

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

**Gloucester County Library
Mullica Hill, NJ**

January 22, 2018 – 5:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The *Reorganization* meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at Gloucester County Library, Mullica Hill, New Jersey on Monday, January 22, 2018 at 5:00 PM, prevailing time. Acting Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 4:00 PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON

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 Mullica Hill 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 of 2017 FUND COMMISSIONERS

Those in attendance were:

Beth Reilly, **Alloway Township**
Ken Brown, **Carneys Point Twp**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp**
Stephanie McCaffrey, **East Greenwich Twp**
Debbie Pine, *Alternate*, **Elk Twp**
Doug Hogate, **Elsinboro Twp**
Barbara Freijomil, **Franklin Township**
Valerie VanVeen, **Glassboro Borough**
Mark Gravinese, **Harrison Township**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Jennica Bilecki, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Harry Moore, **Oldmans Twp**
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Township**

Brad Campbell, *Chair*, **Shiloh Borough**
Mary Howard, *Alternate*, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Bob Dickenson, **Vineland City**
Mike Seery, **Upper Pittsgrove Twp**
Karen Sweeney, **Wenonah Borough**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Robert Yerka, **Woodbury Heights Borough**
Joe Hiles, *Alternate*, **Woodstown Borough**
Jane DiBella, **Woolwich Township**

Absent Fund Commissioners were:

Nate Dunn, **Fairfield Twp**
Harry Rink, **Greenwich Township**
Dante Spina, **Mannington Twp**
Susan Jacabucci, **Paulsboro Borough**
Rich Raine, **Pennsville Twp**
Jim D'Auria, **Washington Twp**

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*

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

Assured Partners
Biondi Insurance Agency
Cettei & Connell
Chesney-Stanton Insurance Group
Conner Strong & Buckelew
CEB-Corporate Employee Benefits
Len Eckman Insurance
E.H. Sloan Insurance Agency
Hardenbergh Insurance Group

Absent RMCs were:

Glenn Insurance
Henry D. Young Insurance

APPROVAL OF THE MINUTES – Executive Committee Meeting

Acting Chair Campbell presented the meeting minutes of the December 18, 2017 Executive Committee meeting for approval.

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

Acting Chair Campbell entertained a motion to approve the minutes of the December 18, 2017 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the December 18, 2017 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Acting Chair Campbell presented the meeting minutes of the December 18, 2017 Executive Claims Review Committee Meeting for approval.

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

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

Motion by Mr. Law, seconded by Mr. Razze, to approve the meeting minutes of the December 18, 2017 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Acting Chair Campbell presented the Executive Claims Review Committee Closed Session meeting minutes of December 18, 2017 for approval.

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

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

Motion by Mr. Law, seconded by Mr. Razze, to approve the Executive Claims Review Committee Closed Session meeting minutes of December 18, 2017 as presented.

The Executive Claims Review Committee Closed Session minutes of the December 18, 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.

The Executive Claims Review Committee Closed Session Meeting Minutes from the December 18, 2017 meeting were collected.

ADJOURN THE SINE DIE MEETING

Acting Chair Campbell entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Law, seconded by Mr. Razze, to adjourn the Sine Die Meeting. All in favor. Motion carried.

At this time Officers, Executive Committee, and Alternates vacated their chairs.

Mr. Miola welcomed all in attendance to the *2018 Reorganization Meeting of the TRICO JIF*.

ROLL CALL of 2018 FUND COMMISSIONERS

Those in attendance were:

Beth Reilly, **Alloway Township**
Ken Brown, **Carneys Point Twp**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp**
Stephanie McCaffrey, **East Greenwich Twp**
Debbie Pine, *Alternate*, **Elk Twp**
Doug Hogate, **Elsinboro Twp**
Barbara Freijomil, **Franklin Township**
Valerie VanVeen, **Glassboro Borough**
Raymond Williams, Greenwich Township
Mark Gravinese, **Harrison Township**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Jennica Bilecki, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Harry Moore, **Oldmans Twp**
Mayor John Washington, **Penns Grove Borough**
William Biebel, **Pennsville Twp**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Township**
Brad Campbell, *Chair*, **Shiloh Borough**
Mary Howard, *Alternate*, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Mike Seery, **Upper Pittsgrove Twp**
Bob Dickenson, **Vineland City**
Colette Bachich, **Washington Township**
Karen Sweeney, **Wenonah Borough**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Robert Yerka, **Woodbury Heights Borough**
Joe Hiles, *Alternate*, **Woodstown Borough**
Jane DiBella, **Woolwich Township**

Absent Fund Commissioners were:

Steve Wymbs, **Fairfield Twp**
Luke Patrick, **Mannington Twp**
Susan Jacobucci, **Paulsboro**
Lyman Barnes, **West Deptford**

ELECTION OF 2018 OFFICERS

2018 Nomination Slate

Mr. Miola presented for the membership's consideration the 2018 Nomination Slate. The Nominating Committee met in November 2018 and presented the 2018 Nomination Slate at the November and December 2018 Executive Committee Meetings.

Chair:	Brad Campbell, Shiloh Borough
Secretary:	Robert Law, Woodbury City
Executive Committee:	Michael Razze, Borough of Pitman Karen Sweeney, Wenonah Borough Doris Hall, Logan Township John Washington, Penns Grove Borough Sue Miller, Borough of Clayton
Alternates:	Bob Dickenson, Vineland City Carl Bagby, Borough of Swedesboro Robert Diaz, South Harrison Township Kevin Clour, Lower Alloways Creek Mark Gravinese, Harrison Township Don Banks, Deptford Township

Mr. Miola *Opened the Floor* for nominations for a position on the *2018 Nomination Slate*.

Hearing no additional nominations, Mr. Miola *Closed the Floor* for a position on the *2018 Nomination Slate*.

Confirming the Election of a Chairman and Secretary

Mr. Miola asked for a Roll Call Vote of the full membership for an *Election of a Chairman and Secretary* as presented.

ROLL CALL	Yeas:	Beth Reilly, Alloway Township Ken Brown, Carneys Point Twp Sue Miller, Clayton Borough Don Banks, Deptford Twp Stephanie McCaffrey, East Greenwich Twp Debbie Pine, <i>Alternate</i> , Elk Twp Doug Hogate, Elsinboro Twp Barbara Freijomil, Franklin Township
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Valerie VanVeen, **Glassboro Borough**
Raymond Williams, Greenwich Township
Mark Gravinese, **Harrison Township**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Jennica Bilecki, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Harry Moore, **Oldmans Twp**
Mayor John Washington, **Penns Grove Borough**
William Biebel, **Pennsville Twp**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Township**
Brad Campbell, *Chair*, **Shiloh Borough**
Mary Howard, *Alternate*, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Mike Seery, **Upper Pittsgrove Twp**
Bob Dickenson, **Vineland City**
Colette Bachich, **Washington Township**
Karen Sweeney, **Wenonah Borough**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Robert Yerka, **Woodbury Heights Borough**
Joe Hiles, *Alternate*, **Woodstown Borough**
Jane DiBella, **Woolwich Township**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

Confirming the Election of an Executive Committee and Alternates

Mr. Miola asked for a Roll Call Vote of the full membership for an *Election of an Executive Committee and Alternate* as presented.

ROLL CALL *Yeas:* Beth Reilly, **Alloway Township**
Ken Brown, **Carneys Point Twp**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp**
Stephanie McCaffrey, **East Greenwich Twp**
Debbie Pine, *Alternate*, **Elk Twp**
Doug Hogate, **Elsinboro Twp**
Barbara Freijomil, **Franklin Township**
Valerie VanVeen, **Glassboro Borough**
Raymond Williams, Greenwich Township

Mark Gravinese, **Harrison Township**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Jennica Bilecki, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Harry Moore, **Oldmans Twp**
Mayor John Washington, **Penns Grove Borough**
William Biebel, **Pennsville Twp**
Maureen Abdill, **Pilesgrove Twp**
Mike Razze, **Pitman Borough**
Majorie Sperry, **Quinton Township**
Brad Campbell, *Chair*, **Shiloh Borough**
Mary Howard, *Alternate*, **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Mike Seery, **Upper Pittsgrove Twp**
Bob Dickenson, **Vineland City**
Colette Bachich, **Washington Township**
Karen Sweeney, **Wenonah Borough**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Robert Yerka, **Woodbury Heights Borough**
Joe Hiles, *Alternate*, **Woodstown Borough**
Jane DiBella, **Woolwich Township**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2018 Fund Year.

All *Oaths of Office* were signed and presented to the Fund Solicitor.

At this time, Mr. Miola asked Fund Chair Brad Campbell, ***Shiloh Borough***, to conduct the 2018 Reorganization Meeting of the Fund. Mr. Miola congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates on their election.

At this time, Chair Campbell welcomed new member West Deptford to the TRICOJIF.

ORGANIZATIONAL RESOLUTIONS

The following 2018 Organizational Resolutions were presented for adoption by Chair Campbell.

- R 2018-01 – Confirming the Election of a Fund Chair and Fund Secretary*
- R 2018-02 – Confirming the Election of an Executive Committee and Alternates*
- R 2018-03 – Appointing Professional Staff – Non-Fair and Open*
- R 2018-04 – Appointing Professional Staff – Fair and Open*
- R 2018-05 - Approving Defense Attorneys*
- R 2018-06 – Recommending the EPL/POL Defense Panel*
- R 2018-07 – Cash Management and Investment Policy*
- R 2018-08 – Adopting Procedures in Compliance with Open Public Meetings Act*
- R 2018-09 – Adopting Fiscal Policies and Procedures*
- R2018-10 – Adopting Administrative Policies and Procedures*
- R 2018-11 – Designating Executive Director as Public Agency Compliance Officer*
- R 2018-12 - Adopting and Establishing a Conflict of Interest Policy*
- R 2018-13 – Establishing a Fund Records Program*
- R 2018-14 – Establishing the 2018 Plan of Risk Management*
- R 2018-15 – Designation of Certifying and Approving Officer for Payment of Claims*

Chair Campbell entertained a motion to adopt the *Organizational Resolutions 2018-01 through 2018-15* as presented.

Motion by Mr. Law, seconded by Mr. Razze, to adopt *Organizational Resolutions 2018-01 through 2018-15*.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

EXPENSE RESOLUTION

The following 2018 Expense Resolution was presented for adoption by Chair Campbell.

R 2018-16 - Authorizing Advanced Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences.

Any member interested in attending should contact the Executive Director's office.

Chair Campbell entertained a motion to adopt *R 2018-16* as presented.

Motion by Mr. Law, seconded by Ms. Hall, to adopt *R 2018-16*.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – January 22, 2018

Chair Campbell reported that an Executive Claims Committee Meeting was held on Monday, January 22, 2018 at Gloucester County Library, Mullica Hill, NJ.

The Committee reviewed thirteen (13) claims. Of the claims reviewed, there were nine (9) Workers' Compensation, two (2) General Liability, and two (2) Property PARs recommended for approval of settlement or continuing defense.

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

There were two (2) matter(s) presented for *Abandonment of Subrogation*.

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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 thanked the membership on behalf of AJG for the 2018 re-appointment as Administrator and his re-appointment as Executive Director. He highlighted the following items:

AJG Risk Management Service, Inc. Disclosure Statement – Mr. Miola referenced a disclosure statement included in his report and asked the Fund Secretary to incorporate this memo into the minutes of the January Reorganization meeting and make it a permanent record of the Fund.

Lost Time Accident Frequency Report – Mr. Miola stated that the Lost Time Accident Frequency Summary and the Statewide Recap for November, 2017 was included in his report and noted the TRICOJIF is doing well.

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

2016 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, 2017. All encumbered funds must be claimed by February 1, 2018.

2017 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, 2017. All encumbered funds must be claimed by February 1, 2018.

2017 Wellness Incentive Program Allowance – Mr. Miola stated that a report detailing the available balance for each member for the 2017 Wellness Incentive Program was included in the agenda packet. He stated that the deadline for claiming or encumbering the funds was December 31, 2017. All encumbered funds must be claimed by February 1, 2018.

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

EPL/Cyber Allowance – Mr. Miola noted the JIF has budgeted various amounts, depending on member size, 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. If you need additional information regarding this program, please contact his office.

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.

Financial Fast Track – Mr. Miola reported that the JIF's surplus position as of November 30, 2017 was **\$19,304,755.00.**

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 there have been no new updates.

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. Mr. Miola noted that during his report Mr. DeWeese would be reporting on a new Appellate decision on Temporary Disability Benefits for Volunteers: *Kocanowski v. Bridgewater*.

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

Elected Officials Training – Mr. Miola stated that 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

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). Should it be necessary to cancel a meeting, his office would attempt to contact each Fund Commissioner by email or telephone or by posting a message on the website. Members can also call 856-446-9148 for a pre-recorded message.

2018 1st Installment Billing– Mr. Miola stated that the first installment bills were emailed to Municipal Clerks on January 2, 2018. He noted that the first installment is due by February 15, 2018.

2017 Attendance Records– Mr. Miola stated that a report detailing attendance records through the end of the 2017 fund year was included in his report.

RMC Resolutions & Agreements – Mr. Miola noted that 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 his office receives this documentation, payment can be issued for the 2018 fees at the February 2018 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.

PRIMA/AGRIP Conferences– Mr. Miola stated that this year TRICO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2018 Budget includes funding for four (4) attendees at the PRIMA Conference and six (6) attendees for the AGRiP Conferences. 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 by the end of the month.

Claims Coordinator & Safety Coordinator Roundtable– Mr. Miola stated that the Claims Coordinator and Safety Coordinator Roundtable will be held on February 15, 2018 at Nicolosi’s in West Deptford, New Jersey. The Wellness Coordinators are also invited to attend. Invites with more information will be mailed out later in the week.

Website (www.tricojif.org) – Mr. Miola noted that the JIF has a website that contains very useful information for the members, including all sign-in sheets for trainings and seminars, directories and Bulletins. Be sure to look it over.

New Member Activity – Mr. Miola welcomed the newest member of the TRICO JIF, West Deptford.

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

SOLICITOR’S REPORT

Mr. DeWeese thanked the membership on behalf of the DeWeese Law Firm for the 2018 re-appointment as Fund Solicitor.

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 cases have been assigned from December 2017 to January 2018:

New Cases
<i>Rivera v. Borough of Glassboro</i>
<i>Camp v. Township of Pennsville</i>
<i>Mendola v. Township of Monroe</i>
<i>Roberson & Kline v. City of Vineland</i>

Closed Cases

Mr. DeWeese reported that three (3) case(s) were closed in the month of January:

Closed Cases
<i>Rivera v. Township of Washington</i>

<i>Bodden v. Borough of Glassboro</i>
<i>Figueroa v. Township of Washington</i>

General Liability Status Report

Mr. DeWeese noted that there are 33 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 Summary Files

Mr. DeWeese stated that there are 48 judgments obtained and collections efforts are being made on \$1,010,843.04 of potential recoveries.

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

Defense Panel Breakfast

Mr. DeWeese stated the Defense Panel met on January 9, 2018 and he felt it was the best meeting to date. The meeting was well attended and many positive comments and ideas were discussed. He also stated that there was an extensive discussion regarding the JIFs' litigation philosophy. He stated that he would present a written report at next month's meeting.

Appellate Division Decision

Mr. DeWeese outlined a recent Appellate Decision, *Kocanowski v. Twp. of Bridgewater*, regarding TTD payments to emergency responders. He explained that currently, replacement wages must be paid to injured volunteers if they are unemployed and are receiving unemployment benefits when injured. However, under this decision, if the injured volunteer was not employed or receiving unemployment benefits at the time of the injury, they are not eligible to receive the wage replacement benefit.

SAFETY DIRECTOR'S REPORT

Mr. Garish thanked the membership on behalf of J. A. Montgomery for the 2018 re-appointment as Safety Director.

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.

Right to Know Update – He noted that in addition to the annual Right to Know services, each member town will receive an electronic Central file link to a Dropbox. 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 members in the 1st Quarter of 2018.

MSI Class Listing for January-March 2018 – Mr. Garish referenced the list of MSI Classes that are available for January-March 2018 and were included in the agenda packet.

Mr. Garish noted that his office, along with Hardenbergh Insurance will be meeting with West Deptford next week to get up to speed on “all things safety”. He stated he is anticipating a good meeting and his office will assist West Deptford with any needs they have.

Lastly, Mr. Garish noted the 2018 SIP has been distributed via email and to please complete your 2018 Safety Committee Dates by 1/31/2018 and return to his office. He also noted the 2018 SIP Safety Incentive Program is due back by March 31, 2018.

CLAIMS ADMINISTRATOR’S REPORT

Lessons Learned from Losses – January

Mr. Roselli thanked the membership on behalf of Qual-Lynx for the 2018 re-appointment as their Claims Administrator and then presented the *Lessons Learned from Losses* for January which reviewed De-Escalation Techniques for Police.

Mr. Roselli noted:

In 2016 and 2017 combined, Workers Compensation Claims involving Police Officers in ACM, BURLCO and TRICO JIF’s totaled almost \$10 million in incurred losses. 51% of these claims involved interactions with difficult or combative subjects.

Mr. Roselli then reviewed recommendations to help minimize these claims, which included encouraging participation in new trainings, and practicing safe handcuffing and restraint techniques.

Mr. Roselli stated that if a small percentage of these claims can be eliminated, the Funds will recognize significant savings. He then asked if there were any questions at this time. No questions were entertained.

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

WELLNESS DIRECTOR’S REPORT

Ms. Schiffer thanked the membership for the 2018 re-appointment as Wellness Director, and then noted that her report is detailed in the agenda packet. She highlighted the following:

- Ms. Schiffer noted everyone should have received an email to meet with her to begin laying out a Wellness plan for 2018. Her goal is to have each town set up a Wellness Event/Initiative/Challenge per quarter, and to have each town establish a Wellness Committee.
- Carneys Point and Logan completed a “Maintain Don’t Gain” Challenge.

- Glassboro PW Department had 9 employees participate in a Weight Loss Challenge since October through the end of January.
- Monroe Township kicked off a Superbowl Challenge that will run through the Superbowl.
- Three municipalities have established a designated Wellness Committee and seven more members have indicated they are working to establish one in 2018.
- Ms. Schiffer noted she will hopefully be adding a “Monthly Challenge” each month to her reports to give ideas for personal goals or something that can be offered as a group.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty thanked the membership on behalf of QualCare for the 2018 re-appointment as the Fund’s Managed Care Specialist, and then noted that her report is detailed in the agenda packet. She highlighted the following:

Lost Time v. Medical Only Cases

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

	December	YTD
<i>Lost Time</i>	5	60
<i>Medical Only</i>	15	227
<i>Report Only</i>	5	116
<i>Total Intakes(New Claims)</i>	26	403
<i>Report Only % of Total</i>	20%	28.8%
<i>Medical Only/Lost Time Ratio</i>	75:25	79.21
<i>Average Days to Report</i>	2.1	3.1

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report for 2017

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	3,931
<i>Transitional Duty Days Worked</i>	1,957
<i>% of Transitional Duty Days Worked</i>	49.8%
<i>Transitional Duty Days Not Accommodated</i>	1,974
<i>% of Transitional Duty Days Not Accommodated</i>	50.2%

PPO Penetration Report:

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

PPO Penetration Rate	December
<i>Bill Count</i>	365
<i>Original Provider Charges</i>	\$352,465
<i>Re-priced Bill Amount</i>	\$141,067
<i>Savings</i>	\$211,398
<i>% of Savings</i>	60%
<i>PPO Penetration Rate Bill Count Percentage</i>	93.7%
<i>PPO Penetration Rate Provider Charge Percentage</i>	96.3%
<i>EPO Penetration Rate Bill Count Percentage</i>	95.2%
<i>EPO Penetration Rate Provider Charge Percentage</i>	98.3%

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

TREASURER'S REPORT

Mr. Tontarski provided an overview of Mr. Tontarski's report for December 31, 2017.

Investment Interest

Mr. Tontarski reported interest received or accrued for the reporting period totaled \$32,147.08. This generated an average annual yield of 1.21%. However, after including an unrealized net loss of \$16,733.00 in the asset portfolio, the yield is adjusted to .58% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$296,817.22 as it relates to current market value of \$25,605,819.50 vs. the amount we have invested. The current market value, including accrued income is valued at \$25,631,295.66.

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.

	Period	YTD
Subrogation Receipts	\$13,229.14	\$373,664.39
Overpayment Reimbursements	\$9,663.13	

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

Woodbury City	\$20,427.00
Washington Twp	\$76,049.00
Pittsgrove Township	\$31,429.00
Stow Creek Township	\$765.00

Claim Activity for the Period

The net claim activity during the reporting period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$414,715.09. The claims detail shows 552 claims payments issued.

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period, the Fund's "Cash Position" changed from an opening balance of \$32,219,237.63 to a closing balance of \$31,408,412.61 showing a decrease in the Fund of \$810,825.02.

1st Installment Billing

Mr. Tontarski noted that the first installment billing has gone out and is due February 15, 2018. These were sent to all clerks and Fund Commissioners. Please contact the Executive Director's office if you did not receive the invoice.

Loss Run Payment Register

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

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

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Bill List – January, 2018

Mr. Tontarski presented the *January 2018 Bill List* for the members' consideration in the amount of **\$1,225,048.47**.

Chair Campbell entertained a motion to approve the *January 2018 Bill List* in the amount of **\$1,225,048.47**.

Motion by Mr. Law, seconded by Ms. Hall, to approve the *January 2018 Bill List* in the amount of **\$1,225,048.47**.

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

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

COMMITTEE CHAIRS MEETING

Chair Campbell noted that the minutes from the January 16, 2018 meeting were included in the agenda packet. He stated that Fund accommodated the requests of the respondents to the Committee volunteer forms and that all Fund Commissioners were appointed to committee and the list was included in the agenda packet for review. He noted if anyone had any concerns in regards to what Committee they have been assigned, please contact the Executive Director's office.

Ms. Abdil then reminded the members of the new incentives which have been added to the 2018 SIP Program that member towns can participate in to qualify for optional safety incentive awards. She emphasized these are **OPTIONAL** award monies that towns can qualify for per quarter. Members must first qualify for the mandatory elements of the Safety Incentive Program. The following elements are required to qualify for the optional safety incentive awards:

- Fund Commissioner Meeting attend 75% combined of all meetings, with 50% by the Fund Commissioner
- Member of a Sub-Committee with active meeting attendance involvement of at least 50%
- Attend all Regional Training that apply to member town
- Attend entire Annual Planning Retreat

- Members will either qualify or not qualify (Pass or Fail) for an Optional Safety Incentive Award. The program runs on a calendar year basis, and we will make every effort to review with members during consults.
- The maximum amount that a member could qualify for, under the Optional Safety Incentive Award is \$1,000.00. Each of the four categories will be incentivized at \$250.00

MEL/E-JIF/RCF Reports

Mr. Law reported that the minutes of the January 4, 2018 MEL/E-JIF/RCF Reorganization meetings were included in the agenda packet and is self-explanatory. He then highlighted the following:

MEL: Mr. Law reported that the MEL is reminding everyone that the MEL App is now available on the MEL website.

RCF: Mr. Law reported that he has been appointed the Chair for the State RCF.

EJIF: Mr. Law mentioned that the Storm Water Permit Regulations Updates are out and everyone should review them as there are benchmarks that everyone needs to comply with.

MISCELLANEOUS BUSINESS

RESOLUTION HONORING HARRY RINK

The following 2018 Resolution was presented for adoption by Chair Campbell.

R 2018-17 – Honoring Harry Rink

Chair Campbell entertained a motion to adopt *R 2018-17* as presented, Honoring Harry Rink and thanked him for his 25 years of service as Fund Commissioner for Greenwich Township of the TRICOJIF.

Motion by Mr. Law, seconded by Ms. Hall, to adopt *R 2018-17*.

Next Meeting

Chair Campbell noted the next meeting of the TRICO JIF will be held on **Monday, February 26, 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. Razzo, 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 January 22, 2018.

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
001215607	001218209	2018120309
001233338	2017099694	2018119125
2018115719		
2017102672		
2018116922		
2018117287		
2018119691		
001244339		
001255149		

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 Ms. Hall, to Approve Payment Authority on the Claims as presented during the Executive Claims Committee Meeting.

ROLL CALL ***Yeas:*** Mike Razze, **Pitman Borough**
Karen Sweeney, **Wenonah Borough**
Doris Hall, **Logan Township**
John Washington, **Penns Grove Borough**
Sue Miller, **Clayton Borough**
Bob Law, *Secretary*, **Woodbury City**

Brad Campbell, *Chair*, **Shiloh Borough**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

There were two (2) claim(s) presented for Abandoning Subrogation.

002128209

001255149

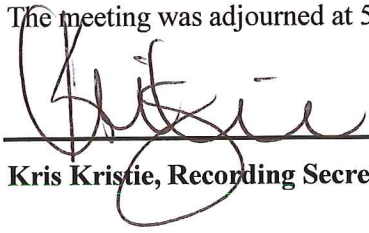
Motion by Mr. Razze, seconded by Mr. Law, to approve Abandoning Subrogation as presented.

MOTION TO ADJOURN

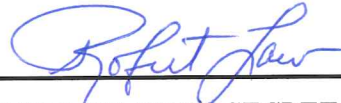
There being no further business, Chair Campbell entertained a *Motion to Adjourn* the January 22, 2018 Executive Committee Meeting.

Motion by Mr. Law, seconded by Ms. Hall, to adjourn the January 22, 2018 Meeting of the TRICO JIF.

The meeting was adjourned at 5:50 PM.



Kris Kristie, Recording Secretary



BOB LAW, FUND SECRETARY