

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

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

November 28, 2016 – 5:00 PM

***EXECUTIVE COMMITTEE MEETING***

***OPEN SESSION MINUTES***

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The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, New Jersey on Monday, November 28, 2016 at 5:00 PM, prevailing time. Chair Slusser, **Oldmans Twp**, presiding. The meeting was called to order at 5:00 PM.

***FLAG SALUTE***

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

Notice of this meeting was given by: (1) sending sufficient notice herewith to *South Jersey News*, of Woodbury and the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the TRICO Municipal Joint Insurance Fund, and (3) posting notice on the public bulletin boards of all member municipalities of the TRICO Municipal Joint Insurance Fund.

***ROLL CALL***

Those in attendance were:

Beth Reilly, **Alloway Twp**  
Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton Borough**  
Don Banks, **Deptford Twp**  
Stephanie McCaffrey, **East Greenwich Twp**  
Doug Hogate, **Elsinboro Twp**  
Barbara Freijomil **Franklin Twp**  
Debra Fourre, **Glassboro Borough** *(arrived after rollcall)*  
Harry Rink, **Greenwich Twp**  
Mark Gravinese, **Harrison Twp**  
Kevin Clour, **Lower Alloways Creek Twp**  
Pam leVine, **Alternate, Mantua Twp**  
Kevin Heydel, **Monroe Twp**  
Bill Slusser, **Chair, Oldmans Twp**  
Susan Jacabucci, **Paulsboro Borough**  
Mayor John Washington, **Penns Grove Borough**  
Richie 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**  
David Zeck, **Upper Pittsgrove Twp**  
Aldis Sotomayor, *Alternate*, **Vineland City**  
Karen Sweeney, **Wenonah Borough**  
Bill Bittner, **Westville Borough**  
Bob Law, **Woodbury City**  
Robert Yerka, **Woodbury Heights Borough**  
John Hall, **Woodstown Borough**  
Jane DiBella, **Woolwich Twp**

Absent Fund Commissioners were:

Carolyn King-Sammons, **Elk Twp**  
Nate Dunn, **Fairfield Twp**  
Doris Hall, **Logan Twp**  
Dante Spina, **Mannington Twp**  
Jim D'Auria, **Washington Township**

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  
Rob Garrish, 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  
E.H. Sloan Insurance Agency  
Len Eckman Insurance  
Chesney-Stanton Insurance Group  
Conner Strong & Buckelew  
Henry D. Young Insurance  
Hardenbergh Insurance Group

Absent RMCs were:

Brown & Brown  
CEB-Corporate Employee Benefits

Motion by Mr. Law, seconded by Mr. Razze, to appoint Commissioner Rink to the Executive Committee in the absence of Commissioner Hall for voting purposes. All in favor. Motion carried by unanimous vote.

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

Chair Slusser presented the meeting minutes of the October 24, 2016 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 October 24, 2016 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the October 24, 2016 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 October 24, 2016 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 October 24, 2016 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 October 24, 2016 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 October 24, 2016 as presented.

The Executive Claims Review Committee Closed Session minutes of the October 24, 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 October 24, 2016 meeting were collected.*

***EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – November 28, 2016***

Chair Slusser reported that an Executive Claims Committee Meeting was held on Monday, November 28, 2016 at Gloucester County Library, Mullica Hill.

The Committee reviewed fourteen (14) claims. Of the claims reviewed, there were six (6) Workers' Compensation, one (1) General Liability and seven (7) Property PARs recommended for approval of settlement or continuing defense.

There was one (1) 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.

***Loss Ratio Report*** – Mr. Miola stated that the Loss Ratio Snapshots valued as of 9/30/2016 were distributed to the members and their RMC's at tonight's meeting.

***Lost Time Accident Frequency Report*** – Mr. Miola stated that the Lost Time Accident Frequency Summary and the Statewide Recap for September, 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. He stated that the deadline for claiming or encumbering the funds is November 1, 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 that the resolution to make changes to this list is on the JIF website at [www.tricojif.org](http://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 for 2017-2018 to be eligible for the lower co-pay and deductible. He noted that it has not been updated for the new program.

***Financial Fast Track*** – Mr. Miola reported that the JIF’s surplus position as of September 30, 2016 was **\$20,151,709.**

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

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

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

***Statutory Bond Status*** – Mr. Miola reminded members to review the latest listing of the Statutory Bonds issued by the MEL for JIF members. These are issued to the individual, NOT the position. Members should review this list for accuracy.

***Elected Officials – Save the Dates*** – Mr. Miola stated that the Fund will be sponsoring Elected Officials training. The MEL will reduce each member’s 2017 Workers Compensation loss funding premium by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2017. The total credit is limited to 25% of a member’s Workers Compensation funding premium. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners in late October. The trainings have been scheduled on the following dates:

- December 7, 2016 - Merighi’s Savoy Inn, Vineland
- January 31, 2017 - Nicolosi’s Catering, West Deptford
- February 16, 2017 - Merighi’s Savoy Inn, Vineland
- March 29, 2017 - O’Connor’s American Bar & Grille, Eastampton

***2017 Dividend Distribution Notice – Press Release*** – Mr. Miola stated that each member eligible to receive a portion of this year’s dividend distribution should have received a notice by email from his office. The members are asked to complete the necessary paperwork directing how they would like to receive their portion of the dividend and return it to his office by December 16, 2016.

***Inclement Weather Policy***– Mr. Miola stated that the JIF adopted an Inclement Weather Policy and a copy can be found on the JIF website ([www.tricojif.org](http://www.tricojif.org)). Should it be necessary to cancel a meeting, his office would attempt to contact each Fund Commissioner by email or telephone contact or posting a message on the website. Members can also call 856-446-9148 for a pre-recorded message.

***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 four (4) new case(s) has been assigned since the last meeting.

<b>New Cases</b>
<i>Sykes vs. City of Vineland</i>
<i>Itiowe vs. Township of Monroe</i>
<i>Dodd vs. Township of Monroe</i>
<i>Juliana vs. Township of Washington</i>

***Closed Cases***

Mr. DeWeese reported that there were four (4) case(s) closed since the last meeting in which no payments were made to the Plaintiffs.

<b>Closed Cases</b>
<i>Hoffman vs. Borough of Swedesboro</i>
<i>Errico vs. Township of Mantua</i>
<i>Van Orden vs. Borough of Woodstown &amp; Township of Pilesgrove</i>
<i>Milward vs. Borough of Pitman</i>

***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.

***Subrogation Status Report***

Mr. DeWeese noted that \$1,122,963.16 has been collected year to date. He noted that \$126,000.00 was collected this month.

### ***SAFETY DIRECTOR'S REPORT***

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

***Safety Director's Bulletins*** – He noted that there were two (2) bulletins issued; *October is Fire Prevention Month and Leaf Collection Time*.

***MSI Training Programs*** – He noted that the upcoming MSI training programs for November and December were included in the agenda packet. He noted that monthly reminders are being sent out via email. He asked the members to contact his office if they are not receiving the emails. He noted that you must pre-register for these programs.

***MSI Training Administrators***– Mr. Garrish 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. Garrish asked if there were any questions at this time. No questions were entertained.

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

#### ***Lessons Learned from Losses – November***

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 Workers' Compensation. He noted that worker injuries account for over 75% of all of the JIF claims. Studies show that most injuries are preventable and can have a lifelong impact on the employee's work and home life. He noted that there are some steps that can be done.

- Report a claim as soon as possible to Qual-Lynx @ 888-342-3839
- Maintain contact with the injured employee periodically which can help prevent them from getting an attorney
- Investigate the accident promptly to help determine the root cause of the actions leading to the injury and secure any evidence or pictures
- Develop a Transitional Duty Policy which helps reduce claim costs and raise employee morale
- Make sure a Supervisors Incident Report is completed and forwarded to Qual-Lynx

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:

- Greenwich: Planning to give a combination presentation on dealing with stress and the "sitting disease". Healthy snacks and door prizes will be offered.
- Elsinboro: Offered chair massages and had a very positive response.

- Glassboro: Offered chair massages for the Public Works and hand and foot reflexology for the Recreation Center and Town Hall.
- Logan Township: Looking to use their wellness funds for a registered dietitian and reflexology sessions.
- Pennsville: Presented techniques for dealing with stress. Planning a holiday survival tips session.
- Pitman: Began submitting a wellness question in everyone's paycheck and those who responded were put in a drawing for a \$15 gift card to a local eatery.
- Swedesboro: Continued their monthly weigh-ins. Planning a wellness day with reflexology and chair massages.
- Washington Township: Scheduled a session with a dietitian for holiday survival tips.
- Vineland: Hosted their annual Employee Health Fair and had a great turnout.
- The Wellness Connection Newsletter for the month of November was included in her report and can also be found on the website.

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>October</b>	<b>YTD</b>
<i>Lost Time</i>	2	23
<i>Medical Only</i>	21	212
<i>Report Only</i>	4	60
<i>Total Intakes(New Claims)</i>	27	295
<i>Report Only % of Total</i>	14.8%	20.3%
<i>Medical Only/Lost Time Ratio</i>	91:09	90:10
<i>Average Days to Report</i>	1.0	---

***Transitional Duty Report***

Ms. Beatty presented the Transitional Duty Report for 2016.

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	4,612
<i>Transitional Duty Days Worked</i>	2,789
<i>% of Transitional Duty Days Worked</i>	60.5%
<i>Transitional Duty Days Not Accommodated</i>	1,823



<i>% of Transitional Duty Days Not Accommodated</i>	39.5%
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***PPO Penetration Report:***

Ms. Beatty presented the monthly PPO Penetration Report October, 2016.

<b>PPO Penetration Rate</b>	<b>October</b>
<i>Bill Count</i>	158
<i>Original Provider Charges</i>	\$452,204
<i>Re-priced Bill Amount</i>	\$158,085
<i>Savings</i>	\$294,118
<i>% of Savings</i>	65.0%
<i>PPO Penetration Rate Bill Count Percentage</i>	96.8%
<i>PPO Penetration Rate Provider Charge Percentage</i>	98.3%
<i>EPO Penetration Rate Bill Count Percentage</i>	96.0%
<i>EPO Penetration Rate Provider Charge Percentage</i>	96.2%

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

***TREASURER'S REPORTS***

Mr. Tontarski provided an overview of the Treasurer's Report for October 31, 2016.

***Investment Interest***

Mr. Tontarski reported interest received or accrued for the current month totaled \$18,673.46. This generated an average annual yield of .70%. After including an unrealized net loss of \$40,860.00 in the asset portfolio, the yield is adjusted to -.83% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$72,150.00 as it relates to market value of \$18,927,850.00 vs. the amount invested.

Our asset portfolio with TD Wealth Management consists of two (2) obligation with maturities greater than two years, two (2) 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.

	<b>Period</b>	<b>YTD</b>
Subrogation Receipts	\$126,358.65	\$394,741.03
Overpayment Reimbursements	\$ .00	
TRICO JIF vs. Killen	\$206.81	
FY 2016 Premium Assessments	\$38,970.000	

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

Woodbury City	\$20,048.00
Pittsgrove Township	\$30,847.00
Stow Creek Township	\$751.00

***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 \$350,583.04. The claims detail for the 246 checks is as follows:

Direct Loss Payments	\$306,210.90
Claim Expenses	\$3,873.05
Legal Defense Costs	\$40,499.09

***Cash Activity for the Period***

Mr. Tontarski stated that during the reporting period, the Fund's "Cash Position" changed from an opening balance of \$32,647,837.94 to a closing balance of \$31,553,715.02 showing a decrease in the Fund of \$1,094,122.92.

***Loss Run Payment Register***

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

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

**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.

***Bill List – November, 2016***

Mr. Tontarski presented the *November 2016 Bill List* for the members' consideration in the amount of **\$371,464.66.**

Chair Slusser entertained a motion to approve the *November 2016 Bill List* in the amount of **\$371,464.66.**

Motion by Mr. Law, seconded by Mr. Razze, to approve the *November 2016 Bill List* in the amount of **\$884,180.44.**

**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.

***COMMITTEE REPORTS***

***STRATEGIC PLANNING COMMITTEE***

Ms. Sweeney reported that the committee met on October 20, 2016 and the meeting minutes were included in the agenda packet.

***TRICOJIF 25<sup>th</sup> Anniversary Dinner*** - She noted that the 25<sup>th</sup> Anniversary dinner will be held on January 23, 2017 at Riverwinds in Deptford, NJ. Mr. Forlenza noted that there is a need for a motion to allow the Executive Director to re-advertise the January, 2017 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to authorize the Executive Director to re-advertise the January, 2017 Executive Committee meeting. All in favor. Motion carried.

***TRICO JIF Administrative Policies and Procedures*** – Mr. Forlenza noted that the Amended *Fund Professional Evaluation Policy* is included in the agenda packet on pages 116-118. If adopted, the policy would combine the existing RFQ process as well as the Annual vendor performance feedback process into one policy. He noted that a motion was needed to adopt the policy.

Motion by Mr. Law, seconded by Mr. Razze, to adopt the Amended *Fund Professional Evaluation Policy* as presented.

**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.

#### ***FINANCE COMMITTEE***

Mr. Law stated that the Finance Committee met on November 7, 2016 and he noted that the minutes were extensive and will be included in the December Executive Committee agenda packet for the members to review.

**2017 Budget Introduction** – Mr. Law stated that the Committee reviewed the 2017 Budget and it will need to be introduced this evening. He stated that there are three (3) items that will need to be approved at the meeting. Mr. Law stated that the first action item is to introduce the 2017 Budget which totals \$13,744,377 which is a decrease of \$193,464 (-1.39%). The second item is the introduction of the 2017 Assessment Certification, which is also included in the agenda packet. The last item is the introduction of the 2017 Assessment Allocation Strategy. He noted that a public hearing will be advertised for the December Executive Committee meeting after which the Fund will move to adopt each of these items.

Motion by Mr. Law, seconded by Mr. Razze, to introduce the 2017 Budget as presented.

**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.

***2017 Assessment Certification***

Motion by Mr. Law, seconded by Mr. Razze, to introduce the 2017 Assessment Certification as presented.

**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.

***2017 Assessment Allocation Strategy***

Motion by Mr. Law, seconded by Mr. Razze, to introduce the 2017 Assessment Allocation Strategy as presented.

**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.

***NOMINATING COMMITTEE***

Mr. Heydel stated that the Nominating Committee met on November 10, 2016 and the minutes are included in the agenda packet for the members to review. He stated that the recommendation of the Committee for the 2017 Nominating Slate is as follows:

Chair: Brad Campbell, Shiloh Borough  
Secretary: Robert Law, Woodbury City

Executive Committee: Michael Razze, Pitman Borough  
Karen Sweeney, Wenonah Borough  
Doris Hall, Logan Township  
Bill Bittner, Westville Borough  
Harry Rink, Greenwich Township

Alternates: John Washington, Penns Grove Borough  
Sue Miller, Clayton Borough  
Bob Dickenson, Vineland City  
Carl Bagby, Swedesboro Borough  
Robert Diaz, South Harrison Township  
Kevin Clour, Lower Alloways Creek  
Mark Gravinese, Harrison Township

It was noted that Harry Rink stated that he is stepping down from the Executive Committee position so each Fund Commissioner will each move up one position.

Mr. Heydel thanked Chair Slusser for his service and time as Chairman of the TRICO JIF.

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

Mr. Law stated that the meeting minutes were included in the agenda packet. He stated that the MEL reviewed the 2017 Budget and there will be an increase of .6% in the MEL and a .9% increase in the EJIF.

***Resolution 2016-28 –Appointing 2017 MEL/RCF/EJIF Representatives-*** Mr. Law stated that he would once again serve as the TRICO JIF representative for the MEL, RCF and EJIF for the 2017 Fund Year.

Motion by Mr. Campbell, seconded by Mr. Razze, to adopt Resolution 2016-28, appointing Robert Law as the Representative for the Municipal Excess Liability Joint Insurance Fund, the Residual Claims Joint Insurance Fund and the Environmental Joint Insurance Fund.

**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.

### ***MISCELLANEOUS BUSINESS***

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

Chair Slusser noted the next meeting of the TRICO JIF will be held on **Monday, December 19, 2016 at 4:00 PM at the Mantua Township Municipal Building, Mantua, New Jersey.**

#### ***EPL/POL Coverage***

Motion by Mr. Law, seconded by Mr. Razze, to authorize the Executive Director's Office to bind EPL/POL Coverage with QBE Insurance for the 2017 Fund Year. All in favor. Motion carried.

#### ***Volunteers, Directors and Officers Coverage***

Motion by Mr. Law, seconded by Mr. Razze, to authorize the Executive Director's Office to bind Volunteers, Directors and Officers Coverage with QBE Insurance for the 2017 Fund Year. All in favor. Motion carried.

#### ***Cyber Liability Coverage***

Motion by Mr. Law, seconded by Mr. Razze, to authorize the Executive Director's Office to bind Cyber Liability Coverage with XL Insurance for the 2017 Fund Year. All in favor. Motion carried.

#### ***Resolution 2016-29 – Amending Resolution 2016-09 “Adopting Fiscal Policies and Procedures”***

Motion by Mr. Law, seconded by Mr. Razze, to adopt Resolution 2016-29, amending Resolution 2016-09, Adopting Fiscal Policies and Procedures.

#### **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.

***Resolution 2016-30 – Amending the 2017 Public Officials and Employment Practices Liability Policy***

Motion by Mr. Law, seconded by Mr. Razze, to adopt Resolution 2016-30, amending the 2017 Public Officials and Employment Practices Liability Policy.

**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.

***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 November 28, 2016.

<i>Workers' Compensation</i>	<i>Property</i>	<i>General</i>
Z43823	Z16994	Z39812
E51331	Z46030	
Z15403	Z45581	
Z44253	Z48834	
Z26571	Z49088	
Z26952	Z49151	
	Z49250	

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:***          None

All in favor. Motion carried by unanimous vote.

***APPROVE ABANDONING SUBROGATION***

There was one (1) claim(s) presented for abandoning subrogation.

#Z26952 - \$1,828.85

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 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.

***MOTION TO ADJOURN***

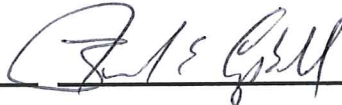
There being no further business, Chair Slusser entertained a *Motion to Adjourn* the November 28, 2016 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razze, to adjourn the November 28, 2016 Meeting of the TRICO JIF.

The meeting was adjourned at 5:48 PM.



**Brenda Smith, Recording Secretary for**



**BRAD CAMPBELL, FUND SECRETARY**