

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

**Riverwinds Restaurant
1075 Riverwinds Drive
West Deptford, New Jersey**

December 18, 2017 – 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 Riverwinds Restaurant, 1075 Riverwinds Drive, West Deptford, New Jersey on Monday, December 18, 2017 at 4:00 PM, prevailing time. Chair Campbell, **Shiloh Borough**, 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**.....arrived 4:06
Carolyn King-Sammons, **Elk Twp**....arrived 4:20
Doug Hogate, **Elsinboro Twp**
Nate Dunn, **Fairfield Twp**
Valarie VanVeen, **Glassboro Borough**
Harry Rink, **Greenwich Twp**
Mark Gravinese, **Harrison Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Jennica Bileci, **Mantua Twp**
Kevin Heydel, **Monroe Twp**...arrived 4:16
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Brad Campbell, **Shiloh Borough**
Robert Diaz, **South Harrison Twp**
Mike Seery, **Upper Pittsgrove Twp**....arrived 4:06
Bob Dickenson, **Vineland City**
Karen Sweeney, **Wenonah Borough**
Bob Law, **Woodbury City**

John Hall, **Woodstown Borough**
Jane DiBella, **Woolwich Twp**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Twp**
Barbara Freijomil, **Franklin Twp**
Doris Hall, **Logan Twp**
Dante Spina, **Mannington Twp**
Harry Moore, **Oldmans Twp**
Susan Jacobucci, **Paulsboro Borough**
Richie Raine, **Pennsville Twp**
Marjorie Sperry, **Quinton Twp**
Carl Bagby, **Swedesboro Borough**
Jim D'Auria, **Washington Twp**
Ryan Giles, **Westville Borough**
Robert Yerka, **Woodbury Heights Borough**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJG Risk Management Services, Inc.*
Paul A. Forlenza, Deputy Executive Director, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, Safety Director's Office, *J. A. Montgomery Risk Control*
Chris Roselli, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*
Tom Tontarski, *Treasurer*

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

Assured Partners
CEB Corporate Employee Benefits
Cettei & Connell
Chesney-Stanton Insurance Group
Conner Strong & Buckelew
Hardenbergh Insurance Group

Absent RMCs were:

Biondi Insurance Agency
E.H. Sloan Insurance Agency
Henry D. Young Insurance
Len Eckman Insurance

Motion by Mr. Law, seconded by Mr. Razze, to appoint Commissioner Dickenson 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 Campbell entertained a motion to approve the minutes of the November 27, 2017 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the November 27, 2017 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Campbell presented the meeting minutes of the November 27, 2017 Executive Claims Review Committee Meeting for approval.

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

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 November 27, 2017 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Campbell presented the Executive Claims Review Committee Closed Session meeting minutes of November 27, 2017 for approval.

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

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 November 27, 2017 as presented.

The Executive Claims Review Committee Closed Session minutes of the November 27, 2017 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.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – December 18, 2017

Chair Campbell reported that an Executive Claims Committee Meeting was held on Monday, December 18, 2017 at Riverwinds, West Deptford, NJ.

The Committee reviewed twelve (12) claims. Of the claims reviewed, there were five (5) Workers' Compensation, three (3) General Liability, one (1) Auto Liability, and three (3) Property PARs were recommended for approval of settlement or continuing defense.

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

There was also one (1) claim presented for *Abandonment of Subrogation*:

001263132

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 Statewide Recap for October, 2017 were included in his report.

2016 Safety Incentive Program Awards – Mr. Miola noted that the deadline to claim or encumber these funds was November 1, 2017. All encumbered funds must be claimed by February 1, 2018.

2017 Optional Safety Budget - Mr. Miola noted that the deadline to claim or encumber these funds was November 1, 2017. All encumbered funds must be claimed by February 1, 2018.

2017 Wellness Incentive Program Allowance – Mr. Miola stated that the deadline for claiming or encumbering the funds was November 1, 2017. All encumbered funds must be claimed by February 1, 2018.

Employment Practices Liability Helpline – Authorized Contact List– Mr. Miola stated that QBE has implemented an EPL Helpline for members to use. Those authorized to use the Helpline must be appointed by Resolution of the Governing Body. He noted that Municipal Solicitors cannot be appointed as Helpline Contacts. He asked the members to review the list in his report and notify his office of any changes.

EPL/Cyber Risk Management Budget – Mr. Miola stated that the JIF has budgeted **\$540** for each member to help offset employment practice and cyber security related expenses. This budget can be a valuable resource to members in addressing these areas of exposure. He also noted that with the New Year, this allotted amount will be increased, depending on the size of your town.

Employment Practices Liability Compliance – Mr. Miola stated that a compliance report regarding the Employment Practices Liability Coverage was included in his report. He asked the members to review the report carefully to make sure it is accurate. If there are any issues, he asked the members to contact PERMA immediately.

Elected Officials – Save the Date – Again, this year, the Fund is sponsoring Elected Officials training. The MEL will reduce each member's 2018 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2018. 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 5% of a member's 2018 MEL Assessment. Invitations/RSVP's for the sessions were e-mailed to all Municipal Clerks, Fund Commissioners, and RMC's on November 1, 2017. The sign-in sheets from December 7, 2017 seminar are posted on the JIF website. The remaining trainings have been scheduled on the following dates:

January 30, 2018 - Nicolosi's Catering, West Deptford
February 7, 2018 - Merighi's Savoy Inn, Vineland
March 28, 2018 - O'Connor's American Bar & Grille, Eastampton

2018 Dividend Distribution – Mr. Miola stated that on or about December 4, 2017, each member eligible to receive a portion of this year's dividend distribution should have received a notice via email from our office. Members were asked to complete the necessary paperwork directing how they would like to receive their portion of the dividend and return it to the Executive Director's office no later than December 22, 2017. Any questions should be directed to Tracy Forlenza at 856-446-9143.

RMC Resolutions & Agreements – Mr. Miola noted that on or about December 6, 2017, a memo and sample copies of the JIF RMC Resolution and Agreement for the 2018 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 2018 fees at the February 2018 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. If not already on file with the Executive Director's office, each RMC is 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.

MEL Cyber Risk Management Program – Mr. Miola noted that recently, the MEL released the *MEL Cyber Risk Management Program*. The program includes employee training, the adoption and implementation of cyber related policies and procedures, and other software and hardware related compliance components. Members who come into compliance with the *Program* will be eligible for reimbursement of a portion of their deductible for cyber related claims. Members are encouraged to work with their IT Professional to come into compliance with the *Program* components. If you have any questions, please contact the Executive Director's office.

Inclement Weather Policy – Mr. Miola noted that the Fund has adopted an Inclement Weather Policy, a copy of which is available on the JIF website www.tricojif.org. Should it become necessary to cancel a meeting, pursuant to the policy, the Executive Director's office will attempt to contact the Fund Commissioners via e-mail, direct telephone contact, or posting a message to the Fund's website (www.tricojif.org). In addition, members can also call 856-446-9148 for a pre-recorded message announcing the cancellation of a meeting.

2017 Annual Report – Mr. Miola noted that several copies of the 2017 Gloucester, Salem & Cumberland Counties Municipal Joint Insurance Fund Annual Report were presented to each Fund Commissioner at this afternoon's meeting. The Annual Report is also being posted to the JIF website where it can be downloaded and printed. Members are encouraged to review the report with their governing bodies.

2018 Committee Volunteers - Mr. Miola stated that on November 29, 2017, *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 15, 2017. The 2018 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. If you have any questions, please contact Sheila Ortiz at 856-446-9137.

AGRiP/PRIMA Conference Schedule and Policy - Mr. Miola noted this year TRICO JIF members will be eligible to attend two AGRiP Conferences and the Annual PRIMA Conference. The 2018 Budget includes funding for ten (10) attendees in total. The TRICO JIF has adopted an Attendance Conference Policy that establishes clear guidelines and preferences for Commissioner Attendance. Those Fund Commissioners who have first priority for attendance at these conferences received information on the AGRiP Conferences from our office on or about December 11, 2017. Information on the PRIMA Conference will be emailed out by the end of January.

New Member Activity Mr. Miola reminded the Committee that on November 28, 2017, the Executive Director's office sent an offer of membership to the Township of West Deptford for coverage effective January 1, 2018. The Executive Director's office is awaiting a response from the Township.

Mr. Miola asked if there were any questions at this time. There were none.

SOLICITOR'S REPORT

Executive Claims Committee Meeting

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

Assignment of New Cases

Mr. DeWeese reported three (3) new case(s) have been assigned in November and December, 2017.

New Cases
<i>Diggs v. City of Woodbury</i>
<i>Harley v City of Woodbury</i>
<i>Hendricks v. Township of Harrison</i>

Closed Cases

Mr. DeWeese reported that there was one (1) case(s) closed since the last meeting on November 27, 2017.

Closed Cases
<i>Wilson v. Borough of Wenonah</i>

General Liability Files

Mr. DeWeese stated that the TRICO JIF has 32 active General Liability files.

Subrogation Files

Mr. DeWeese stated that the TRICO JIF has 48 Subrogation files.

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

SAFETY DIRECTOR'S REPORT

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

MEL Video Library – He noted this has been updated recently, so please utilize it. If a copy of the video library titles is needed, you can find it at the MEL or JIF website. He also pointed out there is a new email address: melvideolibrary@jamontgomery.com, and phone number: 856-552-4900.

Safety Director's Bulletins – He noted that there was one (1) bulletin included in the agenda packet:

- *Disposal of Improperly Discarded Syringes*

Right to Know Update – He noted that in addition to the annual Right to Know services, included will be an electronic Central file link distributed to each member town through a Dropbox link. Once the online chemical inventory has been completed, this will allow the following information to be filed in the States RTK portal for each member:

- Safety Data Sheets
- Hazardous Substance Facts Sheets
- Right to Know Survey
- Written Hazardous Communication Program
- Training Documentation
- Right to Know poster
- Instructions on how to download, store, and share the files with affected departments and employees.

Mr. Garish stated it is anticipated that all links will be emailed out to all in the 1st Quarter of 2018.

MSI Class Listing for the Remainder of 2017 and January/February 2018 – Mr. Garish referenced the list of MSI Classes that are available for the remainder of December 2017 and January and February 2018 that were included in the agenda packet. Mr. Garish also noted there is a list of CEU's and TCH's that are available for the MSI training included in the agenda packet.

Mr. Garish asked the members to please consider the following:

- Nominees for Safety Awards and to submit them to him by December 31, 2017
- Continue to promote and have First Responders utilize the *Safe Patient Lifting* training
- Take time to review your towns Outstanding Suggestions for Improvement and if you have any questions, please contact his office
- The 2018 SIP will be emailed out in the near future and please complete and return the Safety Committee Dates by January 31, 2018 and the Signed Contract by March 31, 2018.

Mr. Garish also noted that Ms. Joann Hall will be retiring and she will be attending tonight's dinner, so please give her your best wishes.

Mr. Garish 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 noted that Personal Protective Equipment, or PPE, includes clothing, goggles, helmets or any equipment designed to protect the body from injury or infection. Hazards addressed by PPE include physical, heat, chemicals, biohazards, and airborne particulate matter.

Mr. Roselli then reviewed ways to get your employees to use PPE, including leading by example and educating your employees. Mr. Miola noted that this would be a good topic for the Safety Breakfasts.

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:

- East Greenwich is continuing with the Maintain Don't Gain Challenge.
- Swedesboro has been participating in a Weight-In all year.
- Lower Alloways Creek purchased pedometers and has offered a step challenge to all employees that began in mid-November with prizes for most steps and most improved and is continuing with that challenge into 2018
- Logan will be continuing the Maintain Don't Gain through the holidays.
- Monroe did December Reflexology and chair massages as a de-stress for the holidays.
- Pilesgrove completed their 2x monthly yoga classes for employees which ran May-November.
- Woodstown purchased three CSA produce boxes from Sorbello Farms for delivery to each department to share.
- Alloway had 5 employees take part in their Reimbursement for Wellness program. Purchases included sneakers, a massage, an activity tracker and an auto BP machine.
- Deptford has been offering awareness challenges since October starting with Water, then focusing on Sugar and now Fitness. This helps increase awareness.
- Mantua is converting a room to their Wellness Room with healthy snacks, comfortable seating for a distress break and a Treadmill. The unveiling will take place later this week.

Ms. Schiffer stated she would like to help everyone in setting up a schedule to do quarterly wellness incentives, and by allocating your Wellness funds throughout the year towards activities, education, and events we can keep the message of wellness in front of the employees all year long. This will also assist in putting your funds to use earlier in the year to prevent the year end scramble to use them or lose them and she noted she included in the agenda some ideas on how to utilize your Wellness 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>	1	56
<i>Medical Only</i>	17	213
<i>Report Only</i>	10	111
<i>Total Intakes(New Claims)</i>	28	380
<i>Report Only % of Total</i>	35.7%	29.2%
<i>Medical Only/Lost Time Ratio</i>	94:06	79:21
<i>Average Days to Report</i>	2.7	3.2

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report for 2017.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	3,626
<i>Transitional Duty Days Worked</i>	1,800
<i>% of Transitional Duty Days Worked</i>	49.6%
<i>Transitional Duty Days Not Accommodated</i>	1,826
<i>% of Transitional Duty Days Not Accommodated</i>	50.4%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report for November, 2017.

PPO Penetration Rate	November
<i>Bill Count</i>	272
<i>Original Provider Charges</i>	\$212,939
<i>Re-priced Bill Amount</i>	\$103,052
<i>Savings</i>	\$109,886
<i>% of Savings</i>	51.6%
<i>PPO Penetration Rate Bill Count Percentage</i>	92.3%
<i>PPO Penetration Rate Provider Charge Percentage</i>	94.5%
<i>EPO Penetration Rate Bill Count Percentage</i>	97.3%
<i>EPO Penetration Rate Provider Charge Percentage</i>	99.1%

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

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **November 30, 2017**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Mr. Tontarski reported interest received or accrued for the current month totaled \$32,028.24. This generated an average annual yield of 1.18%. After including an unrealized net loss of \$66,613.00 in the asset portfolio, the yield is adjusted to -1.28% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized loss of \$280,084.22 as it relates to market value of \$25,662,552.50 vs. the amount invested. The current market value, including accrued income is valued at \$25,696,869.11.

Our asset portfolio with Wilmington Trust consists of nine (9) obligations with maturities greater than two years and three (3) obligations with maturities between one and two 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.

	November
Subrogation Receipts/YTD	\$2,046.70/\$360,435.25
Overpayment Reimbursements	\$1403.37
Due to BURLCOJIF	\$23.00
FY2013 Retro Premium Receipts	\$9,099.00

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

Woodbury City	\$20,406.00
Washington Twp	\$75,972.00
Pittsgrove Township	\$31,398.00
Stow Creek Township	\$764.00

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 \$307,030.18. The claims detail for the 388 checks is included in his report.

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period, the Fund's "Cash Position" changed from an opening balance of \$32,703,429.59 to a closing balance of \$32,219,237.63 showing a decrease in the Fund of \$484,191.96.

Loss Run Payment Register

Chair Campbell entertained a motion to approve the November Loss Run Payment Register as presented.

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

ROLL CALL	<i>Yeas:</i>	Sue Miller, Clayton Borough
		John Washington, Penns Grove Borough
		Mike Razze, Pitman Borough
		Brad Campbell, <i>Chair</i> , Shiloh Borough
		Bob Dickenson, City of Vineland
		Karen Sweeney, Wenonah Borough
		Bob Law, <i>Secretary</i> , Woodbury City

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Bill List – December, 2017

Mr. Tontarski presented the *December Bill List* for the members' consideration in the amount of **\$363,864.60**.

Chair Campbell entertained a motion to approve the *December Bill List* in the amount of **\$363,864.60**.

Motion by Mr. Law, seconded by Mr. Razze, to approve the *December Bill List* in the amount of **\$363,864.60** as presented.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
John Washington, **Penns Grove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Dickenson, **City of Vineland**
Karen Sweeney, **Wenonah Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

NEW MEMBER REVIEW COMMITTEE MEETING

Ms. Abdill stated the Committee met on November 27, 2017 and noted the minutes were included in the agenda packet and a report was given at the November meeting. As an invitation to join the TRICOJIF was extended, the JIF is awaiting an answer from West Deptford.

Ms. Abdill asked if there were any questions at this time. No questions were entertained.

EPL/POL CLAIMS REVIEW COMMITTEE MEETING

Mr. Brown stated the Committee met on November 27, 2017 and noted the minutes were include in the agenda packet and were self-explanatory.

SAFETY COMMITTEE MEETING

Ms. Abdill stated the Committee met on November 20, 2017 and noted the minutes were a handout and highlighted the additional requirements for the 2018 Safety Incentive Award.

She highlighted the members must first qualify for the mandatory elements of the Safety Incentive Program, but will then be eligible for additional awards up to an additional maximum of \$1,000.

Ms. Abdill noted the additional awards will be awarded in \$250 increments and will be awarded based on Fund Commissioner attendance at Executive Committee meetings, being an active member of the Sub Committee assigned, Regional Training attendance, and Retreat attendance.

Ms. Abdill noted the 2018 Safety Incentive Program will be distributed to the members in the early part of January 2018.

Ms. Abdill asked if there were any questions at this time. No questions were entertained.

FINANCE COMMITTEE

Mr. Heydel stated that the 2018 Budget was discussed at the November meeting and a Budget Hearing and Adoption of the 2018 Budget, 2018 Assessment Certification and the 2018 Assessment Allocation Strategy will need to be voted on at tonight's meeting.

2018 Budget Hearing – Motion to Open

Chair Campbell entertained a motion to *open the 2018 Budget Hearing to the public*.

Motion by Mr. Law, seconded by Mr. Razze, to *open the 2018 Budget Hearing to the public*. All in favor. Motion carried.

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

2018 Budget Hearing – Motion to Close

Chair Campbell entertained a motion to *close the 2018 Budget Hearing to the public*.

Motion by Mr. Law, seconded by Mr. Razze, to *close the 2018 Budget Hearing to the public*. All in favor. Motion carried.

2018 Budget Adoption– Mr. Heydel stated that the 2018 Budget as introduced totals \$13,410,211 which is a decrease of \$390,939 (-2.83%).

Motion by Mr. Law, seconded by Mr. Razze, to adopt the 2018 Budget as presented.

ROLL CALL	<i>Yeas:</i>	Sue Miller, Clayton Borough John Washington, Penns Grove Borough Mike Razze, Pitman Borough Brad Campbell, <i>Chair</i> , Shiloh Borough Bob Dickenson, City of Vineland Karen Sweeney, Wenonah Borough Bob Law, <i>Secretary</i> , Woodbury City
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Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

2018 Assessment Certification

Motion by Mr. Law, seconded by Mr. Razzo, to adopt the 2018 Assessment Certification as presented.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
John Washington, **Penns Grove Borough**
Mike Razzo, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Dickenson, **City of Vineland**
Karen Sweeney, **Wenonah Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

2018 Assessment Allocation Strategy

Motion by Mr. Law, seconded by Mr. Razzo, to adopt the 2018 Assessment Allocation Strategy as presented.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
John Washington, **Penns Grove Borough**
Mike Razzo, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Dickenson, **City of Vineland**
Karen Sweeney, **Wenonah Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution 2017-34 –Authorizing the Fund Treasurer to transfer funds from the Fund Year 2017 MEL Liability & Workers Compensation budget line item and the Deductible line item to the MEL Retrospective Account

Motion by Mr. Law, seconded by Mr. Razzo, to adopt Resolution 2017-34, authorizing the Fund Treasurer to transfer funds from the Fund Year 2017 MEL Liability & Workers Compensation budget line item and the Deductible line item to the MEL Retrospective Account.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
John Washington, **Penns Grove Borough**
Mike Razzo, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Dickenson, **City of Vineland**
Karen Sweeney, **Wenonah Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

NOMINATING COMMITTEE

Ms. DiBella stated that the Nominating Committee met on November 8, 2017 and the Slate is included in the agenda packet for the members to review. She stated that the recommendation for the 2018 Nominating Slate was presented at the November Executive Committee meeting and will be voted on at the January Reorganization meeting:

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

Executive Committee: Michael Razzo, Pitman Borough
Karen Sweeney, Wenonah Borough
Doris Hall, Logan Township
John Washington, Penns Grove Borough
Sue Miller, Clayton Borough

Alternates: Bob Dickenson, Vineland City
Carl Bagby, Swedesboro Borough
Robert Diaz, South Harrison Township
Kevin Clour, Lower Alloways Creek
Mark Gravinese, Harrison Township
Don Banks, Deptford Township

Ms. DiBella asked if there were any questions at this time. No questions were entertained.

MEL/RCF/E-JIF Reports

Mr. Law stated that the meeting minutes for both the MEL and EJIF were included in the agenda packet and were self-explanatory. He stated that the MEL distributed a bulletin reviewing the 2018 EPL/POL Changes, and he highlighted the following:

- Land Use Coverage Enhancement: QBE is providing \$1,000,000 of "Land Use Claims" coverage to all members for 2018, which is a significant increase from the \$150,000 offered in 2017. Each

members policy deductible will apply to the “land Use Claims” coverage and a 20% coinsurance will apply through the entire \$1,000,000 limit of insurance.

Mr. Law asked if there were any questions at the time. No questions were entertained.

MISCELLANEOUS BUSINESS

Chair Campbell entertained the following Motions:

Motion by Mr. Law, seconded by Mr. Razze to *Authorize the Executive Director to Bind EPL/POL Coverage with QBE Insurance for the 2018 Fund Year*. All in Favor. Motion carried.

Motion by Mr. Law, seconded by Mr. Razze to *Authorize the Executive Directors Office to Bind Volunteers Directors & Officers Coverage with QBE Insurance for the 2018 Fund Year*. All in Favor. Motion carried.

Motion by Mr. Law, seconded by Mr. Razze to *Authorize the Executive Directors Office to Bind Cyber Liability Coverage with XL Insurance for the 2018 Fund Year*. All in Favor. Motion carried.

AGRiP Report – Mr. Law

Mr. Law noted he had attended the October 2-4, 2017 AGRiP Conference and his report was included in the agenda packet, and noted he would be interested in attending the AGRiP Conference next year, as he feels it relates a bit more to the municipal entity than the PRIMA Conference.

Mr. Law noted he attended 13 sessions over the 2.5 days, and though some of the sessions weren't as dynamic as in past conferences, they were still worthwhile and included:

- Underwriting for Cyber Risk
- The Story of the Multi-generational Workforce
- Designing a Compliant Wellness Program
- A Story of Leadership Lessons from a Mountaineering Tragedy
- Local Government Fiscal Conditions

Mr. Law asked if there were any questions at the time. No questions were entertained.

Next Meeting

Chair Campbell noted the Reorganizational meeting of the TRICO JIF will be held on **Monday, January 22, 2018 at 5:00 PM** at the **Gloucester County Library, Mullica Hill, NJ**

PUBLIC COMMENT

Open Public Comment

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, 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 December 18, 2017.

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>	<i>Auto</i>
001257048	0011661381	2018118699	001243455
2018110278	001203670	2018119029	
2018114763	001213761	2018113180	
2018116928			
001263132			

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

Chair Campbell 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:*** Sue Miller, **Clayton Borough**
John Washington, **Penns Grove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Dickenson, **City of Vineland**
Karen Sweeney, **Wenonah Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

There was one (1) claim presented for Abandoning Subrogation.

001263132

Motion by Mr. Law, seconded by Mr. Razze, to approve Abandoning Subrogation as presented.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
John Washington, **Penns Grove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Dickenson, **City of Vineland**
Karen Sweeney, **Wenonah Borough**
Bob Law, *Secretary*, **Woodbury City**

Nays: None

Abstain: None


All in favor. Motion carried by unanimous vote.

MOTION TO ADJOURN

There being no further business, Chair Campbell entertained a *Motion to Adjourn* the December 18, 2017 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razze, to adjourn the December 18, 2017 meeting of the TRICO JIF.

The meeting was adjourned at 4:35 PM.



Kris Kristie, Recording Secretary for



BOB LAW, FUND SECRETARY