

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

**Gloucester County Library
389 Wolbert Station Rd
Mullica Hill, NJ**

April 22, 2019 – 3:30 PM

EXECUTIVE CLAIMS MEETING MINUTES

The Executive Claims Committee Meeting of the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at the Gloucester County Library, Mullica Hill Branch, 389 Wolfert Station Road, Mullica Hill, NJ on March 25, 2019 at 3:30 PM, prevailing time. Chair Law, City of Woodbury, presiding

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.

Those in attendance were:

Bob Law, *Fund Chair*, **Woodbury City**
Mike Razze, *Fund Secretary*, **Pitman Borough**
Karen Sweeney, **Wenonah Borough**
Sue Miller, **Clayton Borough**
John Washington, **Penns Grove Borough**
Carl Bagby, **Borough of Swedesboro**

Also present were:

Kris Kristie, Sr. Account Rep, *AJGRMS*
David DeWeese, *The DeWeese Law Firm, P.C.*
Rob Garish, *J.A. Montgomery*
Chris Roselli, *Qual-Lynx*
Karen Beatty, *Qual-Care*
Debby Schiffer, *Wellness Director*

Those unable to attend:

Doris Hall, **Logan Township**
Paul A. Forlenza, MGA, Executive Director, *AJGRMS*

CLOSED SESSION PORTION OF MEETING

Chair Law entertained a motion to move to Executive Session to review the *Payment Authorization Requests* that will be voted on in Open Session during the Executive Committee Meeting being held on April 22, 2019 at 5:00 PM.

Motion by Ms. Miller, seconded by Mr. Washington, to move to Executive Closed Session. All in favor.
Motion carried

REOPEN PUBLIC PORTION OF THE MEETING

Chair Law entertained a motion to reopen the public portion of the meeting.

Motion by Mr. Razze, seconded by Ms. Miller, to reopen the public portion of the meeting. All in favor.
Motion carried.

RECOMMENDATION OF APPROVAL OF CLAIMS PAYMENTS

The Executive Claims Committee recommends approval of the PARs at the Executive Committee Meeting as presented in their entirety during the Closed Session portion of the *Executive Claims Meeting*.

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.

There were three (3) claim(s) reviewed for abandonment of subrogation attempts.

#2018124525
#2018114480
#2019147016

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

SOLICITOR'S REPORT FOR OPEN SESSION:

Closed Cases

Mr. DeWeese noted that there were two (2) cases closed since the March 2019 meeting:

Melincavage v. Township of Franklin & Township of Monroe
Prater v. Township of Washington

Draft Resolution Designating and additional Approved Associate/Resume

Mr. DeWeese presented a proposed Resolution included in the agenda packet designating an additional Approved Associate to the defense panel for the Committee's consideration. He stated that Affanato Marut, LLC requested that Caitlin Carroll, Esq., be added as an Approved Associate for the TRICO JIF for 2019. Mr. DeWeese noted Ms. Carroll was included in the RFQ response from this firm; however, her name was not included in the Resolution which was simply an oversight on his part. Mr. DeWeese also noted her resume had been included in the RFQ, and was included in today's agenda for review; however, noted the resume included was an old resume, and stated he has received an updated resume from Mr. Affanato. Mr. DeWeese noted she is more than qualified and should be recommended to the Executive Committee for Approval. The Committee agreed.

MANAGED CARE REPORT

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 |

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

| Transitional Duty Summary Report | YTD |
|---|------------|
| <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% |

Ms. Beatty noted she had also included a Transitional Duty Report by Occupation to indicate where the claims originated.

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.

QUAL-LYNX REPORT

Adjuster File Counts

Mr. Roselli reported that the Adjuster File Count report for the month of March 2019 is included in the agenda packet.

Mr. Roselli noted an Assistant Supervisor position remains open in the Liability unit under Ms. Mooney, and a position for a medial only adjuster is available in Ms. Langsdorf's Workers Compensation Unit.

Qual-Lynx Letter: Authority Levels on Property Claims and Settlement Authority in Liability Claims

Ms. Kristie reminded the Committee that last month it was agreed that the Committee would review a request from Qual Lynx to increase the Claims Payment Authority for Property Claims and settlement authority for Liability Claims from \$5,000 to \$10,000 for all first and third party claims. She further stated that protocol requires that Qual-Lynx present a letter requesting this change so that we can set this request in motion. The letter is included in the agenda for review and consideration. If the Committee approves this change, her office will bring the proposed amendment to the Risk Management Plan to the May Claims meeting for the Committee's review. It will then be presented to the Executive Committee for approval at the May meeting. The Committee agreed.

FUND PROFESSIONAL RFQ PROCESS – YEAR 2

Ms. Kristie reminded the Committee that pursuant to the Fund's *Fund Professional Performance Review Policy*, in Year 2, the following professionals that fall under the jurisdiction of this Committee are to undergo the RFQ process; Fund Solicitor, Subrogation Attorney, and Claims Administrator.

She asked the Committee if there were any questions, and noted that her office would be requesting a Motion at the Executive Committee Meeting later this evening to authorize her office to prepare, advertise, and receive the RFQ's for these positions. The Committee agreed.

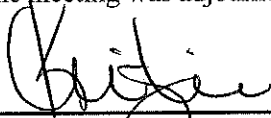
NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, May 20, 2019 at 3:30 PM** at the Gloucester County Library, Mullica Hill, NJ.

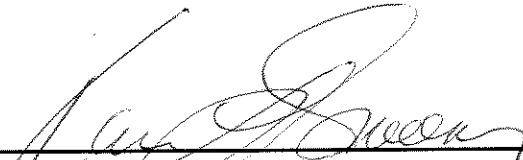
MOTION TO ADJOURN


Chair Law asked for a motion adjourned the Executive Claims meeting. Motion by Mr. Razze, seconded by Ms. Miller, to adjourn the meeting.

The meeting was adjourned at 4:53 PM.



Kris Kristie, Recording Secretary for



Mike Razze, Fund Secretary

5/20/19
Karen Sweeney