

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

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

**February 25, 2019 – 5:00 PM**

***EXECUTIVE COMMITTEE MEETING***

***OPEN SESSION MINUTES***

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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, February 25, 2019 at 5:00 PM, prevailing time. Chair Law, **Woodbury**, 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:

Warren Morgan, **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....arrived after Roll Call**  
Doug Hogate, **Elsinboro Twp.**  
Linda Gonzalez, **Fairfield Twp.**  
Barbara Freijomil, **Franklin Twp.**  
Valerie Van Veen, **Glassboro Borough**  
Raymond Williams, **Greenwich Twp.**  
Kevin Clour, **Lower Alloways Creek Twp**  
Harry Moore, **Oldmans Twp.**  
Susan Jacobucci, **Paulsboro Boro**  
Mayor John Washington, **Penns Grove Borough**  
Maureen Abdill, **Pilesgrove Twp.**  
Mike Razzo, **Pitman Borough**  
Majorie Sperry, **Quinton Twp.**  
Bob Diaz, **South Harrison Twp.**  
Carl Bagby, **Swedesboro Borough**  
Mike Seery, **Upper Pittsgrove Twp.**  
Jeffre Celebre, **Vineland City**

Colette Bachich, **Washington Township**  
Karen Sweeney, **Wenonah Borough**  
Bob Law, **Woodbury City**  
John Hall, **Woodstown Borough**  
Jane DiBella **Woolwich Township**

Absent Fund Commissioners were:

Mark Gravinese, **Harrison Twp.**  
Doris Hall, **Logan Twp**  
Luke Patrick, **Mannington Twp.**  
Jennica Bileci, **Mantua Twp**  
Jill McCrea, **Monroe Twp.**  
Robert McDade, **Pennsville Twp.**  
Brad Campbell, **Shiloh Borough**  
Mike Kwasizur, **West Deptford Twp.**  
Ryan Giles, **Westville Borough**  
Jeffrey Pitzo, **Woodbury Heights Borough**

Also present were:

Paul A. Forlenza, Executive Director, *AJG Risk Management Services, Inc.*  
Paul J. Miola, Executive Municipal JIF Strategist, *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:

Biondi Insurance Agency  
Hardenbergh Insurance Group  
Chesney-Stanton Insurance Group  
Cettei & Connell  
Corporate Employee Benefits  
Henry D. Young Insurance  
E.H. Sloan Insurance Agency  
Len Eckman Insurance

Absent RMCs were:

Assured Partners  
Conner Strong & Buckelew

### ***APPROVAL OF THE MINUTES – Executive Committee Meeting***

Chair Law presented the meeting minutes of the January 28, 2019 Executive Committee meeting for approval.

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

Chair Law entertained a motion to approve the minutes of the January 28, 2019 Executive Committee meeting.

Motion by Mr. Razze, seconded by Mr. Washington, to approve the minutes of the January 28, 2019 Executive Committee meeting. All in Favor. Motion carried.

***APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting***

Chair Law presented the meeting minutes of the January 28, 2019 Executive Claims Review Committee Meeting for approval.

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

Chair Law entertained a motion for approval of the Executive Claims Review Committee meeting minutes.

Motion by Mr. Razze, seconded by Mr. Washington to approve the meeting minutes of the January 28, 2019 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

***APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session***

Chair Law presented the Executive Claims Review Committee Closed Session meeting minutes of January 28, 2019 for approval.

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

Chair Law entertained a motion for approval of the Executive Claims Review Committee Closed Session meeting minutes.

Motion by Mr. Razze, seconded by Mr. Washington, to approve the Executive Claims Review Committee Closed Session meeting minutes of January 28, 2019 as presented.

The Executive Claims Review Committee Closed Session minutes of the January 28, 2019 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 January 28, 2019 meeting were collected.*

***EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – February 25, 2019***

Chair Law reported that an Executive Claims Committee Meeting was held at 3:30 PM on Monday, February 25, 2019.

The Committee reviewed ten (10) claims. Of the claims reviewed, there were Six (6) Workers' Compensation, 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 was one (1) claim(s) reviewed for abandonment of subrogation attempt.

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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.

***2018 Safety Incentive Program Awards*** – Mr. Forlenza noted a letter from his office describing how to collect your 2018 Safety Incentive Awards money will be emailed to all members after the Safety Breakfast Kickoff.

***2019 Optional Safety Budget*** - Mr. Forlenza stated that a letter from his office describing how to collect your 2019 Optional Safety Budget allowance was e-mailed on or about February 15, 2019. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2019 Optional Safety Budget allowance, please contact his office. Please note that the deadline to claim or encumber these funds is November 1, 2019. All encumbered funds have to be claimed by February 1, 2020.

***2019 Wellness Incentive Program Allowance*** – Mr. Forlenza stated that a letter from his office describing how to collect your 2019 Optional Safety Budget allowance was e-mailed on or about February 15, 2019. A report detailing the available balances for each member is attached for your review. If you have any questions on how to collect your 2019 Optional Safety Budget allowance, please contact his office. Please note that the deadline to claim or encumber these funds is November 1, 2019. All encumbered funds have to be claimed by February 1, 2020.

***EPL/Cyber Allowance*** - Mr. Forlenza noted a report showing allowances for each member to help offset employment practice and cyber security related expenses is included in the agenda and he asked that all members review available balances for this program. He noted that the deadline to claim or encumber these funds was November 1, 2019 and if you encumbered these funds, they must be claimed by February 1, 2020.

***EPL Helpline – Authorized Contact List*** – Mr. Forlenza asked members to review the attached list for accuracy. He noted that the resolution to make changes to this list is on the JIF website at [www.tricojif.org](http://www.tricojif.org). Please contact the Executive Director's office with any questions.

***Employment Practices Liability Compliance***– Mr. Forlenza asked members to review the attached status report for the member's individual deductibles to make sure the noted deductibles & coinsurance figures are accurate.

***MEL Cyber Risk Management Plan Compliance Status*** – Mr. Forlenza stated that a compliance report indicating each member's status with the MEL Cyber Risk Management Program is included in the agenda for your review. Each member should review this report carefully to insure its accuracy, and if you feel the report to be inaccurate, please contact Ed Cooney, Fund Underwriter.

***Elected Officials Training*** – Mr. Forlenza reminded the members of the ongoing 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. 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, January 31, and February 6, 2019 seminars are posted on the JIF website. The remaining training has been scheduled on the following date:

March 21, 2019 - O'Connor's American Bar & Grille, Eastampton

**Police One Training** Mr. Forlenza reminded the members that to help reduce the skyrocketing costs associated with police related injuries and lawsuits, the JIF announced the availability of the Police One Academy online training system on October 15, 2018, noting all JIF Member Police Agencies are eligible to participate in this web-based training. There are currently 8 online courses available, with another 2 recently added. If you have any suggestions for police training topics or questions about the system, please contact Megan Matro in the Executive Directors Office or Keith Hummel in the Safety Director's Office for assistance.

**Employee Cyber Hygiene Training – Media Pro** – Mr. Forlenza reminded the members that to help combat the rise in cybersecurity threats, the JIF has contracted with MediaPRO to deliver online technology risk training for Member Municipalities. 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 there are still 7 towns that have not provided this information: Deptford, Logan, East Greenwich, Mannington, Shiloh, Upper Pittsgrove, and Woodbury Heights. Once that information is received, the training will be able to be assigned to employees. Please contact Megan Matro in the Executive Director Office if you have any questions.

**Technology Risk Management Services – Pivot Point** – Mr. Forlenza noted that 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 11 members who have not supplied this information: Alloway, Mannington, Monroe, Penns Grove, Pennsville, Pilesgrove, Quinton, Shiloh, Upper Pittsgrove, Washington Township, and Woodbury Heights. Once this information is received, members will begin to see phishing emails from Pivot Point. Mr. Forlenza noted that January there were 690 phishing emails sent to enrolled employees; 33 had clicked on the link, which is only 5% that were phished. This is a great result. Please do not hesitate to contact the Executive Director's office if you have any questions.

**Safety Breakfast Kickoff/Safety Coordinator & Claim Coordinator Roundtable** – Mr. Forlenza stated the Annual Safety Breakfast is on February 28, 2019 at Auletto's Caterers, Almonesson, beginning at 8:30 AM. The invitations and Response Form included in the agenda packet were emailed out to all Safety Coordinators, Claims Coordinators, Fund Commissioners, and Risk Management Consultants on January 31, 2019. Also, immediately following the Safety Breakfast, the JIF will be sponsoring a Safety Coordinator & Claims Coordinator Roundtable at the same venue. The Wellness Coordinators are also invited to attend.

**Payroll Audits** – Mr. Forlenza noted that on or about February 7, 2019 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2018 payrolls. These payroll figures will serve as the basis for your 2020 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. As employee counts have a tendency to be the most time consuming part of the payroll audit process, members were asked to review and update this spreadsheet upon receipt. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically. Details on how the data can be sent were included in the February 7, 2019 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify

any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

**Property Appraisals** – Mr. Forlenza noted on or about February 7, 2019, each member and their RMC's received a notification from our office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2019 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 22, 2019.

**Police Accreditation** – Mr. Forlenza stated that on or about February 6, 2019 an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Fund Commissioners and RMC's. It was asked that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Plavchak at 856-446-9131

**New Fund Commissioner Orientation** – Mr. Forlenza stated New Fund Commissioner Orientation training will be conducted prior to the Executive Committee Meeting on Monday, April 22, 2019 at 3:00 PM at the Harrison Twp Municipal Building. An email notification with further details will be sent out to all Fund Commissioners and RMC's in March.

## **SOLICITOR'S REPORT**

Mr. DeWeese noted that responses to the Administrator RFQ were due in his office on January 30, 2019. Of seven inquiries, only one response was submitted and that was from Arthur J. Gallagher. Mr. DeWeese noted he had passed this information on to the Executive Committee via email, asking for direction in how they would like to proceed. It was unanimous to present a Resolution appointing Arthur J. Gallagher as the Fund Administrator for a term of one (1) year with the option for two (2) additional one (1) year appointments. Mr. DeWeese noted this would be brought up for approval later on in the meeting.

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

Next, Mr. DeWeese referenced a handout in regards to the new "MEL Line", which is a dedicated resource for members to call for guidance on employment related issues they may be facing. Mr. DeWeese stated that the MEL Program will use three (3) local attorneys, himself included, and will provide local expertise to our members from attorneys they know and trust, while also providing members access to attorneys that know NJ law and know our members and their needs. In addition to this service, the assigned three lawyers will, among other things:

- Provide three (3), 60 minute webinars per year to the members on relevant pressing topics
- Prepare bulletins on relevant topics on an as needed basis.
- Document the conversations, including specific items discussed
- If they do not possess the appropriate expertise, they will be responsible for locating the appropriate resource and contracting with that attorney as a subcontractor to assist the member when needed.

The MEL Line will be available to those 1-2 people who were appointed by Resolution per town to be the contact(s) for the EPL Helpline.

Lastly, Mr. DeWeese stated combining the services together will most importantly assist in reducing claims as it has done in other lines of coverage in the MELJIF.

***Executive Claims Committee Meeting***

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

***Assignment of New Cases***

Mr. DeWeese reported one (1) new case(s) had been assigned in February 2019:

<b>New Cases</b>
<i>McCoy v Twp. of Franklin</i>

***Closed Cases***

Mr. DeWeese reported that there were three (3) case(s) closed since the last meeting:

<b>Closed Cases</b>
<i>Broughton v City of Vineland</i>
<i>Rosa, Jr. v City of Vineland</i>
<i>Torres v City of Woodbury</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 \$1,447,572.35 of potential recoveries on 38 files.

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 a handout and 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](mailto:melvideolibrary@jamontgomery.com), and phone number: 856-552-4900.

***Safety Director's Bulletins*** – He noted that there were several bulletins and notices distributed in January, and those in your packet include:

- *ADA Accessible Websites for Public Entities*
- *Best Practices for Snow Emergencies*
- *Facial Hair and Fit Testing for Firefighters*

- *NJ-PEOSH Recordkeeping – Annual Reminder*

**MSI Class Listing** – Mr. Holwitt referenced the list of MSI Classes that are available February, March, and April is included in the 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](mailto:afelip@jamontgomery.com)

He also reported that 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. Garish asked if there were any questions at this time. No questions were entertained.

### **CLAIMS ADMINISTRATOR'S REPORT**

#### ***Lessons Learned from Losses***

Mr. Roselli presented the *Lessons Learned from Losses* for February which reviewed the importance of Vehicle Maintenance. He highlighted the following:

- Regular inspections and maintenance should be completed per vehicle manufacturer's recommendations.
- Each driver should complete an inspection report of the vehicle prior to use.
- During inspection, if any items are found to be deficient, the vehicle should be removed from service until repairs are completed.
- All problems should be promptly reported to the program (vehicle fleet) administrator.

Mr. Roselli noted for a complete list of resources regarding Managing Vehicle Fleets and the Fleet Safety Programs, please see [www.njmel.org](http://www.njmel.org).

Mr. Roselli then reviewed examples of claims where normal vehicle inspections and maintenance could have prevented costly claims.

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

- Several members are planning meetings for the month of February. If we have not yet met to plan for 2019, please have your Wellness Coordinator reach out to her, and 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.
- Carneys Point – Met with the Wellness Committee. Every quarter they have a department challenge on door decorating. Winter Theme right now. Will be implementing the 10-week Healthy Lifestyle Challenge starting in March.
- East Greenwich – Jefferson Health will be hosting a Family Feud Game on Stress Management.
- Fairfield – Starting a Wellness Committee. Looking at having a Lunch & Learn on Heart Health. Looking to have a presentation for the Fire Department.



- Glassboro Highway & PW – Small Wellness Committee was established for this crew of workers. Starting a Biggest Loser Challenge but tacking on a Maintenance plan for additional months in order to earn a chance at a bonus prize. Looking into speaker for back pain and back care. From the interest survey completed, we have three other areas we hope to address this year: Men’s Health, Healthy & Easy Lunch ideas, and Financial wellness (budgeting, saving for college, etc.)
- Penns Grove – Lunch & Learn on Jan 31st sharing information on toxins and antioxidants. Comment was made on how nice it was to see all the different departments coming together and just laughing, talking and having a nice time instead of just interacting when there is a work-related concern.
- Woodbury – Met with Wellness Committee with representation from each department. Ideas being explored: Local Chiropractor Lunch & Learn; Pickle Ball “How To?” Instructions; “Community” Jigsaw puzzle; Brain Games/Teasers; Yoga demo; gym incentive program; Charity Walks/Run ; Family Feud game with Jefferson. Ms. Schiffer thanked those who participated in “Wear Red Day” on Friday, February 1<sup>st</sup> for the kickoff for Heart Month and an outward sign recognizing that heart disease does not show gender preference: both men and women are at risk. Some took group photos that were posted on the JIF website.
- 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.
- Wellness Incentive Allowances must be encumbered by November 1, 2019, and used by February 1, 2020, so if you haven’t planned any wellness activities for the end of this year, be sure to encumber the money.
- **February Wellness Newsletter** - She noted that the February Wellness Newsletter was included in her report.

Ms. Schiffer then noted some things to remember:

1. Remind your employees about NJWELL. Getting regular checkups can earn them \$250 back in their pockets.
2. Attached is the Wellness Initiative Best Practice again for ideas
3. Encourage the startup of a Wellness Committee
4. Adopt a version of the Wellness Policy that fits your municipality
5. Display the “Healthy Living @ Work” poster
6. Promote your EAP program if you have one

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 January, 2019.

### ***Lost Time v. Medical Only Cases***

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

	<b>January</b>	<b>YTD</b>
<i>Lost Time</i>	4	4
<i>Medical Only</i>	32	32
<i>Report Only</i>	26	26
<i>New Claims Reported</i>	62	62
<i>Report Only % of Total</i>	41.9%	41.9%
<i>Medical Only/Lost Time Ratio</i>	89:11	89:11
<i>Average Days to Report</i>	5.3	5.3

***Transitional Duty Report***

Ms. Beatty presented the Transitional Duty Report.

<i>Transitional Duty Summary Report</i>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	449
<i>Transitional Duty Days Worked</i>	254
<i>% of Transitional Duty Days Worked</i>	56.6%
<i>Transitional Duty Days Not Accommodated</i>	195
<i>% of Transitional Duty Days Not Accommodated</i>	43.4%

***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report

<b>PPO Penetration Rate</b>	<b>January</b>
<i>Bill Count</i>	202
<i>Original Provider Charges</i>	\$142,633
<i>Re-priced Bill Amount</i>	\$50,108
<i>Savings</i>	\$92,525
<i>% of Savings</i>	64.9%
<i>PPO Penetration Rate Bill Count Percentage</i>	98.0%
<i>PPO Penetration Rate Provider Charge Percentage</i>	97.3%
<i>EPO Penetration Rate Bill Count Percentage</i>	98.3%
<i>EPO Penetration Rate Provider Charge Percentage</i>	99.6%

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

***TREASURER'S REPORT***

Mr. Tontarski presented an overview of the Treasurer's Report for month ending **January 31, 2019**, 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 \$46,625.33. This generated an average annual yield of 1.67%. However, after including an unrealized net gain of \$23,955.50 in the asset portfolio, the yield is adjusted to 2.52% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$175,966.03 as it relates to current market value of \$29,645,935.04 vs. the amount we have invested. The current market value, including accrued income is valued at \$29,711,181.91.

Our asset portfolio with Wilmington Trust consists of four (4) obligations with a maturity greater than two years, nine (9) obligations with maturities between one and two years.

**Receipt Activity for the Period**

	<b>January</b>
Subrogation Receipts	\$9,304.79
Salvage	\$0.00
Overpayment Reimbursements	\$0.00
TRICO vs Killen	\$582.49
FY 2019 Premium Assessments	\$3,089,238.00
FY '18 Appropriation Refund	\$747.00

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

Woodbury City	\$20,809.00
Washington Twp.	\$77,471.00.00
Pittsgrove Twp.	\$32,071.00
Stow Creek Twp.	\$779.00

***Cash Activity for the Period***

Mr. Tontarski stated that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$32,219,732.24 to a closing balance of \$34,938,565.90 showing an increase in the fund of \$2,718,833.66.

***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 \$205,821.10. The claims detail shows 501 claims payments issued.

***Bill List – February 2019***

For the Executive Committee’s consideration, Mr. Tontarski presented the February 2019 Bill List in the amount of \$2,384,891.65

For the Executive Committee’s consideration, Mr. Tontarski presented the RMC 1<sup>st</sup> Installment Bill List in the amount of \$253,492.00

Chair Law entertained a motion to approve the January 2019 Loss Run Payment Register, and approve the February 2019 Bill List in the amount of \$2,384,891.65, and the RMC 1<sup>st</sup> Installment Bill List in the amount of \$253,492.00 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 *January 2019 Loss Run Payment Register and the February Bill List and the RMC 1<sup>st</sup> Installment Bill List* as presented.

**ROLL CALL**

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

All in favor. Motion carried by unanimous vote.

### ***COMMITTEE REPORTS***

#### ***EPL/POL Claims Committee***

Mr. Brown stated that the Committee met earlier today, February 25, 2019, and a copy of the meeting minutes will be included in next month's agenda. He then noted that there are currently no towns on the "watch list". In addition, the Committee reviewed all of the EPL/POL open/closed files. Mr. brown also asked the members to keep in mind how important Cyber Compliance is to complete.

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

#### ***MEL/RCF/EJIF Reports***

Chair Law noted as there were no meetings this month, there was nothing to report.

#### ***Tulip Program***

Mr. Forlenza directed the members to a handout of MEL Bulletin 2019-28 announcing the new TULIP program. Mr. Miola noted he will be reviewing the memo to clean it up and simplify it. Once that is completed, it will be sent out to all Fund Commissioners, posted on the JIF website, and an instructional flyer will be created for distribution.

*Mr. Forlenza thanked the members for Arthur J. Gallagher' s reappointment.*

### ***MICELLANIOUS BUSINESS***

Chair Law entertained a motion to approve Resolution 2019-20 *Awarding a Contract for Administrator*

Motion by Mr. Razze, seconded by Mr. Washington, to approve the *Resolution 2019-20*, as presented.

**ROLL CALL**

<i>Yeas:</i>	Karen Sweeney, <b>Wenonah Borough</b> John Washington, <b>Penns Grove Borough</b>
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Sue Miller, **Clayton Borough**  
Carl Bagby, **Swedesboro Borough**  
Mike Razze, *Secretary*, **Borough of Pitman**  
Bob Law, *Chair*, **Woodbury City**  
Robert Diaz, **South Harrison Township**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

Mr. Forlenza thanked the members for Arthur J. Gallagher' s reappointment.

Next, Mr. Forlenza referenced a Resolution appointing Mr. Romero, along with the proposed Contract/Scope of Services included in the agenda packet. He then explained these services to the Fund.

Mr. Forlenza also noted the Mr. Romero will be attending the monthly Executive Committee Meetings to give a report as the other Professionals do, and he will be meeting with the Executive Directors office each month to review and discuss his activities for the month. He will also be sending out Cyber Newsletters and updates which will have a great deal of pertinent information for the members.

Mr. Forlenza stated that the Draft Resolution and contract is for a 10 month term, effective March 1, 2019. He noted there is no additional premium required from the members as the Finance Committee has funding available in the Contingency Line in the 2019 Budget which was used in prior years to pay for the member cyber assessments performed by Pivot Point in 2016 & 2017 and offset the 2018 Claims Audit costs. The total proposed cost of these services is \$50,800. Mr. Forlenza noted Chair Law stated earlier today during the EPL/POL Meeting that he would like to review this contract with the Finance Committee and/or EPL/Cyber Committee in the Fall to see if it makes sense to offer Mr. Romero a new contract for 2020.

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

Chair Law entertained a motion to approve Resolution 2019-21 *Awarding a Contract to Lou Romero & Secure Data Consulting Services, LLC as Technology Risk Services Director Under the 'Non-Fair and Open' Process.*

Motion by Mr. Razze, seconded by Mr. Washington, to approve the *Resolution 2019-21*, 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*, **Borough of Pitman**  
Bob Law, *Chair*, **Woodbury City**  
Robert Diaz, **South Harrison Township**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***Next Meeting***

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

***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.

***Close Public Comment***

Hearing no comments from the public, 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.

***APPROVE CLAIMS PAYMENTS***

Mr. Roselli of Qual-Lynx presented the following Payment Authorization Requests (PARs) during the Executive Claims Committee Meeting held on February 25, 2019

<b><i>Workers' Compensation</i></b>	<b><i>Property</i></b>
<i>MLT-2019163155</i>	<i>2019165117</i>
<i>2019164195</i>	<i>2019162939</i>
<i>2019161847</i>	<i>2019160656</i>
<i>2019162448</i>	<i>2019155235</i>
<i>2019160860</i>	
<i>2017098078</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, Borough of Pitman**
- Bob Law, Chair, Woodbury City**
- Robert Diaz, South Harrison Township**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***APPROVE ABANDONING SUBROGATION***

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

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

#2017098078

**ROLL CALL**

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

*Nays:* None

*Abstain:* None

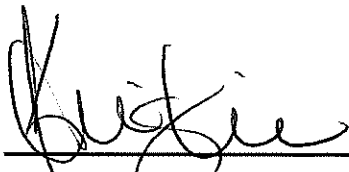
All in favor. Motion carried by unanimous vote.

***MOTION TO ADJOURN***

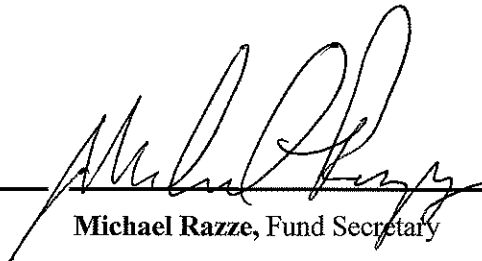
There being no further business, Chair Law entertained a *Motion to Adjourn* the February 25, 2019 Executive Committee Meeting.

Motion by Mr. Razze, seconded by Mr. Washington, to adjourn the February 25, 2019 meeting of the TRICO JIF.

The meeting was adjourned at 5:50 PM.



Kris Kristie, Recording Secretary for



Michael Razze, Fund Secretary