

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

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

December 18, 2017 – 2:30 PM

EXECUTIVE CLAIMS MEETING MINUTES

The Executive Claims Committee Meeting of the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at the Riverwinds Restaurant on Monday, December 18, 2017 at 2:30 PM, prevailing time. Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 2:30 PM.

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.

Those in attendance were:

Brad Campbell, **Shiloh Borough**, *Chair*
John Washington, **Penns Grove Borough**....arrived 2:42pm
Sue Miller, **Clayton Borough**
Bob Law, **Woodbury City**
Karen Sweeney, **Wenonah Borough**

Also present were:

Paul J. Miola, CPCU, ARM, Executive Director, *AJGRMS*
Paul Forlenza, Deputy Executive Director, *AJGRMS*
David DeWeese, *The DeWeese Law Firm, P.C.*
Rob Garish, *J.A. Montgomery*
Chris Roselli, *Qual-Lynx*
Karen Beatty, *Qual-Care*
Debby Schiffer, *Wellness Director*

Those unable to attend:

Doris Hall, **Logan Township**
Mike Razzo, **Pitman Borough**

CLOSED SESSION PORTION OF MEETING

Chair Campbell entertained a motion to move to Executive Session to review the *Payment Authorization Requests* that will be voted on in Open Session during the Executive Committee Meeting being held on December 20, 2017 at 4:00 PM.

Motion by Mr. Law, seconded by Ms. Miller, to move to Executive Closed Session. All in favor. Motion carried

REOPEN PUBLIC PORTION OF THE MEETING

Chair Campbell entertained a motion to reopen the public portion of the meeting.

Motion by Mr. Law seconded by Ms. Miller, to reopen the public portion of the meeting. All in favor. Motion carried.

RECOMMENDATION OF APPROVAL OF CLAIMS PAYMENTS

The Executive Claims Committee recommends approval of the PARs at the Executive Committee Meeting as presented in their entirety during the Closed Session portion of the *Executive Claims Meeting*.

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 recommended for approval of settlement or continuing defense.

Chair Campbell asked if there were any questions at this time. No questions were entertained.

SOLICITOR'S REPORT FOR OPEN SESSION:

Closed Cases

Mr. DeWeese noted that there was one (1) case closed in the month of December, 2017:

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

MANAGED CARE REPORT

Lost Time v. Medical Only Cases

Ms. Beatty presented the TRICO JIF *Lost Time v. Medical Only Cases (Intake Report)*.

	Nov.	YTD
<i>Lost Time</i>	<i>1</i>	<i>56</i>
<i>Medical Only</i>	<i>17</i>	<i>213</i>
<i>Report Only</i>	<i>10</i>	<i>111</i>
<i>Total Intakes(New Claims)</i>	<i>28</i>	<i>380</i>
<i>Report Only % of Total</i>	<i>35.7%</i>	<i>29.2%</i>
<i>Medical Only/Lost Time Ratio</i>	<i>94:06</i>	<i>79.21</i>
<i>Average Days to Report</i>	<i>2.7</i>	<i>3.2</i>

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

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

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 questions were entertained.

QUAL-LYNX REPORT

Lessons Learned from Losses – December

Mr. Roselli stated that he would present the *Lessons Learned* report for December, 2017 at the Executive Committee meeting.

Adjuster File Counts

Mr. Roselli reported that the Adjuster File Count report for the month of December 2017 was included in the agenda packet. He noted that all units are now fully staffed.

Claims Reporting Roadmaps

Mr. Roselli explained to the Committee that his office has been working with the Executive Director and Fund Solicitor to design a more simple, precise, and easy to understand “Roadmap”, much like the Cyber Roadmap, for each line of coverage, to assist members in properly reporting claims. The “Roadmaps” would either replace or supplement the Claims Coordinator Handbook. The draft “Roadmaps” are going to be sent to a select group of Clerks, Claims Coordinators, and Fund Commissioners seeking their feedback. Once this process is completed, Mr. Roselli will look to distribute these “Roadmaps” at the Claims Coordinator/Safety Coordinator Roundtables in February.

TORT CLAIMS QUESTIONNAIRE REVISIONS

Mr. DeWeese stated the Tort Claims Questionnaire has been distributed to the Defense Panel members and certain Adjusters, asking for their input and any feedback they may have on the Questionnaire. Mr. DeWeese has some proposed revisions in mind; however, as of today, has not received feedback from anyone else. Mr. DeWeese stated that he is going to allow some more time to receive feedback from those he sent the Questionnaire and discuss it at the Defense Panel Breakfast scheduled for January. He noted that he will report back to this Committee following the Breakfast.

CLAIMS AUDIT

Mr. Miola noted an RFQ will be going out after the first of the year for a Claims Audit for both Workers Compensation and Liability.

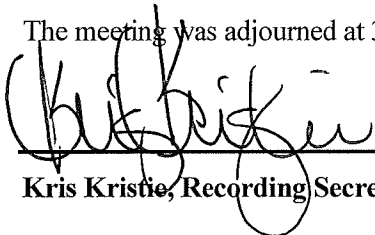
NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, January 22, 2018 at 3:30 PM** at the Gloucester County Library, Mullica Hill, NJ


MOTION TO ADJOURN

Chair Campbell asked for a motion adjourned the Executive Claims meeting. Motion by Ms. Miller, seconded by Ms. Sweeney, to adjourn the meeting.

The meeting was adjourned at 3:13 PM.



Kris Kristie, Recording Secretary for



BRAD CAMPBELL, CHAIR