair massages.
- Four towns are involved in the "Maintain Don't Gain" Healthy Holiday Challenge.
- She stated that she would be presenting a Wellness "Tool Kit" every other month which will include flyers to be posted and distributed; ideas for events that are connected to a topic; challenges that may or not include incentive but instead allow the employees to become aware of certain issues.
- She stated that each town will be receiving a wellness budget in 2016 and she will be contacting each town to help them spend the money on events, etc.
- She stated that the December Newsletter has been updated to the website and every member was emailed a copy on December 1, 2015.

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)*.

	Nov	YTD
<i>Lost Time</i>	3	26
<i>Medical Only</i>	10	179
<i>Report Only</i>	7	105
<i>Total Intakes</i>	20	310
<i>Report Only % of Total</i>	35.0%	33.9%
<i>Medical Only/Lost Time Ratio</i>	77:03	87:13
<i>Average Days to Report</i>	6.3	4.6

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	3,206
<i>Transitional Duty Days Worked</i>	1,983
<i>% of Transitional Duty Days Worked</i>	61.9%
<i>Transitional Duty Days Not Accommodated</i>	1,223
<i>% of Transitional Duty Days Not Accommodated</i>	38.1%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report.

PPO Penetration Rate	November
<i>Bill Count</i>	186
<i>Original Provider Charges</i>	\$129,232
<i>Re-priced Bill Amount</i>	\$57,199
<i>Savings</i>	\$72,033
<i>% of Savings</i>	55.7%
<i>PPO Penetration Rate Bill Count Percentage</i>	95.2%
<i>PPO Penetration Rate Provider Charge Percentage</i>	93.7%
<i>EPO Penetration Rate Bill Count Percentage</i>	84.6%
<i>EPO Penetration Rate Provider Charge Percentage</i>	85.1%

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

TREASURER'S REPORT

Mr. Tontarski provided an overview of his report for November 30, 2015. A copy of the report was distributed to the members at the meeting.

Investment Interest

Mr. Tontarski reported interest received or accrued for the current month totaled \$9,446.47. This generated an average annual yield of .36%. After including an unrealized net loss of \$10,090.00 in the asset portfolio, the yield is adjusted to -.02% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$3,430.00 as it relates to market value of \$8,501,730.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of two (2) obligations with maturities greater than two (2) years, three (3) obligations maturing between one and two years and one (1) obligation in less than one year.

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	\$5,039.57	\$246,779.30
Overpayment Reimbursements	\$637.17	
FY 2015 Premium Assessment Receipts	\$19,941.00	
FY 2013 Retrospective Premium Receipts	\$9,904.00	
TRICO JIF vs. G. Killen	\$206.81	

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

Woodbury City	\$15,076.00
Pittsgrove Township	\$13,460.00
Stow Creek Township	\$339.00

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 \$231,828.98. The claims detail for the 216 checks is as follows:

Direct Loss Payments	\$206,057.25
Claim Expenses	\$7,038.18
Legal Defense Costs	\$18,733.55

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period, the Fund's "Cash Position" changed from an opening balance of \$31,622,184.63 to a closing balance of \$31,019,790.13 showing a decrease in the Fund of \$406,183.31.

Loss Run Payment Register

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

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

ROLL CALL **Yeas:** Doris Hall, **Logan Twp**
 Bill Slusser, *Chair*, **Oldmans Twp**
 Mike Razze, **Pitman**
 Mayor Brad Campbell, *Secretary*, **Shiloh Boro**
 Karen Sweeney, **Wenonah Boro**
 Bill Bittner, **Westville Boro**
 Bob Law, **Woodbury**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

BILL LIST – Approval of December, 2015

Mr. Tontarski presented the corrected *December 2015 Bill List* for the members' consideration in the amount of **\$1,816,814.09**.

Chair Slusser entertained a motion to approve the corrected *December 2015 Bill List* in the amount of **\$1,816,814.09**.

Motion by Mr. Law, seconded by Ms. Hall, to approve the corrected *December 2015 Bill List* in the amount of **\$1,816,814.09**.

ROLL CALL	Yeas:	Doris Hall, Logan Twp Bill Slusser, <i>Chair</i> , Oldmans Twp Mike Razzo, Pitman Mayor Brad Campbell, <i>Secretary</i> , Shiloh Boro Karen Sweeney, Wenonah Boro Bill Bittner, Westville Boro Bob Law, Woodbury
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

FINANCE COMMITTEE

Mr. Law reported that the 2016 Budget was introduced at the November meeting and a public budget hearing needs to be completed before the budget can be considered for approval.

2016 Budget Hearing – Motion to Open

Chair Slusser entertained a motion to *open the 2016 Budget Hearing to the public*.

Motion by Mr. Law, seconded by Mr. Razzo, to *open the 2016 Budget Hearing to the public*. All in favor. Motion carried by unanimous vote.

Chair Slusser asked if there were any questions from the public. There was no public comment.

2016 Budget Hearing - Motion to Close

Chair Slusser entertained a motion to *close the Budget Hearing to the public*.

Motion by Mr. Law, seconded by Ms. Sweeney, to *close the Budget Hearing to the public*. All in favor. Motion carried by unanimous vote.

2016 Budget Adoption

Chair Slusser entertained a motion to *adopt the 2016 Budget* as presented at the November 23, 2015 meeting.

Chair Slusser asked if there were any questions. No questions were entertained.

Motion by Mr. Law, seconded by Mr. Razze, to *adopt the 2016 Budget* as presented.

ROLL CALL	<i>Yeas:</i>	Doris Hall, Logan Twp Bill Slusser, <i>Chair</i> , Oldmans Twp Mike Razze, Pitman Mayor Brad Campbell, <i>Secretary</i> , Shiloh Boro Karen Sweeney, Wenonah Boro Bill Bittner, Westville Boro Bob Law, Woodbury
	<i>Nays:</i>	None
	<i>Abstain:</i>	None

All in favor. Motion carried by unanimous vote.

2016 Assessment Certification

Chair Slusser entertained a motion to *adopt the 2016 Assessment Certification* as presented at the November 23, 2015 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to *adopt the 2016 Assessment Certification*.

ROLL CALL	<i>Yeas:</i>	Doris Hall, Logan Twp Bill Slusser, <i>Chair</i> , Oldmans Twp Mike Razze, Pitman Mayor Brad Campbell, <i>Secretary</i> , Shiloh Boro Karen Sweeney, Wenonah Boro Bill Bittner, Westville Boro Bob Law, Woodbury
	<i>Nays:</i>	None
	<i>Abstain:</i>	None

All in favor. Motion carried by unanimous vote.

2016 Assessment Allocation Strategy

Chair Slusser entertained a motion to *adopt the 2016 Assessment Allocation Strategy* as presented at the November 23, 2015 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to *adopt the 2016 Budget* as presented.

ROLL CALL	Yeas:	Doris Hall, Logan Twp Bill Slusser, <i>Chair</i> , Oldmans Twp Mike Razze, Pitman Mayor Brad Campbell, <i>Secretary</i> , Shiloh Boro Karen Sweeney, Wenonah Boro Bill Bittner, Westville Boro Bob Law, Woodbury
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

SAFETY COMMITTEE MEETING – December 3, 2015

Ms. Abdill reported that there was a Safety Committee meeting held and the minutes were distributed to the members at the meeting. She highlighted the following:

Regional Training Schedule– Ms. Abdill stated that the Committee reviewed the draft Regional Training Schedule. She stated that a Safety Coordinator’s/Claims Coordinator’s Round Table is scheduled for February 18, 2016 at Nicolosi’s in West Deptford. She noted that a DPW Round Table, Sovereign Citizens Training and Law Enforcement Topics will be held in 2016.

2016 Safety Kickoff Breakfast – Ms. Abdill stated that the 2016 Safety Breakfast will be held on April 5, 2016 at Nicolosi’s in West Deptford.

MEL/RCF/E-JIF REPORTS

Mr. Law stated that the meeting minutes were included in the agenda packet. He highlighted the following item:

Bulletin TRI 16-01: Blanket Certificates – He stated that the Blanket Certificates were included in the agenda packet for use in the upcoming year.

Bulletin TRI 16-02: Certificate of Insurance – He stated that the Certificate of Insurance form was included in the agenda packet for use in the upcoming year.

MISCELLANEOUS BUSINESS

Resolution 2015-34 – PivotPoint Security

Mr. Law stated that the Fund authorized the Executive Director to prepare, issue, and receive an RFP to complete a risk assessment for the IT systems in all the member towns. He noted that there were numerous inquiries but only one (1) response was received which was from PivotPoint Security. He noted that on December 8, 2015, he and representatives from the BURLCO JIF and the ACM JIF met with PivotPoint Security to review their proposal. He noted that PivotPoint would initially send out a survey to each town to gather information on network systems of each municipality. They would review the information to determine potential exposures based on different levels; Critical, High Risk, Medium Risk or Low Risk. Once they identify the risks, they will go out to each town to interview key personnel and review the survey results. He noted that once the information is gathered, it can be used by the members to help them protect themselves from technology based claims and by the Fund to shop for cyber liability insurance with different carriers. He noted that there are three (3) tiers of service they offer: Silver, Gold and Platinum. The Silver and Gold programs would only identify critical or high risk problems, whereas the Platinum would cover the entire system. He noted that the cost would be \$3,153.00 per town for the Platinum program. His recommendation was to move forward with PivotPoint Security at the Platinum service for a total of \$113,500. He noted that one half of the cost of the contract, \$56,750.00 would be paid from the 2015 Fund Year Budget Contingency line item with the balance of the cost of the contract, \$56,750.00 would be paid from the 2016 Fund Year Budget Contingency line item.

Motion by Mr. Law, seconded by Mr. Razze, to *adopt Resolution 2015-34, authorizing the Execution of a Contract with PivotPoint Security to complete Technology Risk Management Exposure Audits at a cost not to exceed \$113,500.00.*

ROLL CALL *Yeas:* Doris Hall, **Logan Twp**
Bill Slusser, *Chair*, **Oldmans Twp**
Mike Razze, **Pitman**
Mayor Brad Campbell, *Secretary*, **Shiloh Boro**
Karen Sweeney, **Wenonah Boro**
Bill Bittner, **Westville Boro**
Bob Law, **Woodbury**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

NEXT MEETING

Chair Slusser stated that the next meeting of the TRICO JIF will be held on **Monday, December 21, 2015 at 4:00 PM** at the **Deptford Municipal Building, Deptford, NJ**. He noted that the holiday dinner will be held directly after the meeting at Filomena's in Deptford, New Jersey.

PUBLIC COMMENT

Open Public Comment

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

Motion by Mr. Law, seconded by Ms. Sweeney, to open the meeting to the public. All in favor. Motion carried.

Close Public Comment

Hearing no comments from the public, Chair Slusser entertained a motion to close the meeting to the public.

Motion by Mr. Law, seconded by Ms. Sweeney, 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

Ms. Tyler-Schohl of Qual-Lynx presented the following Payment Authorization Requests (PARs) during the Executive Claims Committee Meeting held on December 21, 2015.

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>	<i>Auto</i>
Z27702	X61414	Z29711	Z06549
Z29574	X83843		
Z01312	Z00033		
Z20817	X56436		
	X72891		

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

Chair Slusser 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 Mr. Razze, to Approve Payment Authority on the Claims as presented during the Executive Claims Committee Meeting.

ROLL CALL ***Yeas:*** Doris Hall, **Logan Twp**
 Bill Slusser, *Chair*, **Oldmans Twp**
 Mike Razze, **Pitman**
 Mayor Brad Campbell, *Secretary*, **Shiloh Boro**
 Karen Sweeney, **Wenonah Boro**
 Bill Bittner, **Westville Boro**
 Bob Law, **Woodbury**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

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

MOTION TO ADJOURN

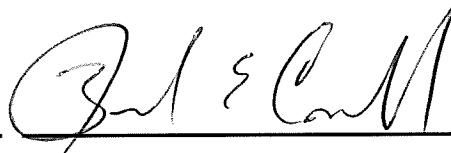
There being no further business, Chair Slusser entertained a *Motion to Adjourn* the December 21, 2015 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razze, to adjourn the December 21, 2015 Meeting of the TRICO JIF.

The meeting was adjourned at 4:46 PM.



Brenda Smith, Recording Secretary for



BRAD CAMPBELL, SECRETARY