

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

**Mantua Twp Municipal Building  
405 Main Street  
Mantua, New Jersey**

**December 19, 2016 – 4:00 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 Mantua Municipal Building, 405 Main Street, Mantua, New Jersey on Monday, December 19, 2016 at 4:00 PM, prevailing time. Chair Slusser, **Oldmans Twp**, presiding. The meeting was called to order at 4:00 PM.

***FLAG SALUTE***

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

Notice of this meeting was given by: (1) sending sufficient notice herewith to *South Jersey News*, 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:

Ken Brown, **Carneys Point Twp**  
Sue Miller, **Clayton Borough**  
Don Banks, **Deptford Twp**  
Stephanie McCaffrey, **East Greenwich Twp**  
Carolyn King-Sammons, **Elk Twp**  
Doug Hogate, **Elsinboro Twp**  
Barbara Freijomil **Franklin Twp**  
Harry Rink, **Greenwich Twp**  
Kevin Clour, **Lower Alloways Creek Twp**  
Jennica Bileci, **Mantua Twp**  
Kevin Heydel, **Monroe Twp**  
Bill Slusser, *Chair*, **Oldmans Twp**  
Mayor John Washington, **Penns Grove Borough**  
Richie Raine, **Pennsville Twp**  
Maureen Abdill, **Pilesgrove Twp**  
Brad Campbell, *Secretary*, **Shiloh Borough**  
Robert Diaz, **South Harrison Twp**  
David Zeck, **Upper Pittsgrove Twp**  
Bob Dickenson, **Vineland City**  
Jim D'Auria, **Washington Township**

**Karen Sweeney, Wenonah Borough**  
**Bill Bittner, Westville Borough**  
**Bob Law, Woodbury City**  
**John Hall, Woodstown Borough**  
**Jane DiBella, Woolwich Twp**

Absent Fund Commissioners were:

**Beth Reilly, Alloway Twp**  
**Nate Dunn, Fairfield Twp**  
**Debra Fourre, Glassboro Borough**  
**Mark Gravinese, Harrison Twp**  
**Doris Hall, Logan Twp**  
**Dante Spina, Mannington Twp**  
**Susan Jacabucci, Paulsboro Borough**  
**Mike Razze, Pitman Borough**  
**Marjorie Sperry, Quinton Twp**  
**Carl Bagby, Swedesboro Borough**  
**Robert Yerka, Woodbury Heights Borough**

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  
Cettei & Connell  
Len Eckman Insurance  
Hardenbergh Insurance Group

Absent RMCs were:

Biondi Insurance Agency  
Brown & Brown  
CEB-Corporate Employee Benefits  
Chesney-Stanton Insurance Group  
Conner Strong & Buckelew  
E.H. Sloan Insurance Agency  
Henry D. Young Insurance

Motion by Mr. Law, seconded by Mr. Campbell, to appoint Commissioners Rink and Washington to the Executive Committee in the absence of Commissioners Hall and Razze 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 November 28, 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 November 28, 2016 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Campbell, to approve the minutes of the November 28, 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 November 28, 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. Campbell, to approve the meeting minutes of the November 28, 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 November 28, 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. Campbell, to approve the Executive Claims Review Committee Closed Session meeting minutes of November 28, 2016 as presented.

The Executive Claims Review Committee Closed Session minutes of the November 28, 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 November 28, 2016 meeting were collected.*

***EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – December 19, 2016***

Chair Slusser reported that an Executive Claims Committee Meeting was held on Monday, December 19, 2016 at Gloucester County Library, Mullica Hill.

The Committee reviewed four (4) claims. Of the claims reviewed, there were two (2) Workers' Compensation and two (2) 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.

***Loss Ratio Report*** – Mr. Miola stated that the Loss Ratio Reports valued as of 9/30/2016 were distributed to the members at today's meeting.

***Lost Time Accident Frequency Report*** – Mr. Miola stated that the Lost Time Accident Frequency Summary and the Statewide Recap for October, 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 was 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 was 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 was 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 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 had to update their Plan of Risk Management to be eligible for the lower co-pay and deductible. He noted that the Fund has 100% compliance this year.

***Financial Fast Track*** – Mr. Miola reported that the JIF’s surplus position as of October 31, 2016 was **\$19,299,306.**

***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 as some changes might occur at upcoming municipal reorganization meetings requiring new bonds to be issued.

***Website ([www.tricojif.org](http://www.tricojif.org))*** – Mr. Miola noted that the JIF has a website that contains very useful information for the members:

- Directories
  - Fund Commissioners
  - Claims and Safety Contracts
  - Fund Professionals
- Coverage
  - Bulletins
  - Certificates of Insurance/ID Card Requests
  - Sample Indemnification Language
- Safety
  - Bulletins
  - Training Links

***Elected Officials*** – Mr. Miola stated that the Fund is 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. This credit will also be extended to the member’s CEO (i.e. Municipal Manager or Administrator) this year. The total credit is limited to 25% of a member’s Workers Compensation funding premium. Sign in sheets from the December 7<sup>th</sup> training on the JIF website. Additional trainings have been scheduled on the following dates:

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** - 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 were 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.

**RMC Resolutions & Agreements** – Mr. Miola noted that a memo and sample copies of the JIF RMC Resolution and Agreement for the 2017 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once our office receives this documentation, payment can be issued for the 2017 fees at the February 2017 meeting of the JIF. Please note that RMC payments cannot be processed until this documentation is received. Also all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143.

**Risk Management Consultant – Model RFQ**– Mr. Miola noted that an email containing a Model RMC RFQ was sent to all Fund Commissioners and Municipal Clerks. Also included was a memo explaining the benefits of using the Model RFQ. It is recommended that should a member solicit for RMC services for 2017, that they utilize the RFQ rather than an RFP. The RFQ format focuses the solicitation process on services to be provided while allowing the member to determine the cost they are willing to pay for the services provided. The Model RFQ can also be found on the JIF website [www.burlcojif.org](http://www.burlcojif.org) under Appointment Documents. If you have any questions, please contact Tracy Forlenza at 856-446-9143.

**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.

**2016 Annual Report** – Mr. Miola stated that the 2016 Annual Report, along with 2017 Calendars were distributed to the members at today's meeting.

**2017 Committee Volunteers**– Mr. Miola noted that Committee Volunteer Request Forms were e-mailed to all Fund Commissioners and Risk Management Consultants. All those who received the form were asked to reply by December 16, 2016. The 2017 Committee Chairs will be meeting in early January to determine the membership of the Standing Committees. Please be sure to return this form as soon as possible.

**New Member Activity** – Mr. Miola stated that his office would be asking for authorization to bind Workers Compensation coverage for the emergency response volunteers for the five (5) Franklin Township Fire Districts. He stated that his office will continue to work with the Districts, Franklin Township and their RMC to provide the remaining lines of coverage to the Districts in 2017.

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>Estate of Phillip White vs. City of Vineland</i>

### *Closed Cases*

Mr. DeWeese reported that there were no case(s) closed since the last meeting.

### *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 the Fund currently has \$1,122,963.16 in judgements.

***Defense Counsel Breakfast***– Mr. DeWeese stated that the Defense Counsel Breakfast was held on December 6, 2016. He noted that representatives from the TRICO JIF Defense Panel as well as from the BURLCO JIF and ACM JIF were present at the meeting. There were also representatives from the MEL present. He noted that the meeting was 2 ½ hours long with several great topics and suggestions which he hopes to incorporate into the Litigation Management Guidelines. He noted that he thought that the meeting was the best one to date. He will have a report for the members at the January meeting.

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

***Safety Director's Bulletins*** – He noted that there was one (1) bulletin; *Managing Slip & Falls during the Winter Months*.

***MSI Training Programs*** – He noted that the upcoming MSI training programs for December, 2016 and January and February, 2017 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. 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 – December***

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 Subrogation. He noted that subrogation is the right of the JIF to pursue an at fault party after a claim payment is made by the JIF. The JIF ultimately makes the decision regarding subrogation recoveries when the offer is less than 100%. He noted that the JIF can only subrogate for loss payments made and cannot pursue file relates expenses. He noted that there are a few things the towns can do to help with subrogation:

- Be careful not to waive subrogation in AIA documents when undertaking a construction project
- Supply Qual-Lynx with the Police Report ASAP so they can request restitution be ordered in municipal court
- Save surveillance videos, in-car mobile videos, faulty equipment or anything that has caused injuries or damages
- Save contracts, certificates of insurance and indemnity agreements

He also noted that Qual-Lynx suggests taking all damaged vehicles back to the town's DPW yard or other owned facility. If it is repairable, the repairing shop will pick it up and likely not charge for the towing. If it is totaled, then the vehicle will be towed by the highest bidder for the salvage.

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:

- Glassboro: Had a Shoprite Dietitian to present Holiday Survival Tips as well as ideas on healthy lunch and snack ideas that are easy to prepare. Healthy lunch and snacks were purchased and made available for all the employees to enjoy.
- The Wellness Connection Newsletter for the month of December was included in her report and can also be found on the website.
- 2016 Wellness Funds: She thanked all the members for using their Wellness Funds. She noted some examples: healthy snacks and chair massages. She noted that in 2017 she hoped to focus quarterly on the Wellness Funds so the towns are not rushing to encumber their funds.

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)*.

	November	YTD
<i>Lost Time</i>	4	27
<i>Medical Only</i>	17	229
<i>Report Only</i>	7	67
<i>Total Intakes(New Claims)</i>	28	323
<i>Report Only % of Total</i>	25.0%	20.7%
<i>Medical Only/Lost Time Ratio</i>	81:19	89:11
<i>Average Days to Report</i>	2.1	2.5

**Transitional Duty Report**

Ms. Beatty presented the Transitional Duty Report for 2016.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	5,370
<i>Transitional Duty Days Worked</i>	3,053
<i>% of Transitional Duty Days Worked</i>	56.9%
<i>Transitional Duty Days Not Accommodated</i>	2,317
<i>% of Transitional Duty Days Not Accommodated</i>	43.1%

**PPO Penetration Report:**

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

PPO Penetration Rate	November
<i>Bill Count</i>	205
<i>Original Provider Charges</i>	\$112,453
<i>Re-priced Bill Amount</i>	\$55,741
<i>Savings</i>	\$56,712
<i>% of Savings</i>	50.4%
<i>PPO Penetration Rate Bill Count Percentage</i>	97.6%

<i>PPO Penetration Rate Provider Charge Percentage</i>	97.1%
<i>EPO Penetration Rate Bill Count Percentage</i>	95.2%
<i>EPO Penetration Rate Provider Charge Percentage</i>	83.1%

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 November 30, 2016.

**Investment Interest**

Mr. Tontarski reported interest received or accrued for the current month totaled \$18,761.74. This generated an average annual yield of .72%. After including an unrealized net loss of \$137,790.00 in the asset portfolio, the yield is adjusted to -4.59% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$209,940.00 as it relates to market value of \$18,790,060.00 vs. the amount invested.

He noted that interest rates have been going up and the Fund has AAA insured investments. He noted that the Fund holds their investments to majority so the unrealized gains and losses have to be shown.

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	\$13,729.88	\$408,470.91
Overpayment Reimbursements	\$315.00	
E-JIF FY 2016 Dividend	\$6,017.00	
FY 2016 Premium Assessments	\$1,999.50	



***Bill List – December, 2016***

Mr. Tontarski presented the *December 2016 Bill List* for the members' consideration in the amount of **\$987,441.11**.

Chair Slusser entertained a motion to approve the *December 2016 Bill List* in the amount of **\$987,441.11**.

Motion by Mr. Law, seconded by Mr. Rink, to approve the *December 2016 Bill List* in the amount of **\$987,441.11**.

**ROLL CALL**      *Yeas:*      Harry Rink, **Greenwich Township**  
Bill Slusser, *Chair*, **Oldmans Township**  
John Washington, **Penns Grove 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.

***Authorizing the Fund Treasurer to draft a check for \$500,000.00 on the TD Bank Expense account and deposit the funds into the TRICO JIF's Claims Payment account at Investors Bank***

Chair Slusser entertained a motion to allow the Treasurer to transfer funds from the TD Bank Expense Account into the new Investors Bank Claim Account.

Motion by Mr. Rink, seconded by Mr. Law, authorizing the Fund Treasurer to draft a check for \$500,000.00 on the TD Bank Expense account and deposit the funds into the TRICO JIF's Claims Payment account at Investors Bank.

**ROLL CALL**      *Yeas:*      Harry Rink, **Greenwich Township**  
Bill Slusser, *Chair*, **Oldmans Township**  
John Washington, **Penns Grove 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**

**FINANCE COMMITTEE**

Mr. Law stated that the Finance Committee met on November 7, 2016 and he noted that the minutes were extensive and included in the agenda packet for the members to review. He noted that the 2017 Budget was discussed at the November meeting and a Budget Hearing and Adoption of the 2017 Budget, 2017 Assessment Certification and the 2017 Assessment Allocation Strategy will need to be voted on at tonight's meeting.

**2017 Budget Hearing – Motion to Open**

Chair Slusser entertained a motion to *open the 2017 Budget Hearing to the public.*

Motion by Mr. Law, seconded by Mr. Campbell, to *open the 2017 Budget Hearing to the public.* All in favor. Motion carried.

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

**2017 Budget Hearing – Motion to Close**

Chair Slusser entertained a motion to *close the 2017 Budget Hearing to the public.*

Motion by Mr. Law, seconded by Mr. Campbell, to *close the 2017 Budget Hearing to the public.* All in favor. Motion carried.

**2017 Budget Adoption**– Mr. Law stated that the 2017 Budget as introduced totals \$13,744,377 which is a decrease of \$193,464 (-1.39%).

Motion by Mr. Law, seconded by Mr. Campbell, to adopt the 2017 Budget as presented.

<b>ROLL CALL</b>	<b>Yeas:</b>	Harry Rink, <b>Greenwich Township</b>
		Bill Slusser, <i>Chair</i> , <b>Oldmans Township</b>
		John Washington, <b>Penns Grove Borough</b>
		Brad Campbell, <i>Secretary</i> , <b>Shiloh Borough</b>
		Karen Sweeney, <b>Wenonah Borough</b>
		Bill Bittner, <b>Westville Borough</b>
		Bob Law, <b>Woodbury City</b>

**Nays:** None

**Abstain:** None

All in favor. Motion carried by unanimous vote.

***2017 Assessment Certification***

Motion by Mr. Law, seconded by Mr. Campbell, to adopt the 2017 Assessment Certification as presented.

**ROLL CALL**      *Yeas:*      Harry Rink, **Greenwich Township**  
Bill Slusser, *Chair*, **Oldmans Township**  
John Washington, **Penns Grove 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. Campbell, to adopt the 2017 Assessment Allocation Strategy as presented.

**ROLL CALL**      *Yeas:*      Harry Rink, **Greenwich Township**  
Bill Slusser, *Chair*, **Oldmans Township**  
John Washington, **Penns Grove 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 2016-31 –Authorizing the Fund Treasurer to transfer funds from the Fund Year 2016 MEL Liability & Workers Compensation budget line item and the Deductible line item to the MEL Retrospective Account***

Motion by Mr. Law, seconded by Mr. Campbell, to adopt Resolution 2016-31, authorizing the Fund Treasurer to transfer funds from the Fund Year 2016 MEL Liability & Workers Compensation budget line item and the Deductible line item to the MEL Retrospective Account.

**ROLL CALL**      *Yeas:*      Harry Rink, **Greenwich Township**  
Bill Slusser, *Chair*, **Oldmans Township**  
John Washington, **Penns Grove 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.

***EPL/POL CLAIMS REVIEW COMMITTEE***

Mr. Bittner stated that the EPL/POL Claims Review Committee met on November 28, 2016 and the minutes were included in the agenda packet for the members to review.

***SAFETY COMMITTEE***

Ms. Abdill stated that the Safety Committee met on December 1, 2016 and the minutes were included in the agenda packet for the members to review.

***NOMINATING COMMITTEE***

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

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

Executive Committee:      Michael Razzo, Pitman Borough

Karen Sweeney, Wenonah Borough  
Doris Hall, Logan Township  
Bill Bittner, Westville Borough  
John Washington, Penns Grove Borough

Alternates: Sue Miller, Clayton Borough  
Bon Dickenson, Vineland City  
Carl Bagby, Swedesboro Borough  
Robert Diaz, South Harrison Township  
Kevin Clour, Lower Alloways Creek  
Mark Gravinese, Harrison Township  
Vacant

It was noted that Harry Rink stated that he is stepping down from the Executive Committee position so another Fund Commissioner will need to be appointed.

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

Mr. Law stated that the MEL meetings were held on November 16, 2016 and the meeting minutes were included in the agenda packet.

***MISCELLANEOUS BUSINESS***

***Next Meeting***

Chair Slusser noted the Reorganizational meeting of the TRICO JIF will be held on **Monday, January 23, 2017 at 4:00 PM** at the **Riverwinds Restaurant, 1075 Riverwinds Drive, West Deptford, New Jersey**.

***Resolution 2016-32 – Authorizing the Executive Director to bind Workers Compensation Coverage for the Emergency Response Volunteers of Franklin Township Fire Districts, effective January 1, 2017 for one (1) year and establishing certain requirements for continuing coverage.***

Mr. Forlenza stated that his office was contacted in late November regarding possible cost savings if Franklin Township's Fire Districts were to make application to the JIF. He stated that his office was provided with loss runs and exposure data that was provided to the Fund Actuary and the MEL for preliminary pricing. The figures provided by the MEL and the Fund Actuary indicate significant savings available to the Franklin Township should they place the volunteer's workers compensation coverage with the JIF. Mr. Forlenza explained that currently the Fire Districts coverage for workers' compensation is through the NJ Assigned Risk Plan while remaining lines of coverage are through VFIS. In addition, Mr. Forlenza explained that although these entities are Fire Districts that have their own taxing authority, coverage is being paid for by the Township.

Mr. Forlenza noted that due to their office not receiving this inquiry until late in November, he is unable to process an application for all lines of coverage prior to the workers compensation renewal date of January 1, 2017; however, the remaining lines of coverage renew later at other various dates in 2017. As



a result, he is proposing that the JIF bind workers compensation coverage for the Districts effective January 1, 2017 so the Township will recognize the significant savings available to them as a result of making this change. Over the course of the next few months, the Township, Fire Districts, and their RMC will be required to submit full applications to the JIF for the remaining lines of coverage. Failure to follow through on the application process by mid-May of 2017 would result in the JIF terminating workers compensation coverage for the Districts effective January 1, 2018. Mr. Forlenza explained that these conditions are outlined in the Resolution.

Mr. Slusser asked if there were any questions. Ms. Freijomil, Franklin Township, expressed her appreciation to the membership in considering this resolution as the Township will recognize more than \$100,000 in savings in 2017.

Motion by Mr. Law, seconded by Mr. Campbell, to adopt Resolution 2016-32, authorizing the Executive Director to bind Workers Compensation Coverage for the Emergency Response Volunteers of Franklin Township Fire Districts, effective January 1, 2017 for one (1) year and establishing certain requirements for continuing coverage.

**ROLL CALL**      *Yeas:*      Harry Rink, **Greenwich Township**  
Bill Slusser, *Chair*, **Oldmans Township**  
John Washington, **Penns Grove 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.

***Notice Regarding OPRA Requests and Procedures***

Mr. DeWeese stated a Notice regarding OPRA requests and procedures was included in the agenda packet for the members to review. He stated that if the members had any questions, to contact his office or the Executive Director's office.

***PUBLIC COMMENT***

***Open Public Comment***

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

Motion by Mr. Law, seconded by Mr. Campbell, 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. Campbell, 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 December 19, 2016.

<b><i>Workers' Compensation</i></b>	<b><i>Property</i></b>
<i>0001258489</i>	<i>Z42946</i>
<i>0001112836</i>	<i>Z50036</i>

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. Campbell, 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**  
John Washington, **Penns Grove 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 were no claim(s) presented for abandoning subrogation.

***MOTION TO ADJOURN***

There being no further business, Chair Slusser entertained a *Motion to Adjourn* the December 19, 2016 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Campbell, to adjourn the December 19, 2016 Meeting of the TRICO JIF.

The meeting was adjourned at 4:45 PM.



**Brenda Smith, Recording Secretary for**



**BRAD CAMPBELL, FUND SECRETARY**