

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

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

April 22, 2019 – 5:00 PM

***EXECUTIVE COMMITTEE MEETING
OPEN SESSION MINUTES***

The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at the Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, New Jersey on Monday, April 22, 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**
Joe Santagrossi, *Representative*, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Dina Zawadski, *Alternate*, **Deptford Twp.**
Barbara Freijomil, **Franklin Twp.**
Raymond Williams, **Greenwich Twp.**
Mark Gravinese, **Harrison Twp.**
Harry Moore, **Oldmans Twp.**
Susan Jacobucci, **Paulsboro Boro**
Mayor John Washington, **Penns Grove Borough**
Robert McDade, **Pennsville Twp.**
Maureen Abdill, **Pilesgrove Twp.**
Mike Razze, **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**
Mike Kwasizur, **West Deptford Twp.**
Karen Sweeney, **Wenonah Borough**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**

Jeffrey Pitzo, **Woodbury Heights Borough**
Joe Hiles, *Alternate*, **Woodstown Borough**
Anthony Bertino, *Alternate*, **Woolwich Township**

Absent Fund Commissioners were:

Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammons, **Elk Twp**
Doug Hogate, **Elsinboro Twp.**
Linda Gonzalez, **Fairfield Twp.**
Valerie Van Veen, **Glassboro Borough**
Doris Hall, **Logan Twp**
Kevin Clour, **Lower Alloways Creek Twp**
Luke Patrick, **Mannington Twp**
Jennica Bileci, **Mantua Twp**
Jill McCrea, **Monroe Twp**
Brad Campbell, **Shiloh Borough**

Also present were:

Paul A. Forlenza, 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, Account Manager, *Qual-Lynx*
Karen Beatty, Client Services Manager, *QualCare*
Debby Schiffer, *Wellness Director*
Tom Tontarski, *Treasurer*

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

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

Absent RMCs were:

Henry D. Young Insurance

In the absence of Ms. Hall, , Logan, Executive Committee Member #2 Mr. Diaz, South Harrison, Alternate #1, moved up for voting purposes.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Law presented the meeting minutes of the March 25, 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 March 25, 2019 Executive Committee meeting.

Motion by Mr. Razze, seconded by Mr. Washington, to approve the minutes of the March 25, 2019 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Committee Meeting Closed Session Minutes

Chair Law presented the Executive Committee Closed Session minutes of the November 26, 2018 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 November 26, 2018 Executive Committee Closed Session meeting.

Motion by Mr. Razze, seconded by Ms. Sweeney, to approve the minutes of the November 26, 2018 Executive Committee Closed Session Meeting minutes. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Law presented the meeting minutes of the March 25, 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. Diaz to approve the meeting minutes of the March 25, 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 March 25, 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 Ms. Miller, to approve the Executive Claims Review Committee Closed Session meeting minutes of March 25, 2019 as presented.

The Executive Claims Review Committee Closed Session minutes of the March 25, 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 March 25, 2019 meeting and the Executive Committee Meeting Closed Session Minutes from the November 26, 2018 meeting were collected.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – April 22, 2019

Chair Law reported that an Executive Claims Committee Meeting was held at 3:30 PM on Monday, April 22, 2019.

The Committee reviewed twenty-two (22) claims. Of the claims reviewed, there were fourteen (14) Workers' Compensation, three (3) General Liability, and five (5) 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) claim(s) reviewed for abandonment of subrogation attempt.

2018124525

2018114480

2019147016

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.

Certificates of Insurance – Mr. Forlenza referenced this report in the agenda packet and asked everyone to please review it for accuracy.

2018 Safety Incentive Program Awards – Mr. Forlenza noted a letter from his office describing how to collect your 2018 Safety Incentive Awards money was emailed to all members on April 10, 2019 and noted that included in that letter was a notice of extension to be able to claim your funds in the form of a check, as well as the base and optional acquired credits. That deadline was extended to May 3, 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 2018 Safety Incentive Program allowance, please contact his office. He reminded the committee 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 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 a letter from his office describing how to collect your 2019 Wellness Incentive 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 our 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.

New MEL EPL Helpline & Authorized Contact List – Mr. Forlenza noted that the MEL has established the *MEL Employment Practices Helpline* to assist our members by providing legal advice on employment related issues. The Members have unlimited access to the *Helpline* attorneys to seek advice on employment related issues. The Members can appoint up to **two (2)** municipal representatives who will be permitted to contact the *Helpline* attorneys with their inquiries. The appointment of the municipal representatives must be made by Resolution of the Governing Body. Enclosed please find the most recent list of authorized contacts for the *MEL Employment Practices Helpline*. These authorized contacts are the only representatives permitted to access this service. Please contact the Executive Director's Office or David S. DeWeese, Esquire with any questions regarding the *Helpline*.

Statutory Bond Status– Mr. Forlenza referenced a report in the agenda of the latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy, and remember the coverage is for the individual, not the position. Any questions on the status of an application or a listed bond should be directed to Cate Kiernan at PERMA.

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 Online – Mr. Forlenza noted the 2019-2020 in person Elected Officials Training Sessions have concluded. Members with elected officials that attended this training will receive a credit of \$250 for each municipal elected official who attended one of the in person training sessions. This credit is also available to the member's CEO (i.e. Municipal Manager or Administrator) this year. The sign-in sheets from December 6, 2018, January 31, 2019, February 6, 2019, and March 21, 2019 seminars are posted on the JIF website. Earlier this month, the MEL announced the availability of online training for elected officials via the MEL Safety Institute. Elected officials that complete the online training session by May 1, 2019 will also be eligible for the \$250 per elected official credit. The total credit is limited to 5% of a member's 2019 MEL Assessment. Instructions on how to access the online training are attached for your review and also available on the MEL website; www.njmel.org.

Police One Training - Mr. Forlenza noted the Police One online training is underway and in place to help reduce the skyrocketing costs associated with police related injuries and lawsuits. Mr. Garish will touch more on this during his report.

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. Mr. Forlenza noted there are still two (2) towns that have not provided this information. 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. To date there are still six (6) members who have not supplied this information.

Once this information is received, members will begin to see phishing emails from Pivot Point. Mr. Forlenza noted to please not hesitate to contact the Executive Director's office if you have any questions.

Quarterly Attendance – Mr. Forlenza noted the attendance report through March was included in the agenda packet, and he asked the members to please review. He stated the attendance is taken directly from the minutes of each meeting.

Financial Disclosure Statement Filing – Mr. Forlenza stated in 2014, the Division of Local Government Services implemented a new “on line” process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file as their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from our office once we are notified of their assignment and have 30 days from their day of assignment in which to file. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie at 856-446-9136.

Mr. Forlenza also noted the Loss Ratio Snapshots as of March 31, 2019, including JIF, MEL, and EPL Reports were a distribution at tonight's meeting and placed at everyone seats.

Mr. Forlenza asked if there were any questions. Chair Law inquired if there was any more information on the new TULIP Program, as he has seen it has gone live again as of January 1, 2019. Mr. Forlenza noted the program has been re-released and is easier to use. Each town has been assigned a PIN number which covers all locations within the municipality. Mr. Forlenza noted he will send an email out to all towns letting them know what their PIN number.

No other questions were entertained at this time.

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 one (1) new case(s) had been assigned in March 2019:

New Cases
<i>Rolando v. Township of Washington</i>

Closed Cases

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

Closed Cases
<i>Melincavage v. Twp of Franklin & Twp of Monroe</i>
<i>Prater v. Twp of Washington</i>

General Liability Files

Mr. DeWeese noted that there are 35 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.

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:

In regards to Police One Training, Mr. Garish reported that of 37 members, 26 member towns actually have Police departments, and to date, 7 of those members have enrolled, but have not done anything in regards to the training and 11 towns have no activity at all. He noted Mr. Garish reported his office, along with Police One Academy will be reaching out to those members to get them on board with the program. He also noted if you would like to see what activity your specific Police department has done in terms of the training, please see him after the meeting and he will let you know. Mr. Garish stated he would like to give kudos to those members who have already made use of these trainings, with Vineland, Carney's Point, and Woodbury Heights having completed the most courses.

MEL Video Library – He noted two (2) members utilized the Library in March and asked that it please be utilized. 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 bulletins and notices send out in March included which are included in the agenda packet:

- *Drug & Alcohol Policy for NJ Public Employees*
- *Selecting a DER*

MSI Class Listing – Mr. Garish referenced the list of MSI Classes that are available in April, May, and June that are 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 noted Back to Basics Regional Training is on April 23 at the Gloucester County Library. Sign-in is at 8:30am and the training will start at 9am.

And lastly, Mr. Garish asked everyone to take advantage of the MEL APP that is available as well as the updated MEL website, and of course the JIF website.

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 April which reviewed the importance of Inspections. He highlighted the following, noting that to ensure that observations are reported, corrected and documented consider the following:

- A system of regular inspections and observations
- Training for employees to identify potential hazards
- Procedures for employees and citizens to report potential hazards
- Procedures to log all reports and record corrective actions
- Procedures to notify other entities/authorities of conditions and/or incidents that require attention
- Procedures to investigate incidents and accidents

Mr. Roselli then reviewed examples of claims that were settled in the member's favor because of having correct inspection procedures in place.

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

- She is setting up appointments with those she has not yet met with to plan wellness activities for the year. 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.
- Step, Drink More Water, and Make a Change Challenges are very popular, simple ways to add wellness into your day.
- Alloway - Created an Employee Spring Wellness Corner – a Bulletin Board with newsletter, recipes, Healthy Living @ Work poster, and more.
- Harrison Twp. – Gloucester County Health Dept. nurse presented on “Know your Numbers”.
- Fairfield Twp – planning employee health fair for April. ShopRite Dietitians from Vineland and Millville presenting on easy meal prep. I am presenting on Time Management.
- Pitman Police – Chief and Officers are interested in setting up ShopRite store tours with the Dietitian. Planning for some time in May.
- Quinton – created a Wellness Bulletin Board display.
- West Deptford – April 3rd is National walk day. Planning 30-minute employee walks (2 start times). Serving fresh fruit. Also planning chair massages for April since it's also stress awareness month.
- Washington PW - Healthy lunch and snack ideas from ShopRite – table display and discussion of some healthy meals that are easy to prepare. Taste testing will be offered.
- Woodbury – Launching the Healthy Lifestyle challenge in April with their own “twist”
- Vineland – For April, table top demonstration on sugar and label reading with ShopRite. Blood pressure screening also offered.
- April Wellness Connection Newsletter – Ms. Schiffer noted her newsletter includes small changes that can have a big impact in honor of National Stress Awareness Month.
- Ms. Schiffer reviewed simple ideas for your wellness funds: Fresh Fruit/healthy snacks; Team Building fun; Wellness Bulletin Boards; BP Screenings; purchase aromatherapy dispenser or a BP Cuff.
- Wellness Incentive Allowances must be claimed/encumbered by November 1, 2019, and collected by February 1, 2020, so if you haven't planned any wellness activities for the end of this year, be sure to contact her for a meeting.

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 March 2019.

Lost Time v. Medical Only Cases

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

	March	YTD
<i>Lost Time</i>	3	14
<i>Medical Only</i>	20	86
<i>Report Only</i>	14	43
<i>New Claims Reported</i>	37	143
<i>Report Only % of Total</i>	37.8%	30.1%
<i>Medical Only/Lost Time Ratio</i>	87:13	86:14
<i>Average Days to Report</i>	2.8	5.0

Ms. Beatty noted the Average Days to Report numbers are still a bit high due to claims still being reported from the UPS shooting incident. She reminded the membership to please be cognizant of reporting claims timely.

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

	YTD
<i>Transitional Duty Summary Report</i>	
<i>Transitional Duty Days Available</i>	1,087
<i>Transitional Duty Days Worked</i>	723
<i>% of Transitional Duty Days Worked</i>	66.5%
<i>Transitional Duty Days Not Accommodated</i>	364
<i>% of Transitional Duty Days Not Accommodated</i>	33.5%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

PPO Penetration Rate	March
<i>Bill Count</i>	269
<i>Original Provider Charges</i>	\$955,209
<i>Re-priced Bill Amount</i>	\$338,337
<i>Savings</i>	\$616,873
<i>% of Savings</i>	64.6%
<i>PPO Penetration Rate Bill Count Percentage</i>	95.9%
<i>PPO Penetration Rate Provider Charge Percentage</i>	97.8%
<i>EPO Penetration Rate Bill Count Percentage</i>	95.7%
<i>EPO Penetration Rate Provider Charge Percentage</i>	90.9%

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

TECHNOLOGY RISK SERVICES

Mr. Forlenza noted Mr. Romero was not here today as he was at a training seminar. He then referenced his report included in the agenda packet and reported that for the month of March, 1,009 phishing emails were sent out to members, with only 54 being clicked. This is 5.4% of the emails which is well below average, so the members are doing well.

Mr. Forlenza noted Mr. Romero has confirmed appointments with some member towns for their Risk Assessment visits, which will all be taking place in April and May and he is still reaching out to towns to try and set up these visits; however, we are still missing IP addresses from some member towns, and Mr. Romero will be reaching out to those towns to get the missing information so training can start.

Mr. Forlenza 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 **March 31, 2019**, a copy of which was provided to the membership in the agenda packet.

Investment Interest

Interest received or accrued for the reporting period totaled \$55,614.15. This generated an average annual yield of 1.91%. However, after including an unrealized net gain of \$42,070.63 in the asset portfolio, the yield is adjusted to 3.35% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$118,269.90 as it relates to current market value of \$29,669,886.44 vs. the amount we have invested. The current market value, including accrued income is valued at \$29,801,263.57.

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

	March
Subrogation Receipts	\$9,871.53
Salvage	\$550.00
Overpayment Reimbursements	\$5,810.00
TRICO vs Killen	\$565.84
FY 2019 Premium Assessments	\$971,412.00
Closed Year Dividend Refund	\$180.00

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

Woodbury City	\$20,809.00
Washington Twp.	\$77,471.00.00
Pittsgrove Twp.	\$75,711.00
Stow Creek Twp.	\$3,059.00
E-JIF Dividends	\$98,129.70

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$34,801,980.39 to a closing balance of \$35,110,737.44 showing an increase in the fund of \$ 308,757.05.

Mr. Tontarski noted in the agenda this month was a quarterly AELCF Allocation report for the EJIF Dividends. He noted the dividends shown are in addition to any towns that have their own AELCF accounts.

Loss Run Payment Register 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 \$558,258.63. The claims detail shows 594 claims payments issued.

Bill List – April 2019

For the Executive Committee’s consideration, Mr. Tontarski presented the April 2019 Bill List in the amount of \$965,076.95

Chair Law entertained a motion to approve the March 2019 Loss Run Payment Register, and approve the April 2019 Bill List in the amount of \$965,076.95, as presented

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

Motion by Mr. Razze, seconded by Ms. Sweeney, to approve the *March 2019 Loss Run Payment Register and the April 2019 Bill List* as presented.

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

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Safety Committee Meeting

Ms. Abdil stated that the Committee met on March 28, 2019, and a copy of the meeting minutes were included in the agenda and were self-explanatory. She asked that everyone review the changes in the SIP Program and check to make sure your monies, both base and optional awards, are accurate.

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

MEL/RCF/EJIF Reports

Chair Law highlighted the following from the MEL/RCF/EJIF meetings:

He noted the Legislative Committee has brought two (2) bills to the membership's attention - one is the Sexual Molestation Bill and the other is the Firefighters Cancer Presumption Bill. He stated the Sexual Molestation Bill is awaiting action by the Governor and the impact could be significant as this could make members liable for some very old claims and extend the period of time a person could file a claim. Chair Law noted Bottom line is we will need to have additional funds, at the state level, for these claims. This will increase costs going forward. These bills have not been enacted yet, but it will more than likely happen soon. The MEL Lobbyist is working with the Bill's sponsor on possible amendments to try and ease the burden on public entities including the State of New Jersey. Any new claims resulting from this legislation will be paid at the RCF level as they will handle these claims, and then be billed back to the specific JIF, were they will have 10 years to repay that amount, billed annually. At that point, we will have a clearer picture if we will need to do an extra assessment on our member towns.

Mr. Forlenza noted everyone should be aware of the potential impact of this legislation. Members should be prepared to go back and locate very old insurance policies, because if a claim is now opened from 1984, you will need to see what coverage you had with what company at the time. He also noted these claims will be very difficult to defend as Title 59 immunities do not apply as the current legislation is written, thought that is currently being fought. Whatever the outcome, this has the potential to be a very expensive and time consuming process. He also mentioned that we will have Defense Council handle these particular claims that are specialized in these types of claims. Mr. Forlenza also noted there will be a sub-Fund of the RCF in order to separate these particular claims from other RCF claims. He noted as we are in a strong surplus position, and currently trending well, we should be in a good position should we need additional funding.

Mr. Law then noted the MEL Educational seminar is Friday, May 3, 2019 starting at 9am in East Winsor and is free, so please check it out.

Lastly, he referenced a Bulletin in the agenda on Municipal Storm water Permits and asked everyone to please review as there are fines that we may be subject to if you are not current on your permits.

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

MICELLANIOUS BUSINESS

Fair Labor Standards Act Guidelines

Mr. Forlenza noted that included in the agenda was a notification on Fair Labor Standards Act Guidelines from the U. S Department of Labor and to please review it.

Next, Mr. Forlenza reminded the Committee that pursuant to the Fund's *Fund Professional Performance Evaluation Policy*, in Year 2, the following professionals are to undergo an RFQ process, and that includes the Fund Solicitor, Subrogation Attorney, Property Appraiser, and Claims Administrator this year.

Mr. Forlenza requested a Motion to authorize his office to prepare, advertise, and receive the RFQ's for these positions.

Motion by Mr. Razze, seconded by Ms. Sweeney, to approve the Executive Directors office to prepare, advertise, and receive RFQ's for the positions stated. All in favor. Motion carried.

Next Meeting

Chair Law noted the next meeting of the TRICO JIF will be held on **Monday, May 20, 2019** (*third Monday of the month*) 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 Ms. Sweeney 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 Ms. Sweeney, 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 April 22, 2019

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2019168215	001242072	2019171172
001246715	2018121696	2019168525
2019149477	2018130235	2019169130
2019156435		2019165255
2019167594		2019147016
2017102649		
2019166915		
2019168923		
2018142244		



Kris Kristie, Recording Secretary for



Michael Razzo, Fund Secretary

Acting Secretary, 5/20/19
Karen Sweeney