

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

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

**January 27, 2014 – 4:00 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 27, 2014 at 5:00 PM, prevailing time. Chair Heydel, **Monroe Twp**, presiding. The meeting was called to order at 5:01 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 *Today's Sunbeam*, of Salem; Bridgeton *Evening News*, of Bridgeton; and the *South Jersey Newspapers*, of Woodbury; (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 2013 FUND COMMISSIONERS***

Those in attendance were:

Beth Reilly, **Alloway**  
Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton**  
Joseph Schweigart, **East Greenwich**  
Jackie Green, *Representing*, **Fairfield**  
Jud Moore, **Franklin**  
Greg Sawyer, **Glassboro**  
Harry Rink, **Greenwich**  
Dennis Chambers, *Alternate*, **Harrison** (*arrived 5:12pm*)  
Kevin Clour, **Lower Alloways Creek**  
Dante Spina, **Mannington**  
Jennica Bileci, **Mantua**  
Kevin Heydel, **Monroe Twp**  
Bill Slusser, **Oldmans Twp**  
LeeAnn Ruggeri, **Paulsboro**  
Mayor John Washington, **Penns Grove**  
Rich Raine, **Pennsville**  
Maureen Abdill, **Pilesgrove**

Mike Razze, **Pitman**  
Marty Uzdanovics, **Quinton** (*arrived 5:03pm*)  
Brad Campbell, **Shiloh**  
Robert Diaz, **South Harrison**  
Carl Bagby, **Swedesboro**  
Bill Gantz, **Upper Pittsgrove**  
Bob Dickenson, **Vineland**  
Nick Pileggi, **Washington Township**  
Karen Sweeney, **Wenonah**  
Bill Bittner, **Westville**  
Bob Law, **Woodbury City**  
Cara Witasick, **Woodbury Heights**  
Joe Hiles, *Representing*, **Woodstown**  
Jane DiBella, **Woolwich**

Absent Fund Commissioners were:

Maria DeTitto, **Deptford**  
Carolyn King-Sammons, **Elk**  
Jeff Stepler, **Elsinboro**  
Doris Hall, **Logan**  
Steve Wymbs, **Pittsgrove Twp**

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.*  
Tom Tontarski, Treasurer  
Tim Sheehan, Safety Director's Office, *J. A. Montgomery Risk Control*  
Kathy Tyler-Schohl, *Qual-Lynx*  
Karen Beatty, *QualCare*  
Debby Schiffer, *Wellness Director*

Also present were the Risk Management Consultants from the following agencies:

Biondi Insurance Agency  
Cettei & Connell  
Chesney-Stanton Insurance Group  
Conner Strong & Buckelew  
Len Eckman Insurance  
Hardenbergh Insurance Group  
E.H. Sloan Insurance Agency  
Sungenis Insurance Agency (*arrived 5:10pm*)

Absent RMCs were:

Brown & Brown  
Marsh & McLennan Agency  
Price-Milam Insurance Agency

Henry D. Young Insurance

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

Chair Heydel presented the meeting minutes of the December 19, 2013 Executive Committee meeting for approval.

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

Chair Heydel entertained a motion to approve the minutes of the December 19, 2013 Executive Committee meeting.

Motion by Mr. Schweigart, seconded by Mr. Slusser, to approve the minutes of the December 19, 2013 Executive Committee meeting. All in Favor. Motion carried.

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

Chair Heydel presented the meeting minutes of the December 19, 2013 Executive Claims Review Committee Meeting for approval.

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

Chair Heydel entertained a motion for approval of the Executive Claims Review Committee meeting minutes.

Motion by Mr. Schweigart, seconded by Mr. Slusser, to approve the meeting minutes of the December 19, 2013 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

***APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session***

Chair Heydel presented the Executive Claims Review Committee Closed Session meeting minutes of December 19, 2013 for approval.

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

Chair Heydel entertained a motion for approval of the Executive Claims Review Committee Closed Session meeting minutes.

Motion by Mr. Schweigart, seconded by Mr. Slusser, to approve the Executive Claims Review Committee Closed Session meeting minutes of December 19, 2013 as presented.

The Executive Claims Review Committee Closed Session minutes of the December 19, 2013 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 19, 2013 meeting were collected.*

***ADJOURN THE SINE DIE MEETING***

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

At this time Officers, Executive Committee, and Alternates vacated their chairs. Fund Chair Heydel passed the gavel to Paul J. Miola, Executive Director, until the election of the Chair, Secretary and Executive Committee for the 2014 Fund Year is completed.

Mr. Miola welcomed all in attendance to the *2014 Reorganization Meeting of the TRICO JIF*.

***ROLL CALL of 2014 FUND COMMISSIONERS***

Those in attendance were:

Beth Reilly, **Alloway**  
Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton**  
Joseph Schweigart, **East Greenwich**  
Jackie Green, **Fairfield**  
Jud Moore, **Franklin**  
Greg Sawyer, **Glassboro**  
Harry Rink, **Greenwich**  
Dennis Chambers, *Alternate*, **Harrison** (*arrived 5:12pm*)  
Kevin Clour, **Lower Alloways Creek**  
Dante Spina, **Mannington**  
Jennica Bileci, **Mantua**  
Kevin Heydel, **Monroe Twp**  
Bill Slusser, **Oldmans Twp**  
LeeAnn Ruggeri, **Paulsboro**  
Mayor John Washington, **Penns Grove**  
Rich Raine, **Pennsville**  
Maureen Abdill, **Pilesgrove**  
Mike Razze, **Pitman**  
Marty Uzdanovics, *Alternate*, **Quinton** (*arrived 5:03pm*)  
Brad Campbell, **Shiloh**  
Robert Diaz, **South Harrison**  
Cari Bagby, **Swedesboro**  
Bill Gantz, **Upper Pittsgrove**  
Bob Dickenson, **Vineland**  
Nick Pileggi, **Washington Township**  
Karen Sweeney, **Wenonah**  
Bill Bittner, **Westville**  
Bob Law, **Woodbury City**  
Cara Witasick, **Woodbury Heights**  
Joe Hiles, *Representing*, **Woodstown**  
Jane DiBella, **Woolwich**

Absent Fund Commissioners were:

Maria DeTitto, **Deptford**  
Carolyn King-Sammons, **Elk**  
Jeff Stepler, **Elsinboro**  
Doris Hall, **Logan**

***ELECTION OF 2014 OFFICERS***

***2014 Nomination Slate***

Mr. Miola presented for the membership's consideration the 2014 Nomination Slate. The Nominating Committee met in November 2013 and presented the 2014 Nomination Slate at the November and December 2013 Executive Committee Meetings.

Chair:	Kevin Heydel, <b>Monroe Township</b>
Secretary:	William Slusser, <b>Oldmans Township</b>
Executive Committee:	Joe Schweigart, <b>East Greenwich Twp</b> Greg Sawyer, <b>Borough of Glassboro</b> Brad Campbell, <b>Shiloh Township</b> Robert Law, <b>Woodbury City</b> Michael Razzo, <b>Borough of Pitman</b>
Alternates:	#1 Doris Hall, <b>Logan Township</b> #2 Karen Sweeney, <b>Borough of Wenonah</b> #3 Bill Bittner, <b>Borough of Westville</b> #4 Harry Rink, <b>Greenwich Township</b> #5 Mayor John Washington, <b>Penns Grove</b> #6 Sue Miller, <b>Borough of Clayton</b> #7 Bob Dickenson, <b>City of Vineland</b>

Mr. Miola *Opened the Floor* for nominations for a position on the *2014 Nomination Slate*.

Hearing no additional nominations, Mr. Miola *Closed the Floor* for a position on the *2014 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.

<b>ROLL CALL</b>	<b>Yeas:</b>	Beth Reilly, <b>Alloway</b> Ken Brown, <b>Carneys Point Twp</b>
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Sue Miller, **Clayton**  
Joseph Schweigart, **East Greenwich**  
Jackie Green, **Fairfield**  
Jud Moore, **Franklin**  
Greg Sawyer, **Glassboro**  
Harry Rink, **Greenwich**  
Dennis Chambers, *Alternate*, **Harrison**  
Kevin Clour, **Lower Alloways Creek**  
Dante Spina, **Mannington**  
Jennica Bileci, **Mantua**  
Kevin Heydel, *Chair*, **Monroe Twp**  
Bill Slusser, *Secretary*, **Oldmans Twp**  
LeeAnn Ruggeri, **Paulsboro**  
Mayor John Washington, **Penns Grove**  
Rich Raine, **Pennsville**  
Maureen Abdill, **Pilesgrove**  
Mike Razzo, **Pitman**  
Marty Uzdancovics, *Alternate*, **Quinton**  
Brad Campbell, **Shiloh**  
Robert Diaz, **South Harrison**  
Carl Bagby, **Swedesboro**  
Bill Gantz, **Upper Pittsgrove**  
Bob Dickenson, **Vineland**  
Nick Pileggi, **Washington Township**  
Karen Sweeney, **Wenonah**  
Bill Bittner, **Westville**  
Bob Law, **Woodbury City**  
Cara Witasick, **Woodbury Heights**  
Jane DiBella, **Woolwich**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***Election of an Executive Committee and Alternates for 2014***

Mr. Miola asked for a Roll Call Vote to *Elect an Executive Committee and Alternates for 2014* as presented.

**ROLL CALL**      *Yeas:*      Beth Reilly, **Alloway**  
Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton**  
Joseph Schweigart, **East Greenwich**  
Jackie Green, **Fairfield**

Jud Moore, **Franklin**  
Greg Sawyer, **Glassboro**  
Harry Rink, **Greenwich**  
Dennis Chambers, *Alternate*, **Harrison**  
Kevin Clour, **Lower Alloways Creek**  
Dante Spina, **Mannington**  
Jennica Bileci, **Mantua**  
Kevin Heydel, *Chair*, **Monroe Twp**  
Bill Slusser, *Secretary*, **Oldmans Twp**  
LeeAnn Ruggeri, **Paulsboro**  
Mayor John Washington, **Penns Grove**  
Rich Raine, **Pennsville**  
Maureen Abdill, **Pilesgrove**  
Mike Razze, **Pitman**  
Marty Uzdunovics, *Alternate*, **Quinton**  
Brad Campbell, **Shiloh**  
Robert Diaz, **South Harrison**  
Carl Bagby, **Swedesboro**  
Bill Gantz, **Upper Pittsgrove**  
Bob Dickenson, **Vineland**  
Nick Pileggi, **Washington Township**  
Karen Sweeney, **Wenonah**  
Bill Bittner, **Westville**  
Bob Law, **Woodbury City**  
Cara Witasick, **Woodbury Heights**  
Jane DiBella, **Woolwich**

*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 2014 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 Kevin Heydel, **Monroe Twp**, to conduct the 2014 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates on their election.

**CHAIR COMMENTS**

Chair Heydel thanked the members for his reappointment as Chairperson. Chair Heydel told the members that this is his 12<sup>th</sup> year in the JIF and he commented that he has never worked with such a fine group of Fund Commissioners, Fund Professionals and RMCs. He stated that when he began the JIF had a loss ratio of over 100% with additional assessments; noting that the Fund now has a loss ratio in the 70% range with no additional assessments. Chair Heydel attributed the success of the Fund to the participation of all the members and thanked them. He noted that the Chairs Committee assigned members to certain Committees so please review the minutes handed out this evening.

**ORGANIZATIONAL RESOLUTIONS**

The following 2014 Organizational Resolutions were presented for adoption by Chair Heydel.

*R 2014-01 – Confirming the Election of a Fund Chair and Fund Secretary*

*R 2014-02 – Confirming the Election of an Executive Committee and Alternates*

*R 2014-03 – Appointing Professional Staff – Non-Fair and Open*

*R 2014-04 – Appointing Professional Staff –Fair and Open*

*R 2014-05 - Approving Defense Attorneys*

*R 2014-06 – Cash Management and Investment Policy*

*R 2014-07 – Adopting Procedures in Compliance with Open Public Meetings Act*

*R 2014-08 – Adopting Fiscal Policies and Procedures*

*R2014-09 – Adopting Administrative Policies and Procedures*

*R 2014-10 – Designating Executive Director as Public Agency Compliance Officer*

*R 2014-11- Adopting and Establishing a Conflict of Interest*

*R 2014-12 – Establishing a Fund Records Program*

*R 2014-13 – Establishing the 2014 Plan of Risk Management*

*R 2014-14 – Designation of Certifying and Approving Officer for Payment of Claims*

Chair Heydel entertained a motion to adopt the *Organizational Resolutions 2014-01* through *2014-14* as presented.

Motion by Mr. Slusser, seconded by Mr. Schweigart to adopt *Organizational Resolutions 2014-01* through *2014-14*.

<b>ROLL CALL</b>	<b>Yeas:</b>	Joseph Schweigart, <b>East Greenwich</b>
		Greg Sawyer, <b>Glassboro</b>
		Kevin Heydel, <i>Chair</i> , <b>Monroe Twp</b>
		Bill Slusser, <i>Secretary</i> , <b>Oldmans Twp</b>
		Mike Razze, <b>Pitman</b>
		Brad Campbell, <b>Shiloh</b>
		Bob Law, <b>Woodbury City</b>



*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***EXPENSE RESOLUTION***

The following 2014 Expense Resolution was presented for adoption by Chair Heydel.

*R 2014-15 - 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 Heydel entertained a motion to adopt *R 2014-15* as presented.

Motion by Mr. Slusser, seconded by Mr. Schweigart to adopt *R 2014-15*.

**ROLL CALL**     *Yeas:*     Joseph Schweigart, **East Greenwich**  
Greg Sawyer, **Glassboro**  
Kevin Heydel, *Chair*, **Monroe Twp**  
Bill Slusser, *Secretary*, **Oldmans Twp**  
Mike Razzo, **Pitman**  
Brad Campbell, **Shiloh**  
Bob Law, **Woodbury City**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – January 27, 2014***

Chair Heydel reported that an Executive Claims Committee Meeting was held on Monday, January 27, 2014 at Gloucester County Library, Mullica Hill.

The Committee reviewed twenty-four (24) claims. Of the claims reviewed, there were thirteen (13) Workers' Compensation, five (5) General Liability, one (1) Auto, and five (5) Property PARs recommended for approval of settlement or continuing defense.

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

There were five (5) matter(s) presented for *Abandonment of Subrogation*.

Questions will be addressed during Closed Session if necessary.

***EXECUTIVE DIRECTOR'S REPORT***

Mr. Miola welcomed the new Fund Commissioners: Doug Hogate, Elsinboro; Jackie Green, Fairfield Twp; and Fran Grenier, Woodstown.

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 on page 106 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 revised Lost Time Accident Frequency report.

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

***2012 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, 2014.

***2013 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, 2014.

***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. He stated that a memo was sent to all members by the MEL outlining the new program with a compliance deadline of May 1, 2014.

***Financial Fast Track*** – Mr. Miola reported that the November 30, 2013 reports are attached showing a Fund Surplus of \$13,741,261.

***Skateboard Parks*** – Mr. Miola noted that if you are considering a skateboard park or plan on rebuilding one, please contact the Executive Director's office prior to moving forward so we can assist you with the required coverage guidelines.

***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.

***Managers and Supervisors Training*** – Mr. Miola stated that a session was held last week at Charley's Other Brother in Eastampton. There was good attendance and great feedback from this seminar. Mr. Miola noted that the next one is scheduled for March 6, 2014 at the Wildwood Convention Center in Wildwood.

***Elected Officials Training*** – Mr. Miola reported that the remaining Elected Officials trainings are scheduled for January 30, 2014 at Kerri Brooke Caterers, Hammonton; March 12, 2014 at Charley's Other Brother, Eastampton; and March 25, 2014 at Nicolosi's, West Deptford, which is the make up from December 10<sup>th</sup>.

***Police Training*** – Mr. Miola reported that the Managerial & Supervisory Training for Police Personnel has had excellent attendance. The remaining sessions are January 30, 2014 at Kerri Brooke Caterers, Hammonton; and March 12, 2014 at Charley's Other Brother, Eastampton.

***RMC Resolutions and Agreements*** – Mr. Miola noted that once the resolutions and agreements are properly executed, please forward to the Executive Director's office. He stated that no RMC can be paid in February without these documents on file.

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

***Contact Designation Verification*** – Mr. Miola asked the members to please go to the Exigis website and make all appropriate updates.

***2014 1<sup>st</sup> Installment Billing*** – Mr. Miola noted that 1<sup>st</sup> installment billings were sent out and commented that Mr. Tontarski will report on this during his report.

***2013 Attendance Record*** – Mr. Miola reported that the report is located in the agenda and to please review.

***EPL/POL Buy Down Options*** – Mr. Miola stated that on January 7, 2014 each *eligible* member was sent a notification of their EPL/POL Buy Down Options. Please respond to Jodi Palmeri by February 7, 2014.

***Cyber Excess Limits*** – Mr. Miola noted that a memo was included in the agenda regarding available higher limits for Cyber Liability coverage. Mr. Forlenza noted that this memo was sent to the Executive Committee and Alternates a week prior to today's meeting as the Fund will be entertaining a vote on purchasing higher limits during today's meeting. He stated that to increase the coverage to double the current per claim and aggregate limits, the cost will be about \$100 additional per member for 2014. He noted that funding is available in the budget so member assessments will not be affected.

Chair Heydel entertained a motion to purchase **Excess Cyber Liability Limits** as presented.

Motion by Mr. Slusser, seconded by Mr. Schweigart to purchase **Excess Cyber Liability Limits** as presented.

**ROLL CALL**      *Yeas:*      Joseph Schweigart, **East Greenwich**  
Greg Sawyer, **Glassboro**  
Kevin Heydel, *Chair*, **Monroe Twp**  
Bill Slusser, *Secretary*, **Oldmans Twp**  
Mike Razzo, **Pitman**  
Brad Campbell, **Shiloh**  
Bob Law, **Woodbury City**

*Nays:*              None

*Abstain:*          None

All in favor. Motion carried by unanimous vote.

***PRIMA/AGRIP Conferences*** – Mr. Miola noted that member's with first priority to attend these conferences recently received information from his office regarding the 2014 Conferences.

***New Fund Commissioner Orientation*** – Mr. Miola commented that a new Fund Commissioner orientation will be held in the Spring. He asked them to please reach out to any member or the Executive Director's office if they have any questions.

***2014 Safety Kickoff Breakfast*** – Mr. Miola stated that the Safety Breakfast will be held February 27<sup>th</sup>, 2014 at Nicolosi's Catering.

***Loss Ratio Reports*** – Mr. Miola noted that the Loss Ratio Snapshot reports valued as of 12/31/2013 were distributed at the meeting.

***MEL Annual Report*** – Mr. Miola commented that the MEL Annual Report was distributed this evening.

***2013 Dividend Release*** - Mr. Miola noted Deptford Twp, Fairfield Twp and Shiloh, still need to respond to the dividend notification so that these funds can be distributed accordingly.

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

## **SOLICITOR'S REPORT**

### ***Resolution 2014-16 Approving a Contract with Affanato Marut, LLC.***

Mr. DeWeese presented Resolution 2014-18 approving a contract with Affanato Marut, LLC. Mr. DeWeese provided an overview of the terms surrounding the original contract. He noted that the Claims Review Committee recommended approving the contract and awarding a one (1) year contract under the "Non-Fair and Open" process.

Chair Heydel entertained a motion to Adopt *Resolution 2014-16 Approving a Contract with Affanato Marut, LLC* as presented.

Motion by Ms. Slusser, seconded by Mr. Schweigart to adopt *Resolution 2014-16*.

**ROLL CALL**      *Yeas:*      Joseph Schweigart, **East Greenwich**  
Greg Sawyer, **Glassboro**  
Kevin Heydel, *Chair*, **Monroe Twp**  
Bill Slusser, *Secretary*, **Oldmans Twp**  
Mike Razze, **Pitman**  
Brad Campbell, **Shiloh**  
Bob Law, **Woodbury City**

*Nays:*              None

*Abstain:*          None

All in favor. Motion carried by unanimous vote.

***Executive Claims Committee Meeting***

Mr. DeWeese highlighted the following items from the Claims Review Committee Meeting:

***Assignment of New Cases***

Mr. DeWeese reported two (2) new cases have been assigned since the last meeting.

<b>New Cases</b>
<i>Jung-Huynh v. Twp of Monroe</i>
<i>Estate of Polisano v. Twp of Monroe</i>

***Closed Cases***

Mr. DeWeese reported that six (6) 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 31 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 38 judgments obtained and collections efforts are being made on \$813,409.71 of potential recoveries. He also reported that \$87,338.35 was collected in December 2013 bringing the YTD to \$212,544.55 which is a very successful year.

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:

***Safety Bulletin*** – Mr. Sheehan noted that there were (3) bulletins distributed, in the agenda packet and via email, on hand lacerations, best practices for snow emergencies, and annual Motor Vehicle Record Check reminder.

***Police Chiefs Adhoc Committee Meeting*** – Mr. Sheehan noted that this will be held in Marlton on Friday, January 31, 2014.

***Management Skills Training*** – Mr. Sheehan referred to the bulletin on pg 156 regarding the MEL Management Skills training program offered in Marlton. He commented that it is an intense 3 day program spread out over 3 months intended for new managers and supervisors.

***Safety Coordinators Roundtable*** – Mr. Sheehan noted that this is held immediately following the Safety Breakfast on February 27, 2014.

***Online Training*** – Mr. Sheehan stated that the 2013 online training schedule was listed in the agenda by mistake. 2014 was emailed out to the members in an email from Karen LaSala.

***Fast Track Training*** – Mr. Sheehan reminded members that there will be an all day *Fast Track Training* programs again this year. Information is in the agenda and available on the website. Pre-registration is suggested.

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

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

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

Ms. Tyler-Schohl thanked the Fund for her reappointment and provided the members with the *Lessons Learned from Losses* which was included in the agenda packet.

#### ***2013 YEAR IN REVIEW***

Ms. Tyler-Schohl reported that Qual-Lynx closed 15,301 (99%) of the 15,847 claims reported for all years. The total incurred for all years is \$66,806,100. 711 claims were received 2013 and 479 (68%) were closed year to date. She noted that the Workers' Comp line accounts for 76% (\$42,090,306) of the claims and is still the leading type of claim reported.

Ms. Tyler-Schohl noted that they continue to monitor Claims trends closely; identify cost saving opportunities; meet quarterly to review claims open for 90 days or longer, open psychiatric claims; review performance measures of Physical Therapy and Pain Management; and work closely with the JIF's defense panel to ensure the best outcomes pre-litigation and in WC court.

Ms. Tyler-Schohl stated that for all years, the Fund posted \$3,488,198 in subrogation and salvage recoveries. For 2013, the Fund posted \$219,620 in subrogation and salvage recoveries.

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

**WELLNESS DIRECTOR'S REPORT**

Ms. Schiffer thanked the members for her reappointment and 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:

- **Clayton** – Ms. Schiffer reported that they will be offering points throughout year for wellness activities. This would be getting physicals, flu shots, and items that benefit them.
- **Monroe** – Ms. Schiffer commented that Monroe is looking into holding a biggest loser challenge.
- **Vineland** – Ms. Schiffer reported that they are considering holding a DE-Stress fair for employees. It will be an appreciation-type day.
- **Washington Twp** – Ms. Schiffer noted that she will go in to speak to the officers.
- **Westville** – Ms. Schiffer commented that they had an Interstate Mobile unit come on-site to administer EKG, BP, and lung capacity screenings.
- **Healthy Vending Machines** – Ms. Schiffer reported that Vineland, Washington Twp, Westville, and Woodbury are going to consider healthy vending machines.
- NJWELL has wellness activities incentives that began 1/1/14

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	29
<i>Medical Only</i>	15	205
<i>Report Only</i>	6	112
<i>Total Intakes</i>	22	346
<i>Report Only % of Total</i>	27.3%	32.4%
<i>Medical Only/Lost Time Ratio</i>	94:06	88:12
<i>Average Days to Report</i>	5.5	7.1

***Transitional Duty Report***

Ms. Beatty presented the Transitional Duty Report for 2013.

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	3,279
<i>Transitional Duty Days Worked</i>	1,916
<i>% of Transitional Duty Days Worked</i>	58.4%
<i>Transitional Duty Days Not Accommodated</i>	1,363
<i>% of Transitional Duty Days Not Accommodated</i>	41.6%

***PPO Penetration Report:***

Ms. Beatty presented the monthly PPO Penetration Report for 2013.

<b>PPO Penetration Rate</b>	<b>December</b>
<i>Bill Count</i>	2,593
<i>Original Provider Charges</i>	\$2,391,535
<i>Re-priced Bill Amount</i>	\$1,066,789
<i>Savings</i>	\$1,324,746
<i>% of Savings</i>	55.4%
<i>PPO Penetration Rate Bill Count Percentage</i>	95.4%
<i>PPO Penetration Rate Provider Charge Percentage</i>	92.0%
<i>EPO Penetration Rate Bill Count Percentage</i>	84.6%
<i>EPO Penetration Rate Provider Charge Percentage</i>	92.3%

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

***TREASURER'S REPORT***

Mr. Tontarski thanked the members for his reappointment and provided an overview of his report for December 2013.

***Investment Interest***

Mr. Tontarski reported interest received or accrued for the current month totaled \$9,070.77. This generated an average annual yield of .39%. After including an unrealized net loss of \$22,085.00 in the asset portfolio, the yield is adjusted to -.96% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$67,560.00 as it relates to market value of \$8,559,800.00 vs. the amount invested.



Our asset portfolio with TD Wealth Management consists of five (5) obligations with maturities greater than two (2) 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>Period</b>	<b>YTD</b>
Subrogation Receipts	\$87,338.35	\$212,544.55
Overpayment Reimbursements	\$3,484.20	
FY 2013 Refund (Holiday Party)	\$90.00	

#### **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 \$714,408.29. The claims detail for the 262 checks is as follows:

Direct Loss Payments	\$663,144.75
Claim Expenses	\$10,979.04
Legal Defense Costs	\$40,284.50

#### **Cash Activity for the Period**

Mr. Tontarski stated that during the reporting period, the Fund's "Cash Position" changed from an opening balance of \$28,009,421.93 to a closing balance of \$27,214,409.66 showing a decrease in the Fund of \$795,012.27.

#### ***1<sup>st</sup> Installment Billing***

Mr. Tontarski noted that the first installment billing has gone out and is due February 14, 2014. These were sent to all clerks and Fund Commissioners. Please contact Mr. Tontarski or the Executive Director's office if you did not receive the invoice.

#### **Loss Run Payment Register**

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

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

**ROLL CALL**      *Yeas:*      Joseph Schweigart, **East Greenwich**  
Greg Sawyer, **Glassboro**  
Kevin Heydel, *Chair*, **Monroe Twp**  
Bill Slusser, *Secretary*, **Oldmans Twp**  
Mike Razzo, **Pitman**  
Brad Campbell, **Shiloh**  
Bob Law, **Woodbury City**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

### **Bill List – January**

Mr. Tontarski presented the *Amended January 2014 Bill List* for the members' consideration in the amount of **\$1,573,996.19** which was a handout this evening.

Chair Heydel entertained a motion to approve the *Amended January 2014 Bill List* in the amount of **\$1,573,996.19**.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to approve the *Amended January 2014 Bill List* in the amount of **\$1,573,996.19**.

**ROLL CALL**      *Yeas:* Joseph Schweigart, **East Greenwich**  
Greg Sawyer, **Glassboro**  
Kevin Heydel, *Chair*, **Monroe Twp**  
Bill Slusser, *Secretary*, **Oldmans Twp**  
Mike Razzo, **Pitman**  
Brad Campbell, **Shiloh**  
Bob Law, **Woodbury City**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

### **COMMITTEE REPORTS**

#### ***JOINT COVERAGE COMMITTEE- December 16, 2013***

Ms. Abdill reported that the Joint Coverage Committee meeting was held on December 16, 2013 and she provided a detailed overview last meeting. She noted that the minutes were in the agenda packet. She highlighted the following:

***Cyber Liability*** – Ms. Abdill stated that cyber liability was discussed and higher limits were approved earlier in the meeting.

***EPL/POL Program*** – Ms. Abdill reminded the members that they are responsible to update their program bi-annually.

***Exigis*** – Ms. Abdill noted that if you were using a group email, you may encounter a problem and to please contact Jodi Palmeri at the Executive Director's office.

***Excess Property Coverage Changes*** – Mr. Forlenza stated that the minutes outline the 2014 property program changes. He noted that with the adoption of the 2014 Plan of Risk Management earlier in the

meeting, most of the changes was implemented. He further stated that later in the year the Fund may need to adopt an amended Plan of Risk Management as Mr. Hrubash is finalizing some changes.

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

Chair Heydel reported that the minutes from the meeting held on December 19, 2013 are included in the agenda packet this evening.

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

Mr. Forlenza noted that the minutes from the January 13, 2014 were a handout this evening. 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. Chair Heydel encouraged all members to be active on the Committees as that is part of what makes the Fund successful.

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

Mr. Law reported that the members that the minutes of the January 2, 2014 MEL/E-JIF/RCF reorganization meetings are included in the agenda packet. He highlighted pg 244 contains an Environmental Alert: The Hidden Cost of Free Property. He urged the members to do the preliminary environmental survey through the E-JIF on any free properties.

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

##### ***Next Meeting***

Chair Heydel noted the next meeting of the TRICO JIF will be held on **Monday, February 24, 2014 at 5:00 PM** at the **Gloucester County Library, Mullica Hill, NJ.**

#### ***PUBLIC COMMENT***

##### ***Open Public Comment***

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

Motion by Mr. Slusser, seconded by Mr. Schweigart, to open the meeting to the public. All in favor. Motion carried.

##### ***Close Public Comment***

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

Motion by Mr. Slusser, seconded by Mr. Schweigart, 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 January 27, 2014.

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>	<i>Auto</i>
<i>X20061(01-06)</i>	<i>W17072</i>	<i>X79324</i>	<i>X78104</i>
<i>X63833</i>	<i>X17704</i>	<i>X78634</i>	
<i>W87217</i>	<i>W21079</i>	<i>X78319</i>	
<i>X76895</i>	<i>X16600</i>	<i>X79446</i>	
<i>X74637</i>	<i>X78733</i>	<i>X79054</i>	
<i>X66897</i>			
<i>X78158</i>			

<i>X68035</i>			
<i>X43023</i>			
<i>X43534</i>			
<i>X45473</i>			
<i>X46922</i>			
<i>X44052</i>			

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

Chair Heydel entertained a motion to *Approve* the PARs as presented in their entirety during the Executive Claims Review Committee Meeting.

Motion by Mr. Slusser, seconded by Mr. Schweigart, to Approve Payment Authority on the Claims as presented during the Executive Claims Committee Meeting.

**ROLL CALL**     *Yeas:*     Joseph Schweigart, **East Greenwich**  
                                        Greg Sawyer, **Glassboro**  
                                        Kevin Heydel, *Chair*, **Monroe Twp**  
                                        Bill Slusser, *Secretary*, **Oldmans Twp**  
                                        Mike Rازze, **Pitman**  
                                        Brad Campbell, **Shiloh**  
                                        Bob Law, **Woodbury City**

*Nays:*                  None

*Abstain:*                None

All in favor. Motion carried by unanimous vote.

**APPROVE ABANDONING SUBROGATION**

There were five (5) matter(s) presented for *Abandonment of Subrogation* during the Closed Session portion of the Executive Claims Meeting.

<b>QUAL-LYNX FILES</b>	<b>AMOUNT</b>
X43023	\$2,428.66
X43534	\$2,415.96
X45473	\$2,414.75
X46922	\$2,002.71
X44052	\$1,747.52

**ROLL CALL**    *Yeas:*    Joseph Schweigart, **East Greenwich**  
Greg Sawyer, **Glassboro**  
Kevin Heydel, *Chair*, **Monroe Twp**  
Bill Slusser, *Secretary*, **Oldmans Twp**  
Mike Razzo, **Pitman**  
Brad Campbell, **Shiloh**  
Bob Law, **Woodbury City**

*Nays:*            None

*Abstain:*        None

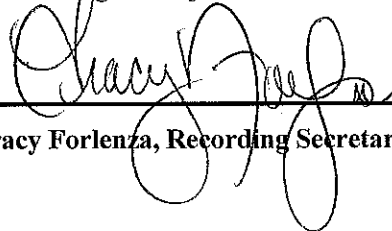
All in favor. Motion carried by unanimous vote.

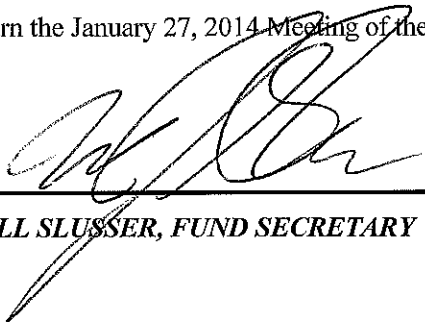
**MOTION TO ADJOURN**

There being no further business, Chair Heydel entertained a *Motion to Adjourn* the January 27, 2014 Executive Committee Meeting.

Motion by Mr. Slusser, seconded by Mr. Law to adjourn the January 27, 2014 Meeting of the TRICO JIF.

The meeting was adjourned at 5:49 PM.

  
\_\_\_\_\_  
Tracy Forlenza, Recording Secretary for

  
\_\_\_\_\_  
BILL SLUSSER, FUND SECRETARY