

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

**Gloucester County Library
389 Wolfert Station Road
Mullica Hill, New Jersey**

November 26, 2018 – 5:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, New Jersey on Monday, November 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 Woodbury and the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the TRICO Municipal Joint Insurance Fund, and (3) posting notice on the public bulletin boards of all member municipalities of the TRICO Municipal Joint Insurance Fund.

ROLL CALL

Those in attendance were:

Beth Reilly, **Alloway Twp**
Ken Brown, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp.**
Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammons, **Elk Twp.**
Doug Hogate, **Elsinboro Twp.**
Mike Burden, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Valerie Van Veen, **Glassboro Borough**
Raymond Williams, **Greenwich Twp.**
Mark Gravinese, **Harrison Twp.**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Kevin Heydel, **Monroe Twp.**
Harry Moore, **Oldmans Twp.**
Mayor John Washington, **Penns Grove Borough**
Robert McDade, *Representative*, **Pennsville Twp.**
Maureen Abdill, **Pilesgrove Twp.**
Mike Razze, **Pitman Borough**
Majorie Sperry, **Quinton Twp.**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Diaz, **South Harrison Twp.**

Mike Seery, **Upper Pittsgrove Twp.**
Colette Bachich, **Washington Township**
Karen Sweeney, **Wenonah Borough**
Lauren Sedberry, **West Deptford Twp.**
Bob Law, **Woodbury City**
John Hall, **Woodstown Borough**
Jane DiBella **Woolwich Township**

Absent Fund Commissioners were:

Carl Bagby, **Swedesboro Borough**
Susan Jacobucci, **Paulsboro Boro**
Luke Patrick, **Mannington Twp.**
Jennica Bileci, **Mantua Twp**
Bob Dickenson, **Vineland City**
Ryan Giles, **Westville Borough**
Robert Yerka, **Woodbury Heights Borough**

Also present were:

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

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

Assured Partners
Biondi Insurance Agency
Hardenbergh Insurance Group
Chesney-Stanton Insurance Group
Cettei & Connell
E.H. Sloan Insurance Agency
Len Eckman Insurance

Absent RMCs were:

Conner Strong & Buckelew
Corporate Employee Benefits
Glenn Insurance
Henry D. Young Insurance

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Campbell presented the meeting minutes of the October 22, 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 October 22, 2018 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the October 22, 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 October 22, 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 October 22, 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 October 22, 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 October 22, 2018 as presented.

The Executive Claims Review Committee Closed Session minutes of the October 22, 2018 meeting 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 October 22, 2018 meeting were collected.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – November 26, 2018

Chair Campbell reported that an Executive Claims Committee Meeting was held at 3:30 PM on Monday, November 26, 2018.

The Committee reviewed nineteen (19) claims. Of the claims reviewed, there were eight (8) Workers' Compensation, seven (7) General Liability, and four (4) 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) claim(s) reviewed for abandonment of subrogation attempt.

#2018117287

#2018108856

Questions will be addressed during Closed Session if necessary.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He highlighted the following items.

Loss Ratio Snapshots - Mr. Forlenza noted these were distributed at the members' places. He noted that they are for Fund Years 2012-2017 valued as of September 30, 2018. He asked the RMCs to take their member's reports back if they are not present.

Wellness and Safety Calendars/Wellness Posters - Mr. Forlenza noted that Wellness and Safety calendars and Wellness posters were distributed. He asked the members to bring them back to their municipalities. If you need more, please contact us. He asked the RMCs to take their member's reports back if they are not present.

Certificates of Insurance - Mr. Forlenza asked that the Certificates of Insurance issued for the month of October, 2018 be included as part of the meeting minutes and are included in the agenda packet.

2017 Safety Incentive Program Awards – Mr. Forlenza asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 1, 2018. All encumbered funds must be claimed by February 1, 2019.

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

2018 Wellness Incentive Program Allowance – Mr. Forlenza 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 was November 1, 2018. All encumbered funds must be claimed by February 1, 2019.

EPL/Cyber Risk Management Budget - 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 our office.

Employment Practices Liability Helpline – Authorized Contact List–Mr. Forlenza asked members to review the attached list for accuracy. He noted the resolution to make changes to this list is on the JIF website at www.tricojif.org. Please contact the Executive Director's office with any questions.

EPL Compliance– Mr. Forlenza asked members to review the attached status report for the member's individual deductibles. He reminded the members that they must update their EPL Plan of Risk Management to be eligible for the lower co-pay and deductible. Currently, there are only three (3) members who are not in Compliance, and the deadline to submit your checklist was November 1, 2018.

MEL Cyber Risk Management Plan Compliance Status – Mr. Forlenza noted a new compliance status report regarding the MEL Cyber Risk Management Plan is included in the agenda for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact Ed Cooney, Fund Underwriter at 973-659-6424.

Elected Officials Training- Save the Date – Mr. Forlenza stated that again, this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2019 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by March 31, 2019. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) again

this year. The total credit is limited to 5% of a member's 2019 MEL Assessment. A Save the Date was emailed out to all Clerks, Fund Commissioners, and RMC's on or about October 5, 2018. Invitations/RSVP's for the sessions will be e-mailed to all Municipal Clerks and Fund Commissioners on November 1, 2018. The trainings have been scheduled on the following dates:

December 6, 2018 - Merighi's Savoy Inn, Vineland
January 31, 2019 - Nicolosi's Catering, West Deptford
February 6, 2019 - Merighi's Savoy Inn, Vineland
March 21, 2019 - O'Connor's American Bar & Grille, Eastampton

Police One Training – Mr. Forlenza noted that to help reduce the skyrocketing costs associated with police related injuries and lawsuits, the JIF is pleased to announce the availability of the Police One Academy online training system. All JIF Member Police Agencies are eligible to participate in this web-based training. Announced on October 15, 2018, the initial course offerings include De-Escalation Strategies, Sexual Harassment, and Ethics in Law Enforcement. Police One offers training in many different areas of importance to Police personnel and additional courses will be made available over the next several months. If you have any suggestions for police training topics or questions about the system, please contact Megan Matro in the Executive Director Office or Keith Hummel in the Safety Director's Office for assistance.

MediaPRO – Mr. Forlenza stated that to help combat the rise in cybersecurity threats, the JIF has contracted with MediaPRO to deliver online technology risk training for Member Municipalities. MediaPRO specializes in cybersecurity and data privacy employee awareness programs. Every full time, part time, and seasonal municipal employee who utilizes a municipally owned computer will be assigned training. Training courses include password best practices, how to avoid malware, social media usage and many more. On Friday, November 9, 2018 an email containing a spreadsheet was sent to all Fund Commissioners asking that they provide the first name, last name, title, and email address of each employee that they want to have access to the training module. Once this information is received, the employees listed will receive an introduction on how to access and utilize the training program. Please contact Megan Matro in the Executive Director Office if you have any questions.

SOLICITOR'S REPORT

Executive Claims Committee Meeting

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

Assignment of New Cases

Mr. DeWeese reported three (3) new case had been assigned in November 2018:

New Cases
<i>Baker vs Twp of Deptford, Borough of Wenonah, and Borough of Woodbury Heights</i>
<i>Rosa, Jr. v sCity of Vineland</i>
<i>Gold Schmidt vs City of Vineland</i>

Closed Cases

Mr. DeWeese reported that there was one (1) case(s) closed since the last meeting:

Closed Cases
<i>Boyko vs. TRICOJIF</i>

General Liability Files

Mr. DeWeese noted that there are 40 active General Liability claims and if a member would like a synopsis of their town's cases sent to them, please contact him. He stated this month was a full report.

Subrogation Files

Mr. DeWeese stated that there are collection efforts being made on \$1,579,729.29 of potential recoveries on 49 files.

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

SAFETY DIRECTOR'S REPORT

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

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

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

- *Fire Safety Week*

MSI Class Listing – Mr. Holwitt referenced the list of MSI Classes that are available in November and December is included in the agenda packet. He noted that a current list of MSI Training Administrators needs to be kept up to date, so if there are any changes in regards to the Training Administrator, please advise afelip@jamontgomery.com

Mr. Holwitt reminded the members that the *Special Recognition Award* nominations reminders were sent out on September 5 and to please remember to submit these. He also reported the Police One Training that is specific to Law Enforcement has been rolled out and asked the membership to please continue to promote this within your member towns. It is a fully online platform and additional certain customization by your Police Department can be done to facilitate additional training needs.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – November

Mr. Roselli presented the Lessons Learned from Losses for November which reviewed a *Reporting Refresher*. He noted a delay in reporting these claims timely can hamper the best possible defense that could be provided and lead to increased costs.

He also noted the Claims Reporting Roadmaps are on the homepage of the JIF website, and also under the Claims Tab is other information to help in reporting a claim, such as:

- Supervisors Incident Report & First Accident Report
- ACORD Forms
- Listings of Urgent Care Providers
- Emergency Reporting Procedures

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

Mr. DeWeese stated that the “Roadmaps” are still not being followed correctly. He noted he is receiving information that should be sent to Qual-Lynx and vice versa, and asked that the Claims Coordinators please utilize the “roadmaps” as they are a very useful tool and very easy to follow.

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer noted that her report is detailed in the agenda packet. She highlighted the following

- Deptford – Employee Wellness Week – everyday activities throughout the week. Vendors, presentations, “Family” Feud, smoothie contest, chili cook off, “Paint the Town Pink”, chair massages, flu shots, blood pressure checks from roaming EMS personnel, and after work fitness classes.
- Vineland – Employee Health Fair for end of October. Photo shoots with costumes and props, flu shots, food, chair massages, gift baskets, and more!
- Carneys Point - had a Halloween Door Decorating Contest. All departments worked among their group to design and decorate their office door. Employees all had the opportunity to pick a winner and entries were collected at the Employee Health Fair. Winner got a trophy, bragging rights and the opportunity to pick the next challenge.
- East Greenwich - planning to have Jefferson Hospital speak on “The Benefits of Chocolate”. Appropriate for this time of year!
- Logan - employees wanted help in drinking more water so they are hosting a water challenge throughout the month of November. Every week employee turns in tracking form; his/her name is entered to win a Yeti water bottle.
- Pilesgrove - for everyone interested, bought an Active Sitting disc as a result of my presentation on “sitting disease”
- West Deptford - purchased fresh fruit from local farm and offered a basket to each department. Very well received! Planning de-stress events for December.
- Ms. Schiffer also noted in her report was a Wellness Gratitude Calendar showing a small suggestion each day that can be done to show Gratitude or kindness to promote wellbeing.
- Ms. Schiffer noted if your town is hosting any type of Wellness event, please let her know so she can keep track of who is doing what, and what ideas she can pass onto other towns.
- Wellness Incentive Allowances must be encumbered by November 30, 2018, and used by February 1, 2018, so if you haven’t planned any wellness activities for the end of this year, be sure to encumber the money.
- ***November Wellness Newsletter*** - She noted that the November Wellness Newsletter was included in her report.
- ***In the Spotlight – Deptford*** – Ms. Schiffer noted Deptford was in the Spotlight this month for holding a Health & Wellness Fair for an entire week, offering BP Screenings, flu shots, fitness classes, a chili cook-off, smoothie contest, chair massages, and the list goes on!

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

MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for October 2018.

Lost Time v. Medical Only Cases

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

	October	YTD
<i>Lost Time</i>	1	51
<i>Medical Only</i>	31	182
<i>Report Only</i>	12	114
<i>New Claims Reported</i>	44	348
<i>Report Only % of Total</i>	27.3%	33.0%
<i>Medical Only/Lost Time Ratio</i>	97:03	78:22
<i>Average Days to Report</i>	9.8	5.7

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	6,675
<i>Transitional Duty Days Worked</i>	4,842
<i>% of Transitional Duty Days Worked</i>	72.5%
<i>Transitional Duty Days Not Accommodated</i>	1,833
<i>% of Transitional Duty Days Not Accommodated</i>	27.5%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

PPO Penetration Rate	October
<i>Bill Count</i>	213
<i>Original Provider Charges</i>	\$296,784
<i>Re-priced Bill Amount</i>	\$98,167
<i>Savings</i>	\$198,618
<i>% of Savings</i>	66.9%
<i>PPO Penetration Rate Bill Count Percentage</i>	93.4%
<i>PPO Penetration Rate Provider Charge Percentage</i>	98.3%

<i>EPO Penetration Rate Bill Count Percentage</i>	92.0%
<i>EPO Penetration Rate Provider Charge Percentage</i>	91.4%

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

TREASURER'S REPORT

Mr. Tontarski presented a combined overview of the Treasurer's Report for month ending **October 31, 2018**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Mr. Tontarski reported Interest received or accrued for the reporting period totaled \$55,767.79. This generated an average annual yield of 1.95%. However, after including an unrealized net loss of \$3,583.48 in the asset portfolio, the yield is adjusted to 1.83% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$294,100.40 as it relates to current market value of \$29,574,259.00 vs. the amount we have invested. The current market value, including accrued income is valued at \$29,701,713.96.

Our asset portfolio with Wilmington Trust consists of six (6) obligations with a maturity greater than two years, ten (10) obligations with maturities between one and two years.

Receipt Activity for the Period

	October
Subrogation Receipts	\$13,236.36
Salvage	\$3,100.00
Overpayment Reimbursements	\$972.32
TRICO vs Killen	\$553.36

A.E.L.C.F. Participant Balances at Period End

Woodbury City	\$20,678.00
Washington Twp.	\$76,983.00
Pittsgrove Twp.	\$31,815.00
Stow Creek Twp.	\$774.00

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$34,546,687.80 to a closing balance of \$33,940,489.56 showing a decrease in the fund of \$606,198.24.

Claim Activity for the Period

Mr. Tontarski stated 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 \$489,174.73. The claims detail shows 425 claims payments issued.

Bill List – November 2018

For the Executive Committee's consideration, Mr. Tontarski presented the November 2018 Bill List in the amount of \$612,584.17

Chair Campbell entertained a motion to approve the October 2018 Loss Run Payment Register, and approve the November 2018 Bill List in the amount of \$612,584.17 as presented

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

Motion by Mr. Law, seconded by Mr. Razze, to approve the *October 2018 Loss Run Payment Register and the November Bill List in the amount of \$612,584.17* as presented.

ROLL CALL *Yeas:* Mike Razze, **Borough of Pitman**
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.

COMMITTEE REPORTS

Strategic Planning Committee Meeting

Ms. Sweeney stated that the Committee met on November 1, 2018 and a copy of the meeting minutes were included in the agenda and are self-explanatory. She reminded the members that the December meeting would be held at the Pitman Municipal Building at 4pm, with the Holiday diner meeting to follow at Terra Nova in Sewell.

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

Nominating Committee Meeting

Mr. Heydel stated that the Committee met on November 7, 2018 via conference call and a copy of the meeting minutes is included in the agenda packet. He referenced the 2019 Draft Nomination Slate included in the agenda and noted he has spoken to almost all of the candidates, and should there be any changes, he would let the Executive Directors office know so the changes could be made in time for the December meeting. He then reviewed the 2019 Draft Executive Committee Nomination slate.

Chair: **Robert Law**, Woodbury City
Secretary: **Michael Razze**, Pitman Borough

Executive Committee: **Karen Sweeney**, Wenonah Borough
 Doris Hall, Logan Township
 John Washington, Penns Grove Borough

Sue Miller, Clayton Borough
Bob Dickenson, Vineland City

Alternates:

#1 **Carl Bagby, Swedesboro Borough**
#2 **Robert Diaz, South Harrison Township**
#3 **Kevin Clour, Lower Alloways Creek**
#4 **Mark Gravinese, Harrison Township**
#5 **Donald Banks, Deptford Township**
#6 **Ken Brown, Carneys Point Township**
#7 **Marjorie Sperry, Quinton Township**

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

Finance Committee Report

Mr. Heydel stated that the Finance Committee met on November 2, 2018 and the minutes were included in the agenda packet. He highlighted the following items:

Mr. Heydel stated that the first action item is to introduce the 2019 Budget which totals \$14,127,182 which is a 1.45% increase over 2018. The 2019 JIF Budget of \$9,078,523 represents a decrease of .83% (\$76,381) over last year's \$9,154,904 annualized budget. Budgeted lost funds decreased by \$101,196 (1.51%), which is primarily due to the Committee reducing the Loss Fund Contingency from \$193,697 to \$100,000. Operating Expenses increased \$24,815 (1.01%) over 2018, while the excess premiums, inclusive of the MEL, EPL/POL, and EJIF policies, are projected at \$5,048,659 in comparison to \$4,770,429 for 2018, an increase of \$278,230 (4.52%)

He stated that the Committee reviewed the 2019 Budget and it is set to be introduced this evening along with the 2019 Assessment Certification, and the 2019 Assessment Allocation Strategy, all of which are also included in the agenda packet. He noted that the public hearing for the Budget will be held at the December Executive Committee meeting on December 17, 2018.

2019 Budget Introduction, 2019 Assessment Allocation Strategy, and 2019 Assessment Certification

Motion by Ms. Hall, seconded by Mr. Razze to Introduce the 2019 Budget Introduction, 2019 Assessment Allocation Strategy, and 2019 Assessment Certification as presented.

ROLL CALL **Yeas:** Mike Razze, **Borough of Pitman**
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.

MEL/RCF/EJIF Reports

Mr. Law noted the MEL/RCF/EJIF all met on October 17, 2018 and a copy of the meeting minutes from each meeting were included in the agenda and were self-explanatory. He then highlighted the following:

Mr. Law noted the Budgets were adopted for the MEL, RCF, and EJIF in the last month, and that has been factored into the JIF Budget that was introduced tonight.

He noted in the MEL Report there is a discussion regarding the Investments Legislation that has been signed into law which will enable the JIF's and the MEL to invest in debt that Municipalities are issuing. He mentioned this is something the members might be able to take advantage of going forward. He stated taking advantage of this may also increase the JIF's interest earnings.

Mr. Law then referenced the MEL/RCF/EJIF Representative Resolution included in the agenda, naming him as the TRICO JIF Representative to all three JIFs. He also mentioned that he has been appointed as the EJIF Committee Chair for 2019, and he thanked the Committee for the appointments; he is happy and proud to serve.

Chair Campbell then asked for a motion in regards to Resolution 2018- 4.

Resolution 2018-44 – Appointing the 2019 MEL/RCF/EJIF Representatives

Motion by Ms. Hall, seconded by Mr. Razze, to adopt Resolution 2018-44, Appointing Robert Law as the Fund's Representative to the Municipal Excess Liability Joint Insurance Fund, Robert Law as the Fund's Representative to the Residual Claims Joint Insurance Fund and Robert Law as the Fund's Representative to the Environmental Risk Management Fund for the 2019 Fund Year as presented.

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

Nays: None

Abstain: Bob Law, *Secretary*, **Woodbury City**

All in favor. Motion carried by unanimous vote.

Next Meeting

Chair Campbell noted the next meeting of the TRICO JIF will be held on **Monday, December 17, 2018** at **4:00 PM** at the **Pitman Municipal Building**.

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.

Mr. Forlenza apologized that he had not included the following information during his report; however, he noted that an email will be coming from his office tomorrow seeking the IP addresses for members' public facing networks. He explained that the IP addresses are needed by Pivot Point Security so they can begin the vulnerability testing of members' networks. He stated that members with questions can contact his office once the email is sent.

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 – Resolution #2018-45

Chair Campbell entertained a motion to go into a closed session to discuss matters affecting the protection and safety of the public and to discuss pending or anticipated litigation and/or contract negotiations.

Motion by Mr. Law, seconded by Ms. Hall, to Adopt ***Resolution #2018-45***. All in favor. Motion carried.

A Closed Session of the TRICOJIF JIF was held and the meeting was then reopened to the public.

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.

APPROVE CLAIMS PAYMENTS

Mr. Roselli of Qual-Lynx presented the following Payment Authorization Requests (PARs) during the Executive Claims Committee Meeting held on November 26, 2018

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2018120017	2018127600	20199150288
2017105359	001263423	2019156831
001253280	2017089548	2019157991
2019156416	2017089546	2019153599
2018117287	2018121696	
2019155143	001230291	
2019153025	001253800	
2018108856		

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, **Borough of Pitman**
 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

Chair Campbell entertained a motion to abandon subrogation on the following Qual Lynx file(s);

Motion by Mr. Law, seconded by Washington, to Abandoning Subrogation on the following Qual Lynx file(s):

- #2018117287
- #2018108856

ROLL CALL *Yeas:* Mike Razze, **Borough of Pitman**
 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.

Chair Campbell entertained a Motion to issue an RFQ for the position of Executive Director/Administrator.

Motion by Mr. Law, seconded by Ms. Hall to issue an RFQ for the position of Executive Director/Administrator as presented.

ROLL CALL *Yeas:* Mike Razze, **Borough of Pitman**
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.

Chair Campbell entertained a motion to extend the current Executive Director/Administrators contract for an additional 60 days, or until the end of February 28, 2019.

Motion by Mr. Law, Seconded by Ms. Hall to extend the current Executive Director/Administrators contract for an additional 60 days, or until the end of February 28, 2019

ROLL CALL *Yeas:* Mike Razze, **Borough of Pitman**
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.

MOTION TO ADJOURN

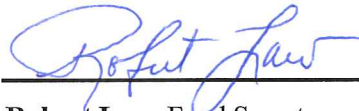
There being no further business, Chair Campbell entertained a *Motion to Adjourn* the November 26, 2018 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razzo, to adjourn the November 26, 2018 meeting of the TRICO JIF.

The meeting was adjourned at 6:15 PM.



Kris Kristie, Recording Secretary for



Robert Law, Fund Secretary