

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

Gloucester County Library – Mullica Hill Branch  
389 Wolfert Station Rd  
Mullica Hill, New Jersey

January 25, 2016 – 5:00 PM

***EXECUTIVE COMMITTEE MEETING***

***OPEN SESSION MINUTES***

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The *Reorganization* meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at Gloucester County Library, 389 Wolfert Station Rd, Mullica Hill, New Jersey on Monday, January 25, 2016 at 5:00 PM, prevailing time. Chair Slusser, **Oldmans Twp**, presiding. The meeting was called to order at 5:05 PM.

***SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON***

***FLAG SALUTE***

***STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT***

Notice of this meeting was given by: (1) sending sufficient notice herewith to the *South Jersey Newspapers*, of Woodbury and *Courier Post, of Cherry Hill*; and; (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 of 2015 FUND COMMISSIONERS***

Those in attendance were:

Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton Borough**  
Don Banks, **Deptford Twp**  
Stephanie McCaffrey, **East Greenwich Twp**  
Carolyn King-Sammons, **Elk Twp**  
Doug Hogate, **Elsinboro Twp**  
Barbara Freijomil, **Franklin Twp**  
Harry Rink, **Greenwich Twp**  
Mark Gravinese, **Harrison Twp**  
Kevin Clour, **Lower Alloways Creek Twp**  
Dante Spina, **Mannington Twp**  
Pam LeVine, *Alternate*, **Mantua Twp**  
Kevin Heydel, **Monroe Twp**  
Bill Slusser, *Chair*, **Oldmans Twp**  
Mayor John Washington, **Penns Grove Borough**  
Rich Raine, **Pennsville Twp**  
Maureen Abdill, **Pilesgrove Twp**  
Mike Razze, **Pitman Borough**

Marjorie Sperry, **Quinton Twp**  
Robert Diaz, **South Harrison Twp**  
Carl Bagby, **Swedesboro Borough**  
Bob Dickenson, **Vineland City**  
Nick Pileggi, **Washington Township**  
Karen Sweeney, **Wenonah Borough**  
Bill Bittner, **Westville Borough**  
Bob Law, **Woodbury City**  
John Hall, **Woodstown Borough**  
Anthony Bertino, *Alternate*, **Woolwich Twp**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Twp**  
Nate Dunn, **Fairfield Twp**  
Frank Campisi, **Glassboro Borough**  
Doris Hall, **Logan Twp**  
Lorraine Boyer, **Paulsboro Borough**  
Brad Campbell, *Secretary*, **Shiloh Borough**  
David Zeck, **Upper Pittsgrove Twp**  
Rich Gambale, **Woodbury Heights 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  
Conner Strong & Buckelew  
E.H. Sloan Insurance Agency

Absent RMCs were:

Brown & Brown  
CEB-Corporate Employee Benefits  
Chesney-Stanton Insurance Group  
Len Eckman Insurance  
Hardenbergh Insurance Group  
Henry D. Young Insurance

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

Chair Slusser presented the meeting minutes of the December 21, 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 December 21, 2015 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the December 21, 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 December 21, 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 December 21, 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 December 21, 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 December 21, 2015 as presented.

The Executive Claims Review Committee Closed Session minutes of the December 21, 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 December 21, 2015 meeting were collected.*

***ADJOURN THE SINE DIE MEETING***

Chair Slusser entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Law, seconded by Mr. Razze, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs. Fund Chair Slusser passed the gavel to Paul J. Miola, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2016 Fund Year is completed.

Mr. Miola welcomed all in attendance to the *2016 Reorganization Meeting of the TRICO JIF*.

***ROLL CALL of 2016 FUND COMMISSIONERS***

Those in attendance were:

Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton Borough**  
Don Banks, **Deptford Twp**  
Stephanie McCaffrey, **East Greenwich Twp**  
Carolyn King-Sammons, **Elk Twp**  
Doug Hogate, **Elsinboro Twp**  
Barbara Freijomil, **Franklin Twp**  
Harry Rink, **Greenwich Twp**  
Mark Gravinese, **Harrison Twp**  
Kevin Clour, **Lower Alloways Creek Twp**  
Dante Spina, **Mannington Twp**  
Pam LeVine, *Alternate*, **Mantua Twp**  
Kevin Heydel, **Monroe Twp**  
Bill Slusser, *Chair*, **Oldmans Twp**  
Mayor John Washington, **Penns Grove Borough**  
Rich Raine, **Pennsville Twp**  
Maureen Abdill, **Pilesgrove Twp**  
Mike Razzo, **Pitman Borough**  
Marjorie Sperry, **Quinton Twp**  
Brad Campbell, *Secretary*, **Shiloh Borough** (*arrived at 5:17pm*)  
Robert Diaz, **South Harrison Twp**  
Carl Bagby, **Swedesboro Borough**  
Bob Dickenson, **Vineland City**  
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**  
Anthony Bertino, *Alternate*, **Woolwich Twp**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Twp**  
Nate Dunn, **Fairfield Twp**  
Frank Campisi, **Glassboro Borough**  
Doris Hall, **Logan Twp**  
Lorraine Boyer, **Paulsboro Borough**  
David Zeck, **Upper Pittsgrove Twp**

### ***ELECTION OF 2016 OFFICERS***

#### ***2016 Nomination Slate***

Mr. Miola presented for the membership's consideration the 2016 Nomination Slate. The Nominating Committee met in November 2015 and presented the 2016 Nomination Slate at the November and December 2015 Executive Committee Meetings.

Chair: William Slusser, **Oldmans Township**

Secretary: Brad Campbell, **Shiloh Township**

Executive Committee: Robert Law, **Woodbury City**  
Michael Razzo, **Borough of Pitman**  
Karen Sweeney, **Wenonah Borough**  
Doris Hall, **Logan Township**  
Bill Bittner, **Borough of Westville**

Alternates: #1 Harry Rink, **Greenwich Township**  
#2 Mayor John Washington, **Penns Grove Borough**  
#3 Sue Miller, **Borough of Clayton**  
#4 Bob Dickenson, **Vineland City**  
#5 Carl Bagby, **Borough of Swedesboro**  
#6 John Hall, **Woodstown Township**

Mr. Miola *Opened the Floor* for nominations for a position on the *2016 Nomination Slate*.

Hearing no additional nominations, Mr. Miola *Closed the Floor* for a position on the *2016 Nomination Slate*.

***Election of a Chairman and Secretary***

Mr. Miola asked for a Roll Call Vote of the full membership for an *Election of a Chairman and Secretary* as presented.

**ROLL CALL**      *Yeas:*      Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton Borough**  
Don Banks, **Deptford Twp**  
Stephanie McCaffrey, **East Greenwich Twp**  
Carolyn King-Sammons, **Elk Twp**  
Doug Hogate, **Elsinboro Twp**  
Barbara Freijomil, **Franklin Twp**  
Harry Rink, **Greenwich Twp**  
Mark Gravinese, **Harrison Twp**  
Kevin Clour, **Lower Alloways Creek Twp**  
Dante Spina, **Mannington Twp**  
Pam LeVine, *Alternate*, **Mantua Twp**  
Kevin Heydel, **Monroe Twp**  
Bill Slusser, *Chair*, **Oldmans Twp**  
Mayor John Washington, **Penns Grove Borough**  
Rich Raine, **Pennsville Twp**  
Maureen Abdill, **Pilesgrove Twp**  
Mike Razzo, **Pitman Borough**  
Marjorie Sperry, **Quinton Twp**  
Brad Campbell, *Secretary*, **Shiloh Borough**  
Robert Diaz, **South Harrison Twp**  
Carl Bagby, **Swedesboro Borough**  
Bob Dickenson, **Vineland City**  
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**  
Anthony Bertino, *Alternate*, **Woolwich Twp**

*Nays:*                      None

*Abstain:*                      None

All in favor. Motion carried by unanimous vote.

***Election of an Executive Committee and Alternates for 2016***

Mr. Miola asked for a Roll Call Vote to *Elect an Executive Committee and Alternates for 2016* as presented.

**ROLL CALL**      *Yeas:*      Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton Borough**  
Don Banks, **Deptford Twp**  
Stephanie McCaffrey, **East Greenwich Twp**  
Carolyn King-Sammons, **Elk Twp**  
Doug Hogate, **Elsinboro Twp**  
Barbara Freijomil, **Franklin Twp**  
Harry Rink, **Greenwich Twp**  
Mark Gravinese, **Harrison Twp**  
Kevin Clour, **Lower Alloways Creek Twp**  
Dante Spina, **Mannington Twp**  
Pam LeVine, *Alternate*, **Mantua Twp**  
Kevin Heydel, **Monroe Twp**  
Bill Slusser, *Chair*, **Oldmans Twp**  
Mayor John Washington, **Penns Grove Borough**  
Rich Raine, **Pennsville Twp**  
Maureen Abdill, **Pilesgrove Twp**  
Mike Razzo, **Pitman Borough**  
Marjorie Sperry, **Quinton Twp**  
Brad Campbell, *Secretary*, **Shiloh Borough**  
Robert Diaz, **South Harrison Twp**  
Carl Bagby, **Swedesboro Borough**  
Bob Dickenson, **Vineland City**  
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**  
Anthony Bertino, *Alternate*, **Woolwich Twp**

*Nays:*                      None

*Abstain:*                      None

All in favor. Motion carried by unanimous vote.

***OATHS OF OFFICE***

*Oaths of Office* were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2016 Fund Year.

All *Oaths of Office* were signed and presented to the Fund Solicitor.

At this time, Mr. Miola passed the gavel to Fund Chair William Slusser, *Oldmans Twp*, to conduct the 2016 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates on their election.

Chair Slusser welcomed new Fund Commissioners, Jim D'Auria of Washington Township and Robert Yerka of Woodbury Heights.

#### ***APPOINTMENT OF ALTERNATE***

Chair Slusser appointed Commissioner Rink to the Executive Committee in the absence of Commissioner Hall, for voting purposes.

#### ***ORGANIZATIONAL RESOLUTIONS***

The following 2016 Organizational Resolutions were presented for adoption by Chair Slusser.

*R 2016-01 – Confirming the Election of a Fund Chair and Fund Secretary*

*R 2016-02 – Confirming the Election of an Executive Committee and Alternates*

*R 2016-03 – Appointing Professional Staff – Non-Fair and Open*

*R 2016-04 – Appointing Professional Staff – Fair and Open*

*R 2016-05 – Approving Defense Attorneys*

*R 2016-06 – Recommending the EPL/POL Defense Panel*

*R 2016-07 – Cash Management and Investment Policy*

*R 2016-08 – Adopting Procedures in Compliance with Open Public Meetings Act*

*R 2016-09 – Adopting Fiscal Policies and Procedures*

*R2016-10 – Adopting Administrative Policies and Procedures*

*R 2016-11 – Designating Executive Director as Public Agency Compliance Officer*

*R 2016-12- Adopting and Establishing a Conflict of Interest Policy*

*R 2016-13 – Establishing a Fund Records Program*

*R 2016-14 – Establishing the 2016 Plan of Risk Management*

*R 2016-15 – Designation of Certifying and Approving Officer for Payment of Claims*

*R 2016-16 – Appointing Qual-Care as the Managed Care Provider*



Chair Slusser entertained a motion to adopt the *Organizational Resolutions 2016-01* through *2016-16* as presented.

Motion by Mr. Law, seconded by Mr. Razze, to adopt *Organizational Resolutions 2016-01 through 2016-16*.

**ROLL CALL**      *Yeas:*      Harry Rink, **Greenwich Township**  
Bill Slusser, *Chair*, **Oldmans Township**  
Mike Razze, **Pitman Borough**  
Brad Campbell, *Secretary*, **Shiloh Borough**  
Karen Sweeney, **Wenonah Borough**  
Bill Bittner, **Westville Borough**  
Bob Law, **Woodbury City**

*Nays:*              None

*Abstain:*          None

All in favor. Motion carried by unanimous vote.

***EXPENSE RESOLUTION***

The following 2016 Expense Resolution was presented for adoption by Chair Slusser.

*R 2016-17 - Authorizing Advanced Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences.*

Any member interested in attending should contact the Executive Director's office.

Chair Slusser entertained a motion to adopt *R 2016-17* as presented.

Motion by Mr. Law, seconded by Mr. Razze, to adopt *R 2016-17*.

**ROLL CALL**      *Yeas:*      Harry Rink, **Greenwich Township**  
Bill Slusser, *Chair*, **Oldmans Township**  
Mike Razze, **Pitman Borough**  
Brad Campbell, *Secretary*, **Shiloh Borough**  
Karen Sweeney, **Wenonah Borough**  
Bill Bittner, **Westville Borough**  
Bob Law, **Woodbury City**

*Nays:*              None

*Abstain:*          None

All in favor. Motion carried by unanimous vote.

***EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – January 25, 2016***

Chair Slusser reported that an Executive Claims Committee Meeting was held on Monday, January 25, 2016 at Gloucester County Library, Mullica Hill.

The Committee reviewed six (6) claims. Of the claims reviewed, there were four (4) Workers' Compensation, one (1) General 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 two (2) matter(s) presented for *Abandonment of Subrogation*.

Questions will be addressed during Closed Session if necessary.

***EXECUTIVE DIRECTOR'S REPORT***

Mr. Miola thanked the members for his reappointment and reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items.

***AJG Risk Management Service, Inc. Disclosure Statement*** – Mr. Miola referenced a disclosure statement included in his report and asked the Fund Secretary to incorporate this memo into the minutes of the January Reorganization meeting and make it a permanent record of the Fund.

***Lost Time Accident Frequency Report*** – Mr. Miola asked the members to review the Lost Time Accident Frequency report.

***Certificates of Insurance*** - Mr. Miola asked that these be made part of the minutes of tonight's meeting.

***2014 Safety Incentive Program Awards*** – Mr. Miola asked that all members review available balances for this program. He reminded the members that the deadline for claiming the *encumbered* funds is February 1, 2016.

***2015 Optional Safety Budget*** - Mr. Miola asked that all members review available balances for this program. He reminded the members that the deadline for claiming the *encumbered* funds is February 1, 2016.

***EPL Helpline –Authorized Contact List*** - Mr. Miola asked the members to review the authorized contacts on this list and to please contact the Executive Director's office with any questions. He asked stated that instructions are listed on the JIF website.

***EPL Allowance*** – Mr. Miola commented that each member has an allowance of \$540 that can be used for employment practices related expenses. Please review the website, contact the Executive Director's office or your RMC for assistance.

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

***Financial Fast Track*** – Mr. Miola reported that the November 30, 2015 reports are attached showing a Fund Surplus of **\$17,368,140**.

**Regulatory Filing Checklists** – Mr. Miola stated that the filings are up to date.

**Skateboard Park Approval Status** – Mr. Miola stated that a spreadsheet was included in the agenda packet detailing the current status of all approved skateboard parks or those currently under construction by a member municipality. The MEL has established a process outlined in MEL Coverage Bulletin 2015-09, which must be filed by all members who wish to construct a skateboard park and have the TRICO JIF and MEL provide the facility with coverage. All members considering construction should contact his office prior to moving forward.

**Capehart & Scatchard Updates** – Mr. Miola asked that the members review the Capehart & Scatchard updates included in the agenda packet.

**Statutory Bond Status** – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. He noted these are issued for the individual, NOT the position, so please review the list as some changes may be necessary following your local reorganization.

**Elected Officials Training – Invitation** – Mr. Miola stated an invitation was emailed to the Clerks, Fund Commissioners and Risk Management Consultant. The next training session will be held on February 10, 2016 at Merighi's Savoy Inn, Vineland, New Jersey.

**Managerial and Supervisory Training – Save the Date** – Mr. Miola stated that one of the requirements of the MEL's 2016-17 EPL Plan of Risk Management is the training of all member managers and supervisors. Four training sessions have been scheduled in conjunction with the TRICO and ACMJIF. The next training session will be held on January 27, 2016 at O'Connor's Bar & Grille, Eastampton, New Jersey.

**Police Risk Management Training – Invitation** – Mr. Miola stated that Risk Management Training for Police Personnel has been scheduled. He stated that attendance at this training by Police Command Staff is required for compliance with the MEL's 2016-17 EPL Plan of Risk Management. He noted that the classes will be held both in the morning and afternoon. The next training session will be held on March 22, 2016 at O'Connor's Bar & Grille, Eastampton, New Jersey.

**Inclement Weather Policy** – Mr. Miola reminded the member's of the JIF's *Inclement Weather Policy*.

**2016 1<sup>st</sup> Installment Billing** – Mr. Miola noted that 1<sup>st</sup> installment billings were sent out and commented that Mr. Forlenza will report on this during the Treasurer's report.

**2015 Attendance Record** – Mr. Miola stated that the report was included in the agenda and asked the members review and contact his office with any questions.

**PRIMA/AGRIP Conferences** – Mr. Miola noted that member's with first priority to attend these conferences recently received information from his office regarding the 2016 Conferences.

**2016 Safety Kickoff Breakfast** – Mr. Miola stated that the Safety Breakfast will be held April 5, 2016. He noted that it was decided to hold the breakfast a little later this year in hopes that the winter weather will be behind us.

*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. No questions were entertained.

## **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>Gilligan vs. Township of Monroe</i>
<i>Griner vs. Township of Fairfield</i>
<i>Milward vs. Borough of Pitman</i>

### *Closed Cases*

Mr. DeWeese reported that three (3) case(s) were closed since the last meeting in which no payments were made to the Plaintiffs.

### *Full 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.

### *Full Subrogation Summary Files*

Mr. DeWeese stated that there are 41 judgments obtained and collections efforts are being made on \$1,476,279.46 of potential recoveries.

Mr. DeWeese thanked the members for his reappointment.

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

## **SAFETY DIRECTOR’S REPORT**

Mr. Sheehan thanked the members for his reappointment and 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 two bulletins; *Snow Emergency* and *Managing Slips & Falls during Winter months*.

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

**Safety & Training Coordinators Roundtable** – Mr. Sheehan noted that this will be held on February 18, 2016 at Nicolosi's Catering.

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

### **CLAIMS ADMINISTRATOR'S REPORT**

#### ***Lessons Learned from Losses – January***

Mr. Roselli thanked the Fund for his reappointment and provided the members with the *Lessons Learned from Losses* which was included in the agenda packet.

Mr. Roselli stated that the focus this month is on taking pictures. He noted that having pictures of all items damaged can help document and prove a loss. Without pictures, a claim could be denied. It mainly involves items that are to be discarded due to being damaged, but could involve vehicle damages where repairs have been completed prior to reporting the claim. Taking pictures of damaged items also assists with securing subrogation reimbursement from carriers. Taking a picture of the scene of a trip and fall or an accident as soon as possible after it happened, can lock the conditions of that location in time. These areas can change in time, such as foliage that looks different in the spring versus the winter, or a pothole or raised piece of sidewalk that changes with time.

He suggested that municipalities have their Police, Fire and Department of Public Works look for and report dangerous conditions as they travel around the municipality.

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

### **WELLNESS DIRECTOR'S REPORT**

Ms. Schiffer thanked the Fund for her re-appointment and noted that her report is detailed in the agenda packet. She highlighted the following:

- “Maintain Don't Gain” program has been very successful.
- The first Police Ad Hoc Committee was held on January 15, 2016.
- February 5, 2016 is “Wear Red Day” and a mock flyer was sent to all the towns.
- Wellness Connection Newsletter for January, 2016 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.
- January “Healthy Weight for Life Challenge” focuses on reaching a healthy weight for life instead of the biggest loser concept.

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>December</b>	<b>YTD</b>
<i>Lost Time</i>	1	27
<i>Medical Only</i>	14	193
<i>Report Only</i>	11	116
<i>Total Intakes</i>	26	336
<i>Report Only % of Total</i>	42.3%	34.5%
<i>Medical Only/Lost Time Ratio</i>	93:07	87:13
<i>Average Days to Report</i>	4.5	4.5

***Transitional Duty Report***

Ms. Beatty presented the Transitional Duty Report for 2015.

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	3,605.00
<i>Transitional Duty Days Worked</i>	2,056.00
<i>% of Transitional Duty Days Worked</i>	57.0%
<i>Transitional Duty Days Not Accommodated</i>	1,549
<i>% of Transitional Duty Days Not Accommodated</i>	43.0%

***PPO Penetration Report:***

Ms. Beatty presented the monthly PPO Penetration Report for December, 2015.

<b>PPO Penetration Rate</b>	<b>December</b>
<i>Bill Count</i>	266
<i>Original Provider Charges</i>	\$515,978
<i>Re-priced Bill Amount</i>	\$210,963
<i>Savings</i>	\$304,881
<i>% of Savings</i>	59.1%
<i>PPO Penetration Rate Bill Count Percentage</i>	91.6%

<i>PPO Penetration Rate Provider Charge Percentage</i>	<i>91.3%</i>
<i>EPO Penetration Rate Bill Count Percentage</i>	<i>74.0%</i>
<i>EPO Penetration Rate Provider Charge Percentage</i>	<i>90.9%</i>

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

**TREASURER'S REPORT**

Mr. Forlenza provided an overview of Mr. Tontarski's report for December 31, 2015.

**Investment Interest**

Mr. Forlenza reported interest received or accrued for the current month totaled \$9,660.35. This generated an average annual yield of .39%. After including an unrealized net loss of \$5,380.00 in the asset portfolio, the yield is adjusted to .17% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$3,650.00 as it relates to market value of \$10,496,350.00 vs. the amount invested.

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

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

**Receipt Activity for the Period**

Mr. Forlenza reported on the total subrogation & reimbursement receipts.

	<b>Period</b>	<b>YTD</b>
Subrogation Receipts	\$10,580.66	\$257,359.96
Overpayment Reimbursements	\$259.16	
FY 2015 Premium Assessment Receipts	\$15,769.00	
Late Payment Penalty Receipts	\$437.59	

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

Woodbury City	\$20,028.00
Pittsgrove Township	\$30,816.00
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 \$670,461.52. The claims detail for the 328 checks is as follows:

Direct Loss Payments	\$617,324.14
Claim Expenses	\$4,864.88





Mike Razze, **Pitman Borough**  
Brad Campbell, *Secretary*, **Shiloh Borough**  
Karen Sweeney, **Wenonah Borough**  
Bill Bittner, **Westville Borough**  
Bob Law, **Woodbury City**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

### ***COMMITTEE REPORTS***

#### ***COMMITTEE CHAIRS MEETING***

Chair Slusser noted that the minutes from the January 13, 2015 were included in the agenda packet. He stated that Fund accommodated the requests of the respondents to the Committee volunteer form. He also commented that a notice will be sent to all Fund Commissioners reminding everyone of the committees to which they were assigned. He encouraged all members to be active on the Committees as this is part of what makes the Fund successful.

#### ***EPL CLAIMS REVIEW COMMITTEE***

Mr. Bittner reported that the minutes from the meeting held on January 25, 2016 will be included in the February agenda packet for review.

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

Mr. Law reported that the members that the minutes of the January 6, 2016 MEL/E-JIF/RCF reorganization meetings were included in the agenda packet. He highlighted the following item:

***Resolution Opposing Assembly Bill 1347 and Senate Bill 264*** – Mr. Law stated that the MEL is opposing Assembly Bill 1347 and Senate Bill 264, which concerns workers' compensation for public safety workers. This bill would create a rebuttable presumption that if, in the course of employment, a public safety worker is exposed to a carcinogen or pathogen, that any subsequent injury, disability, chronic or illness or death is compensable under worker's compensation. The MEL's recommendation is to create a study commission to examine the issue, review the National Institute for Occupational Safety and Health (NIOSH) study and consider the experience of other states.

#### ***MISCELLANEOUS BUSINESS***

##### ***Resolution 2016-18 – Honoring Nick Pileggi***

Chair Slusser read Resolution 2016-18, Honoring Nick Pileggi into the minutes and thanked him for his years of service as Fund Commissioner for Washington Township.

Motion by Mr. Law, seconded by Mr. Razze, to approve Resolution 2016-18.

**ROLL CALL**      *Yeas:*      Harry Rink, **Greenwich Township**  
Bill Slusser, *Chair*, **Oldmans Township**  
Mike Razze, **Pitman Borough**  
Brad Campbell, *Secretary*, **Shiloh Borough**  
Karen Sweeney, **Wenonah Borough**  
Bill Bittner, **Westville Borough**  
Bob Law, **Woodbury City**

*Nays:*              None

*Abstain:*          None

All in favor. Motion carried by unanimous vote.

***Next Meeting***

Chair Slusser noted the next meeting of the TRICO JIF will be held on **Monday, February 22, 2016 at 5:00 PM** at the **Gloucester County Library, Mullica Hill, NJ.**

***PUBLIC COMMENT***

***Open Public Comment***

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

Motion by Mr. Law, seconded by Mr. Razze, 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 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 January 25, 2016.

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
Z23170	X83843	Z29625
Z28810		
X96968		
X89784		

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:*    Harry Rink, **Greenwich Township**  
 Bill Slusser, *Chair*, **Oldmans Township**  
 Mike Razze, **Pitman Borough**  
 Brad Campbell, *Secretary*, **Shiloh Borough**  
 Karen Sweeney, **Wenonah Borough**  
 Bill Bittner, **Westville Borough**  
 Bob Law, **Woodbury City**

*Nays:*            None

*Abstain:*        Mike Razze, **Pitman Borough** (*claim#X89784*)

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.

<i>QUAL-LYNX FILES</i>	<i>AMOUNT</i>
X96968	\$2,473.28
X89784	\$2,207.55

Motion by Mr. Law, seconded by Mr. Razze, to approve abandoning subrogation as presented.

**ROLL CALL**    *Yeas:*        Harry Rink, **Greenwich Township**

Bill Slusser, *Chair*, **Oldmans Township**  
Mike Razzo, **Pitman Borough**  
Brad Campbell, *Secretary*, **Shiloh Borough**  
Karen Sweeney, **Wenonah Borough**  
Bill Bittner, **Westville Borough**  
Bob Law, **Woodbury City**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***MOTION TO ADJOURN***

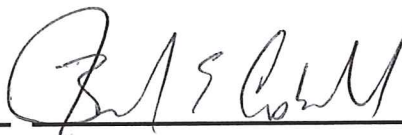
There being no further business, Chair Slusser entertained a *Motion to Adjourn* the January 25, 2016 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razzo, to adjourn the January 25, 2016 Meeting of the TRICO JIF.

The meeting was adjourned at 5:55 PM.



Brenda Smith, Recording Secretary for



Brad Campbell, Fund Secretary