

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

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

October 26, 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 conference call/Executive Committee in-person on Monday, October 26, 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:

Warren Morgan, **Alloway Twp.**
Ken Brown, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Don Banks, **Deptford Twp.**
Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammons, **Elk Twp.**
Doug Hogate, **Elsinboro Twp.**
Linda Gonzalez, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Valerie VanVeen, **Glassboro Borough**
Raymond Williams, **Greenwich Twp.**
Leo Selb, **Hopewell Twp.**
Kevin Clour, **Lower Alloways Creek Twp**
Luke Patrick, **Mannington Twp.**
Candice Pennewell, **Mantua Twp.**
Harry Moore, **Oldmans Twp.**
Susan Jacobucci, **Paulsboro Boro.**
Daniel Neu, **Pennsville Twp.**
Maureen Abdill, **Pilesgrove Twp.**
Mike Razzo, **Pitman Borough**
Bob Diaz, **South Harrison Twp.**
Carl Bagby, **Swedesboro Borough**
Mike Seery, **Upper Pittsgrove Twp.**
Jeffre Celebre, **Vineland City**
Karen Sweeney, **Wenonah Borough**
AJ Ferriola, **West Deptford Twp.**
Bob Law, **Woodbury City**
Jeffrey Pitzo, **Woodbury Heights Borough**
John Hall, **Woodstown Borough**
Jane DiBella **Woolwich Township**

Absent Fund Commissioners were:

Mark Gravinese, **Harrison Twp.**
Doris Hall, **Logan Twp.**
Jill McCrea, **Monroe Twp.**
Majorie Sperry, **Quinton Twp.**
Michael Bercute, **Penns Grove Borough**
Brad Campbell, **Shiloh Borough**
Colette Bachich, **Washington Township**
Ryan Giles, **Westville Borough**

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*
Keith Hummel, 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
Conner Strong & Buckelew
Cettei & Connell
Colson and Gosweiler Insurance
Hardenbergh Insurance Group
Len Eckman Insurance

Absent Risk Management Consultants from the following agencies:

Chesney-Stanton Insurance Group
E.H. Sloan Insurance Agency
Henry D. Young Insurance

Chair Law entertained a Motion to move Mr. Clour, Alternate Executive Committee Member #1 to the Executive Committee in the absence of Ms. Hall, Executive Committee member #2, for voting purposes.

Motion by Mr. Razze seconded by Mr. Diaz to move Mr. Clour to the Executive Committee. All in Favor.
Motion carried

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Law presented the meeting minutes of the September 28, 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 September 28, 2020 Executive Committee meeting.

Motion by Mr. Razze seconded by Ms. Sweeney to approve the minutes of the September 28, 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 September 28, 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 September 28, 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 September 28, 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 September 28, 2020 as presented.

The Executive Claims Review Committee Closed Session minutes of the September 28, 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 – October 26, 2020

Chair Law reported that an Executive Claims Committee Meeting was held on Monday, October 26, 2020 via conference call.

The Committee reviewed three (3) claims. Of the claims reviewed, there were two (2) Workers' Compensation, and one (1) Auto Liability PARs were recommended for approval of settlement or continuing defense.

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

There were two (2) case(s) presented for Abandonment of Subrogation since the last meeting.

2020177936
2019156813

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

2019175542

2017090188
2021209052

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 Model RMC Agreement and Resolutions were emailed from the Executive Directors office last week to all RMC's and Fund Commissioners. He stated it is a model agreement that can be utilized as you start to negotiate contracts for your RMC services for next year. It was however discovered there is a typo within the documents so a corrected version will be sent out.

Mr. Forlenza noted that last week a memorandum went out from his office in regards to a webinar scheduled for October 29, 2020. The purpose of this webinar is to help assist towns in updating their EPL Plan of Risk Management. He stated the Model Policies & Procedures have been loaded to the MEL website and there have been quite a few questions as the format is much different than in prior years, thus this webinar will be held by the Solicitor for the MEL as well as the attorney who worked on developing the revised Policies & Procedures & Handbook. During the webinar, you may ask any questions and they will walk through the changes to the updated documents.

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, 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 and to please note the deadlines for claiming or encumbering these funds as it is fast approaching.

Mr. Forlenza referenced the most updated report regarding each member's compliance status with the MEL EPL/POL Risk Management Plan and asked members to please review for accuracy. He noted as the deadline is roughly 7 months from now there is plenty of time to update your Policies & Procedures.

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 are scheduled for the additional following dates and times via Webinar and will be presented by Paul Shives from J.A. Montgomery:

11/9/2020 @ 6:00 PM
11/17/2020 @ 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, 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. Invitations/RSVP's for the sessions are currently pending due to the social distancing guidelines in place due to the pandemic, however it seems these sessions will most likely be online. Once information is available regarding the training, a notice will be sent out to all members.

Mr. Forlenza stated the 3rd Quarter attendance report is included in the agenda and to please review the attendance records. The attendance is taken directly from the minutes of each meeting, so if you feel there is any discrepancy, please contact Kris Kristie in the Executive Directors office.

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 the September 2020 meeting:

Murphy v. Township of Deptford
Brown v. Borough of Paulsboro
Paz v. City of Vineland

Closed Cases

Mr. DeWeese noted that there no Closed Cases since the last meeting.

General Liability Files

Mr. DeWeese noted that there are 40 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. Mr. DeWeese noted on October 13, 2020 he, along with Ms. Stienmiller, Ms. Howlett, and Mr. Semrau had a very productive conference call to review the effectiveness of the Helpline, future webinars to be conducted on employment related issues for all members, and how the Helpline will continue to work going forward. He noted they all agreed it is working very well, people are utilizing it and following the advice given to them, and they hope it will continue to benefit those members who use it.

In regards to Police Civil Rights cases, he noted the TRICO JIF currently has 23 active Police Civil Rights cases out of the 40 General Liability cases; two (2) are in Pre-suit; one (1) is in mediation; and two (2) have a Summary Judgment Motion pending. Mr. DeWeese reminded the membership 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 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 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 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 members have registered, with 18 members actively participating having taking 2,036 courses.

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

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 *Transitional Duty*. He then highlighted the following ways to help combat rising costs through the use of the Transitional Duty program.

- The longer an employee is out of work, the longer it takes to bring them back to work
- A WC judge will usually use the length of time an employee is out of work to measure the significance of the injury.

- A Transitional Duty assignment is temporary and not designed to create a new position.
- Transitional Duty boosts morale, saves money, and the employee experiences faster recoveries, both physically and psychologically.
- Utilize the *Transitional Duty Job Bank* on the JIF website for additional information.

He then reviewed examples of significant savings to the member town when they utilized Transitional Duty, and noted the usage of Transitional Duty days is down 3% from last year, so we can improve.

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:

Ms. Schiffer noted she is still continuing with the weekly Zoom Fitness Workouts and will continue as long as folks attend. She will be starting to work on recording some of the workouts so employees who cannot attend can do them on their own either at work or home.

She noted last week her "Pilot Program" called Nutrition for Transition, a 4-week workshop on challenges of nutrition. It's a combination awareness and discussion format. She offers them on Tuesday and Thursday to try and accommodate different schedules. This week's topic is on strengthening your "gut health". Ms. Schiffer then noted her New Pilot Project: Leadership Group Coaching: Transformational Leadership and Crisis Response would be coming out soon and she has been working with the Elias Institute of Professional Coaching. This program will be offered to four municipalities in the three South Jersey JIFs and details are included in agenda packet. She will be bringing this up for discussion at next month's Executive Safety Committee Meeting.

Ms. Schiffer noted members should have received an email from the Executive Director's office regarding a virtual presentation she is presenting along with her colleague from ACM JIF, on dealing with uncertainty. It is scheduled for tomorrow, Tuesday, October 27 at 10am and Thursday October 29 at 1pm. She noted you may view the presentation with a link directly from the email.

Ms. Schiffer reported she has been distributing a List of Ideas to help increase employee engagement virtually or in-person and a copy is also included in the agenda packet.

Ms. Schiffer some activities member towns are doing include:

- Offset Employee Assistance Program Fee
- Fresh Produce and Healthy snacks for office
- Team building workshops
- Year-long Maintain Don't Gain challenge (discovered it was more important than ever)
- Flu Clinics (offering gift bags and/or door prizes)
- Recipe swap converting into Employee Cookbook
- Chair massages
- Air purification machines
- Beverage Tumblers/Yeti
- Blood Pressure cuffs for Office or each employee
- Gratitude Boards
- Bingo Game Challenges

- Wellness Events – offering activities for employees to participate in through the week (virtually)
- Deptford Township is still holding their Wellness Week with many activities set up virtually. They will still provide chair massages and she is going to try to hold her Family Feud game via Zoom and
- Washington Township will be hosting a flu shot clinic and giving away gift bags with fruit, granola bars, and a gift card to Salad Works. They will also be raffling off door prizes for those that stop by. Washington Twp. recently purchased exercise equipment for employee use.

Lastly, she noted in your Agenda packet, you will find her October *Targeting Wellness Newsletter* which talks about our immune system which is critical during this time of year especially with COVID-19 still out there.

Topics included:

- Get your immune system ready for Fall
- Main components that support your immune system
- What is autoimmune diseases
- Connection between autoimmune disease and your gut health
- Varieties of squash
- Recipe corner – Acorn squash soup with turmeric

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)*.

| | September | YTD |
|-------------------------------------|------------------|------------|
| <i>Lost Time</i> | 4 | 37 |
| <i>Medical Only</i> | 6 | 75 |
| <i>Report Only</i> | 37 | 473 |
| <i># of New Claims Reported</i> | 47 | 587 |
| <i>Report Only % of Total</i> | 79% | 81% |
| <i>Medical Only/Lost Time Ratio</i> | 60:40 | 67:33 |
| <i>Average Days to Report</i> | 1.9 | 2.8 |

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

| <i>Transitional Duty Summary Report</i> | YTD |
|---|------------|
| <i>Transitional Duty Days Available</i> | 1,976 |
| <i>Transitional Duty Days Worked</i> | 1,122 |
| <i>% of Transitional Duty Days Worked</i> | 57% |
| <i>\$ Saved by Accommodating</i> | \$123,969 |
| <i>Transitional Duty Days Not Accommodated</i> | 854 |
| <i>% of Transitional Duty Days Not Accommodated</i> | 43% |

| | |
|--------------------------------------|----------|
| <i>Cost of Days Not Accommodated</i> | \$87,968 |
|--------------------------------------|----------|

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 BURLCOJIF: | 444 |
| Indemnity: | 16 |
| Medical Only: | 8 |
| Report Only: | 420 |

She stated there were five (5) COVID cases reported for September, but she expects the numbers to be up 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

| <i>PPO Penetration Rate</i> | <i>September</i> |
|---|-------------------------|
| <i>Bill Count</i> | 88 |
| <i>Original Provider Charges</i> | \$91,876 |
| <i>Re-priced Bill Amount</i> | \$32,889 |
| <i>Savings</i> | \$58,986 |
| <i>% of Savings</i> | 64% |
| <i>Participating Provider Penetration Rate - Bill Count</i> | 98% |
| <i>Participating Provider Penetration Rate – Provider Charges</i> | 98% |
| <i>EPO Provider Penetration Rate - Bill Count</i> | 95% |
| <i>EPO Provider Penetration Rate – Provider</i> | 95% |

Lastly, Ms. Beatty noted that MedExpress has been sold and are currently doing business under another name, Riverside Medical. She stated until they can confirm the status of MedExpress and be sure our current contract remains in place with Riverside, we are asking that employees be sent to another urgent care provider.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero noted there are nine (9) 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 77% complete; and fifteen (15) 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 September there were 1,250 phishing emails issued with 60 clicked, or 4.8%, which is double what it was last month. He then noted he is in the process of updating the “fake” phishing email templates 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. He also noted to review the time stamp; if an email was opened at 2:00 AM, more than likely it was the firewall opening the suspicious email and not an employee.

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. 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 mentioned an upcoming webinar on Business Continuity Plans that he and his colleague, Mr. Cohen, will be present on October 27 and October 29th. An email was sent out from the Executive Directors office last week.

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 September, and a copy of which was provided to the membership in the agenda packet. Mr. Tontarski’s reports are valued as of September 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 \$28,124.29. This generated an average annual yield of 1.00%. However, after including an unrealized net loss of \$12,109.84 in the asset portfolio, the yield is adjusted to .57% 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 \$17,457,855.52 vs. the amount we have invested. The current market value, including accrued income is valued at \$17,539,684.64.

The Fund’s asset portfolio with Wilmington Trust consists of four (4) obligations with a maturity greater than two years, six (6) obligations with maturities less than one year.

Receipt Activity for the Period

| | Monthly | YTD |
|-------------------------------------|----------------|--------------|
| Subrogation Receipts | \$3,543.96 | \$300,059.02 |
| Salvage | \$2,500.00 | |
| Overpayment Reimbursements | \$0.00 | |
| FY 2020 Premium Assessment Receipts | \$5,424,967.00 | |
| TRICO v. Killen | \$258.88 | |
| EPL/POL Premium Reimbursements | \$1,994.00 | |

| | | |
|------------------------------|------------|--|
| Excess Premium Reimbursement | \$3,300.00 | |
|------------------------------|------------|--|

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

| | |
|-----------------|--------------|
| Woodbury City | \$21,303.00 |
| Washington Twp. | \$79,309.00 |
| Pittsgrove Twp. | \$93,364.00 |
| Stow Creek Twp. | \$4,432.00 |
| E-JIF Members | \$173,856.82 |

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$31,250,925.24 to a closing balance of \$36,225,014.09 showing an increase in the fund of \$4,974,088.85.

Loss Run Payment Register for the Period – September 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 \$297,675.35. The claims detail shows 371 claims payments issued.

Bill List – October 2020

For the Executive Committee's consideration, Mr. Tontarski presented the October 2020 Bill List contained in the agenda packet in the amount of \$192,825.52

Chair Law entertained a motion to approve the September 2020 Loss Run Payment Register and approve the October 2020 Bill List in the amount of \$192,825.52 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 *September 2020 Loss Run Payment Register and approve the October 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**
 Kevin Clour, **Lower Alloway Creek**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Safety Committee Meeting Minutes – October 1, 2020- Mr. Celebre noted the committee met on October 1, 2020 via conference call and the detailed minutes were included in the agenda and are self-explanatory, and then highlighted the following topics discussed:

- Ms. Schiffer brought to the attention of the committee a pilot program for Law Enforcement and Career Firefighters, presented by Dr. Janine Elias, the President of Elias Institute of Professional Coaching located in California. She noted that she had put together a proposal for *Transformational Leadership and Resiliency Group Coaching: Law Enforcement*". This program will include four (4) member towns, with Mr. Selb, Hopewell Township as the liaison for this program, along with Mr. Garish and Chief Hummel, J.A. Montgomery. More details can be found in the minutes.
- The Committee decided to continue to meet three (3) times a year in 2021.
- SIP balances were reviewed

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

MEL/RCF/EJIF Reports

Chair Law noted there were no meetings to report on at this time.

MISCELLANIOUS BUSINESS

Chair Law noted the Executive Committee has decided to conduct the monthly meetings via Zoom Conferencing and possibly some of the sub-committee meetings to keep in compliance with the Division of Local Government Services recently released OPMA guidelines. More information will be forthcoming.

Next Meeting

Chair Law noted that the next meeting of the TRICO JIF will either be done via Zoom Conferencing or an in-person meeting on Monday, November 23, 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>Auto Liability</i> |
|------------------------------|-----------------------|
| 202008510 | 2018113509 |
| 2020204980 | |

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 two (2) files for abandonment of subrogation:

2020177936

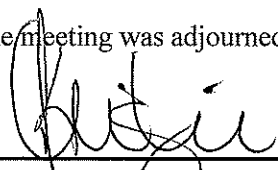
2019156813

MOTION TO ADJOURN

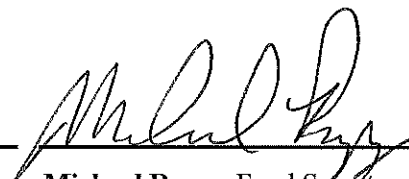
There being no further business, Chair Law entertained a *Motion to Adjourn* the October 26, 2020 Executive Committee Meeting.

Motion by Mr. Razze seconded by Ms. Sweeney, to adjourn the October 26, 2020 meeting of the TRICO JIF.

The meeting was adjourned at 5:46 PM.



Kris Kristie, Recording Secretary for



Michael Razze, Fund Secretary