

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

**Pitman Municipal Building
December 17, 2018
Pitman, New Jersey**

December 17, 2018 – 4:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at the Pitman Municipal Building, 110 S. Broadway, Pitman, New Jersey on Monday, December 17, 2018 at 4:00 PM, prevailing time. Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 4:00 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:

Ken Brown, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp.**
Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammons, **Elk Twp.** *(arrived after roll call)*
Doug Hogate, **Elsinboro Twp.** *(arrived after roll call)*
Mike Burden, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Raymond Williams, **Greenwich Twp.**
Mark Gravinese, **Harrison Twp.** *(arrived after roll call)*
Kevin Clour, **Lower Alloways Creek Twp**
Jennica Bileci, **Mantua Twp**
Mayor John Washington, **Penns Grove Borough**
Robert McDade, **Pennsville Twp.**
Maureen Abdill, **Pilesgrove Twp.**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Twp.**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Diaz, **South Harrison Twp.**
Carl Bagby, **Swedesboro Borough**
Bob Dickenson, **Vineland City**
Karen Sweeney, **Wenonah Borough**
Lauren Sedberry, **West Deptford Twp.**

Bob Law, **Woodbury City**
John Hall, **Woodstown Borough**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Twp**
Valerie Van Veen, **Glassboro Borough**
Doris Hall, **Logan Twp**
Luke Patrick, **Mannington Twp.**
Kevin Heydel, **Monroe Twp.**
Harry Moore, **Oldmans Twp.**
Susan Jacobucci, **Paulsboro Boro**
Mike Seery, **Upper Pittsgrove Twp.**
Colette Bachich, **Washington Township**
Jane DiBella **Woolwich Township**
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.*
Rob Garish, 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 (*arrived after roll call*)
Biondi Insurance Agency
CEB (*arrived after roll call*)
Conner Strong & Buckelew
Hardenbergh Insurance Group
Cettei & Connell
E.H. Sloan Insurance Agency
Len Eckman Insurance

Absent RMCs were:

Chesney-Stanton Insurance Group
Glenn Insurance
Henry D. Young Insurance

MOVE UP ALTERNATES

Motion by Mr. Law, seconded by Mr. Razze, to move Alternate Executive Committee #1 Bob Dickenson City of Vineland, to the Executive Committee in the absence of Executive Committee member Doris Hall for voting purposes. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Campbell presented the meeting minutes of the November 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 November 26, 2018 Executive Committee meeting.

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

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

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – December 17, 2018

Chair Campbell reported that an Executive Claims Committee Meeting was held at 2:30 PM on Monday, December 17, 2018.

The Committee reviewed eight (8) claims. Of the claims reviewed, there were four (4) 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 zero (0) claim(s) reviewed for abandonment of subrogation attempt.

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.

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 and no further reminders will be sent out.

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 and no further reminders will be sent out.

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 – Mr. Forlenza reminded the JIF that various amounts have been budgeted, 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. He noted the report in the agenda is dated December 6, however an updated report has been handed out at tonight's meeting, and currently, there are only two (2) members who are not in Compliance. 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 members' review. Each member should review this report carefully to insure its accuracy. He noted there are only a handful of member towns currently in compliance. If you believe the report to be inaccurate regarding your town, please contact Ed Cooney, Fund Underwriter at 973-659-6424.

Elected Officials Training- Mr. Forlenza stated that again, this year, the Fund is 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 were e-mailed to all Municipal Clerks and Fund Commissioners on November 1, 2018. The sign-in sheets from December 6, 2018 seminar are posted on the JIF website and should be reviewed to

be certain your Elected Officials signed in to receive the credit. The remaining trainings have been scheduled on the following dates:

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. Mr. Hummel will provide an update on this matter during the Safety Director's Report.

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 courses. 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. Mr. Forlenza noted that to date there are still 25 member towns who have not submitted this information. This information is needed in order to assign employees to this training. 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.

Technology Risk Services – Mr. Forlenza noted on November 27, 2018, an email was sent to all members asking that they provide the Executive Director's office with the IP addresses of all of their public facing networks and the contact information for their IT professional. He explained that the IP addresses are needed by Pivot Point Security so they can begin the vulnerability testing of members' networks. Members were asked to respond to this request by Friday, December 14, 2018, and to date there are still 23 towns who have not supplied the requested information. Once this information is received, members will begin to see the roll out of different risk management services from Pivot Point. Please do not hesitate to contact the Executive Director's office if you have any questions.

RMC Resolution & Agreements – Mr. Forlenza stated on or about December 7, 2018, a memo and sample copies of the JIF RMC Resolution and Agreement for the 2019 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 our office receives this documentation, payment can be issued for the 2019 fees at the February 2019 JIF meeting. He noted 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.

Annual Report – Mr. Forlenza noted that several copies of the 2018 Annual Report have been handed out to each Fund Commissioner and RMC at tonight's meeting. The report can also be downloaded from the JIF website. Mr. Forlenza asked that members please share the Annual Report with your Governing Bodies.

2019 Committee Volunteers – Mr. Forlenza noted that on November 27, 2018 Committee Volunteer Request Forms were emailed to all Fund Commissioners and RMC’s so they could indicate which Committees’ they were interested in serving on for the 2019 Fund Year. Forms were asked to be returned by December 14, 2018 and the 2019 Committee Chair’s will be meeting in early January to review the requests and assign the members to subcommittees.

AGRiP/PRIMA Conference Schedules and Policy – Mr. Forlenza noted this year TRICO JIF members will be eligible to attend two AGRIP Conferences and the Annual PRIMA Conference. The 2019 Budget includes funding for ten (10) attendees in total. 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 13, 2018. Information on the PRIMA Conference will be emailed early next year.

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 there were no (0) new case(s) assigned in December 2018:

New Cases
0

Closed Cases

Mr. DeWeese reported that there were two (2) case(s) closed since the last meeting:

Closed Cases
<i>Van Wyk, a minor v. City of Vineland</i>
<i>Boychuck Estate v Township of Monroe</i>

General Liability Files

Mr. DeWeese noted that there are 38 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.

Defense Panel RFQ’s

Mr. DeWeese stated Mr. Forlenza had sent an email to the Executive Committee members on November 12th with a link to the Defense Panel RFQ responses. He had asked that the Executive Committee members to complete their review of the responses and return their score sheets by December 7th. Due to a low

response, he noted a second email was sent to the Committee members on December 12th, asking for completed score sheets to be returned December 14th.

Mr. DeWeese noted the individual score sheets are being tallied into one master score sheet that will be sent to him for review. Once the process is completed, the Committee will discuss the scoring and Mr. DeWeese's recommendations at the next Claims Meeting with final recommendations and appointments made at the January Reorganizational meeting.

It was also suggested that a discussion take place at the next claims meeting in regards to expanding the number of firms on each Defense Panel as well as trying to find a more streamlined way of scoring and reviewing these RFQ responses as it is quite cumbersome and time consuming for the Committee members.

Mr. DeWeese then noted a Motion would be sought later in the meeting for consideration of appointing Mr. Forlenza as the acting Executive Director through the end of 2018, as well as for the 60 day extension of Arthur J. Gallagher's contract.

Mr. DeWeese asked if there were any questions at this time. No 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 was one (1) bulletin(s) included in the agenda:

- *Leaf Collection*

MSI Class Listing – Mr. Garish 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. Garish reminded the members that the *Special Recognition Award* nominations reminders were sent out on September 5 and to please remember to submit these nominations. 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 program 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. Garish asked if there were any questions at this time. No questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – December

Mr. Roselli presented the *Lessons Learned from Losses* for December which reviewed *Winter Safety*. He noted that during the winter months, weather can have an impact on the number and severity of claims and how a sound snow and ice management plan will help in keeping these claims at bay.

Mr. Roselli noted some precautions to take should include:

- Pre-treat parking lots and sidewalks
- Discuss footwear with employees
- Provide "Caution/Wet Floor" signs at entrances

- Plan where snow should be piled

Mr. Roselli then reviewed two claims where claims may have been prevented if the proper precautions were taken.

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. She highlighted the following

- East Greenwich - Jefferson presented "The Benefits of Chocolate". Appropriate for this time of year! Samples were offered for taste testing.
- Logan – some employees participated in a water challenge throughout the month of November. Every day, employees kept track of his/her water consumption. Grand prize was a Yeti water bottle.
- Monroe – Hosted a healthy lunch and learn with Holistic Coach speaking on the 10 Keys to Healthy Eating. Also chair massages were offered. Will be running a Football Fitness Challenge through end of January.
- Pennsville – met with Wellness Committee to discuss wellness activities for 2019!
- Washington Twp. - started a Football Fitness Challenge to run through the end of January
- West Deptford - Planning de-stress events for December including Meditation/Yoga and Chair massages.
- 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 had to be encumbered by November 30, 2018, and used by February 1, 2018, so if you hadn't planned any wellness activities for the end of this year, be sure to encumber the money.
- ***December Wellness Newsletter*** - She noted that the December Wellness Newsletter was included in her report and shared tips on how to reduce stress during the holidays
- ***In the Spotlight – Glassboro***– Ms. Schiffer noted Glassboro was in the Spotlight this month for having educational presentation throughout the year to bring awareness to improve life style behaviors for the better and to encourage self-care, as well as weekly weigh-ins to help employees maintain a healthy weight.

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)*.

	November	YTD
<i>Lost Time</i>	1	57
<i>Medical Only</i>	17	194
<i>Report Only</i>	5	119
<i>New Claims Reported</i>	23	370
<i>Report Only % of Total</i>	27.1%	32.2%
<i>Medical Only/Lost Time Ratio</i>	94:06	77:23
<i>Average Days to Report</i>	2.2	4.6

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	7,033
<i>Transitional Duty Days Worked</i>	5,099
<i>% of Transitional Duty Days Worked</i>	72.5%
<i>Transitional Duty Days Not Accommodated</i>	1,934
<i>% of Transitional Duty Days Not Accommodated</i>	27.5%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

PPO Penetration Rate	November
<i>Bill Count</i>	218
<i>Original Provider Charges</i>	\$343,354
<i>Re-priced Bill Amount</i>	\$100,960
<i>Savings</i>	\$242,394
<i>% of Savings</i>	70.6%
<i>PPO Penetration Rate Bill Count Percentage</i>	96.3%
<i>PPO Penetration Rate Provider Charge Percentage</i>	96.1%
<i>EPO Penetration Rate Bill Count Percentage</i>	94.7%
<i>EPO Penetration Rate Provider Charge Percentage</i>	94.6%

Ms. Beatty referenced a handout which is a new OBG Report that depicts guidelines for normal cost, time out of work, medical expenses, etc. for certain types of workers compensation claims. She explained one column depicts average claims costs for a claimant with a specific type of injury with

comorbidities, and the other column for the same type of claim wherein the claimant has comorbidities including hypertension, smoking, and obesity. Each column then shows the increase in out of work time, claim cost, and indemnity cost based on those comorbidities.

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 **November 30, 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 \$ 49,609.65. This generated an average annual yield of 1.78%; however, after including an unrealized net gain of \$33,994.55 in the asset portfolio, the yield is adjusted to 3.00% 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 \$ 29,608,049.56 vs. the amount we have invested. The current market value, including accrued income is valued at \$29,710,223.02.

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

	November
Subrogation Receipts	\$3,547.60
E-JIF Dividend	\$67,314.00
Overpayment Reimbursements	\$142.82
FY Approp. Refund	\$2,500.00

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

Woodbury City	\$20,745.00
Washington Twp.	\$77,234.00
Pittsgrove Twp.	\$31,919.00
Stow Creek Twp.	\$777.00

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$33,940,489.51 to a closing balance of \$33,035,512.12 showing a decrease in the fund of \$904,977.39.

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 \$476,575.34. The claims detail shows 441 claims payments issued.

Bill List – December 2018

For the Executive Committee's consideration, Mr. Tontarski presented the December 2018 Bill List in the amount of \$794,324.45

Chair Campbell entertained a motion to approve the November 2018 Loss Run Payment Register, and approve the December 2018 Bill List in the amount of \$794,324.45 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 *November 2018 Loss Run Payment Register and the December Bill List in the amount of \$794,324.45* as presented.

ROLL CALL	Yeas:	Mike Razze, Borough of Pitman Karen Sweeney, Wenonah Borough Bob Dickenson, City of Vineland 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

EPL/POL Claims Review Committee Meeting

Mr. Brown stated that the Committee met earlier today and a copy of the meeting minutes would be included in next month's agenda for a more detailed overview. He stated the Committee reviewed Open and closed cases, as well as the Land Use Liability Risk Management Program.

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

Safety Committee Meeting

Ms. Abdil stated that the Committee met on December 6, 2018 and a copy of the meeting minutes would be included in next month's agenda. Ms. Abdil highlighted the following:

She noted to watch for the updated SIP information in the next agenda packet as revisions have been made in regards to the enhanced awards you can acquire and how to acquire them.

Ms. Abdil also noted they are trying to cut down on the amount of time members spend out of the office as they are looking to combine the Safety Breakfast and Safety Coordinator & Claims Coordinator roundtable into one day. It was asked of Ms. Abdil if a date had been solidified yet. She replied they are still discussing a date, and will get a *Save The Date* out to everyone as soon as it has been decided.

Ms. Abdil asked if there were any other questions. No other questions were entertained.

FINANCE COMMITTEE

Mr. Forlenza stated that the 2019 Budget was discussed and reviewed at the November Executive Committee meeting and a Public Hearing and Adoption of the 2019 Budget, 2019 Assessment Certification and the 2019 Assessment Allocation Strategy will need to be voted on at tonight's meeting.

2019 Budget Hearing – Motion to Open

Chair Campbell entertained a motion to *open the 2019 Budget Public Hearing*.

Motion by Mr. Law, seconded by Mr. Razze, to *open the 2019 Budget Public Hearing*. All in favor. Motion carried.

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

2019 Budget Hearing – Motion to Close

Chair Campbell entertained a motion to *close the 2019 Budget Public Hearing*.

Motion by Mr. Law, seconded by Mr. Razze, to *close the 2019 Budget Public Hearing*. All in favor. Motion carried.

2019 Budget Adoption– Mr. Forlenza stated that the 2019 Budget as introduced totals \$14,695,979 which is a slight increase of \$202,364 (1.40%).

Motion by Mr. Law, seconded by Mr. Razze, to adopt the 2019 Budget as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

2019 Assessment Certification

Motion by Mr. Law, seconded by Mr. Razze, to adopt the 2019 Assessment Certification as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

2019 Assessment Allocation Strategy

Motion by Mr. Law, seconded by Mr. Razze, to adopt the 2019 Assessment Allocation Strategy as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution 2018-46 –Amending Resolution 2018-39 A Resolution of the Executive Committee of the Gloucester, Salem & Cumberland Counties Municipal Joint Insurance Fund Authorizing a Refund of Close Year Accounts 2004-2013 Surplus.

Mr. Forlenza explained that the Finance Committee had authorized release of \$1,475,000 and was approved by Resolution 2018-39 at last month's meeting, however, that particular Resolution had a typo in the amount, authorizing release of \$1,425,000. All paperwork sent to the State, etc was correct in indicating a release of \$1,475,000 except for Resolution 2018-39. The Executive Directors office caught the mistake and wanted to be sure to correct it for the record so all paperwork was in order.

Mr. Forlenza asked if there were any questions. None were entertained.

Motion by Mr. Law, seconded by Mr. Razze, to adopt Resolution 2018-46.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution 2018-47 Authorizing the Fund Treasurer to Transfer \$257,677 from the Fund Year 2018 MEL Liability & Workers Compensation Budget Line Item and \$71,740 from the MEL Excess Property Line Item to the Municipal Excess Liability Joint Insurance Fund Retrospective Account.

Motion by Mr. Law, seconded by Mr. Razze, to adopt Resolution 2018-47.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

NOMINATION COMMITTEE

Mr. Forlenza noted the 2019 Nomination Slate was included in the agenda. He noted the 2019 Slate as presented will be voted on at the January Reorganizational meeting. He then reviewed the 2019 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
Carl Bagby, Swedesboro Borough

Alternates: #1 **Robert Diaz**, South Harrison Township
#2 **Kevin Clour**, Lower Alloways Creek
#3 **Mark Gravinese**, Harrison Township
#4 **Donald Banks**, Deptford Township
#5 **Ken Brown**, Carneys Point Township
#6 **Marjorie Sperry**, Quinton Township
#7 **Stephanie McCaffrey**, East Greenwich Township

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

MEL/RCF/EJIF Reports

Mr. Law noted the MEL and RCF met on November 14, 2018 and a copy of the meeting minutes from each meeting were included in the agenda and were self-explanatory.

MISCELLANEOUS

Chair Campbell entertained a Motion to *Accept the Designation of Paul A. Forlenza as the Executive Director and Bradford W. Hoffman as the Deputy Executive Director under Gallagher's Contract with the TRICOJIF for the Remainder of 2018.*

Motion by Mr. Law, seconded by Mr. Razze, to accept the Motion as presented. All in favor. Motion carried.

Chair Campbell entertained a Motion to *Authorize the Executive Director's Office to Bind EPL/POL Coverage with QBE Insurance for the 2019 Fund Year.*

Motion by Mr. Law, seconded by Mr. Razze, to accept the Motion as presented. All in favor. Motion carried.

Chair Campbell entertained a Motion to *Authorize the Executive Director's Office to Bind Volunteers Directors & Officers Coverage with QBE Insurance for the 2019 Fund Year.*

Motion by Mr. Law, seconded by Mr. Razze, to accept the Motion as presented. All in favor. Motion carried.

Lastly, Chair Campbell entertained a Motion to *Authorize the Executive Director's Office to Bind Cyber Liability Coverage with XL Insurance for the 2019 Fund Year.*

Motion by Mr. Law, seconded by Mr. Razze, to accept the Motion as presented. All in favor. Motion carried.

Next Meeting

Chair Campbell noted the next meeting of the TRICO JIF will be held on **Monday, January 28, 2019** 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. Razze, to open the meeting to the public. All in favor. Motion carried.

At this time, Mr. Paul Miola read a letter he had handed out to the members in regards to his prior position as Executive Director of the TRICO JIF. Chair Campbell thanked Mr. Miola for his comments and wished him well. A copy of Mr. Miola's letter is attached to the minutes of today's meeting.

Close Public Comment

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 TRICOJIF 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 November 26, 2018

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2017097473	001230291	2019157271
001254099	2017102038	2019156577
2019156233		
2019153727		

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 Mr. Razze, to Approve Payment Authority on the Claims as presented during the Executive Claims Committee Meeting.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

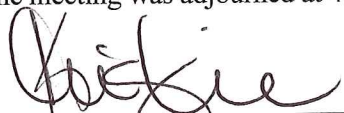
There were no (0) files to abandon subrogation this month.

MOTION TO ADJOURN

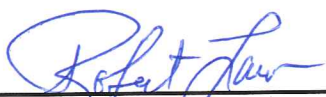
There being no further business, Chair Campbell entertained a *Motion to Adjourn* the December 17, 2018 Executive Committee Meeting.

Motion by Mr. Law, seconded by Mr. Razze, to adjourn the December 17, 2018 meeting of the TRICO JIF.

The meeting was adjourned at 4:50 PM.



Kris Kristie, Recording Secretary for



Robert Law, Fund Secretary