

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

Via Zoom Conferencing

December 21, 2020 – 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 via Zoom Conferencing on Monday, December 21, 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
Luke Patrick, Mannington Twp.
Candice Pennewell, Mantua Twp.
Harry Moore, Oldmans Twp.
Robert McDade, Alternate, Pennsville Twp.
Maureen Abdill, Pilesgrove Twp.
Majorie Sperry, Quinton Twp.
Bob Diaz, South Harrison Twp.
Carl Bagby, Swedesboro Borough
Mike Seery, Upper Pittsgrove Twp.
Jeffre Celebre, Vineland City
Karen Sweeney, Wenonah Borough
Bob Law, Woodbury City
Jeffrey Pitzo, Woodbury Heights Borough
John Hall, Woodstown Borough

Absent Fund Commissioners were:

Warren Morgan, **Alloway Twp.**
Carolyn King-Sammons, **Elk Twp.**
Doris Hall, **Logan Twp.**
Jill McCrea, **Monroe Twp.**
Susan Jacobucci, **Paulsboro Boro.**
Michael Bercute, **Penns Grove Borough**
Mike Razze, **Pitman Borough**
Brad Campbell, **Shiloh Borough**
Colette Bachich, **Washington Township**
AJ Ferriola, **West Deptford Twp.**
Ryan Giles, **Westville Borough**
Jane DiBella **Woolwich Township**

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
Conner Strong & Buckelew
E.H. Sloan Insurance Agency
Len Eckman Insurance
Hardenbergh Insurance Group
Henry D. Young Insurance

Absent Risk Management Consultants from the following agencies:

Biondi Insurance Agency
Chesney-Stanton Insurance Group
Colson and Gosweiler Insurance
Cettei & Connell

Chair Law entertained a Motion to move Ms. Miller up to Acting Secretary in the absence of Mr. Razze, and to move Mr. Clour, Executive Committee Alternate #1 and Mr. Gravinese, Alternate Executive Committee Member 2 to the Executive Committee for voting purposes in the absence of Ms. Hall and Mr. Razze.

Motion by Ms. Sweeney seconded by Ms. Miller to move members up as presented. All in Favor. Motion carried

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Law presented the meeting minutes of the November 23, 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 November 23, 2020 Executive Committee meeting.

Motion by Ms. Sweeney seconded by Ms. Miller to approve the minutes of the November 23, 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 November 23, 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 Ms. Sweeney, seconded by Ms. Miller to approve the meeting minutes of the November 23, 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 November 23, 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 Ms. Sweeney, seconded by Ms. Miller to approve the Executive Claims Review Committee Closed Session meeting minutes of November 23, 2020 as presented.

The Executive Claims Review Committee Closed Session minutes of the October 26, 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 – December 21, 2020

Chair Law reported that an Executive Claims Committee Meeting was held on Monday, December 21, 2020 via Zoom conference call.

The Committee reviewed nine (9) claims. Of the claims reviewed, there were six (6) Workers' Compensation, two (2) Auto Liability, and one (1) Property PARs recommended for approval of settlement or continuing defense.

The claims will be presented for approval later in the meeting.

There were no (0) case(s) presented for Abandonment of Subrogation since the last meeting.

The Committee also reviewed four (4) Vineland Claims that had previously been approved by Vineland:

2018114988

2020180914

2021219787
2020197120

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 referenced the most recent Certificates of Insurance report and asked the members to please review for accuracy and be sure they were issued to the correct organizations with the correct limits and types of coverage.

Mr. Forlenza noted for members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances and if you encumbered unspent funds by the November 1, 2020 deadline there are many items/situations in regards to COVID-19, the cost of which could be offset by one or more of these programs. He noted if you have any questions, please contact his office. All encumbered funds must be claimed by February 1, 2021.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy. He noted those renewing members who had employees with Bonds issued by the MEL that expire at the end of 2020 received an email in August asking the bond holder to submit an underwriting application if they still wanted the MEL to provide this coverage. However, there are still a number of towns that have not completed the applications and Mr. Miola sent a reminder email to those members last week. The completed application must have been submitted by Friday, December 18, 2020, or there will not be time to underwrite the applicant and you will need to seek coverage for this individual through other means. 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 noted the 2022-2023 MEL EPL Risk Management Plan had been revised and in early July the Model Employment Practice Policies and Employee Handbook were placed on the NJ MEL's website (NJMEL.org). Adopting the revised policies and handbook are one of steps required by all members to become/remain in compliance with the MEL EPL Risk Management Plan.

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

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 has taken place in October and November via Webinar and was presented by Paul Shives from J.A. Montgomery. 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 should the social distancing guidelines be lifted, and presented by Armando Riccio. Information on this portion of the training will be forthcoming.

In regards to Non-Supervisory EPL Employee Training, Mr. Forlenza stated on November 23, 2020, a memorandum was sent to all members notifying them of the availability of non-supervisory employee

training through the MEL Safety Institute (MSI). A required element of compliance with the MEL's 2022-2023 Employment Practices Liability (EPL) Risk Management Plan, all members are required to notify their non-supervisory employees of the availability of this training. The training module is entitled *Building a Safe Workplace: Anti-Harassment and Discrimination* and is approximately 20 minutes in length. The memorandum provided specific directions on how to access the training module in the MSI. All members should document the notification of the availability of this training to their employees and the notification should go out as soon as possible. The deadline to comply with all aspects of the EPL Risk Management Plan is June 1, 2021.

Mr. Forlenza noted, again, this year, the Fund will be sponsoring Elected Officials training. The MEL will reduce each member's 2021 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions. 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 2021 MEL Assessment. On November 23, 2020 a memorandum including detailed directions on how to access this training through the MSI was emailed to Municipal Clerks, Fund Commissioners, and Risk Management Consultants.

Mr. Forlenza stated on December 3, 2020, *Committee Volunteer Request Forms* were e-mailed to all Fund Commissioners and Risk Management Consultants. All those who received the form were asked to reply by December 18, 2020. The 2021 Committee Chairs will be meeting in early January via conference call to determine the membership of the Standing Committees. Please be sure to return this form as soon as possible to Sheila Ortiz in his office.

Mr. Forlenza noted the 2021 Safety & Wellness Calendars are in the process of being delivered to each member either by himself, Mr. Miola, Ms. Schiffer, or the folks from the Safety Directors office. He asked that these calendars be distributed around municipality facilities and placed in locations where the employees can see them as they act as a daily reminder of the importance your municipality and the JIF places on employee wellness and safety. Once you receive your package, should you need more calendars, please contact the Executive Directors office.

Mr. Forlenza stated that the Fund's 2020 Annual Reports have been mailed out to all members and posted on the JIF website. He asked that a copy of the report be provided to each member of the governing body and shared with the Administrative staff, and to please contact his office should you want more copies.

Mr. Forlenza then wished everyone a happy and healthy holiday season on behalf of his entire staff.

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 three (3) new case(s) assigned since last months meeting:

Ward v. Township of Deptford and Borough of Wenonah
Cardoso Estate, Baez Estate, and Baez (minor)
Loder v. Borough of Paulsboro

Closed Cases

Mr. DeWeese noted that there were five (5) cases closed since the last meeting:

Hudock v. Township of Monroe
Weaver v. Borough of Paulsboro
Washington Estate v. City of Vineland
Connolly Estate v City of Washington
Owens v. Township of Washington

General Liability Files

Mr. DeWeese noted that there are 38 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 \$1,835,742.73 of potential recoveries on 64 files.

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese reminded the members to please review the attached list of authorized contacts for the *MEL Employment Practices Helpline* and that 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. These authorized contacts are the only individuals permitted to access this service, so please review the list and be sure who you would like appointed as the contacts is actually appointed.

Mr. DeWeese stated of the three attorneys on the MEL Helpline panel, he is receiving the most calls by far, and the volume of calls has increased as well mainly due to COVID issues. He noted everyone he has spoken with in regards to the *Helpline* has been pleased with the results and have followed the advice of the Attorneys, thus he believes the conversations are helping to prevent future claims, which is the ultimate goal.

In regards to Police Civil Rights cases, he noted the TRICO JIF currently has 22 active Police Civil Rights cases out of the 38 General Liability cases; one (1) is in Pre-suit; one (1) currently in mediation; and seven (7) have a Summary Judgment Motion pending. He noted he is still in the process of updating the mediation status column and will be updating the list with more significant valuations. Mr. DeWeese reminded the Committee that once they are able to all meet in person, he will distribute a report; but, until then he will continue to report monthly on these cases. Should you want your towns individual report, please contact him and he will provide that to you.

Mr. DeWeese wished everyone a safe and happy holiday season from himself and his staff.

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:

Mr. Garish noted his report included a list of the Safety Director Bulletins and Safety Announcements issued during the month.

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 as training requirements must still be met while dealing with the pandemic. The Applicable CEUs and TCH credits are available for those who attend the webinars. Feedback for the webinars has been positive. Group registrations are available for those with limited internet capabilities.

Mr. Garish noted one important change that has been made to PEOSH's programmed inspection program is instead of showing up unannounced, they have been calling ahead; to make sure that it is safe for them to visit and that someone will be there. He reminded everyone to please contact him if they are coming to visit you.

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

In regards to the Police One Training, 24 of our 26 Law Enforcement Agencies have registered, with 18 members actively participating having taking 2,064 courses.

If anyone is interested in the details you may email him and he will provide that information.

Mr. Garish reminded the members that participation in the S:ERVE programs for Police, Fire and EMS and the Distracted 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.

Lastly, Mr. Garish noted Mr. Holwitt will be retiring at the end of the month. He stated that Mr. Holwitt has been an asset to J.A. Montgomery and wished him well in his retirement.

Mr. Garish wished everyone a Merry Christmas and a safe and healthy New Year.

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 December which reviewed *The Importance of Inspections*. He then highlighted the following in order to ensure observations are reported, corrected and documented:

- Training of employees to identify potential hazards
- Procedure for employees and citizens to identify potential hazards
- Procedures to log all reports and record corrective actions
- Procedures to notify other entities/authorities of conditions that require attention
- Procedures to investigate incidents and accidents

Mr. Roselli then presented a costly claim that could have been avoided had the employees working in the area recognized the dangerous condition, reported the issue, and repairs completed.

Mr. Roselli wished everyone a happy and safe New Year from himself and everyone at Qual-Lynx.

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 COVID, and reported on the following:

- This month she completed her second workshop offered to all municipalities. She has received positive responses to both the *Nutrition for Transition* as well as *Giving Yourself the Gift of Peace* and she would like to continue offering various topics into the New Year as long as there are participants.
- Offered and recorded the *Finding Balance in Times of Uncertainty* presentation on Dec 8th for anyone who missed it. A total of 3 sessions were offered this quarter.
- Planning to hold a Focus Group bringing together representation from a few municipalities to discuss ideas for wellness 2021 and ways to increase engagement in the program. Opportunity to explore ideas and think outside of the box. This is scheduled for Jan 5th. She would love to hear from anyone who would like to share any ideas for improving the wellness program for next year.
- Ms. Schiffer thanked everyone for encumbering their wellness funds. She referenced Page 5 of her newsletter where it highlighted a few ideas on how to bring fun to your office this holiday.

Ms. Schiffer noted some activities member towns are doing include:

- Fresh Produce and Healthy snacks for office
- Challenges:
 - Year-long Maintain Don't Gain challenge is ending (discovered it was more important than ever)
 - Bingo Games containing activities focused on self-care
 - Healthy Holiday Challenges
 - Step challenge
 - Random Acts of Kindness (do a kind act for someone else...what a great time of year to show kindness!)
- Chair massages (with special caution on extending time in between for cleaning)
- Beverage Tumblers/Yeti
- Fitness trackers

She has organized virtual cooking classes and exercise classes. If you are interested in setting something up, please do not hesitate to reach out to her.

Ms. Schiffer referenced her December *Targeting Wellness Newsletter* which discussed gifts to yourself Topics included:

- Give yourself the gift of health – focusing on all self-care including physical, mental, emotional and spiritual
- Fuel yourself against sickness – the power of the food choices we make
- Fiber: are you getting enough? Ways to add more vegetable and fruit into your diet.
- Planning some office fun this holiday season.
- Two recipes: Spicy Sicilian Soup and Mexican Hot Chocolate Cookies

Next, Ms. Schiffer noted her Exercise of the Month is a Holiday HIIT workout that can take anywhere from 5 to 30 minutes, depending on how many rounds you wish to complete – always listen to your body and never work through pain.

Ms. Schiffer wished everyone a healthy, safe holiday and she is looking forward to seeing everyone in 2021.

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)*.

	November	YTD
<i>Lost Time</i>	8	100
<i>Medical Only</i>	38	272
<i>Report Only</i>	7	197
<i># of New Claims Reported</i>	53	572
<i>Report Only % of Total</i>	13%	34%
<i>Medical Only/Lost Time Ratio</i>	83:17	73:27
<i>Average Days to Report</i>	3.9	3.4

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

<i>Transitional Duty Summary Report</i>	YTD
<i>Transitional Duty Days Available</i>	5,952
<i>Transitional Duty Days Worked</i>	3,615
<i>% of Transitional Duty Days Worked</i>	61%
<i>\$ Saved by Accommodating</i>	\$346,674
<i>Transitional Duty Days Not Accommodated</i>	2,337
<i>% of Transitional Duty Days Not Accommodated</i>	39%
<i>Cost of Days Not Accommodated</i>	\$258,123

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:	167
Indemnity:	44
Medical Only:	71
Report Only:	52

She stated she expects the numbers to be up next month. She noted if anyone would like details on their town's cases, please contact her. Ms. Beatty also noted as the rules and recommendations for social distancing, return to work time, etc. are constantly being updated and changed, please be sure to periodically review State websites for all updates.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

<i>PPO Penetration Rate</i>	<i>November</i>
<i>Bill Count</i>	532
<i>Original Provider Charges</i>	\$992,547
<i>Re-priced Bill Amount</i>	\$393,776
<i>Savings</i>	\$598,771
<i>% of Savings</i>	60%
<i>Participating Provider Penetration Rate - Bill Count</i>	96%
<i>Participating Provider Penetration Rate – Provider Charges</i>	95%
<i>EPO Provider Penetration Rate - Bill Count</i>	96%
<i>EPO Provider Penetration Rate – Provider</i>	91%

In regards to the MedExpress that has been bought by Riverside, Ms. Beatty has confirmed they are still operating under their original contract with Qual care, so it is ok to send employees to these locations.

Ms. Beatty wished everyone a healthy and safe holiday and all the best in the New Year, from herself and the staff at Qual-Care.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero noted there are six (6) 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 or above 88% complete; and nine (9) members have still not completed the latest Cyber Hygiene training course entitled *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 November there were 1,251 phishing emails issued with 46 clicked, or 3.7%, which is slightly better than the previous month. 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, 28 of our 38 members are certified in Tier 1, and 22 of the 38 are completely certified. He then noted he will be reaching out to those members who are still not certified to follow up. He also noted a revised program will be rolled out for 2021 and will include a third Tier. More information will be forthcoming.

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.

Mr. Romero expressed it is his hope to be able to start up personal visits with the municipalities in January, but if not, due to social distancing guidelines, he is looking forward to starting that up again as soon as he is able.

Mr. Romero noted to be careful of emails indicating they are from Amazon, UPS, FED EX, etc letting you know about shipping details and orders. There are quite a few phishing emails going around, especially this time of year, in regards to “orders placed online” and “shipping information”. If you are unsure of an email, go to the website you may have originally ordered from and check the status there, or contact him and he will assist you with any questions or concerns.

Lastly, Mr. Romero mentioned the last webinar on Business Continuity Plans presented by him and his colleague, Mr. Cohen, was presented on December 8, 2020 went well and he received very good feedback. A recording of the session is available on the JIF website.

Mr. Romero wished everyone a safe and healthy holiday season, and stated he is excited to start visiting 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 for November, and a copy of which was provided to the membership in the agenda packet. Mr. Tontarski’s reports are valued as of November 30, 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 \$31,535.22. This generated an average annual yield of 1.07%. However, after including an unrealized net loss of \$12,094.04 in the asset portfolio, the yield is adjusted to .47% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$215,473.13 as it relates to current market value of \$12,217,559.54 vs. the amount we have invested. The current market value, including accrued income is valued at \$12,256,800.25.

The Fund’s asset portfolio with Wilmington Trust consists of three (3) obligations with a maturity greater than one year, five (5) obligations with maturities less than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$3,277.54	\$308,567.57
Salvage	\$0.00	
Overpayment Reimbursements	\$0.00	
E-JIF FY 2020 Dividend	\$73,712.00	
TRICO v. Killen	\$517.76	

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

Woodbury City	\$21,337.00
Washington Twp.	\$79,435.00
Pittsgrove Twp.	\$93,513.00
Stow Creek Twp.	\$4,439.00

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$35,603,319.84 to a closing balance of \$34,878,789.07 showing a decrease in the fund of \$724,530.77.

Loss Run Payment Register for the Period – November 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 \$573,402.33. The claims detail shows 469 claims payments issued.

Bill List – December 2020

For the Executive Committee's consideration, Mr. Tontarski presented the December 2020 Bill List contained in the agenda packet in the amount of \$1,339,824.35

Chair Law entertained a motion to approve the November 2020 Loss Run Payment Register and approve the December 2020 Bill List in the amount of \$1,339,824.35 as presented.

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

Motion by Ms. Sweeney, seconded by Ms. Miller to approve the *November 2020 Loss Run Payment Register and approve the December 2020 Bill* as presented.

ROLL CALL ***Yeas:*** Karen Sweeney, **Wenonah Borough**
Sue Miller, **Clayton Borough**
Carl Bagby, **Swedesboro Borough**
Robert Diaz, **South Harrison**
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.

COMMITTEE REPORTS

Finance Committee Report

Chair Law stated that the 2021 Budget was introduced at the November JIF meeting and it is set to be adopted this evening along with the 2021 Assessment Certification, and the 2021 Assessment Allocation Strategy, all of which are included in the agenda packet.

Chair Law asked for a Motion to Open the 2021 Budget Public Hearing. Motion by Ms. Sweeney, seconded by Ms. Miller to Open the 2021 Budget Public Hearing. All in Favor. Motion carried by unanimous vote.

Hearing no comment from the public:

Chair Law asked for a Motion to Close the 2021 Budget Public Hearing. Motion by Ms. Sweeney seconded by Ms. Miller to Close the 2021 Budget Public Hearing. All in Favor. Motion carried by unanimous vote.

2021 Budget Adoption, 2021 Assessment Allocation Strategy Adoption, and 2021 Assessment Certification Adoption.

Chair Law asked for a Motion to Adopt the 2021 Budget, the 2021 Assessment Allocation Strategy and the 2021 Assessment Certification as presented.

Motion by Ms. Sweeney, seconded by Ms. Miller to Adopt the 2021 Budget, the 2021 Assessment Allocation Strategy and the 2021 Assessment Certification as presented.

ROLL CALL **Yeas:** Karen Sweeney, **Wenonah Borough**
Sue Miller, **Clayton Borough**
Carl Bagby, **Swedesboro Borough**
Robert Diaz, **South Harrison**
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.

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

Next, Chair Law stated there were two (2) Resolutions included in the agenda for consideration;

Resolution 2020-30 – Authorizing the Fund Treasurer to Transfer \$283,989 from the FY 2020 MEL Liability & Workers Compensation Budget Line Item and \$35,219 from the MEL Excess Property Line Item to the MEL Retrospective Account.

Motion by Ms. Sweeney seconded by Ms. Miller to approve Resolution 2020-30 as presented.

ROLL CALL **Yeas:** Karen Sweeney, **Wenonah Borough**
Sue Miller, **Clayton Borough**
Carl Bagby, **Swedesboro Borough**
Robert Diaz, **South Harrison**
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.

Resolution 2020-31 – Amending Resolution 2020-07 “Adopting Fiscal Policies & Procedures” and Resolution 2020-09 “Cash Management and Investment Policy” and Requesting Permission to Participate in the Municipal Excess Liability Fund Joint Cash Management & Investment Program (In compliance with P.L.2018, Chapter 40)

Motion by Ms. Sweeney seconded by Ms. Miller to approve Resolution 2020-30 as presented.

ROLL CALL

Yeas: Karen Sweeney, **Wenonah Borough**
Sue Miller, **Clayton Borough**
Carl Bagby, **Swedesboro Borough**
Robert Diaz, **South Harrison**
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.

Strategic Planning Committee Meeting Minutes – December 3, 2020

Ms. Miller stated that the Strategic Planning Committee Meeting Minutes of December 3, 2020 were included in the agenda and is self-explanatory. She then highlighted the following:

- All members up for renewal in 2021 have renewed and the renewal visits have been completed and anyone who was not up for renewal should have received their Annual Reports by now, and if you have not, please contact the Executive Directors office
- There is not much room in the near future for membership growth, as we are “built out” in TRICO for any new members
- The two members who have been up for discussion in regards to Fund Commissioner meeting attendance will be assigned new Fund Commissioners for 2021 so hopefully there will be improvement seen there.
- The Elected Officials Seminars will be virtual in 2021 and additional information will be forthcoming
- Both the PRIMA and AGRiP Conferences were discussed, as currently the AGRiP Conferences will be virtual this year, and we are waiting on information in regards to what PRIMA will decide f their June conference.

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

2021 Executive Committee Nomination Slate

Ms. Abdill noted the October 28, 2020 minutes were included in the agenda packet last month and stated with current Chair Law having served his two years; he will be stepping down and thanked him for the years he served as Fund Chair.

With that said, the 2021 Draft Slate will be presented at the January 25, 2021 Reorganization meeting as follows:

Chair: **Michael Razze**, Pitman Borough
Secretary: **Karen Sweeney**, Wenonah Borough

Executive Committee: **Sue Miller**, Clayton Borough

Carl Bagby, Swedesboro Borough
Robert Diaz, South Harrison Township
Kevin Clour, Lower Alloways Creek
Mark Gravinese, Harrison Township

Alternates: #1 **Donald Banks**, Deptford Township
 #2 **Ken Brown**, Carneys Point Township
 #3 **Marjorie Sperry**, Quinton Township
 #4 **Stephanie McCaffrey**, East Greenwich Township
 #5 **Douglas Hogate**, Elsinboro Borough
 #6 **Leo Selb**, Hopewell Township
 #7 **Colette Bachich**, Washington Township

As of these minutes, Ken Brown, Carneys Point, Alternate #2 has not been reappointed as Fund Commissioner, thus is no longer eligible to be an Alternate Executive Committee Member. In speaking with the Nominating Committee Chair, as is past practice, it has been decided to move the remaining Alternates up one spot and leaving the #7 spot as Vacant. The revised 2021 Slate is included in the January agenda packet.

MEL/RCF/EJIF Reports

Chair Law noted he will continue to be the MEL/RCF and EJIF representative in 2021. He noted the MEL and EJIF reports of November 18, 2020 were included in the agenda and were self-explanatory. He did however note that the Underwriting Manager is still marketing the 2020 Renewals, the Coverage Committee will be meeting soon, along with a tentatively scheduled MEL Special Meeting. He referenced a Resolution included with the report on Virtual Meetings and noted if your town is looking for a resolution for this purpose, the attached is a good one to follow.

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

MISCELLANIOUS BUSINESS

Mr. Forlenza noted there were three (3) Motions he would like to present for authorization. Chair Law entertained the following Motions:

Authorize the Executive Director's Office to Bind EPL/POL Coverage with QBE Insurance for the 2021 Fund Year.

Authorize the Executive Director's Office to Bind Volunteers Directors & Officers Coverage with QBE Insurance for the 2021 Fund Year.

Authorize the Executive Director's Office to Bind Cyber Liability Coverage with XL Insurance & Beazley Insurance for the 2021 Fund Year.

Motion by Ms. Sweeney seconded by Ms. Miller to accept the Motions as presented. All in favor. Motion carried.

Next Meeting

Chair Law noted that the next meeting of the TRICO JIF will be done via Zoom Conferencing on Monday, January 25, 2021 at 5:00 PM. Notification from the Fund will be forthcoming.

PUBLIC COMMENT

Open Public Comment

Chair Law entertained a motion to open the meeting to the public.

Motion by Ms. Sweeney seconded by Ms. Miller 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 Ms. Sweeney seconded by Ms. Miller, 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>Property</i>	<i>Auto Liability</i>
2020202846	2021217301	2017105955
2020193249		2018113509
2021216908		
2021214081		
2019162066		
2021211933		

Motion by Ms. Sweeney seconded by Ms. Miller to Approve Payment Authority on the Claims as presented.

ROLL CALL

- Yeas:*** Karen Sweeney, **Wenonah Borough**
Sue Miller, **Clayton Borough**
Carl Bagby, **Swedesboro Borough**
Robert Diaz, **South Harrison**
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

Chair Law stated there were no (0) file(s) for abandonment of subrogation.

MOTION TO ADJOURN

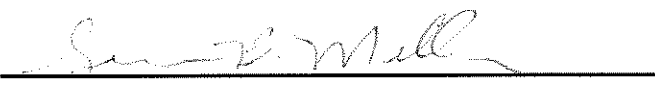
Chair Law thanked the members for the opportunity to serve as Fund Chair the past two years.

There being no further business, Chair Law entertained a *Motion to Adjourn* the December 21, 2020 Executive Committee Meeting.

Motion by Ms. Sweeney seconded by Ms. Miller, to adjourn the December 21, 2020 meeting of the TRICO JIF.

The meeting was adjourned at 6:18 PM.

Kris Kristie, Recording Secretary for



Sue Miller, Acting Fund Secretary