

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

**Auletto's Caterers
1849 Cooper Street
Almonesson, New Jersey**

July 28, 2016 – 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 Auletto's Caterers, 1849 Cooper Street, Almonesson, New Jersey on Monday, July 28, 2016 at 4:00 PM, prevailing time. Acting Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 4:08 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 the *South Jersey Newspapers*, of Woodbury and *Courier Post, of Cherry Hill*; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the TRICO Municipal Joint Insurance Fund, and (3) posting notice on the public bulletin boards of all member municipalities of the TRICO Municipal Joint Insurance Fund.

ROLL CALL

Those in attendance were:

Beth Reilly, **Alloway Twp**
Ken Brown, **Carneys Point Twp**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp**
Stephanie McCaffrey, **East Greenwich Twp**
Debbie Pine, *Alternate*, **Elk Twp**
Doug Hogate, **Elsinboro Twp**
Nate Dunn, **Fairfield Twp**
Barbara Freijomil **Franklin Twp**
Debra Fourre, **Glassboro Borough**
Mark Gravinese, **Harrison Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Dante Spina, **Mannington Twp**
Jennica Bilecki, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Lorraine Boyer, **Paulsboro Borough**
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Marty Uzdanovics, *Alternate*, **Quinton Twp**

Brad Campbell, *Secretary*, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Aldis Sotomayor, *Alternate*, **Vineland City**
Jim D'Auria, **Washington Township**
Kathy Schools, *Alternate*, **Wenonah Borough**
Bill Bittner, **Westville Borough**
Bob Law, **Woodbury City**
Robert Yerka, **Woodbury Heights Borough**
John Hall, **Woodstown Borough**
Jane DiBella, **Woolwich Twp**

Absent Fund Commissioners were:

Harry Rink, **Greenwich Twp**
Doris Hall, **Logan Twp**
Bill Slusser, *Chair*, **Oldmans Twp**
Richie Raine, **Pennsville Twp**
David Zeck, **Upper Pittsgrove Twp**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
Paul Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
David DeWeese, *The DeWeese Law Firm, P.C.*
Thomas Tontarski, Treasurer
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
Chesney-Stanton Insurance Group
Conner Strong & Buckelew
CEB-Corporate Employee Benefits
Cettei & Connell
Len Eckman Insurance
Hardenbergh Insurance Group

Absent RMCs were:

Brown & Brown
E.H. Sloan Insurance Agency
Henry D. Young Insurance

Motion by Mr. Law, seconded by Mr. Razzo, to appoint Commissioners Washington, Miller and Bagby to the Executive Committee in the absence of Commissioners Slusser, Sweeney and Hall for voting purposes.

All in favor. Motion carried by unanimous vote. Also, in the absence of Chairman Slusser, Secretary Campbell will be Acting Chair. Commissioner Law will be Acting Secretary.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Acting Chair Campbell presented the meeting minutes of the June 27, 2016 Executive Committee meeting for approval.

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

Acting Chair Campbell entertained a motion to approve the minutes of the June 27, 2016 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the June 27, 2016 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Acting Chair Campbell presented the meeting minutes of the June 27, 2016 Executive Claims Review Committee Meeting for approval.

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

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

Motion by Mr. Law, seconded by Mr. Razze, to approve the meeting minutes of the June 27, 2016 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Acting Chair Campbell presented the Executive Claims Review Committee Closed Session meeting minutes of June 27, 2016 for approval.

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

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

Motion by Mr. Law, seconded by Mr. Razze, to approve the Executive Claims Review Committee Closed Session meeting minutes of June 27, 2016 as presented.

The Executive Claims Review Committee Closed Session minutes of the June 27, 2016 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 June 27, 2016 meeting were collected.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – July 25, 2016

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

The Committee reviewed twelve (12) claims. Of the claims reviewed, there were six (6) Workers' Compensation, two (2) General Liability and four (4) Property PARs recommended for approval of settlement or continuing defense.

There were no matter(s) presented for *Abandonment of Subrogation*.

Questions will be addressed during Closed Session if necessary.

EXECUTIVE DIRECTOR'S REPORT

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

Lost Time Accident Frequency Report – Mr. Miola stated that the Lost Time Accident Frequency Summary and the Statewide Recap for May, 2016 was included in his report.

Certificates of Insurance – Mr. Miola asked that these certificates of insurance be made part of the minutes of today's meeting.

2015 Safety Incentive Program Awards – Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 1, 2016.

2016 Optional Safety Budget - Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 1, 2016.

2016 Wellness Incentive Program Allowance – Mr. Miola stated that a report detailing the available balance for each member for the 2016 Wellness Incentive Program was included in the agenda packet. Instructions on claiming the funds were emailed to all members on January 20, 2016. He stated that the deadline for claiming or encumbering the funds is December 31, 2016. All encumbered funds must be claimed by February 1, 2017.

EPL Helpline – Authorized Contact List – Mr. Miola asked members to review the attached list for accuracy. He noted the resolution to appoint an authorized contact is on the JIF website at www.tricojif.org. Please contact the Executive Director's office with any questions.

EPL Allowance – Mr. Miola reminded members that the Fund has budgeted \$540 for each member to help offset employment practice related expenses such as the solicitor's fee for updating member's EPL policies and procedures.

Employment Practices Liability Compliance– Mr. Miola asked members to review the attached status report for the member's individual deductibles. He reminded the members that they must update their Plan of Risk Management by October 1, 2016 to be eligible for the lower co-pay and deductible. He noted that the attached report has not been updated to show compliance with the new program. PERMA will update in the fall.

Financial Fast Track – Mr. Miola reported that the JIF’s surplus position as of May 31, 2016 was **\$18,807,707**.

Regulatory Filing Checklists - – Mr. Miola noted that there are two regulatory filing checklists in his report and they provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and monthly basis.

Skateboard Park Approval Status– Mr. Miola stated that a report listing the current status of all approved skateboard parks or those under construction were included in his report. He noted that any member with a park currently under construction or in the review process should review the spreadsheet to be sure that it accurately depicts the status of the town’s facility. He also noted that all members considering construction of a skateboard park should contact his office prior to moving forward.

Capehart & Scatchard Updates – Mr. Miola noted that the Capehart & Scatchard updates are in the agenda packet and provide valuable information regarding WC, ADA and FMLA issues.

Statutory Bond Status – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position. Members should review this list as some changes might have occurred at municipal reorganization meetings requiring new bonds to be issued.

MEL 2017/2018 Employee Practices Liability Program– Mr. Miola stated that on February 29, 2016 an email was sent to all members outlining the compliance procedure for the 2017-18 MEL EPL Plan of Risk Management Program. Members that update their loss control programs by October 1, 2016 will receive the standard EPL deductible of \$20,000 per claim plus a co-pay of 20% on each claim capped at \$50,000 and may be eligible to buy down deductibles and co-insurance caps. Members, who fail to come into compliance by the October 1, 2016 deadline, will have a minimum deductible of \$100,000 per claim plus a co-pay of 20% on each claim with no cap. He encouraged the members to review the memo with their RMC and Municipal Solicitor to be sure they understand the procedure for compliance.

Membership Renewals– Mr. Miola stated that renewal letters were emailed to eleven (11) members whose memberships in the JIF is up for renewal on January 1, 2017. Those members are: Alloway Township, Elk Township, Elsinboro Township, Paulsboro Borough, Penns Grove Borough, Pennsville Township, Washington Township, Wenonah Borough, Westville Borough, Woodbury Heights Borough and Woodstown Borough. He stated that they were all asked to have the Resolution placed on their governing body’s agenda and return both the Resolution and the Agreement to his office by August 19, 2016. He noted that several members have already turned in their documents.

Member Visitation– Mr. Miola stated that starting in June, a representative from his office will be contacting those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. He noted that the visits will be an opportunity to discuss the member’s participation in the JIF and the many programs available to them.

Quarterly Attendance – Mr. Miola stated that a report detailing attendance records through the second quarter of the 2016 Fund Year was included in the agenda packet. He noted that if anyone has any questions they should contact his office.

Exposure Renewal Process– Mr. Miola stated that the 2017 Exposure Renewal Process will be completed utilizing Exigis Exposure Date Management System. Each member and their Risk Management Consultant received a notification from Jodi Palmeri on July 5, 2016 that the Exposure Renewal Process has begun. He noted that supplemental instructions on the process and directions on how to navigate through the system were included in that notification. He stated that all members were asked to complete this process by Friday, August 19, 2016.

Loss Ratio Snapshots – Mr. Miola stated that the Loss Ratio Snapshots as of June 30, 2016 were distributed to the members and Risk Management Consultants at the meeting.

New Member Activity – Mr. Miola stated that there was no new member activity to report, however, a former member has been in contact with his office and he will keep the members updated.

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

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

Closed Cases

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

General Liability Status Report

Mr. DeWeese noted that there are 32 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.

EPL/POL Claims - Summit Risk

Mr. DeWeese stated has some concerns about the timeliness of the letters sent out from Summit Risk regarding EPL/POL claims. He had a discussion with the Claim Supervisor at Summit Risk and the issue and came up with some guidelines. The initial letter of acknowledgment of a claim will be sent out no later than four (4) business days after they receive the email from Qual-Lynx. A second letter, giving communication of the general coverage, denial and reservation of rights will be sent out no later than ten

(10) business days after they receive notice of a claim. Finally, the formal coverage letter will be sent out no later than thirty (30) days from the receipt of a claim. He noted that he will keep “an eye” on Summit Risk to make sure they are living up to these guidelines. He noted that they have recently replaced a number of adjusters so that could be the reason for the delay. He told the members to contact his office if they experience any issues with Summit Risk.

SAFETY DIRECTOR’S REPORT

Mr. Sheehan stated that the Safety Director's Report is self-explanatory. He highlighted the following items:

MEL Video Library – He noted the email address: melvideolibrary@jamontgomery.com and a new phone number: 856-552-4900.

Safety Director’s Bulletins – He noted that there was one (1) bulletin; *Summertime and High Visibility Apparel*.

MSI Training Programs – He noted that the upcoming MSI training programs for August, September and October 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. He noted that you must pre-register for these programs.

Status of Safety Contracts– Mr. Sheehan stated that a list of the status of safety contracts received as of July 1, 2016 was included in his report. He asked the members to review the list and if they have any questions to contact his office.

MSI Training Administrators– Mr. Sheehan stated that a list of the MSI Training Administrators was included in his report. He asked the members to review the list and make sure the correct name is listed. Any questions contact his office.

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

CLAIMS ADMINISTRATOR’S REPORT

Lessons Learned from Losses – July

Mr. Roselli provided the members with the *Lessons Learned from Losses* which was included in the agenda packet.

Mr. Roselli stated that the focus for this month is indemnity agreements. He stated that each town should check all indemnification agreements and contracts to make sure that the town has been added as an additional insured, if that is what the agreement requires. Also, towns should make sure that the terms and conditions of the agreement have been carried out. Each town should consult with their Risk Management Consultant who understands the identification of exposures and transfer of risk.

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

WELLNESS DIRECTOR’S REPORT

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

- One town is having after hour exercise classes.
- One town is having “Wear your sneakers day” which promotes walking.
- One town scheduled a Meditation workshop.
- One town is offering chair massages.
- One town is looking to schedule a local dermatologist to come in and screen for skin damage.
- One town scheduled a “Lunch & Learn” and there was good participation from all departments.
- Wellness Connection Newsletter for June, 2016 was included in the agenda packet as well as being posted to the JIF website.
- NJWELL Program; Employees under the NJ State Health Insurance will receive \$125 reward gift certificate after completing the online health assessment, completing a Biometric health screening and earning 400 points.

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)*.

	June	YTD
<i>Lost Time</i>	2	16
<i>Medical Only</i>	19	117
<i>Report Only</i>	7	39
<i>Total Intakes</i>	28	172
<i>Report Only % of Total</i>	25.0%	22.7%
<i>Medical Only/Lost Time Ratio</i>	90:10	88:12
<i>Average Days to Report</i>	2.7	2.8

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report for 2016.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	3,168
<i>Transitional Duty Days Worked</i>	1,657
<i>% of Transitional Duty Days Worked</i>	52.3%
<i>Transitional Duty Days Not Accommodated</i>	1,511
<i>% of Transitional Duty Days Not Accommodated</i>	47.7%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report for June, 2016.

PPO Penetration Rate	June
<i>Bill Count</i>	<i>311</i>
<i>Original Provider Charges</i>	<i>\$522,710</i>
<i>Re-priced Bill Amount</i>	<i>\$158,648</i>
<i>Savings</i>	<i>\$364,062</i>
<i>% of Savings</i>	<i>69.6%</i>
<i>PPO Penetration Rate Bill Count Percentage</i>	<i>95.2%</i>
<i>PPO Penetration Rate Provider Charge Percentage</i>	<i>98.2%</i>
<i>EPO Penetration Rate Bill Count Percentage</i>	<i>85.8%</i>
<i>EPO Penetration Rate Provider Charge Percentage</i>	<i>94.8%</i>

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

TREASURER'S REPORT

Mr. Tontarski provided an overview of the Treasurer's Report for June 30, 2016.

Investment Interest

Mr. Tontarski reported interest received or accrued for the current month totaled \$15,428.07. This generated an average annual yield of .64%. After including an unrealized net gain of \$25,170.00 in the asset portfolio, the yield is adjusted to 1.69% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$23,820.00 as it relates to market value of \$19,023,820.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of one (1) obligation 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. 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	\$35,564.56	\$159,598.07
Overpayment Reimbursements	\$898.00	
TRICO JIF vs. Killen	\$207.33	
RCF Claims Payment Reimbursement	\$25,829.73	

2016 Amended Assessment Certification Adoption

Motion by Mr. Law, seconded by Mr. Razze, to adopt the 2016 Amended Assessment Certification as presented.

ROLL CALL **Yeas:** Sue Miller, **Clayton Borough**
John Washington, **PennsGrove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, *Acting Chair*, **Shiloh Borough**
Carl Bagby, **Swedesboro Borough**
Bill Bittner, **Westville Borough**
Bob Law, *Acting Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

STRATEGIC PLANNING COMMITTEE

Mr. Miola reported that the committee met on June 23, 2016 and the meeting minutes were included in the agenda packet. He noted that the committee members discussed the location of the December 19, 2016 holiday meeting. The holiday meeting will be at Riverwinds in Deptford, New Jersey. His office will need approval to re-advertise the location and time of the meetings.

Motion by Mr. Law, seconded by Mr. Razze, to authorize the Executive Director to re-advertise the December Executive Committee meeting location and time. All in favor. Motion carried.

MEL/E-JIF/RCF Reports

Mr. Law stated that the meeting minutes were included in the agenda packet. He recommended that the members review the property acquisition information.

MISCELLANEOUS BUSINESS

Authorization to process and pay Fund Vendors in August, 2016

Acting Chair Campbell entertained a motion to pay the Fund Vendors in August since there will not be a meeting.

Motion by Mr. Law, seconded by Mr. Razze, to authorize the Fund Treasurer to process and pay the Fund Vendors in August, 2016.

ROLL CALL **Yeas:** Sue Miller, **Clayton Borough**
John Washington, **PennsGrove Borough**

Mike Razze, **Pitman Borough**
Brad Campbell, *Acting Chair*, **Shiloh Borough**
Carl Bagby, **Swedesboro Borough**
Bill Bittner, **Westville Borough**
Bob Law, *Acting Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Next Meeting

Acting Chair Campbell noted the next meeting of the TRICO JIF will be held on **Monday, September 26, 2016 at 5:00 PM** at the **Gloucester County Library, Mullica Hill, New Jersey.**

PUBLIC COMMENT

Open Public Comment

Acting Chair Campbell 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, Acting Chair Campbell entertained a motion to close the meeting to the public.

Motion by Mr. Law, seconded by Mr. Razze, to close the meeting to the public. All in favor. Motion carried.

EXECUTIVE SESSION MEETING

A Closed Session of the TRICO JIF was not held.

APPROVE CLAIMS PAYMENTS

Mr. Roselli of Qual-Lynx presented the following Payment Authorization Requests (PARs) during the Executive Claims Committee Meeting held on July 25, 2016.

<i>Workers' Compensation</i>	<i>Property</i>	<i>General</i>
<i>Z09251</i>	<i>Z38077</i>	<i>Z31768</i>
<i>X60138</i>	<i>Z36993</i>	<i>Z06740</i>

