

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

**Pitman Municipal Building
110 S Broadway
Pitman, NJ**

December 16, 2019 – 2:30 PM

EXECUTIVE CLAIMS MEETING MINUTES

The Executive Claims Committee Meeting of the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was at the Pitman Municipal Building, Pitman, NJ on December 16, 2019 at 2:30 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:

Paul A. Forlenza, MGA, Executive Director, *RPA – A Division of Gallagher*
Kris Kristie, Sr. Account Rep, *AJGRMS*
Paul Miola, CPCU, ARM, Deputy Executive Director, *RPA – A Division of Gallagher*
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*

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 December 16, 2019 at 4:00 PM.

Motion by Mr. Razze seconded by Ms. Sweeney, 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. Sweeney 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 eight (8) claims. Of the claims reviewed, there were three (3) Workers' Compensation, two (2) General Liability, one (1) Auto, and two (2) Property PARs recommended for approval of settlement or continuing defense.

There was one (1) claim(s) reviewed for abandonment of subrogation attempts.

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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) case(s) closed since the November 2019 meeting:

Itiowe v. Township of Monroe
Camp v. Township of Pennsville

Subrogation Matter – Pennsville/Pagnotto File #: 001251970

Mr. DeWeese noted as he did not have the file for this case with him, he would report on it next month. 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)*.

	Nov	YTD
<i>Lost Time</i>	2	56
<i>Medical Only</i>	14	261
<i>Report Only</i>	16	158
<i>New Claims Reported</i>	32	475
<i>Report Only % of Total</i>	50.0%	33.3%
<i>Medical Only/Lost Time Ratio</i>	88:12	88:18
<i>Average Days to Report</i>	3.5	4.4

Ms. Beatty noted she would remind the members at the tonight's meeting to be sure to report claims in a timely manner.

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	5,478
<i>Transitional Duty Days Worked</i>	3,456
<i>% of Transitional Duty Days Worked</i>	63.1%
<i>Transitional Duty Days Not Accommodated</i>	2,022
<i>% of Transitional Duty Days Not Accommodated</i>	36.9%

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

PPO Penetration Rate	November
<i>Bill Count</i>	147
<i>Original Provider Charges</i>	\$147,085
<i>Re-priced Bill Amount</i>	\$72,718
<i>Savings</i>	\$74,368
<i>% of Savings</i>	50.6%
<i>PPO Penetration Rate Bill Count Percentage</i>	93.2%
<i>PPO Penetration Rate Provider Charge Percentage</i>	95.0%
<i>EPO Penetration Rate Bill Count Percentage</i>	100.0%
<i>EPO Penetration Rate Provider Charge Percentage</i>	100.0%

Ms. Beatty advised the Committee that effective January 1, 2020, Qual Care would be changing pharmaceutical providers from Avia to My Matrix which is a division of Express Scripts. Ms. Beatty explained that Qual Care has been working with My Matrix in other states for a number of years and has had very good experience with this firm. She stated that My Matrix will provide better program oversight, better reporting capabilities, and better pricing of pharmaceuticals for workers compensation claimants. She stated that claimants that are currently receiving pharmaceuticals as part of their treatment will receive a new prescription drug card in the mail in the next few weeks that they will use to fill their prescriptions after January 1, 2020. Finally, Ms. Beatty stated that she wanted to disclose to the membership that My Matrix is owned by Cigna who also owns Qual Care. She stated that this relationship had no impact on Qual Care's decision to move to My Matrix from Avia.

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 November 2019 is included in the agenda packet.

The Qual-Lynx adjuster file counts for the month of November were included in the agenda packet and reviewed. Mr. Roselli noted the WC Unit had 973 files, including 649 lost time files, and is currently receiving assistance from another WC Unit, with 54 files being transferred to them. This is an average of 162 files per adjuster (based on 4 adjusters). In the Liability Unit the file count is at 897 files, or 224 files

per adjuster. The Property unit has a total of 788 files, or 197 files per adjuster. Mr. Roselli stated efforts are continually being made to bring down the file count of each workers compensation adjuster. Mr. Roselli asked if there were any questions. No questions were entertained.

QUAL-LYNX CONTRACT REVISIONS

Mr. Miola directed the Committee members to a handout containing a cover memorandum which was emailed to Committee members on or about December 6th, a copy of the current professional service contract between the JIF and Qual Lynx, and a proposed revised contract between the JIF and Qual Lynx. Mr. Miola reminded the Committee that he has been having regular meetings with Qual Lynx to address various issues including adjuster file counts, network usage, subrogation, etc. He explained that in reviewing the current professional service contract between the JIF and Qual Lynx he identified various services included in the Scope of Services that Qual Lynx is no longer performing as well as services that Qual Lynx is currently performing that are not included in the Scope of Services. Mr. Miola then reviewed his memorandum with the Committee that highlighted the proposed changes. He noted that in addition to the changes to the Scope of Services noted above, he also reordered and grouped together various items included in the Scope of Services for purposes of continuity. Mr. Miola noted that no changes were proposed to the compensation section of the contract. Following a brief discussion, the Committee recommended that the proposed changes to the contract be approved by the Fund effective January 1, 2020.

2020 PROPOSED CLAIMS COMMITTEE MEETING DATES

Mr. Law referenced the proposed 2020 Claims Committee meeting dates included in the agenda packet. The Claims Committee will continue to meet at 3:30 pm prior to the 5:00 PM Executive Committee each month, as the same location, unless otherwise advertised, usually the July and December meetings. The Committee agreed.

Lastly, Mr. Forlenza referenced a handout of an *Excerpt – Section 6 of the 2019 Plan of Risk Management*. He explained that the proposed change in language is meant to provide a bit more guidance on how the Fund will handle subrogation matters. He then reviewed the proposed new language with the Committee as follows:

f) As a result, when the Claims Administrator receives notification from an attorney who is representing a workers compensation claimant in a third party action against a potentially liable party for the claimants injury, the Claims Administrator will immediately forward a copy of the claimants file to the Fund Solicitor for his review and action.

g) In addition, when the Claims Administrator has identified potential subrogation in a works compensation claim and provided the claimant with the "1 year" letter and receives no response form the claimant after 10 days, the Claims Administrator will immediately forward a copy of the claimants file to the Fund Solicitor for his review and action.

Mr. Forlenza then explained the following verbiage in h) was simply cleaned up to reference the items that follow, 1-6:

h) In situations where it is determined that opportunities for subrogation originally identified by the Claims Administrator are unable to be pursued, the following guidelines will be followed to abandon subrogation attempts:

Mr. Forlenza asked if the Committee is comfortable with inserting this language into the 2020 Plan of Risk Management for adoption at the January Reorganizational Meeting. The Committee agreed.

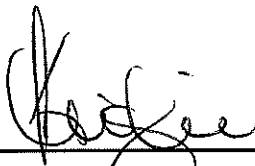
NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, January 27, 2020 at 3:30 PM** at the Gloucester County Library, Mullica Hill, NJ

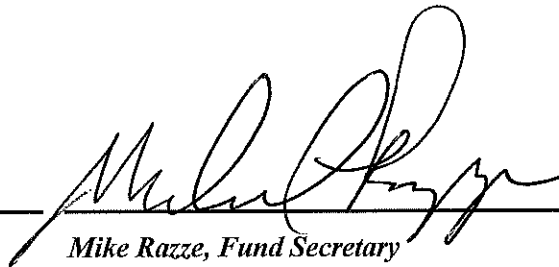
MOTION TO ADJOURN

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

The meeting was adjourned at 3:40 PM.



Kris Kristie, Recording Secretary for



Mike Razze, Fund Secretary