

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

Gloucester County Library
Mullica Hill, NJ

January 28, 2019 – 5:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The ***Reorganization*** meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at Gloucester County Library, Mullica Hill, New Jersey on Monday, January 28, 2019 at 5:00 PM, prevailing time. Chair Campbell, **Shiloh Borough**, presiding. The meeting was called to order at 5:00 PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to ***South Jersey News***, of Mullica Hill and the ***Courier Post***, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the TRICO Municipal Joint Insurance Fund, and (3) posting notice on the public bulletin boards of all member municipalities of the TRICO Municipal Joint Insurance Fund.

ROLL CALL of 2018 FUND COMMISSIONERS

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**
Doug Hogate, **Elsinboro Twp**
Linda Gonzalez, *Representative*, **Fairfield Twp**
Barbara Freijomil, **Franklin Twp**
Ray Williams, **Greenwich Twp**
Mark Gravinese, **Harrison Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Luke Patrick, **Mannington Twp**
Jennica Bilecki, **Mantua Twp**
Harry Moore, **Oldmans Twp**
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Diaz **South Harrison Twp**

Carl Bagby, **Swedesboro Borough**
Karen Sweeney, **Wenonah Borough**
Michael Kwasizur, *Alternate*, **West Deptford**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Jane DiBella, **Woolwich Township**

Absent Fund Commissioners were:

Beth Reilly, **Alloway Township**
Valerie VanVeen, **Glassboro Borough**
Doris Hall, **Logan Twp**
Kevin Heydel, **Monroe Twp**
Susan Jacabucci, **Paulsboro Borough**
Robert McDade, **Pennsville Twp**
Majorie Sperry, **Quinton Twp**
Mike Seery, **Upper Pittsgrove Twp**
Bob Dickenson, **Vineland City**
Robert Yerka, **Woodbury Heights Borough**
Collette Bachich, **Washington Twp**
John Hall, **Woodstown Borough**

Also present were:

Paul A. Forlenza, Executive Director, *AJG Risk Management Services, Inc.*
Paul J. Miola, CPCU, ARM, *AJG Risk Management Services, Inc.*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, Safety Director's Office, *J. A. Montgomery Risk Control*
Chris Roselli, *Qual-Lynx*
Karen Beatty, *QualCare*
Debby Schiffer, *Wellness Director*

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

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

Absent RMCs were:

Glenn Insurance
Henry D. Young Insurance
CEB-Corporate Employee Benefits

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Campbell presented the meeting minutes of the December 17, 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 December 17, 2018 Executive Committee meeting.

Motion by Mr. Law, seconded by Mr. Razze, to approve the minutes of the December 17, 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 December 17, 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 December 17, 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 December 17, 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 December 17, 2018 as presented.

The Executive Claims Review Committee Closed Session minutes of the December 17, 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 December 17, 2018 meeting were collected.

ADJOURN THE SINE DIE MEETING

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

Mr. Forlenza welcomed all in attendance to the 2019 Reorganization Meeting of the TRICO JIF.

ROLL CALL of 2019 FUND COMMISSIONERS

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**
Linda Gonzalez, *Representative*, **Fairfield Twp**
Barbara Freijomil, **Franklin Twp**
Ray Williams, **Greenwich Twp**
Mark Gravinese, **Harrison Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Luke Patrick, **Mannington Twp**
Jennica Bilecki, **Mantua Twp**
Harry Moore, **Oldmans Twp**
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, *Secretary*, **Pitman Borough**
Majorie Sperry, **Quinton Twp**....arrived after roll call
Brad Campbell, **Shiloh Borough**
Bob Diaz **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Jeffre Celebre, **Vineland City**
Karen Sweeney, **Wenonah Borough**
Michael Kwasizur, **West Deptford**
Ryan Giles, **Westville Borough**
Bob Law, *Chair*, **Woodbury City**
Jane DiBella, **Woolwich Township**

Absent Fund Commissioners were:

Warren Morgan, **Alloway Township**
Valerie VanVeen, **Glassboro Borough**
Doris Hall, **Logan Twp**
Jill McCrea, **Monroe Twp**
Susan Jacabucci, **Paulsboro Borough**
Robert McDade, **Pennsville Twp**
Mike Seery, **Upper Pittsgrove Twp**
Jeffrey Pitzo **Woodbury Heights Borough**
Collette Bachich, **Washington Twp**
John Hall, **Woodstown Borough**

ELECTION OF 2019 OFFICERS

2019 Nomination Slate

Mr. Forlenza presented for the membership's consideration the 2019 Nomination Slate. The Nominating Committee met in November 2018 and presented the 2019 Nomination Slate at the November and December 2018 Executive Committee Meetings.

Chair:	Robert Law, Woodbury City
Secretary:	Michael Razzo, Borough of Pitman
Executive Committee:	Karen Sweeney, Wenonah Borough Doris Hall, Logan Township John Washington, Penns Grove Borough Sue Miller, Borough of Clayton Carl Bagby, Borough of Swedesboro
Alternates:	Robert Diaz, South Harrison Township Kevin Clour, Lower Alloways Creek Mark Gravinese, Harrison Township Don Banks, Deptford Township Ken Brown, Carneys Point Township Majorie Sperry, Quinton Township Stephanie McCaffrey, East Greenwich Township

Election of a Chairman and Secretary

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

ROLL CALL	Yeas:	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 Linda Gonzalez, <i>Representative</i> , Fairfield Twp Barbara Freijomil, Franklin Twp Ray Williams, Greenwich Twp Mark Gravinese, Harrison Twp Kevin Clour, Lower Alloways Creek Twp Luke Patrick, Mannington Twp
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Jennica Bilecki, **Mantua Twp**
Harry Moore, **Oldmans Twp**
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Twp**....arrived after roll call
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Diaz **South Harrison Twp**
Carl Bagby, **Swedesboro Borough**
Jeffre Celebre, **Vineland City**
Karen Sweeney, **Wenonah Borough**
Michael Kwasizur, **West Deptford**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Jane DiBella, **Woolwich Township**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

Election of an Executive Committee and Alternates

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

ROLL CALL *Yeas:* 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**
Linda Gonzalez, *Representative*, **Fairfield Twp**
Barbara Freijomil, **Franklin Twp**
Ray Williams, **Greenwich Twp**
Mark Gravinese, **Harrison Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Luke Patrick, **Mannington Twp**
Jennica Bilecki, **Mantua Twp**
Harry Moore, **Oldmans Twp**
Mayor John Washington, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Twp**....arrived after roll call
Brad Campbell, *Chair*, **Shiloh Borough**
Bob Diaz **South Harrison Twp**

Carl Bagby, **Swedesboro Borough**
Jeffre Celebre, **Vineland City**
Karen Sweeney, **Wenonah Borough**
Michael Kwasizur, **West Deptford**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Jane DiBella, **Woolwich Township**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2019 Fund Year.

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

At this time, Mr. Forlenza asked Fund Chair Robert Law, Woodbury City, to conduct the 2019 Reorganization Meeting of the Fund. Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members and Alternates on their election.

At this time, Chair Law welcomed new member Fund Commissioners from Alloway Township, Monroe Township, Vineland City, and West Deptford Township to the TRICOJIF. He also mentioned there would be New Fund Commissioner Orientation coming up in the next few months, and to watch for that, as it will be very beneficial for the new Fund Commissioners.

At this time, Mr. Diaz, Alternate #1, South Harrison, was moved to the Executive Committee due to the absence of Doris Hall, Logan Township, for voting purposes. Motion by Ms. Miller, seconded by Mr. Razzo, to move Mr. Diaz, Alternate #1, South Harrison, to the Executive Committee due to the absence of Doris Hall, Logan Township, for voting purposes. All in Favor. Motion carried.

ORGANIZATIONAL RESOLUTIONS

Prior to reading the Resolutions, Chair Law noted two adjustments to the following Resolutions:

Resolution 2019-03 Appointing Professional Staff Following a Non Fair and Open Process.

Mr. Paul Miola will be appointed as Deputy Executive Director in place of Brad Hoffman.

Resolution 2019-05 Awarding Contracts to Workers Compensation and General Liability Assigned Defense Counsel and Approved Associates.

Two (2) additional firms were added: Madden & Madden, and Brown & Connery

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

The following 2019 Organizational Resolutions were presented for adoption by Chair Law.

- R 2019-01 – Confirming the Election of a Fund Chair and Fund Secretary*
- R 2019-02 – Confirming the Election of an Executive Committee and Alternates*
- R 2019-03 – Appointing Professional Staff – Non-Fair and Open*
- R 2019-04 – Appointing Professional Staff – Fair and Open*
- R 2019-05 – Awarding Contracts to WC and GL Defense Counsel and Approved Associates*
- R 2019-06 – Recommending the EPL/POL Defense Panel*
- R 2019-07 – Cash Management and Investment Policy*
- R 2019-08 – Adopting Procedures in Compliance with Open Public Meetings Act*
- R 2019-09 – Adopting Fiscal Policies and Procedures*
- R2019-10 – Adopting Administrative Policies and Procedures*
- R 2019-11 – Designating Executive Director as Public Agency Compliance Officer*
- R 2019-12 - Adopting and Establishing a Conflict of Interest Policy*
- R 2019-13 – Establishing a Fund Records Program*
- R 2019-14 – Establishing the 2019 Plan of Risk Management*
- R 2019-15 – Designation of Certifying and Approving Officer for Payment of Claims*
- R2019-16 - Authorizing an Interim Service Contract with Arthur J. Gallagher for Administrative Services*
- R2019-17 – Awarding a Contract to Buonadonna & Benson, P.C.*

Chair Law entertained a motion to adopt the *Organizational Resolutions 2019-01 through 2019-17* as presented.

Motion by Mr. Razze, seconded by Mr. Washington, to adopt *Organizational Resolutions 2019-01 through 2019-17*.

ROLL CALL **Yeas:** Karen Sweeney, **Wenonah Borough**
John Washington, **Penns Grove Borough**
Sue Miller, **Clayton Borough**
Carl Bagby, **Swedesboro Borough**
Mike Razze, Secretary, **Pitman Borough**
Bob Law, *Chair*, **Woodbury City**
Bob Diaz, **South Harrison Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

EXPENSE RESOLUTION

The following 2019 Expense Resolution was presented for adoption by Chair Law:

R 2019-18 - Authorizing Advanced Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences.

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

Chair Law entertained a motion to adopt *R 2019-18* as presented.

Motion by Mr. Razze, seconded by Mr. Washington, to adopt *R 2019-18*

ROLL CALL	Yeas:	Karen Sweeney, Wenonah Borough John Washington, Penns Grove Borough Sue Miller, Clayton Borough Carl Bagby, Swedesboro Borough Mike Razze, Secretary, Pitman Borough Bob Law, <i>Chair</i> , Woodbury City Bob Diaz, South Harrison Township
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Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – January 28, 2019

Chair Law reported that an Executive Claims Committee Meeting was held on Monday, January 28, 2019 at Gloucester County Library, Mullica Hill, NJ.

The Committee reviewed fifteen (15) claims. Of the claims reviewed, there were six (6) Workers' Compensation, two (2) Auto Liability, one (1) General Liability, and six (6) Property PARs recommended for approval of settlement or continuing defense.

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

There were three (3) matter(s) presented for *Abandonment of Subrogation*.

2018111545

2018111925

001255261

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 thanked the membership on behalf of AJG for the 2019 re-appointment as Administrator and his appointment as Executive Director. He highlighted the following items:

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

2017 Safety Incentive Program Awards – Mr. Forlenza noted that the deadline for claiming or encumbering these funds was November 1, 2018 and all encumbered funds have to be claimed by February 1, 2019. He asked members to review the spreadsheets.

2018 Optional Safety Budget - Mr. Forlenza stated that the deadline for claiming or encumbering these funds was November 1, 2018 and all encumbered funds have to be claimed by February 1, 2019. He asked members to review the spreadsheets.

2018 Wellness Incentive Program Allowance – Mr. Forlenza stated that the deadline for claiming or encumbering these funds was November 1, 2018 and all encumbered funds have to be claimed by February 1, 2019. He asked members to review the spreadsheets.

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. He reminded members that the deadline for claiming or encumbering these funds was November 1, 2018 and all encumbered funds have to be claimed by February 1, 2019.

EPL Helpline, Authorized Contact List - Mr. Forlenza reminded members to review this list and make the necessary changes by resolution (on www.tricojif.org). He asked that you review the list in the agenda packet and forward executed resolutions to his office.

Employee Practices Liability Compliance Status Checklist- Mr. Forlenza asked the members to please review the checklist in the agenda. He noted that this list indicates that all of the members are in compliance with the program. He asked the members to review the co-insurances and deductibles on the list for accuracy.

MEL Cyber Risk Management Plan Compliance – Mr. Forlenza asked members to review the report for compliance with the MEL Cyber Risk Management program. He stated that the list only shows four (4) members compliant, so if you already submitted your checklist and it is not depicted on the checklist to please follow up with the MEL.

Statutory Bonds - Mr. Forlenza stated that the listing of bonds issued is attached for your review. He reminded the members with their reorganization meetings, it is the employee who is bonded, not the position, so changes in bonded positions will require the issuance of a new bond.

Elected Officials Training – Mr. Forlenza reported that the Elected Officials trainings are underway with the first session held on December 6, 2018. The remaining trainings dates are: 1/31/19, 2/6/19, and 3/21/19. Please encourage your Elected Officials to attend for a credit towards your 2019 MEL assessment. Please check the JIF website for sign in sheets to confirm attendance.

2019 First Installment Billing - Mr. Forlenza reminded the members that the 2019 first installment bills were emailed on December 27, 2018 and the payment is due by February 15, 2019.

2018 Attendance Record – Mr. Forlenza asked the members to review their attendance included in the agenda and contact his office with any discrepancies. He noted the attendance is taken directly from the Minutes of the meeting.

2019 RMC Resolutions and Agreements – Mr. Forlenza reminded the members that once they appoint their RMC, please send his office the fully executed agreement and resolution. Payment cannot be made until his office has both the resolution and executed agreement on file. The first payments will be made in February if all paperwork is in.

PRIMA/AGRIP Conferences – Mr. Forlenza noted that in accordance with the *Conference Attendance Policy*, ten (10) members in total will be eligible to attend. He stated that the Fund Commissioners who have first priority to attend were sent information via email.

Safety Breakfast Kickoff/Safety Coordinator & Claims Coordinator Roundtable – Mr. Forlenza reported that the 28th Annual Safety Breakfast will be held on February 28, 2019 at Auletto Caterers, Almonesson, beginning at 8:30am. He noted that an invitation will be emailed to all Safety Coordinators, Claims Coordinators, Fund Commissioners and Risk Management Consultants within the next week.

JIF Website – Mr. Forlenza stated that they will be launching the newly updated JIF website (www.tricojif.org) in the next few weeks. An email will be sent to the members when this is operational. He noted that the site is Chrome compatible.

JIF Cyber Training and Technology Policies – Mr. Forlenza stated that a memo was handed out at today's meeting regarding ongoing efforts to manage members cyber risks. He noted that the MEL Cyber Bulletin 19-01 was emailed to all members informing them of a series of recent cyber-attacks that affected about nine (9) towns in North Jersey. Most of the intrusions came in through Police departments. He asked that members read this information and pass along to their employees. He reminded the members that the JIF sent correspondence on November 9, 2018 asking for email addresses of non-police agency employees that have access to a municipality owned computer on a daily basis. He stated that this will register them in the MediaPro database so employee training can begin.

Mr. Forlenza also noted that on November 27, 2018 another email was sent to all members asking for their public facing IP addresses. This information is needed so Pivot Point Security can undertake the network vulnerability testing. More than half the members have not responded to this request. He stated that if your IT department does not want to provide this information, we can have them contact Pivot Point directly.

Mr. Forlenza asked if any members had any questions. No questions were entertained.

SOLICITOR'S REPORT

Mr. DeWeese thanked the membership on behalf of the DeWeese Law Firm for the 2019 re-appointment as Fund Solicitor.

Executive Claims Committee Meeting

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

Assignment of New Cases

Mr. DeWeese reported four (4) new cases have been assigned since December 2018:

New Cases
<i>Austin v. Twp of Monroe</i>
<i>Jarrell v. Borough of Paulsboro</i>
<i>Oslin v. City of Vineland</i>
<i>Robinson v. Twp of Washington</i>

Closed Cases

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

Closed Cases
<i>Bailey v. Twp of Greenwich</i>

General Liability Status Report

Mr. DeWeese noted that there are 40 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. He also noted this month was a full report month.

Subrogation Summary Files

Mr. DeWeese stated that 50 judgments have been obtained and collections efforts are being made on \$1,460,329.01 in potential recoveries.

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

Administrator RFQ

Mr. DeWeese stated that the deadline to submit the RFQ is January 30, 2019 at 11:00 AM. There were seven (7) inquires/requests for the RFQ; however only one has been received, and that is from Arthur J Gallagher. Mr. DeWeese noted he would report back to the Executive Committee after the deadline.

SAFETY DIRECTOR'S REPORT

Mr. Garish thanked the membership on behalf of J. A. Montgomery for the 2019 re-appointment as Safety Director.

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

Safety Bulletins – Mr. Garish commented that several bulletins were released in December: CDL Exemption for the Fire & EMS Services; Reminder to check motor vehicle records of drivers; and avoiding deer-vehicle collisions.

MSI Training – Mr. Garish stated that a list of training through March 2019 is included in the agenda. He noted there are CEU and TCH dates as well.

2019 Safety Incentive Program – Mr. Garish noted that the 2019 SIP was sent out. He reminded members to send in their safety committee dates by the end of January and return the safety contract by March 31, 2019. He noted there are a few changes to the SIP program noting the goal is to incentivize the members. He stated that now there is a base program with incentives to receive higher awards and the special recognition award has been removed and replaced with an overall Safety Director's Award.

Mr. Garish also mentioned that this year the safety breakfast is combined with the safety and claims coordinator roundtable with the goal of making attendance easier for the members. He noted that they will recap the 2018 year and hit the key points for 2019.

Mr. Garish stated that the Safety Committee elected to make regional training a mandatory component of the 2019 SIP program meaning any regional training that is applicable, someone will have to attend. He stated that the enhanced safety program is completing the safety checklist, the JSO (job safety observations), and the toolbox talks. He noted that he will have a designated visit in the second or third quarter to ensure these items are being met. The Committee felt this would really add a measurable goal to this program.

Mr. Garish stated that the Police One 2019 training has begun and the members are beginning to use the system. He asked the members to remind their police that this training is available.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses – January

Mr. Roselli thanked the membership on behalf of Qual-Lynx for the 2019 re-appointment as their Claims Administrator and then presented the *Lessons Learned from Losses* for January which reviewed *Liability Claims 101* which covered:

What is a Liability Claim:

- Trips/slips/falls resulting in injury to a member of the public
- Damage to someone else's property
- Police cases: excessive force, false arrest, wrongful detention
- Claimed damage from potholes/road conditions
- Improper signage/view obstructions

What to do if you have an incident that might lead to a Liability Claim:

- Gather info at the scene
- Report as soon as possible
- Never admit liability
- Advise you will send the claim to the Insurance Company

Mr. DeWeese noted it is very important to be sure to take action if there is any type of hazardous condition observed and/or there is a resulting claim. Do not discard anything, secure the area, document

the condition of the area, take pictures, etc., and report the incident even if you aren't sure it is a claim, because it may just turn into one.

Mr. Forlenza noted this information should be made part of the Claims Coordinator & Safety Coordinator Roundtables.

Mr. Roselli then provided an example of a recent situation that was addressed by the municipality correctly, which allowed Qual-Lynx to deny liability in the matter.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer thanked the membership for the 2019 re-appointment as Wellness Director, and then noted that her report is detailed in the agenda packet. She highlighted the following:

- Ms. Schiffer noted she has already met with 12 towns and she will be contacting the rest to assist each town in setting up a Wellness Event/Initiative/Challenge per quarter, and to have each town establish a Wellness Committee.
- Woodbury purchased an elliptical and has reached out to J. A. Montgomery for assistance with signs on proper use of the equipment.
- Logan Township - Planning to start the year with healthy weight challenge and SMART goal setting.
- Monroe Township - Kicked off a Football Fitness Challenge that will run through the Super Bowl. Plan to post a Wellness Bulletin Board next to Time Clock to announce any wellness activities, post the Newsletter, and distribute materials/handouts.
- Washington Township - Continuing with a Football Fitness Challenge also running through the Super Bowl. Plan to attend first Safety Committee Meeting scheduled for January.
- West Deptford – Planning to host a Lunch and Learn with ShopRite Dietitian on ways to start the New Year off on the right foot with nutrition.
- Westville – Planning a healthy lunch for the various departments and working on setting up a Healthy Weight Lose challenge.
- Ms. Schiffer noted it is a good idea to try to figure out how you can spend your Wellness Funds each quarter so you don't end up in a "Use it or Lose it" situation at the end of the year. She is currently setting up planning meetings with all the members to take place over the next two months to aid in formulating plans for the Wellness Funds. The last day to claim any encumbered funds from 2018 is February 1, 2019.
- ***January Wellness Newsletter*** - She noted that the January Wellness Newsletter was included in her report and focused on how you can start to change habits.
- She referenced a Reflection Calendar for January which depicts simple things you can do each day to aid in a Healthy lifestyle. She noted this would be a good tool to use at Wellness Meetings.
- She noted February was "Heart Healthy Month" and employees were wearing red, bringing in heart healthy snacks, etc. to acknowledge this.

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

MANAGED HEALTH CARE REPORT

Ms. Beatty thanked the membership on behalf of Qual Care for the 2019 re-appointment as the Fund's Managed Care Specialist, and then noted that her report is detailed in the agenda packet. She highlighted the following:

Lost Time v. Medical Only Cases

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

	December	YTD
<i>Lost Time</i>	1	63
<i>Medical Only</i>	12	201
<i>Report Only</i>	7	126
<i>Total Intakes(New Claims)</i>	20	390
<i>Report Only % of Total</i>	35%	32.3%
<i>Medical Only/Lost Time Ratio</i>	92:08	76:24
<i>Average Days to Report</i>	4.2	3.7

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report for YTD 2018

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	7,600
<i>Transitional Duty Days Worked</i>	5,448
<i>% of Transitional Duty Days Worked</i>	71.1%
<i>Transitional Duty Days Not Accommodated</i>	2,152
<i>% of Transitional Duty Days Not Accommodated</i>	28.3%

PPO Penetration Report:

Ms. Beatty presented the monthly PPO Penetration Report for December, 2018.

PPO Penetration Rate	December
<i>Bill Count</i>	153
<i>Original Provider Charges</i>	\$180,407

<i>Re-priced Bill Amount</i>	<i>\$48,759</i>
<i>Savings</i>	<i>\$131,648</i>
<i>% of Savings</i>	<i>73%</i>
<i>PPO Penetration Rate Bill Count Percentage</i>	<i>96.1%</i>
<i>PPO Penetration Rate Provider Charge Percentage</i>	<i>61.2%</i>
<i>EPO Penetration Rate Bill Count Percentage</i>	<i>97.7%</i>
<i>EPO Penetration Rate Provider Charge Percentage</i>	<i>99.1%</i>

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

TREASURER'S REPORT

Mr. Tontarski thanked the membership for his 2019 re-appointment as Fund Treasurer, and then Mr. Tontarski provided an overview of the Treasurers report for December 31, 2018.

Investment Interest

Interest received or accrued for the reporting period totaled \$54,742.24. This generated an average annual yield of 2.01%; however, after including an unrealized net gain of \$66,920.66 in the asset portfolio, the yield is adjusted to 4.47% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$199,921.53 as it relates to current market value of \$29,633,497.77 vs. the amount we have invested. The current market value, including accrued income is valued at \$29,659,688.51.

Our asset portfolio with Wilmington Trust and consists of 4 obligations with a maturity greater than two years, 9 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	\$33,514.73	\$214,962.61
Salvage Receipts	\$1,625	
TRICO Vs. Killen	\$258.88	

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

Woodbury City	\$20,780.00
Washington Twp	\$77,363.00
Pittsgrove Township	\$31,972.00
Stow Creek Township	\$778.00
E-JIF Dividends	\$97,983.54 (\$258.38 Interest applied)

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 \$254,449.65. The claims detail shows 351 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 \$33,035,512.12 to a closing balance of \$32,219,732.24 showing a decrease in the fund of \$815,779.88.

1st Installment Billing

Mr. Tontarski noted that the first installment billing has gone out and is due February 15, 2019. These were sent to all clerks and Fund Commissioners. Please contact the Executive Director's office if you did not receive the invoice.

Loss Run Payment Register/Bill List

For the Executive Committee's consideration, Mr. Tontarski presented the January 2019 Bill List in the amount of \$206,742.23

Chair Law entertained a motion to approve the December 2018 Loss Run Payment Register, and approve the January 2019 Bill List in the amount of \$206,742.23 as presented

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

Motion by Mr. Razze, seconded by Mr. Washington, to approve the *December 2018 Loss Run Payment Register and the January 2019 Bill List in the amount of \$206,742.23* as presented.

ROLL CALL	Yeas:	Karen Sweeney, Wenonah Borough John Washington, Penns Grove Borough Sue Miller, Clayton Borough Carl Bagby, Swedesboro Borough Mike Razze, Secretary, Pitman Borough Bob Law, <i>Chair</i> , Woodbury City Bob Diaz, South Harrison Township
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Nays:	None
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Abstain:	None
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All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

SAFETY COMMITTEE MEETING

Ms. Abdil stated that the Committee met on December 6, 2018 and a copy of the meeting minutes were included in the agenda. Ms. Abdil highlighted the following:

She noted the 2019 SIP Program has been revamped to include a chance to obtain an additional \$250 in 4 separate categories, and they will not be doing Special recognition Award nominations this year. Awards will still be given out, but decided differently.

Ms. Abdil also noted they are trying to cut down on the amount of time members spend out of the office as they are combining the Safety Breakfast and Safety Coordinator & Claims Coordinator roundtable into one day. She noted that the Safety Breakfast and Roundtable are scheduled for February 28, 2019 at Auletto's Caterer, Almonesson and an official invite will be sent out in the next week.

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

COMMITTEE CHAIRS MEETING

Chair Law noted that the minutes from the January 9, 2019 meeting were included in the agenda packet. He stated that Fund accommodated the requests of the respondents to the Committee volunteer forms and that all Fund Commissioners were appointed to a committee and the list was included in the agenda packet for review. He noted if anyone had any concerns in regards to what Committee they have been assigned; please contact the Executive Director's office.

Chair Law also noted that Doug Hogate, Elsinboro has accepted the nomination as Finance Committee Chair.

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

MEL/E-JIF/RCF Reports

Mr. Law reported that the minutes of the January 2, 2019 MEL/E-JIF/RCF Reorganization meetings were included in the agenda packet and is self-explanatory. Chair Law announced that he has been appointed the Chair for the State RCF and EJIF, and Mr. Razze has agreed to take his place on the MEL Legislative Committee this year. If anyone else would like to serve, he asked they see him. He then highlighted the following:

Chair Law stated that the MEL honored Senator Dorsey via resolution as he was instrumental in supporting the Joint Insurance Funds. He noted that Senator Dorsey passed away in December 2018.

He stated that the RCF held their reorganization meeting and appointed officers and elected board members. He mentioned a meeting schedule for the year is attached.

Chair Law stated that as Mr. Forlenza reported earlier, there were several member towns hit with a cyber-attack within the same week. He reminded the members to read the MEL Bulletin that was handed out.

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

MISCELLANEOUS BUSINESS

RESOLUTION HONORING BRAD CAMPBELL

The following 2019 Resolution was presented for adoption by Chair Law.

R 2019-19 – Honoring Brad Campbell

Chair Law entertained a motion to adopt *R 2019-19* as presented, Honoring Brad Campbell and thanked him for his last 2 years of service as Fund Chair of the TRICOJIF.

Motion by Mr. Razze, seconded by Mr. Washington, to adopt *R 2019-19*.

Next Meeting

Chair Law noted the next meeting of the TRICO JIF will be held on **Monday, February 25, 2019 at 5:00 PM** at the **Gloucester County Library, Mullica Hill, NJ**.

PUBLIC COMMENT

Open Public Comment

Chair Law entertained a motion to open the meeting to the public.

Motion by Mr. Razze, seconded by Mr. Washington, to open the meeting to the public. All in favor. Motion carried.

At this time, Mr. Forlenza introduced Dorothy Gjerdrum, Director of Arthur J Gallagher's, Risk Pool Administrator's Division. Ms. Gjerdrum stated that she was happy to announce that Mr. Miola had rejoined the Gallagher team and they are very happy to have him back. She then provided a brief overview of Risk Pool Administration and their activities across the country.

Close Public Comment

Chair Law entertained a motion to close the meeting to the public.

Motion by Mr. Razze, seconded by Mr. Washington, to close the meeting to the public. All in favor. Motion carried.

EXECUTIVE SESSION MEETING

A Closed Session of the TRICO JIF was not held.

APPROVE CLAIMS PAYMENTS

Mr. Roselli of Qual-Lynx presented the following Payment Authorization Requests (PARs) during the Executive Claims Committee Meeting held on January 28, 2019.

<i>Workers' Compensation</i>	<i>Auto Liability</i>	<i>General Liability</i>	<i>Property</i>
<i>MLT-2018111545</i>	<i>2019160471</i>	<i>001264284</i>	<i>2019157147</i>
<i>2019159382</i>	<i>2017099129</i>		<i>2019160311</i>
<i>001236550</i>			<i>2019152861</i>
<i>2018124514</i>			<i>2019152342</i>
<i>2019157012</i>			<i>2019161711</i>
<i>2019158035</i>			<i>001255261</i>

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

Chair Law entertained a motion to approve the PARs as presented in their entirety during the Executive Claims Review Committee Meeting.

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

ROLL CALL *Yeas:* Karen Sweeney, **Wenonah Borough**
 John Washington, **Penns Grove Borough**
 Sue Miller, **Clayton Borough**
 Carl Bagby, **Swedesboro Borough**
 Mike Razze, Secretary, **Pitman Borough**
 Bob Law, *Chair*, **Woodbury City**
 Bob Diaz, **South Harrison Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

There were three (3) claim(s) presented for Abandoning Subrogation.

2018111545
2018111925
001255261

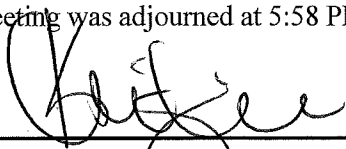
Motion by Mr. Razze, seconded by Mr. Washington, to approve Abandoning Subrogation as presented.

MOTION TO ADJOURN

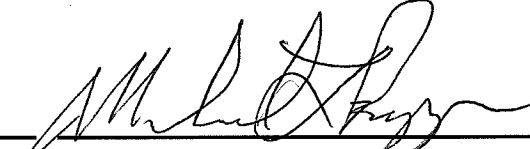
There being no further business, Chair Law entertained a *Motion to Adjourn* the January 28, 2019 Executive Committee Meeting.

Motion by Mr. Razze, seconded by Ms. Miller, to adjourn the January 28, 2019 Meeting of the TRICO JIF.

The meeting was adjourned at 5:58 PM.



Kris Kristie, Recording Secretary



Michael Razze, FUND SECRETARY