

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

**Gloucester County Library
389 Wolfert Station Rd.
Mullica Hill, NJ**

April 23, 2018 – 3:30 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 Gloucester County Library on Monday, April 23, 2018 at 3:30 PM, prevailing time. Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 3:41 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 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.

Those in attendance were:

Brad Campbell, **Shiloh Borough**, *Chair*.....arrived 3:41pm
Sue Miller, **Clayton Borough**
Bob Law, **Woodbury City**....arrived 3:38pm
Karen Sweeney, **Wenonah Borough**
Mike Razzo, **Pitman Borough**
John Washington, **Penns Grove Borough**

Also present were:

Kris Kristie, Sr. Account Rep, **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**

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 April 23, 2018 at 5:00 PM.

Motion by Mr. Washington, seconded by Ms. Sweeney, 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 Mr. Razze, 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 seventeen (17) claims. Of the claims reviewed, there were thirteen (13) Workers' Compensation, one (1) General Liability, and three (3) Property PARs recommended for approval of settlement or continuing defense.

There were four (4) claims reviewed for abandonment of subrogation attempt.

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 April 2018:

<i>Closed Cases</i>
<i>Hardy vs. Borough of Westville</i>

Revised Tort Claims Act Questionnaire and Resolution

Mr. DeWeese stated that he had completed the revisions to the Tort Claims Act Questionnaire and noted they were included in last month's agenda packet, and will be approved by Motion at tonight's Executive Committee Meeting. In addition, he has also prepared a resolution that if adopted by the member municipality will authorize Qual-Lynx to be responsible for distributing the Tort Claim Questionnaire to a Claimant and receiving the completed Questionnaire on behalf of the member. Once approved, both documents will be distributed to all members for consideration and adoption.

He reminded the Committee he had consulted with members of the Defense Panel, as well as the liability supervisors and adjusters at Qual-Lynx, and had included additional questions and updated and revised the Questionnaire based upon their input.

MANAGED CARE REPORT

Lost Time v. Medical Only Cases

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

	March	YTD
<i>Lost Time</i>	5	18
<i>Medical Only</i>	23	62
<i>Report Only</i>	12	45

<i>New Claims Reported</i>	40	125
<i>Report Only % of Total</i>	30.0%	36.0%
<i>Medical Only/Lost Time Ratio</i>	82:18	78:22
<i>Average Days to Report</i>	1.4	2.9

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	March
<i>Transitional Duty Days Available</i>	1,702
<i>Transitional Duty Days Worked</i>	1,208
<i>% of Transitional Duty Days Worked</i>	71.0%
<i>Transitional Duty Days Not Accommodated</i>	494
<i>% of Transitional Duty Days Not Accommodated</i>	29.0%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report

PPO Penetration Rate	March
<i>Bill Count</i>	350
<i>Original Provider Charges</i>	\$489,912
<i>Re-priced Bill Amount</i>	\$242,695
<i>Savings</i>	\$247,218
<i>% of Savings</i>	50.0%
<i>PPO Penetration Rate Bill Count Percentage</i>	95.4%
<i>PPO Penetration Rate Provider Charge Percentage</i>	97.6%
<i>EPO Penetration Rate Bill Count Percentage</i>	95.1%
<i>EPO Penetration Rate Provider Charge Percentage</i>	98.3%

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

QUAL-LYNX REPORT

Lessons Learned from Losses – April

Mr. Roselli stated that he would present the *Lessons Learned* report for April, 2018 at the Executive Committee meeting. Ms. Kristie asked Chair Campbell if going forward the Lessons Learned from Losses could be removed from the Executive Claims Committee agenda as it is presented in detail at the Executive Committee Meeting and included in that monthly agenda. Chair Campbell agreed.

Adjuster File Counts

Mr. Roselli reported that the Adjuster File Count report for the month of April 2018 is included in the agenda packet. He noted the Liability Unit is currently looking to hire an Adjuster as they have just had a resignation and that Ms. Davidson's unit currently has one person out on temporary leave, but should be back within a few weeks.

CLAIMS AUDIT

Ms. Kristie stated that the Claims Audit RFP, seeking proposals to complete a claims audit for all lines of coverage, was released on April 11, 2018. Responses are due back May 4, 2018 by 11:00 AM. She noted that her office had received approximately five (5) email requests for the RFP and they have been sent to those requestors. She reminded the Committee that the Claims Audit is being done in conjunction with the BURLCO and ACM JIFs.

NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, May 21, 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 Mr. Law, seconded by Mr. Razzo, to adjourn the meeting.

The meeting was adjourned at 4:33 PM.



Kris Kristie, Recording Secretary for



Bob Law, Fund Secretary