

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

Via Zoom Conferencing

February 22, 2021 – 3:30 PM

EXECUTIVE CLAIMS MEETING MINUTES

The Executive Claims Committee Meeting of the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held via Zoom Conferencing on February 22, 2021 at 3:30 PM, prevailing time. Chair Razze, Borough of Pitman, presiding

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to *South Jersey News*, of Mullica Hill and the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the TRICO Municipal Joint Insurance Fund, and (3) posting notice on the public bulletin boards of all member municipalities of the TRICO Municipal Joint Insurance Fund.

Those in attendance were:

Mike Razze, *Fund Chair, Pitman Borough*
Bob Diaz, *South Harrison Township*
Karen Sweeney, *Wenonah Borough*
Sue Miller, *Clayton Borough*
Carl Bagby, *Borough of Swedesboro*
Kevin Clour, *Lower Alloways Creek*
Mark Gravinese, *Harrison Township*

Also present were:

Paul A. Forlenza, MGA, Executive Director, *RPA – A Division of Gallagher*
Paul Miola, CPCU, ARM, Deputy Executive Director, *RPA – A Division of Gallagher*
Kris Kristie, Sr. Account Rep, *RPA – A Division of Gallagher*
David DeWeese, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, Senior Risk Control Consultant, *J.A. Montgomery*
Keith Hummel, Safety Director, *J.A. Montgomery*
Chris Roselli, Account Manager, *Qual-Lynx*
Karen Beatty, Client Services Manager *Qual-Care*
Debby Schiffer, Wellness Director, *Targeting Wellness*

Those unable to attend:

N/A

CLOSED SESSION PORTION OF MEETING

Chair Razze entertained a motion to move to Executive Session to review the *Payment Authorization Requests* that will be voted on in Open Session during the Executive Committee Meeting being held on February 22 2021 at 5:00 PM via Zoom conferencing.

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

REOPEN PUBLIC PORTION OF THE MEETING

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

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

RECOMMENDATION OF APPROVAL OF CLAIMS PAYMENTS

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

The Committee reviewed fourteen (14) claims. Of the claims reviewed, there were eleven (11) Workers' Compensation, one (1) General Liability, and two (2) Property PARs recommended for approval of settlement or continuing defense.

Also reviewed were five (5) Vineland claims that had previously been approved by Vineland:

2020207285
2021222272
2021211405
201709214
2020182179

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

2020194426
2019176596
2020181707

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

JIF Preferred Repair Shop Program

Mr. Miola presented a program to the Committee that depicted the increasing costs related to the repair of municipal vehicles over the past five (5) years even though the total number of claims has been decreasing during the same period, with the TRICO JIF costs increasing 250% during the five year period. He noted that based upon this trend he met several times with Mr. Roselli and Mr. Pettiti, who provides appraisal services for most of the JIF auto claims, to discuss implementing a *JIF Preferred Repair Facility Program*. Mr. Miola explained the goal is to establish guidelines and procedures for vehicle repair facilities used by the members as follows:

- *To ensure that all repairs are completed promptly;*
- *According to manufacturer recommendations;*
- *To its pre-accident safety level condition;*
- *In accordance with the "agreed price" for preliminary repairs completed by the approved Independent Damage Appraiser*

Mr. Miola noted the benefits of the program include, but are not limited to:

- *Continued stewardship of taxpayer dollars.*
- *Enhanced service to members by the repair facility.*

- *Choice of shop remains with the member municipality.*
- *Completion of all repairs so that manufacturer warranties will not be voided.*
- *Shop promptly paid directly by Claims Administrator less deductible when Guidelines are met.*

Mr. Miola stated that it is the obligation of the member town to utilize a repair facility that meets these *Guidelines*. If they do, the standard \$1,000 deductible will apply. If a repair facility chosen by the member does not meet these *Guidelines*, the deductible will be increased to \$2,500. The determination as to whether the repair facility has met program *Guidelines* is made by the Claims Administrator with assistance, if necessary, from their approved Independent Damage Appraiser, the Fund Administrator, and Fund Solicitor. A discussion ensued as Mr. Miola, Mr. Roselli and Mr. Forlenza reviewed with the Committee the implantation of the program; the qualifications and requirements the repair facility would have to meet, best practices for the shops, as well as a sample Repair Facility Agreement.

A discussion ensued. The Committee agreed to distribute the draft *JIF Preferred Repair Facility Program* to the members prior to the March Executive Committee meeting. Pending feedback from the members, a motion to formally adopt the *Program* could be considered by the Executive Committee at the March Executive Committee Meeting. The Committee agreed.

SOLICITOR'S REPORT FOR OPEN SESSION:

Closed Cases

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

Starzi v. Township of Deptford
Gaveglia v. Borough of Glassboro
Gangemi v. TRICOJIF
McBride v Township of Washington

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

Due to time restrictions, Ms. Beatty's Managed Care reports were tabled until the Executive Committee Meeting

QUAL-LYNX REPORT

Adjuster File Counts

Mr. Roselli reported that at the end of January, Tammy Langsdorf's Workers' Compensation Unit had 835 lost time files (including COVID-19 lost time files). This is an average of 167 lost time files per adjuster (based upon 5 adjusters). The total count of files in this unit is 1,436 which includes both lost time and medical only files. This is an increase of 13 files from the end of December even with an excellent month of closing 215 claim files. The total number of COVID-19 claims in the unit including both lost time and medical only files is 395, which is up from 389 the previous month. This is an increase of 6 COVID-19 claims from the end of December.

Mr. Roselli reported both the Liability Unit and Property unit were in good shape, however with the uptick in claims, mostly due to COVID-19, they will be looking at temporarily bringing over an additional Adjuster into the Workers Compensation Unit to assist with the additional claims.

Mr. Roselli asked if there were any other questions. No questions were entertained.

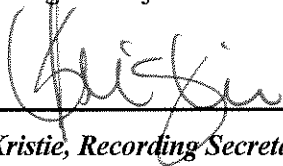
NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, March 22, 2021 at 3:30 PM** via Zoom Conferencing.

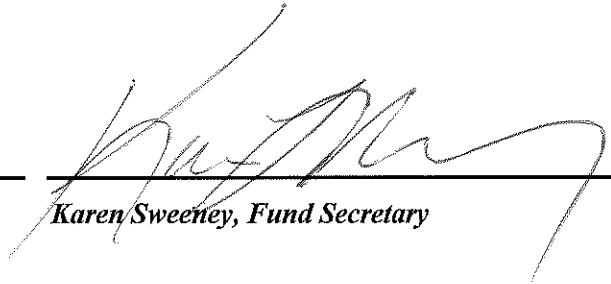
MOTION TO ADJOURN

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

The meeting was adjourned at 4:50 PM.



Kris Kristie, Recording Secretary for



Karen Sweeney, Fund Secretary