

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

**Gloucester County Library
Mullica Hill, NJ**

March 26, 2018 – 5:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at the Gloucester County Library, Mullica Hill, New Jersey on Monday, March 26, 2018 at 5:00 PM, prevailing time. Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 5:00 PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

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

Those in attendance were:

Ken Brown, **Carneys Point Twp**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp**
Carolyn King-Sammons, **Elk Twp**
Doug Hogate, **Elsinboro Twp**
Barbara Freijomil, **Franklin Township**
Raymond Williams, **Greenwich Township**
Mark Gravinese, **Harrison Township**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Stephanie McCaffrey, **East Greenwich Twp**
Jennica Bileci, **Mantua Twp**
Kevin Heydel, **Monroe Twp**
Harry Moore, **Oldmans Twp**
William Biebel, **Pennsville Twp**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Township**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Diaz, **South Harrison Twp**
Mike Seery, **Upper Pittsgrove Twp**
Aldis Sotomayor, *Alternate*, **Vineland City**

Adele Riiff, *Alternate*, **Washington Township**
Karen Sweeney, **Wenonah Borough**
Lyman Barnes, **West Deptford**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Robert Yerka, **Woodbury Heights Borough**
John Hall, **Woodstown Borough**
Jane DiBella, **Woolwich Township**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Township**
Steve Wymbs, **Fairfield Twp**
Valerie VanVeen, **Glassboro Borough**
Luke Patrick, **Mannington Twp**
Susan Jacobucci, **Paulsboro**
Mayor John Washington, **Penns Grove Borough**
Carl Bagby, **Swedesboro 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*

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

Biondi Insurance Agency
Chesney-Stanton Insurance Group
Conner Strong & Buckelew
Len Eckman Insurance
E.H. Sloan Insurance Agency
Hardenbergh Insurance Group

Absent RMCs were:

Assured Partners
Cettei & Connell
CEB-Corporate Employee Benefits
Glenn Insurance
Henry D. Young Insurance

Chair Campbell entertained a motion to move Alternate Executive Committee #3 Robert Diaz, South Harrison, to the Executive Committee in the absence of Executive Committee member John Washington for voting purposes.

Motion by Mr. Law, seconded by Mr. Razze, to move up Alternate Executive Committee #3 Robert Diaz, South Harrison, to the Executive Committee in the absence of Executive Committee member John Washington for voting purposes. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Campbell presented the meeting minutes of the February 26, 2018 Executive Committee meeting for approval.

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

Chair Campbell entertained a motion to approve the minutes of the February 26, 2018 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the February 26, 2018 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 February 26, 2018 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 February 26, 2018 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 February 26, 2018 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 February 26, 2018 as presented.

The Executive Claims Review Committee Closed Session minutes of the February 26, 2018 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 February 26, 2018 meeting were collected.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – March 26, 2018

Chair Campbell reported that an Executive Claims Committee Meeting was held on Monday, March 26, 2018 at Gloucester County Library, Mullica Hill, NJ.

The Committee reviewed nineteen (19) claims. Of the claims reviewed, there were nine (9) Workers' Compensation, two (2) General Liability, and eight (8) Property PARs recommended for approval of settlement or continuing defense.

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

There was one matter(s) presented for *Abandonment of Subrogation*:

001255371

There were five (5) additional Vineland Workers Compensation claims discussed:

2017096348

2018122552

2017105391

2018112250

2018126439

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 the Statewide Recap for January, 2018 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.

2018 Optional Safety Budget - Mr. Miola asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds is November 1, 2018. All encumbered funds must be claimed by February 1, 2019.

2018 Wellness Incentive Program Allowance – Mr. Miola stated that a report detailing the available balance for each member for the 2018 Wellness Incentive Program was included in the agenda packet. He stated that the deadline for claiming or encumbering the funds is December 31, 2018. All encumbered funds must be claimed by February 1, 2019.

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 have to update their Plan of Risk Management by October 1, 2018 to be eligible for the lower co-pay and deductible.

Financial Fast Track – Mr. Miola reported that the JIF’s surplus position as of January 31, 2018 was \$19,685,027.

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 and we are currently up to date.

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.

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, January 30, 2018 and February 7, 2018 seminars are posted on the JIF website, so please be sure to check them. The last training is scheduled on the following date:

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.

MEL Cyber Risk Management Program – Mr. Miola stated that on December 18, 2017 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.

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.

Police Command Staff – Mr. Miola noted Risk Management Training for Police Personnel has been scheduled. Attendance at this training by Police Command Staff is required for compliance with the MEL's 2018/2019 EPL Plan of Risk Management. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on January 10, 2018. There will be two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-in sheets from February 13, 2018 are posted on the JIF website. The remaining training dates are scheduled as follows:

April 26, 2018 – Nicolosi's Catering, West Deptford
June 12, 2018 - O'Connor's, Eastampton
June 28, 2018 – Merighi's Savoy Inn, Vineland

Managerial & Supervisory Trainings – Mr. Miola stated that one of the requirements of the MEL's 2018/2019 EPL Plan of Risk Management is the training of all member managers & supervisors. Four training sessions have been scheduled in conjunction with the BURLCO and ACMJIFs. Invitations for the sessions were e-mailed to all Municipal Clerks and Fund Commissioners on February 2, 2018. There are two (2) identical sessions each day: a morning session 9:00 am – 11:30 am, and an afternoon session 1:00 pm – 3:30 pm. The sign-in sheets for the March 6, 2018 are posted to the JIF website. The remaining trainings have been scheduled on the following dates:

May 8, 2018 – Merighi's Savoy Inn, Vineland
September 11, 2018 – Wildwood Convention Center
September 27, 2018 – Nicolosi's Catering, West Deptford

Payroll Audits – Mr. Miola stated that on or about February 12, 2018 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2017 payrolls. These payroll figures will serve as the basis for your 2019 workers compensation excess premiums. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

Property Appraisals – Mr. Miola noted on or about February 12, 2018, each member and their RMC's received a notification from his office asking that they review and update their property schedule located in the Exigis Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. All members are asked to complete the review and update process no later than March 23, 2018.

Financial Disclosure Statement – Mr. Miola noted his office should be receiving notification from the State shortly regarding the start of this process. An email will be sent to all Fund Commissioners at that time in regards to filing for 2018.

New Fund Commissioner Orientation – Mr. Miola noted that a New Fund Commissioner Orientation will be held on April 23, 2018, prior to the Executive Committee Meeting at the Harrison Township

Municipal Building. An informational email was sent to all Fund Commissioners, Alternate Fund Commissioners and RMC's on or about March 9, 2018. In the meantime, should any Fund Commissioner need any assistance with anything, please do not hesitate to contact the Executive Director's office.

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 no (0) new case(s) have been assigned from February 2018 to March 2018:

Closed Cases

Mr. DeWeese reported that one (1) case was closed in the month of March:

Closed Cases
<i>Rivera vs. Borough of Glassboro</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 collection efforts being made on \$2,111,795.07 of potential recoveries.

Bona Fide Offer Report for 2017

Mr. DeWeese presented the Bona Fide Offer report for January 1, 2017 to December 31, 2017, which was included in the agenda packet. The Report detailed the cases where a Bona Fide Offer was advanced which effectuated a savings by reducing the amount of fees paid to the petitioners attorney through an advanced offer. For the 2017 Fund Year, \$7,816.13 in savings on seven (7) cases was recognized utilizing this program. Mr. DeWeese complimented Ms. Davidson, Qual-Lynx, and our Assigned Defense Counsel on their efforts in aggressively utilizing this program.

Mr. DeWeese then updated the Committee on correspondence he recently received from John Geaney, Esq., who is a WC attorney at Capehart & Scatchard, who noted that the New Jersey Senate Labor Committee was considering a bill that if enacted would put a stop to the use of Bona Fide offers. It is his belief this bill would be approved by the Committee. It would then be voted on by the full Senate and then must pass through the General Assembly for final approval. Mr. DeWeese stated that if enacted this bill will eliminate the savings under the Bona Fide offer program and will eliminate employees from receiving money early in the process. Mr. Geaney noted that this program saves millions of dollars a

year for employers. Mr. DeWeese noted the MEL has drafted correspondence opposing this bill. He urged the members to call the legislators if they opposed.

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

Revised Tort Claims Act Questionnaire and Resolution

Mr. DeWeese stated he has completed the revisions to the Tort Claims Act Questionnaire and Resolution, and noted they were provided to the Executive Claims Committee. He stated he had consulted with members of the Defense Panel, as well as the liability supervisors and adjusters at Qual-Lynx, and he has included additional questions and updated and revised not only the Questionnaire, but the Resolution as well. Some of these updates included:

- Additional requests for all diagnostic testing including CAT scans, MRI' s and other medical info; and
- Additional requests for photographs of the scene to be provided, and to identify on the photograph specifically where the incident occurred; and
- Additional requests to include any and all criminal and traffic tickets/complaints that were issued and the disposition of those charges; and
- Detailed and specific medical information is requested requiring a more complete medical history, including surgeries; and
- A detailed and specific employment information section was also added.

Mr. DeWeese noted that once everyone has had the opportunity to review the Questionnaire, and it is deemed acceptable, it will be presented at the April Executive Committee meeting for adoption by the Fund. It will then be distributed to all members for adoption. Once adopted, Qual-Lynx will become responsible for distributing the Tort Claim Questionnaire to a Claimant and receiving the completed Questionnaire on behalf of the member. The Resolution designates Qual-Lynx as the agent for the member.

Mr. Law asked if the Tort Claims Form is not returned, will the claim go away. Ms. DeWeese replied no; however, it might assist in a Motion of Summary Judgment if it was not returned by the plaintiff.

Mr. DeWeese asked if there were any other questions at this time. No other 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 were two (2) bulletin(s) included in the agenda;

- *First Responders Safe Lifting*
- *Safe Patient Lifting*

Right to Know Update – He noted that in addition to the annual Right to Know services, included in this year’s contract is an electronic Central file link which is being distributed to each member town through a Dropbox link. To date 50% of members have received this 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.

MSI Class Listing– Mr. Garish referenced the list of MSI Classes that are available in April, May, and June that are included in the agenda packet along with the applicable TCH and CEU’s for each of the programs.

Mr. Garish reminded everyone as we come into Spring and Summer be cognoscente of Walks and Roadways in need of repairs and inspections of Parks and Playgrounds is important.

Lastly, he reminded the members that the Safety Kickoff Breakfast was rescheduled to April 6, 2018 at Nicolosi’s, Deptford, NJ due to inclement weather.

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

CLAIMS ADMINISTRATOR’S REPORT

Lessons Learned from Losses – March

Mr. Roselli presented the *Lessons Learned from Losses* for March which reviewed Defense and Indemnity.

Mr. Roselli explained that when a company is contracted to complete work or provide services, assuring that the company and their insurance carrier will defend and indemnify your town is crucial. Consult with your towns Solicitor or RMC to determine exposures involved and assess how the risk can be transferred to the contracted company. Be sure to check all indemnification agreements and contracts to make sure your town is protected.

He noted that assuring these Contracts and Agreements are executed properly will assist Qual-Lynx in defending any claims brought against your town.

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 and she highlighted the following:

- Carney’s Point and Pennsville have both set up new Wellness Committee’s.
- Deptford set up a Biggest Loser challenge.
- Glassboro and Monroe may be purchasing Nutribullets for preparing smoothies.

- Glassboro PW are having a presentation on healthy WaWa selections and Men’s’ Health
- Glassboro is having a Super Smoothie Workshop
- Swedesboro held a chair massage.
- East Greenwich will be starting yoga in May 1x a week.
- Elk and Pilesgrove will be holding a Portion Control presentation in the near future.
- Elk held a Salad Bar lunch where everyone participated and brought in a “piece of the salad”
- Ms. Schiffer noted in her News Letter this month it highlights a 30 day Fruit and Veggie Challenge.

Ms. Schiffer reminded the members to use NJWELL and work towards earning \$250 by completing health and wellness screenings along with other activities by October 31, 2018. www.state.nj.us/treasury/pensions/njwell/

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

MANAGED HEALTH CARE REPORT

Ms. Beatty noted that her report is detailed in the agenda packet and she highlighted the following:

Lost Time v. Medical Only Cases

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

	February	YTD
<i>Lost Time</i>	4	9
<i>Medical Only</i>	14	43
<i>Report Only</i>	13	33
<i>Total Intakes(New Claims)</i>	32	86
<i>Report Only % of Total</i>	40.6%	38.4%
<i>Medical Only/Lost Time Ratio</i>	78:22	83:17
<i>Average Days to Report</i>	1.5	2.3

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report for February 2018

Transitional Duty Summary Report	February
<i>Transitional Duty Days Available</i>	1,035
<i>Transitional Duty Days Worked</i>	745
<i>% of Transitional Duty Days Worked</i>	72.2%
<i>Transitional Duty Days Not Accommodated</i>	287
<i>% of Transitional Duty Days Not Accommodated</i>	27.8%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report for February 2018.

PPO Penetration Rate	February
<i>Bill Count</i>	272
<i>Original Provider Charges</i>	\$302,377
<i>Re-priced Bill Amount</i>	\$92,192
<i>Savings</i>	\$210,185
<i>% of Savings</i>	69.5%
<i>PPO Penetration Rate Bill Count Percentage</i>	96.0%
<i>PPO Penetration Rate Provider Charge Percentage</i>	98.5%
<i>EPO Penetration Rate Bill Count Percentage</i>	93.0%
<i>EPO Penetration Rate Provider Charge Percentage</i>	97.5%

Ms. Beatty noted Patient-First was being removed from their preferred lists due to some billing issues.

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

TREASURER'S REPORT

Mr. Tontarski provided an overview of the Treasurer's report for February 2018.

Investment Interest

Mr. Tontarski reported interest received or accrued for the reporting period totaled \$31,036.84. This generated an average annual yield of 1.18%. However, after including an unrealized net loss of \$17,217.50 in the asset portfolio, the yield is adjusted to .53% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$396,034.72 as it relates to current market value of \$25,506,843.00 vs. the amount we have invested. The current market value, including accrued income, is valued at \$25,584,614.81.

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	\$11,651.63	\$48,203.05
Overpayment Reimbursements	\$983.24	
TRICOJIF v. Killen	307.42	
FY 2018 Premium Receipts	\$4,221,771.53	

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

Woodbury City	\$20,467.00
Washington Twp	\$76,197.00
Pittsgrove Township	\$31,490.00
Stow Creek Township	\$767.00

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 are in the amount of \$217,874.57. The claims detail shows 413 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 \$30,364,350.45 to a closing balance of \$32,648,380.29 showing an increase in the fund of \$2,284,029.84.

Mr. Tontarski noted the EJIF dividend has been received and allocated amongst the members as discussed last month. These funds have been deposited into each individual members AELCF account and can be used for anything, whenever it is needed. He noted he will be providing a quarterly report on this account going forward.

Loss Run Payment Register

Chair Campbell entertained a motion to approve the February Loss Run Payment Register as presented. Motion by Mr. Law, seconded by Mr. Razze, to approve the February Loss Run Payment Register as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Bill List and RMC Bill List – March, 2018

For the Member's consideration, Mr. Tontarski presented the March 2018 Bill List in the amount of **\$242,551.20**.

Chair Campbell entertained a motion to approve the March 2018 Bill List in the amount of **\$242,551.20**.

Motion by Mr. Law, seconded by Ms. Hall, to approve the March 2018 Bill List in the amount of **\$242,155.20**.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Finance Committee Report

Mr. Heydel noted there were two items on the agenda for approval this evening; a 2017 Budget Amendment which is necessitated by an inter-local service agreement between Franklin Township and Buena Borough for Police services which took effect on November 1, 2017. The second item is a proposed amendment to the 2018 Budget which is necessitated by the addition of West Deptford effective January 1, 2018 as well as the addition of all lines of coverage for two (2) Franklin Township Fire Districts and a Interlocal Service agreement for Police services with Newfield Borough effective January 1, 2018. Also presented for approval tonight will be the 2017 and the 2018 Amended Assessment Certifications.

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

2017 Budget Amendment Hearing – Motion to Open

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

Motion by Mr. Law, seconded by Ms. Hall, to *open the 2017 Budget Amendment Hearing to the public*.

All in favor. Motion carried.

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

2017 Budget Amendment Hearing – Motion to Close

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

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

2017 Amended Budget Adoption

Mr. Campbell stated that the 2017 Amended Budget totals \$13,803,634.00. Chair Campbell entertained a motion to Adopt the 2017 Amended Budget.

Motion by Mr. Law, seconded by Ms. Hall, to adopt the 2017 Amended Budget as presented.

ROLL CALL	Yeas:	Mike Razzo, Pitman Borough Sue Miller, Clayton Borough Doris Hall, Logan Township Karen Sweeney, Wenonah Borough Bob Law, <i>Secretary</i> , Woodbury City Brad Campbell, <i>Chair</i> , Shiloh Borough Bob Diaz, South Harrison Township
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote

2017 Amended Assessment Certification Adoption

Chair Campbell entertained a motion to adopt the 2017 Amended Assessment Certification as presented.

Motion by Mr. Law, seconded by Ms. Miller, to adopt the 2017 Amended Assessment Certification as presented.

ROLL CALL	Yeas:	Mike Razzo, Pitman Borough Sue Miller, Clayton Borough Doris Hall, Logan Township Karen Sweeney, Wenonah Borough Bob Law, <i>Secretary</i> , Woodbury City Brad Campbell, <i>Chair</i> , Shiloh Borough Bob Diaz, South Harrison Township
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

2018 Budget Amendment Hearing – Motion to Open

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

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

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

2018 Budget Amendment Hearing – Motion to Close

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

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

2018 Amended Budget Adoption

Mr. Campbell stated that the 2018 Amended Budget totals \$14,486,694.00. Chair Campbell entertained a motion to Adopt the 2018 Amended Budget.

Motion by Mr. Law, seconded by Ms. Hall, to adopt the 2018 Amended Budget as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote

2018 Amended Assessment Certification Adoption

Chair Campbell entertained a motion to adopt the 2018 Amended Assessment Certification as presented.

Motion by Mr. Law, seconded by Ms. Miller, to adopt the 2018 Amended Assessment Certification as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

EPL/POL Claims Review Committee Meeting Minutes – February 26, 2018

Mr. Brown noted the minutes from the February 26, 2018 meeting were included in the agenda packet and were self-explanatory.

MEL/E-JIF/RCF Reports

Mr. Law reiterated to the members about utilizing the AELCF Account and how his town uses this account as a “rainy day fund”. He reminded the members they can use the money in this account for whatever they need it for, whenever they need it, without any type of penalty and those that are eligible should think about how they would like to divide up their Dividend: either put it towards their deductible, receive as a check, or split it.

MISCELLANEOUS BUSINESS

Chair Campbell read the following Resolutions for consideration:

Resolution 2018-21 – Agreement for Shared Services for a Claims Audit

Resolution 2018-21, Authorizing the Chairperson and Secretary to Execute an Agreement to Participate in a Shared Services Agreement for the Completion of a Claims Audit.

Motion by Mr. Law, seconded by Ms. Hall, to Adopt Resolution 2018-21 as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution 2018-22 – Agreement for Shared Services to Purchase Cyber and Technology Risk Management Services

Resolution 2018-22, Authorizing the Fund Executive Director to Execute an Agreement to Participate in a Shared Services Agreement for the Purchase of Cyber and Technology Risk Management Services

Motion by Mr. Law, seconded by Ms. Hall, to Adopt Resolutions 2018-22 as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

AGRiP Report – Ms. Sweeney

Ms. Sweeney noted that she attended 14 sessions at the AGRiP Conference March 4-7, 2018 in San Diego, CA and noted a more detailed report was a handout at tonight's meeting. One of the sessions Ms. Sweeney attended expanded on OPRA Requests and the Brady Lists, and Mr. Law had asked if she could expand on that a bit.

Mr. DeWeese replied and stated that Police Chiefs are required to keep a Brady List that must be available to the County Prosecutor's Office if a Police Officer has been charged with criminal activity or lying in their official capacity. That list is required to be disclosed to a plaintiff and their attorney should there be a trial involving that officer.

In regards to a recent OPRA Request received by many towns, Mr. DeWeese had sent it to Mr. Gelfand, Esq and he responded with a detailed response as to the requirements of the Brady List and whether or not they are disclosable under OPRA. His opinion is that Brady lists are probably not disclosable under OPRA and many towns do not even maintain a list as they do not have any officers that would fall into that category.

Mr. DeWeese stated if anyone receives this type of OPRA Request to please contact him and he will provide the same guidelines as provided by Mr. Gelfand.

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

Next Meeting

Chair Campbell noted the next meeting of the TRICO JIF will be held on **Monday, April 23, 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 Ms. Hall, 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 Ms. Hall, 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 March 26, 2018.

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2018120017	2017097478	2018111589
2018118266	2018126065	2018121086
001216241		2018121942
2018119623		2018121945
2018108985		2018123029
2017098303		2018127177
2018123050		2018122318
2018110378		2018126839

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 Razzo, **Pitman Borough**
Sue Miller, **Clayton Borough**
Doris Hall, **Logan Township**
Karen Sweeney, **Wenonah Borough**
Bob Law, *Secretary*, **Woodbury City**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Diaz, **South Harrison Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

Chair Campbell entertained a motion to abandon subrogation on the following Qual Lynx file; 001255371.

Motion by Mr. Law, seconded by Ms. Hall, to Abandoning Subrogation on the following Qual Lynx file:

001255371

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

Nays: None

Abstain: None

MOTION TO ADJOURN

There being no further business, Chair Campbell entertained a *Motion to Adjourn* the March 26, 2018 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razze, to adjourn the March 26, 2018 Meeting of the TRICO JIF.

The meeting was adjourned at 5:40 PM.



Kris Kristie, Recording Secretary



BOB LAW, FUND SECRETARY