

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

Via Conference Call with Executive Committee in-person @  
Woodbury Municipal Court, Woodbury, NJ

September 28, 2020 – 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 via conference call/Executive Committee in-person on Monday, September 28, 2020 at 5:00 PM, prevailing time. Chair Law, Woodbury, presiding. The meeting was called to order at 5:00 PM.

***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:

Ken Brown, Carneys Point Twp.  
Sue Miller, Clayton Borough  
Don Banks, Deptford Twp.  
Stephanie McCaffrey, East Greenwich Twp.  
Doug Hogate, Elsinboro Twp.  
Linda Gonzalez, Fairfield Twp.  
Barbara Freijomil, Franklin Twp.  
Valerie VanVeen, Glassboro Borough  
Raymond Williams, Greenwich Twp.  
Mark Gravinese, Harrison Twp.  
Leo Selb, Hopewell Twp.  
Kevin Clour, Lower Alloways Creek Twp.....arrived after roll call  
Candice Pennewell, Mantua Twp.  
Harry Moore, Oldmans Twp.  
Susan Jacobucci, Paulsboro Boro.  
Carol Mincey, Alternate, Penns Grove Borough  
Daniel Neu, Pennsville Twp.  
Maureen Abdill, Pilesgrove Twp.  
Mike Razzo, Pitman Borough  
Brad Campbell, Shiloh Borough  
Bob Diaz, South Harrison Twp.  
Carl Bagby, Swedesboro Borough  
Majorie Sperry, Quinton Twp.  
Mike Seery, Upper Pittsgrove Twp.  
Jeffre Celebre, Vineland City  
Karen Sweeney, Wenonah Borough  
Ryan Giles, Westville Borough  
Bob Law, Woodbury City  
Jeffrey Pitzo, Woodbury Heights Borough  
John Hall, Woodstown Borough

Anthony Bertino, *Alternate*, **Woolwich Township**

Absent Fund Commissioners were:

Warren Morgan, **Alloway Twp.**  
Doris Hall, **Logan Twp.**  
Carolyn King-Sammons, **Elk Twp.**  
Luke Patrick, **Mannington Twp.**  
Jill McCrea, **Monroe Twp.**  
Colette Bachich, **Washington Township**  
Mike Kwasizur, **West Deptford Twp.**

Also present were:

Paul A. Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*  
Paul Miola, CPCU, ARM, Deputy Executive Director, *RPA – A Division of Gallagher*  
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, Account Manager, *QualCare*  
Debby Schiffer, *Wellness Director*  
Tom Tontarski, *Treasurer*  
Lou Romero, *Technology Risk Services Director*

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

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

Absent Risk Management Consultants from the following agencies:

Henry D. Young Insurance

Chair Law entertained a Motion to move Mr. Gravinese, Alternate Executive Committee Member #2 to the Executive Committee in the absence of Ms. Hall, Executive Committee member #2, for voting purposes.

Motion by Mr. Razze seconded by Ms. Sweeney to move Mr. Gravinese to the Executive Committee. All in Favor. Motion carried

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

Chair Law presented the meeting minutes of the July 27, 2020 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 July 27, 2020 Executive Committee meeting.

Motion by Mr. Razze seconded by Ms. Sweeney to approve the minutes of the July 27, 2020 Executive Committee meeting. All in Favor. Motion carried.

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

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

Chair Law presented the meeting minutes of the July 27, 2020 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 Ms. Sweeney to approve the meeting minutes of the July 27, 2020 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 July 27, 2020 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. Sweeney, to approve the Executive Claims Review Committee Closed Session meeting minutes of July 27, 2020 as presented.

The Executive Claims Review Committee Closed Session minutes of the July 27, 2020 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.

***EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – September 28, 2020***

Chair Law reported that an Executive Claims Committee Meeting was held on Monday, September 28, 2020 via conference call.

The Committee reviewed twenty-four (24) claims. Of the claims reviewed, there were sixteen (16) Workers' Compensation, two (2) 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 five (5) claim(s) presented for Abandonment of Subrogation since the last meeting.

2018120017  
2019164195  
2019162288  
2019173467  
2019155620

The Committee also review three (3) Vineland Claims that had previously been approved by Vineland:

2020205978  
2020193282  
2020184185

Questions will be addressed during Closed Session if necessary.

### ***EXECUTIVE DIRECTOR'S REPORT***

Mr. Forlenza referenced the Executive Director's Report found the agenda packet noting it was mostly self-explanatory. He then highlighted the following:

Mr. Forlenza noted the 2020 Coverage Documents were emailed by Sheila Ortiz on or about Aug. 31, 2020. All coverage documents were emailed directly to the Municipal Clerk, copying the Fund Commissioner and RMC. Please review and make sure they are kept in a safe place, either printed and filed or kept on a long term storage medium. Though the State guidelines are to hold these documents for a minimum 20 years, we recommend you hold them for as long as possible. Mr. Forlenza also noted these documents are now available in Origami and explained how to locate them. He also noted he will be speaking with Origami to make it possible to have multiple years available.

Mr. Forlenza referenced the included Certificates of Insurance report for July and August and asked the members to please review for accuracy.

Mr. Forlenza asked members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances, stating there may be items/situations in regards to COVID-19 the cost of which could be offset by one or more of these programs. He noted only one (1) town has utilized any of their Wellness Funds, so please contact Debby Schiffer should you need any ideas on what and how to use these funds.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy. He reminded the members that the bond is for the individual, not the position, and if you would like to check the status of an application, please contact Ed Cooney, Fund Underwriter.

Mr. Forlenza reminded that members that the in person Managerial & Supervisory Trainings have been cancelled due to the COVID-19 pandemic and the required social distancing guidelines. An email was sent to all Fund Commissioners and RMC's on September 1, 2020 explaining the change noting it was decided to break this training up into two different sessions. The Sexual Abuse & Molestation training for Managers & Supervisors is scheduled for the following dates and times via Webinar and will be presented by Paul Shives from J.A. Montgomery:

September 24, 2020 – 9:00 AM  
September 29, 2020 – 9:00 am and 1:00 pm  
October 6, 2020 – 9:0 AM and 1:00 PM  
October 7, 2020 – 9:0 AM and 1:00 PM

The Managers & Supervisor's employment related training required for compliance with the MEL's EPL Plan of Risk Management will be held in the Spring 2021 and will be presented as an in-person training by Armando Riccio. Information on this portion of the training will be forthcoming.

In regards to the Police Command Staff Training, several members have suggested that we make this training available online; however, due to the sensitive nature of this training, the preference is hold this training in person. Training will be scheduled for the Spring 2021. Additional information will be forthcoming.

Mr. Forlenza noted Renewal letters were emailed on or about June 3, 2020 to the fourteen (14) members whose membership in the JIF is up for renewal on January 1, 2021. These members are: Deptford, East Greenwich, Fairfield, Glassboro, Greenwich, Harrison, Mannington, Mantua, Monroe, Quinton, South Harrison, Swedesboro, West Deptford, and Woolwich. We have received *Renewal Resolutions & Agreements* from all renewing members.

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

## **SOLICITOR'S REPORT**

### ***Assignment of New Cases***

Mr. DeWeese reported that there were two (2) new case(s) assigned pre suit since the July 2020 meeting:

*Shute v. Township of Pennsville*  
*Estranda v Township of Washington*

### ***Closed Cases***

Mr. DeWeese noted that there were four (4) case(s) closed since the last meeting:

*Lea Estate v. Township of Monroe*  
*Falciani v. City of Vineland*  
*Wolfe v. Township of Washington*  
*Labinski v. Borough of Wenonah*

### ***General Liability Files***

Mr. DeWeese noted that there are 37 active General Liability files and if a member would like a synopsis of their town's cases sent to them, please contact him.

### ***Subrogation Files***

Mr. DeWeese stated that there are collection efforts being made on \$1,823,000.30 of potential recoveries on 61 files.

***MEL EPL Helpline & Authorized Contact List*** – Mr. DeWeese reminded the members to please review the list of authorized contacts for the *MEL Employment Practices Helpline*. He also noted he has been trying to stay abreast of the COVID-19 issues in the State of NJ and is still sending out various Bulletins and Notices with information he learns. He is hopeful the correspondence is helpful to the members, and noted he is still getting quite a few phone calls

Lastly, Mr. DeWeese noted that last week, Governor Murphy signed into law, retroactive back to March 9, 2020, a significant change to the Workers Compensation Law as it applies to COVID 19 claims. This will likely effect compensability decisions already made on claims. To summarize, the law now creates a rebuttable presumption of compensability for workers defined as essential employees and diagnosed with COVID 19.

The definition of the law in regards to Essential Employees is very broad and it is likely to be argued that any employee required to report to the work place rather than work from home can meet the definition of an Essential Employee and qualify for benefits under the law. This includes any employee as defined in the State of Emergency Declaration. Under this law, the presumption of compensability is rebuttable by demonstrating a preponderance of the evidence that the worker was not exposed to COVID 19 while working in the place of employment. In a contained work place, that can be demonstrated wherein no other workers in the facility were diagnosed with COVID 19. The significant difficulty is going to be

defending cases brought by employees who have contact with the general public. We will need to now go back and review any COVID 19 claims previously denied. He noted the TRICO JIF currently has 21 active Police Civil Rights cases out of the 37 General Liability; two (2) are in Pre-suit; one (1) is in mediation; and one (1) has a Summary Judgment Motion pending. Mr. DeWeese reminded the Committee that once they are able to all meet in person, he will distribute a report, and until then he will continue to report monthly on these cases.

Mr. DeWeese asked if there were any questions at this time

### **SAFETY DIRECTOR'S REPORT**

Mr. Garish stated that the Safety Director's Report is included in the agenda and is self-explanatory. He then highlighted the following:

In regards to the Police Training, 24 of our 26 members have registered, with 18 members actively participating having taking 1,182 courses.

Mr. Garish noted his report included a list of the Safety Director Bulletins and Safety Announcements issued during the month, along with guidelines for opening public facilities

Mr. Garish noted the MSI in-classroom training continues to be suspended due to the requirements for social distancing, but you may want to take advantage of one of the upcoming webinars currently being offered, or try the video streaming service through MSI Now. The Applicable CEUs and TCH credits are available for those who attend the webinars. Feedback for the webinars has been positive. Group registrations are allowed.

He noted that the Law Enforcement bulletins are reviewed by the appropriate personnel to keep them informed of pertinent topics involving the police and community.

Lastly, Mr. Garish reminded the members that participation in the S:ERVE programs for Police, Fire and EMS and the Distraction Driving for non-emergency responders who use municipally owned vehicles, is mandatory to qualify for the 2020 Safety Incentive Program. If you are not sure of how your town is doing, please reach out to him and he can tell you who has attended the training.

Mr. Garish asked if there were any questions. No questions were entertained.

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

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

Mr. Roselli presented the *Lessons Learned from Losses* for September which reviewed Safe Lifting. He then highlighted the following SMART technique:

- Size up the load
- Move the load closer
- Always bend your knees
- Raise the load with your legs
- Turn your feet in the direction you want to move

He then reviewed examples of costly claims due to improper lifting techniques.

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

**WELLNESS DIRECTOR’S REPORT**

Ms. Schiffer referenced her report in the agenda packet, noting that events continue to be postponed due to the pandemic and social distancing, however, she has been able to get out and make a few visits.

Ms. Schiffer noted she is still sending out the weekly emails: “A note from your Wellness Director” in an effort to provide words of positivity and to remind everyone to take care of yourself first, as well as weekly Zoom meetings featuring short workouts, meditation and breathing and stretching exercises. She noted she has launched a pilot program called Nutrition for Transition, which is a 4-week workshop on nutrition that began on September 22 and is a combination of awareness and coaching.

Ms. Schiffer reviewed Wellness ideas and usage of Wellness Funds, noting there was only one (1) member town who has utilized their Wellness Funds so far, so please do not lose them:

- Offset Employee Assistance Program Fee
- Cost for extra PPE supplies required due to COVID-19
- “Stress Kit”
- On site Flu Clinics
- Gratitude board and Random acts of kindness
- Outdoor picnic areas
- Beverage Tumblers
- BP Cuffs

Ms. Schifer noted Carneys Point is planning to offer flu shots, Mannington Township is looking into funding blood pressure cuffs for its employees and Oldmans Township is purchasing COVID 19 disinfecting items and PPE gear. Ms. Schiffer noted these were all great ideas, and reiterated again to please utilize your Wellness Fnds

Lastly, she noted in your Agenda packet, you will find her August/September Targeting Wellness Newsletter, Exercise of the month as well as other “challenge” ideas and guidelines set forth by the American Council on Exercise on returning to the gym after COVID 19.

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

**MANAGED HEALTH CARE REPORT**

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

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

	<i>July</i>	<i>August</i>	<i>YTD</i>
<i># of Lost Time</i>	6	2	76
<i># of Medical Only</i>	27	32	183
<i># of Report Only</i>	24	19	156
<i># of New Claims Reported</i>	57	53	415
<i>% Report Only</i>	42%	36%	38%
<i>Medical Only/Lost Time Ratio</i>	82:18	94:06	71:29
<i>Average # of Days to Report</i>	3.9	2.5	3.2

**Transitional Duty Report**

Ms. Beatty presented the Transitional Duty Report.

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	4,020
<i>Transitional Duty Days Worked</i>	2,331
<i>% of Transitional Duty Days Worked</i>	58%
<i>Transitional Duty Days Not Accommodated</i>	1,689
<i>% of Transitional Duty Days Not Accommodated</i>	42%
<i>\$ Saved by Accommodating</i>	\$237,677
<i>\$ Lost by NOT Accommodating</i>	\$183,476

Ms. Beatty presented a new report that depicts the number of cases related to COVID-19 from January 2020 to present by town and month. The highlights of this report are as follows:

Total Cases in the TRICOJIF:	119
Indemnity:	34
Medical Only:	37
Report Only:	48

Ms. Beatty noted there were eighteen (18) new COVID-19 cases reported in July and they are still running the reports for August/September and she will report on that next month. She noted if anyone would like details on their town's cases, please contact her.

**PPO Penetration Report:**

Ms. Beatty presented the PPO Penetration Report

<b>PPO Penetration Rate</b>	<b>August</b>
<i>Bill Count</i>	281
<i>Original Provider Charges</i>	\$344,948
<i>Re-priced Bill Amount</i>	\$101,951
<i>Savings</i>	\$242,996
<i>% of Savings</i>	70%
<i>PPO Penetration Rate Bill Count Percentage</i>	96%
<i>PPO Penetration Rate Provider Charge Percentage</i>	98%
<i>EPO Penetration Rate Bill Count Percentage</i>	93%
<i>EPO Penetration Rate Provider Charge Percentage</i>	94%



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

### ***TECHNOLOGY RISK SERVICES REPORT***

Mr. Romero noted there are still eleven (11) members with employees who still have not completed last year's basic Cyber Security course, and he will be following up with those members; however, they are all very close at all above 77% complete; and seventeen (17) members have still not completed the latest Cyber Hygiene training course titled *Best Practices for Work and Home*. He had asked that all members complete this training by May 30, 2020, so please do what you can to get this training completed.

Mr. Romero noted in regards to the phishing emails for the month of August, there were 1,251 phishing emails issued with 35 clicked, or 2.8%, which is good and starting to get better from the last two months. He then noted he is in the process of updating the "fake" emails and you will see them coming out from different sources, challenging your employees. Mr. Romero noted; however, there are some firewalls that are blocking the phishing email exercises, and asked the members to please ask your IT service provider to whitelist the IP address that Pivot Point uses to launch their simulated phishing emails. He also noted he has sent reports to the Fund Commissioners so they can see which employees are clicking on the phishing emails.

In regards to the MEL Cyber Risk Management Compliance, 27 of our 38 members are certified in Tier 1, and 22 of the 38 are completely certified, and congratulated Hopewell Township for being the latest member to become compliant. He then noted he will be reaching out to those members who are still not certified to follow up.

Pivot Point Security continues to do the Vulnerability Scanning of your firewalls and gateways, and included in the agenda is their most recent activity report. Mr. Romero asked that the members please review the report and be sure the person listed to receive these reports is still the proper person to receive these reports on a monthly basis.

Lastly, Mr. Romero noted members can join the NJCCIC for free which is a great resource to cyber related updates and related information.

Mr. Romero asked if there were any questions. No questions were entertained.

### ***TREASURER'S REPORT***

Mr. Tontarski presented an overview of the Treasurer's Report noting it was a combination of both July and August, and a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of August 31, 2020 for Closed Fund Years 1991 to 2015, and Fund Years 2016, 2017, 2018, 2019 and 2020.

#### ***Investment Interest***

Interest received or accrued for the reporting period totaled \$86,433.66. This generated an average annual yield of 1.66%. However, after including an unrealized net loss of \$54,752.58 in the asset portfolio, the yield is adjusted to .61% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$258,667.79 as it relates to current market value of \$17,469,965.36 vs. the amount we have invested. The current market value, including accrued income is valued at \$17,535,592.72

The Fund's asset portfolio with Wilmington Trust consists of five (5) obligations with a maturity greater than two years, five (5) obligations with maturities less than one year.

**Receipt Activity for the Period**

	<b>Monthly</b>	<b>YTD</b>
Subrogation Receipts	\$65,408.68	\$296,515.06
Salvage	\$750.00	
Overpayment Reimbursements	\$0.00	
FY 2020 Premium Assessment Receipts	\$1,707,752.00	
TRICO v. Killen	\$323.61	

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

Woodbury City	\$21,285.00
Washington Twp.	\$79,243.00
Pittsgrove Twp.	\$93,286.00
Stow Creek Twp.	\$4,429.00

**Cash Activity for the Period**

Mr. Tontarski stated that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$31,744,827.84 to a closing balance of \$31,250,925.24 showing a decrease in the fund of \$493,902.60.

**Loss Run Payment Register for the Period – July and August 2020**

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 is in the amount of \$780,470.62. The claims detail shows 1,081 claims payments issued.

**Bill List – Ratification of August 2020**

For the Executive Committee’s consideration, Mr. Tontarski presented the August 2020 Bill List in the amount of \$901,370.33 which was included in the agenda packet.

**Bill List – September 2020**

For the Executive Committee’s consideration, Mr. Tontarski presented the September 2020 Bill List contained in the agenda packet in the amount of \$166,253.84.

Chair Law entertained a motion to approve the July and August 2020 Loss Run Payment Register, ratify the August 2020 Bill List in the amount of \$901,370.33, and approve the September 2020 Bill List in the amount of \$166,253.84 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 *July and August 2020 Loss Run Payment Register, ratify the August 2020 Bill List and approve the September 2020 Bill* as presented.

**ROLL CALL**

**Yeas:**

- Karen Sweeney, **Wenonah Borough**
- Sue Miller, **Clayton Borough**
- Carl Bagby, **Swedesboro Borough**
- Robert Diaz, **South Harrison**
- Mike Razze, *Fund Secretary*, **Pitman Borough**
- Bob Law, *Fund Chair*, **Woodbury City**
- Mark Gravinese, **Harrison Township**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

### **COMMITTEE REPORTS**

***Strategic Planning Committee Meeting Minutes – August 20, 2020-*** As Ms. Miller seemed to have become disconnected, Mr. Miola noted the detailed minutes were included in the agenda and are self-explanatory, and then highlighted the following topics discussed:

- Reviewed the Renewals, of which we are at 100%.
- Conferences for PRIMA and AGRiP have been cancelled due to the COVID restrictions.
- Discussed the Fund Commissioner Orientation seminars that Mr. Forlenza conducted in the Spring.
- Fund Commissioner Attendance and concern with Logan Township and West Deptford and noted both will be contacted for discussion on their attendance and if a new Fund Commissioner should be appointed.
- December dinner meeting, though it seems this will be cancelled due to COVID restrictions.
- Fund Professional Performance Evaluations & RFQs were reviewed.
- The JIF website was discussed along with some software that the Fund will need to purchase to be ADA compliant.
- JIF Forum, which was going to be an online discussion board for members, is going to be on the postponed for now, as the program seems to be a bit complicated and we are looking for something a bit easier for the members to use.
- Planning Retreat which had been cancelled, however we will be holding some webinars in late October and November to cover some topics that we feel the members need to hear about, especially the major changes coming to our re-insurance program with the MEL
- Ms. Freijomil, Franklin Township, has volunteered to sit on the Nominating Committee as a representative of the Committee.
- Annual Reports are being created for distribution at the end of the year.
- Discussed were the dates for next year's Executive Committee meeting and they will be approved at the Reorg meeting in January continuing to meet the 4<sup>th</sup> Monday of each month, with no August meeting.

Mr. Diaz stated prior to researching the options for the December dinner, it may be wise to survey the members first and see who would actually attend in light of the COVID concerns. Mr. Miola noted that is definitely taken into consideration and it looks as if the December Dinner event will be postponed this year.

Mr. Miola asked if there were any questions. No questions were entertained.

***Finance Committee Meeting Minutes – August 27, 2020*** Chair Law noted the Finance Minutes were emailed to all members earlier in the day. Mr. Hogate presented the 2020 Budget Amendment noting the detailed Budget Amendment and Amended Assessment Certification were included in the agenda packet for adoption consideration, noting it was also advertised, and then highlighted the following:



Mark Gravinese, **Harrison Township**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***Resolution 2020-26***

Chair Law stated that the Finance Committee recommended the release of \$1,800,000 in surplus to the members from Fund Years 2007-2015.

Chair Law entertained a motion to approve Resolution 2020-26, Authorizing Refund of Closed Year Accounts (2007-2015) Surplus as presented

Motion by Mr. Razze seconded by Ms. Sweeney, to approve Resolution 2020-26 as presented.

**ROLL CALL**            *Yeas:*            Karen Sweeney, **Wenonah Borough**  
Sue Miller, **Clayton Borough**  
Carl Bagby, **Swedesboro Borough**  
Robert Diaz, **South Harrison**  
Mike Razze, *Fund Secretary*, **Pitman Borough**  
Bob Law, *Fund Chair*, **Woodbury City**  
Mark Gravinese, **Harrison Township**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

Chair Law entertained a motion to Adopt a revised *Surplus Release Policy* as presented in the agenda.

Motion by Mr. Razze, seconded by Ms. Sweeney to Adopt the Revised *Surplus Release Policy* as presented. All in Favor. Motion carried.

Lastly, Chair Law entertained a Motion to Adopt the *Department Assessment Calculation Policy* as presented in the agenda.

Motion by Mr. Razze, seconded by Ms. Sweeney to Adopt the *Department Assessment Calculation Policy* as presented.

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

Chair Law noted the MEL/RCF and EJIF met on September 2, 2020 and the reports were included in the agenda and were self-explanatory.

Chair Law referenced the Cyber Task Force Update noting the MEL Cyber Task Force has begun revising the MEL Cyber Risk Management Program and will be establishing a Best Practices Checklist, so please watch for that to be coming out shortly. He also noted the JCMi Program is available if your municipality wants to take advantage of this program, and in regards to the Personnel Manual and

Employee Handbook; the MEL Fund Attorney is working with the Executive Director and will be scheduling a Webinar for Municipal Attorneys so please let your Municipal Attorney know to watch for more info on this Webinar.

Chair Law noted the EJIF budget is down 1% with a \$2.5 million dividend and the MEL should remain flat though there is an issue with the property calculations and getting insurance at a reasonable price due to the issues that have occurred throughout the country over the last few years.

Chair Law asked if there were any questions. No questions were entertained.

### ***MISCELLANIOUS BUSINESS***

Mr. Forlenza noted that with the continuing situation and uncertainty of COVID-19, and what the social distancing guidelines may be for the remainder of the year, he would like to ask for a Motion to re-advertise the October, November, and December Executive Committee Meeting following consultation with the Fund Chair, Secretary, & Solicitor to conference calls, if needed. He noted he would prefer to have authorization to re-advertise those months, as it continues to be an uncertainty right now.

Chair Law asked for a Motion to authorize the Executive Director to re-advertise the October, November, and December Executive Committee Meetings after consultation with the Fund Chair, Secretary, & Solicitor as outlined by Mr. Forlenza.

Motion by Mr. Razze, seconded by Ms. Sweeney to re-advertise the October, November and December 2020 Executive Committee Meetings as outlined by Mr. Forlenza. All in Favor. Motion carried.

### ***Next Meeting***

Chair Law noted that the next meeting of the TRICO JIF will either be a conference call or an in-person meeting on Monday, October 26, 2020 at 5:00 PM. Notification to the Fund will be forthcoming.

### ***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 other 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***

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

Chair Law entertained a motion to approve the following PARs as presented:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2019167594	2020182233	2020185705
2018127143	2018131245	2021210525
2020199828		2021213132
2020192438		2020208469
2020190182		2021208789
2020204569		2020205883
2020197471		
2020207986		
2020198488		
2021211374		
2020198258		
2020199171		
2020205635		
2020207415		
MLT-2021212947		
MLT-2020200208		

Motion by Mr. Razze, seconded by Ms. Sweeney to Approve Payment Authority on the Claims as presented.

**ROLL CALL**

**Yeas:** Karen Sweeney, **Wenonah Borough**  
 Sue Miller, **Clayton Borough**  
 Robert Diaz, **South Harrison**  
 Mike Razze, *Fund Secretary*, **Pitman Borough**  
 Bob Law, *Fund Chair*, **Woodbury City**  
 Kevin Clour, **Lower Alloways Creek**  
 Mark Gravinese, **Harrison Township**

**Nays:** None

**Abstain:** None

All in favor. Motion carried by unanimous vote.

**APPROVE ABANDONING SUBROGATION**

Secretary Razze stated there were five (5) files for abandonment of subrogation:

2018120017

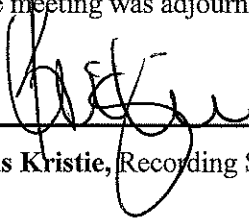
2019164195  
2019162288  
2019173467  
2019155620

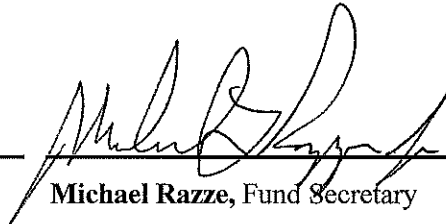
***MOTION TO ADJOURN***

There being no further business, Chair Law entertained a *Motion to Adjourn* the September 28, 2020 Executive Committee Meeting.

Motion by Mr. Razze seconded by Ms. Sweeney, to adjourn the September 28, 2020 meeting of the TRICO JIF.

The meeting was adjourned at 5:59 PM.

  
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Kris Kristie, Recording Secretary for

  
\_\_\_\_\_  
Michael Razze, Fund Secretary