

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

Via Zoom Conferencing

January 25, 2021 – 5:00 PM

***EXECUTIVE COMMITTEE MEETING***

***OPEN SESSION MINUTES***

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The ***Reorganization*** meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held via Zoom conferencing on Monday, January 25, 2021 at 5:00 PM, prevailing time. Chair Law, **Woodbury City**, presiding. The meeting was called to order at 5:00 PM.

Mr. Forlenza then took a moment to verify call in phone numbers and rename them to the appropriate member.

***SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON***

***FLAG SALUTE***

***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.

***ROLL CALL of 2020 FUND COMMISSIONERS***

Those in attendance were:

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.**  
Ray 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.**  
Susan Jacabucci, **Paulsboro Borough**  
Dan Neu, **Pennsville Twp.**  
Maureen Abdill, **Pilesgrove Twp.**  
Mike Razzo, **Pitman Borough**  
Majorie Sperry, **Quinton Twp.**  
Bob Diaz **South Harrison Twp.**  
Carl Bagby, **Swedesboro Borough**  
Jeffre Celebre, **Vineland City**  
Collette Bachich, **Washington Twp.**

Karen Sweeney, **Wenonah Borough**  
Al Ferriola, **West Deptford**  
Ryan Giles, **Westville Borough**  
Bob Law, **Woodbury City**  
Jeff Pitzo, **Woodbury Heights Borough**  
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners were:

Warren Morgan, **Alloway Township**  
Barbara Freijomil, **Franklin Twp**  
Valerie VanVeen, **Glassboro Borough**  
Doris Hall, **Logan Twp.**  
Jill McCrea, **Monroe Twp.**  
Mike Bercute, **Penns Grove Borough**  
Brad Campbell, **Shiloh Borough**  
Mike Seery, **Upper Pittsgrove Twp.**  
John Hall, **Woodstown Borough**

Also present were:

Paul A. Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*  
Paul J. Miola, CPCU, ARM, *AJG Risk Management Services, Inc.*  
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, *Qual-Lynx*  
Karen Beatty, *QualCare*  
Tom Tontarski, *Treasurer*  
Debby Schiffer, *Wellness Director*  
Lou Romero, *Technology Risk Services Director*

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

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

Absent RMCs were:

Henry D. Young Insurance

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

Chair Law presented the meeting minutes of the December 21, 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 December 21, 2020 Executive Committee meeting.

Motion by Mr. Razze seconded by Ms. Sweeney, to approve the minutes of the December 21, 2020 Executive Committee meeting. All in Favor. Motion carried.

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

Chair Law presented the meeting minutes of the December 21, 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 December 21, 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 December 21, 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 December 21, 2020 as presented.

The Executive Claims Review Committee Closed Session minutes of the December 21, 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.

***ADJOURN THE SINE DIE MEETING***

Chair Law entertained a motion to adjourn the Sine Die Meeting. Motion by Mr. Razze, seconded by Ms. Sweeney, to adjourn the Sine Die Meeting. All in favor. Motion carried.

Mr. Forlenza welcomed all in attendance to the *2021 Reorganization Meeting of the TRICO JIF*. He then requested a roll call of the 2021 Fund Commissioners

***ROLL CALL of 2021 FUND COMMISSIONERS***

- 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.**

Ray Williams, **Greenwich Twp.**  
Mark Gravinese, **Harrison Twp.**  
Leo Selb, **Hopewell Twp.**  
William Pine, **Logan Twp.**  
Kevin Clour, **Lower Alloways Creek Twp.**  
Luke Patrick, **Mannington Twp.**  
Candice Pennewell, **Mantua Twp.**  
Harry Moore, **Oldmans Twp.**  
Susan Jacabucci, **Paulsboro Borough**  
Carol Mincey, **Penns Grove Borough**  
Dan Neu, **Pennsville Twp.**  
Maureen Abdill, **Pilesgrove Twp.**  
Mike Razze, **Pitman Borough**  
Majorie Sperry, **Quinton Twp.**  
Bob Diaz **South Harrison Twp.**  
Jack Cimprich, **Upper Pittsgrove Twp.**  
Carl Bagby, **Swedesboro Borough**  
Jeffre Celebre, **Vineland City**  
Collette Bachich, **Washington Twp.**  
Karen Sweeney, **Wenonah Borough**  
Al Ferriola, **West Deptford**  
Ryan Giles, **Westville Borough**  
Bob Law, **Woodbury City**  
Jeff Pitzo, **Woodbury Heights Borough**  
Stacy Shorter-Carney, **Woodstown Borough**  
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners were:

Warren Morgan, **Alloway Twp.**  
Barbara Freijomil, **Franklin Twp.**  
Valerie VanVeen, **Glassboro Borough**  
Jill McCrea, **Monroe Twp.**  
Brad Campbell, **Shiloh Borough**

### ***ELECTION OF 2021 OFFICERS***

#### ***2021 Nomination Slate***

Mr. Forlenza presented for the membership's consideration the 2021 Nomination Slate. The Nominating Committee met in November 2020 and presented the 2021 Nomination Slate at the November and December 2020 Executive Committee Meetings.

Chair:	Michael Razze, <b>Borough of Pitman</b>
Secretary:	Karen Sweeney, <b>Wenonah Borough</b>
Executive Committee:	Sue Miller, <b>Borough of Clayton</b> Carl Bagby, <b>Borough of Swedesboro</b> Robert Diaz, <b>South Harrison Township</b>

Kevin Clour, **Lower Alloways Creek**  
Mark Gravinese, **Harrison Township**

Alternates:

Don Banks, **Deptford Township**  
Ken Brown, **Carneys Point Township**  
Majorie Sperry, **Quinton Township**  
Stephanie McCaffrey, **East Greenwich Township**  
Doug Hogate, **Elsinboro Borough**  
Leo Selb, **Hopewell township**  
Collette Bachich, **Washington Township**

***Election of a Chairman and Secretary***

Mr. Forlenza asked if there were any nominations from the floor for a position on the 2021 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza asked for a Roll Call Vote of the full membership for an Election of a Chairman and Secretary as presented.

**ROLL CALL**      **Yeas:**      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.**  
Ray Williams, **Greenwich Twp.**  
Mark Gravinese, **Harrison Twp.**  
Leo Selb, **Hopewell Twp.**  
William Pine, **Logan Twp.**  
Kevin Clour, **Lower Alloways Creek Twp.**  
Luke Patrick, **Mannington Twp.**  
Candice Pennewell, **Mantua Twp.**  
Susan Jacabucci, **Paulsboro Borough**  
Carol Mincey, **Penns Grove Borough**  
Dan Neu, **Pennsville Twp.**  
Maureen Abdill, **Pilesgrove Twp.**  
Mike Razzo, **Pitman Borough**  
Majorie Sperry, **Quinton Twp.**  
Bob Diaz **South Harrison Twp.**  
Jack Cimprich, **Upper Pittsgrove Twp.**  
Carl Bagby, **Swedesboro Borough**  
Jeffre Celebre, **Vineland City**  
Collette Bachich, **Washington Twp.**  
Karen Sweeney, **Wenonah Borough**  
Al Ferriola, **West Deptford**  
Ryan Giles, **Westville Borough**  
Bob Law, **Woodbury City**

Jeff Pitzo, **Woodbury Heights Borough**  
Stacy Shorter-Carney, **Woodstown Borough**  
Jane DiBella, **Woolwich Twp.**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***Election of an Executive Committee and Alternates***

Mr. Forlenza again asked if there were any nominations from the floor for a position on the 2021 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza then asked for a Roll Call Vote of the full membership for an *Election of Executive Committee & Alternates* as presented.

**ROLL CALL**      *Yeas:*      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.**  
Ray Williams, **Greenwich Twp.**  
Mark Gravinese, **Harrison Twp.**  
Leo Selb, **Hopewell Twp.**  
William Pine, **Logan Twp.**  
Kevin Clour, **Lower Alloways Creek Twp.**  
Luke Patrick, **Mannington Twp.**  
Candice Pennewell, **Mantua Twp.**  
Susan Jacabucci, **Paulsboro Borough**  
Carol Mincey, **Penns Grove Borough**  
Dan Neu, **Pennsville Twp.**  
Maureen Abdill, **Pilesgrove Twp.**  
Mike Razzo, **Pitman Borough**  
Majorie Sperry, **Quinton Twp.**  
Bob Diaz **South Harrison Twp.**  
Jack Cimprich, **Upper Pittsgrove Twp.**  
Carl Bagby, **Swedesboro Borough**  
Jeffre Celebre, **Vineland City**  
Collette Bachich, **Washington Twp.**  
Karen Sweeney, **Wenonah Borough**  
Al Ferriola, **West Deptford**  
Ryan Giles, **Westville Borough**  
Bob Law, **Woodbury City**  
Jeff Pitzo, **Woodbury Heights Borough**  
Stacy Shorter-Carney, **Woodstown Borough**  
Jane DiBella, **Woolwich Twp.**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

### ***OATHS OF OFFICE***

*Oaths of Office* were administered visually and virtually by Mr. DeWeese, Fund Solicitor, to the newly elected Chairperson, Secretary, Executive Committee, and Alternates for the 2021 Fund Year. Mr. DeWeese congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election.

All *Oaths of Office* were signed and the officers were instructed to be forward them to the Fund Solicitor for counter-signature, with the exception of Stephanie McCaffrey, East Greenwich Township, Alternate #4 as she did not have video capability.

At this time, Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election and asked Fund Chair Michael Razze, *Borough of Pitman* to conduct the 2021 Reorganization Meeting of the Fund.

### ***ORGANIZATIONAL RESOLUTIONS***

The following 2021 Organizational Resolutions were presented for adoption by Chair Razze.

*R 2021-01 – Confirming the Election of a Fund Chair and Fund Secretary*

*R 2021-02 – Confirming the Election of an Executive Committee and Alternates*

*R 2021-03 – Appointing Professional Staff – Non-Fair and Open*

*R 2021-04 – Appointing Professional Staff – Fair and Open*

*R 2021-05 – Awarding Contracts to WC and GL Defense Counsel and Approved Associates*

*R 2021-06 – Recommending the EPL/POL Defense Panel*

*R 2021-07 – Cash Management and Investment Policy*

*R 2021-08 – Adopting Procedures in Compliance with Open Public Meetings Act*

*R 2021-09 – Adopting Fiscal Policies and Procedures*

*R2021-10 – Adopting Administrative Policies and Procedures*

*R 2021-11 – Designating Executive Director as Public Agency Compliance Officer*

*R 2021-12 - Adopting and Establishing a Conflict of Interest Policy*

*R 2021-13 – Establishing a Fund Records Program*

*R 2021-14 – Establishing the 2021 Plan of Risk Management*

*R 2021-15 – Designation of Certifying and Approving Officer for Payment of Claims*

Chair Razze entertained a motion to adopt the *Organizational Resolutions 2021-01 through 2021-15* as presented.

Motion by Ms. Sweeney, seconded by Ms. Miller to adopt *Organizational Resolutions 2021-01 through 2021-15*.

**ROLL CALL**      *Yeas:*      Sue Miller, Clayton Borough  
Carl Bagby, Swedesboro Borough

Bob Diaz, **South Harrison Township**  
Kevin Clour, **Lower Alloways Creek**  
Mark Gravinese, **Harrison Township**  
Karen Sweeney, *Secretary*, **Wenonah Borough**  
Mike Razze, *Chair*, **Pitman Borough**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

### ***EXPENSE RESOLUTION***

The following 2021 Expense Resolution was presented for adoption by Chair Razze:

*R 2021-16 - Authorizing Advanced Travel Expenses for Authorized Official Travel to PRIMA & AGRIP Conferences.*

Chair Razze entertained a motion to adopt *R 2021-16* as presented.

Motion by Ms. Sweeney, seconded by Ms. Miller to adopt *R 2021-16*

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

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

### ***EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – January 25, 2021***

Chair Razze reported that an Executive Claims Committee Meeting was earlier today, Monday, January 25, 2021 via Zoom conference call.

The Committee reviewed fifteen (15) claims. Of the claims reviewed, there were five (5) Workers' Compensation, six (6) General Liability, and four (4) Property PARs 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.

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Questions will be addressed during Closed Session if necessary.



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

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He thanked the membership on behalf of his staff and RPA/AJG for the 2021 re-appointment as Administrator. He then highlighted the following items from his report:

Mr. Forlenza stated that the annual Disclosure Statement from Arthur J Gallagher Risk Management Services was included in his report for the members to review as it identifies the sources of income received from the TRICO JIF as a result from our roll as the Fund Administrator. He asked that it be made a part of the minutes of today's meeting.

Mr. Forlenza noted as it is common this time of year for the Certificates of Insurance report to be delayed as the end of the year is a popular time to renew Certificates of Insurance. The Fund Underwriter has been working on the certificates, so if you have not received yours, please reach out to the Fund Underwriter or the Executive Directors office and we will assist you. He noted once we receive this report, his office will distribute to the membership.

Mr. Forlenza noted for members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances. 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 his office will not be sending out any more reminders regarding available balances and if you have a question, 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 that December 31<sup>st</sup> is a popular time for employees to retire. 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. He reminded the members to please be cognoscente of the June 1, 2021 deadline.

In regards to the Police Command Staff Training, it is still hopeful that we will be able to hold this training in person late Spring and 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 and it has been decided to hold them via Webinar. The trainings will be presented by Armando Riccio and include AM and PM sessions. He noted numerous dates have been establish for April and May and a Save the Date will be forthcoming in the next few weeks.

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 and it will be conducted online. The MEL will reduce each member's 2021 MEL Assessment by \$250 for each municipal elected official who completes one of the online 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 a memo and sample copies of the JIF RMC Resolution and Agreement for the 2021 Fund Year were e-mailed to all Risk Management Consultants in October. Once our office receives this documentation, payment can be issued for the 2021 fees at the February 2021 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. Also, all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143.

Mr. Forlenza stated the first installment bills were emailed to member Municipal Clerks, with a copy to the Fund Commissioner and Risk Management Consultant on or about January 2, 2021. Please note that the first installment is due by February 16, 2021.

Mr. Forlenza stated that a report detailing attendance records through the end of 2020 was included in his report and this information is taken directly from the monthly minutes. Should you have any questions, please contact the Executive Directors office.

Lastly, Mr. Forlenza noted on or about December 22, 2020, Tracy Forlenza sent an email to all members notifying them that the 9/30/2020 Loss Ratio Snapshots for the JIF, MEL, & EPL/POL were loaded into Origami. Instructions on how to access these reports were included with the email. He noted the format is slightly different, but does contain all of the same information. If you have any questions on how to access the reports in Origami, please contact Tracy in the Executive Directors office. If you have any questions regarding the information contained in the report or a specific claim, please contact the adjuster listed in the report.

Mr. Forlenza asked if any members had any questions. No questions were entertained.

## **SOLICITOR'S REPORT**

Mr. DeWeese thanked the membership on behalf of his firm and his team for the 2021 re-appointment as Fund Solicitor.

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

Mr. DeWeese reported that there were two (2) new case(s) assigned since last months meeting:

*Wright v Borough of Glassboro*  
*Belcher & Mann v. Township of Washington*

### ***Closed Cases***

Mr. DeWeese noted that there were two (2) cases closed since the last meeting:

*Murphy v. Township of Deptford*  
*Simone v. Township of Deptford*

### ***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.

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.

### ***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.

### ***COVID Legal Bulletin***

Lastly, Mr. DeWeese noted Mr. Forlenza had sent an email out last week which contained a Legal Bulletin prepared in conjunction with Mr. Forlenza, Mr. Miola, other Executive Directors of the MEL and Labor Counsel in regards to mandatory or voluntary requirements of receiving the COVID 19 vaccine. He noted a number of inquiries have been received on this matter.

Mr. DeWeese believes this Legal Bulletin provides sound guidance on this topic and it is strongly recommended to meet with your Solicitor and Labor Counsel before any decision is made on behalf of your municipality when it comes to mandating this vaccine. He noted he believes all of the Legal issues have been identified and laid out in regards to making the vaccine either mandatory or voluntary and to please reach out to him should you need any further guidance.

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

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

Mr. Garish began by thanking the membership for the re-appointment and wished everyone a safe and happy New Year. 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 asked to please make the appropriate personnel review the Law Enforcement Bulletins as they are distributed.

In regards to the Police One Training, 24 of our 26 Law Enforcement Agencies have registered, with 18 members actively participating having taking 2,110 courses.

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

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

## **CLAIMS ADMINISTRATOR'S REPORT**

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

Mr. Roselli thanked the members for the reappointment of Qual-Lynx on behalf of himself and his staff.

Mr. Roselli presented the *Lessons Learned from Losses* for January which reviewed *Winter Safety*. He then highlighted the following in order to keep winter weather claims at a minimum:

- Consider who is performing snow and ice removal and whether they are capable of performing these actions safely. As an example, have they had previous injuries that could be worsened by shoveling?
- Pre-treat parking lots and sidewalks when snow or ice is expected.
- Plan where to pile snow as subsequent melting/refreezing cycles create icy patches
- Discuss footwear with employees
- Provide caution/wet floor signs at all entrances.
- Maintain heat and consider those colder areas of the building where heat may not easily reach as these areas are prone to pipe breaks

Mr. Roselli then presented two costly claims that could have been avoided had the employees working in winter conditions taken a bit more care in preparing the areas they were working in.

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

## **WELLNESS DIRECTOR'S REPORT**

Ms. Schiffer thanked the Fund for her re-appointment and is looking forward to seeing everyone at some point in 2021. She then noted that her report is detailed in the agenda packet. She highlighted the following:

She stated she is planning to reach out to all of the Wellness Coordinators by the end of this month to set up their first wellness-planning meetings and begin formulating a "plan" for implementing effective wellness initiatives for 2021. The goal is to allocate the wellness funds early in the year to avoid last minute spending or worse yet, losing funds all together! *Failing to plan is planning to fail.*

**Other goals for the year:**

- Continue with the monthly Targeting Wellness Newsletter – Good News for Good Health
- Solicit employee feedback through conducting periodic Focus Groups and/or surveys
- Introduce new workshops, presentations, demonstrations that can be done virtually and eventually in-person
- Continue seeking new and appropriate resources for membership consideration
- Offer confidential individual and/or group virtual coaching sessions to all municipal employees
- Work on building a “library” of tips, exercises, and such that can be posted on the JIF website for convenient access.

Ms. Schiffer stated the last date to claim encumbered Wellness Funds is February 1<sup>st</sup>, 2021, so please try to have all receipts and vouchers to Tracy Forlenza at RPA (Tracy\_Forlenza@RiskProgramAdministrators.com) by Jan 31<sup>st</sup>.

She noted the January Targeting Wellness Newsletter discussed:

- Ideas for setting your sights on a new challenge
- A self-improvement challenge tracker you can use
- Nutritional Nuggets - New section (Survey Link included in the text)
- Fitting Fitness In Every Day
- To Dare - Poem to inspire you

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)*.

	<b><i>December</i></b>	<b><i>YTD</i></b>
<i>Lost Time</i>	13	118
<i>Medical Only</i>	52	321
<i>Report Only</i>	30	226
<i># of New Claims Reported</i>	95	668
<i>Report Only % of Total</i>	31.6%	34%
<i>Medical Only/Lost Time Ratio</i>	80:20	73:27
<i>Average Days to Report</i>	3.6	4.0

***Transitional Duty Report***

Ms. Beatty presented the Transitional Duty Report.

<b><i>Transitional Duty Summary Report</i></b>	<b><i>YTD</i></b>
<i>Transitional Duty Days Available</i>	6,226
<i>Transitional Duty Days Worked</i>	3,663
<i>% of Transitional Duty Days Worked</i>	59%
<i>\$ Saved by Accommodating</i>	2,563

<i>Transitional Duty Days Not Accommodated</i>	41%
<i>% of Transitional Duty Days Not Accommodated</i>	\$348,021
<i>Cost of Days Not Accommodated</i>	\$285,187

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:	245
Indemnity:	59
Medical Only:	111
Report Only:	75

She stated there has been an uptick in the number of reported COVID claims and she is expecting the same in the coming months. Ms. Beatty also noted, with the uptick in COVID claims, the hospitals are getting filled up again, and there have been some Urgent Cares temporarily closed so the employees there can go to work in the hospitals. She is expecting to see more of this as well in the coming months and will keep the members updated.

Ms. Beatty also reported that with *MedExpress* becoming *Riverside*, there was some concern in regards if the negotiated contracts, pricing, etc. the Qual Care has with them would be honored with *Riverside*, and she can now confirm they will, so you may continue to send your employees to *Riverside*. She concluded by stating if anyone would like details on their town's cases, please contact her.

***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report

<b><i>PPO Penetration Rate</i></b>	<b><i>December</i></b>
<i>Bill Count</i>	345
<i>Original Provider Charges</i>	\$328,539
<i>Re-priced Bill Amount</i>	\$104,189
<i>Savings</i>	\$224,350
<i>% of Savings</i>	60%
<i>Participating Provider Penetration Rate - Bill Count</i>	98%
<i>Participating Provider Penetration Rate – Provider Charges</i>	99%
<i>EPO Provider Penetration Rate - Bill Count</i>	97%
<i>EPO Provider Penetration Rate – Provider</i>	100%

***Prescription Program Summary Report***

Ms. Beatty noted this is a new report which will be provided to the Committee quarterly and depicts the number of prescriptions filled and savings to the Fund from utilizing this program including: average cost

per patient; average cost per script, and Opioid cost and usage, by month. The report included shows 2020 year-end results:

Script Count:	232
Utilizing Patients:	44
Billed Amount:	\$30,410
U & C Amount:	\$45,454
Total Savings YTD:	\$15,044

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

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

Mr. Romero wished everyone a Happy New Year and thanked the membership for his reappointment for 2021.

Mr. Romero noted there are still 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 December there were 1,251 phishing emails issued with 45 clicked, or 3.6%, which is the same as 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. He will be working on webinars, a worksheet and a new assessment which will include new findings and recommendations. 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 was 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 the IRS, or related to taxes as cyber criminals are trying to get you to believing they are sending you legitimate tax documents, or insist you owe the IRS money. There are quite a few phishing emails going around, especially this time of year. If you are unsure of an email, contact him and he will assist you with any questions or concerns.

Lastly, Mr. Romero warned of an advanced virus whereas included in an email, it looks as if there is an eyelash, or a speck of dust, and if you have a touchscreen computer screen and go to wipe away the speck, it is actually a touch link and will release a virus once the speck is touched. This is a very advanced way of circulating a virus, so please be aware as the cyber criminals are getting more advanced.

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

**TREASURER’S REPORT**

Mr. Tontarski wished everyone all the best in the New Year and thanked the membership for trusting in him and for the reappointment for 2021.

Mr. Tontarski presented an overview of the Treasurer's Report for December, and a copy of which was provided to the membership in the agenda packet. Mr. Tontarski’s reports are valued as of December 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 \$25,394.22. This generated an average annual yield of .90%. However, after including an unrealized net loss of \$14,941.56 in the asset portfolio, the yield is adjusted to .37% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$200,531.57 as it relates to current market value of \$12,202,086.41 vs. the amount we have invested. The current market value, including accrued income, is valued at \$12,257,722.96.

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**

	<b>Monthly</b>	<b>YTD</b>
Subrogation Receipts	\$200.00	\$308,767.57
Salvage	\$3,100.00	
Overpayment Reimbursements	\$ .00	

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

Woodbury City	\$21,353.00
Washington Twp.	\$79,495.00
Pittsgrove Twp.	\$108,929.00
Stow Creek Twp.	\$5,843.00
Quinton Twp.	\$227.00
E-JIF Dividend	\$247,977.38

**Cash Activity for the Period**

Mr. Tontarski stated that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$34,878,789.07 to a closing balance of \$33,041,653.15 showing a decrease in the fund of \$1,837,135.92.

**Loss Run Payment Register for the Period – December 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 \$645,281.92. The claims detail shows 552 claims payments issued.





Mr. Forlenza noted a Plaque and executed Resolution will be delivered to Mr. Law in the next week or so, along with a copy mailed to his Governing Body.

***Next Meeting***

Chair Razze noted that the next meeting of the TRICO JIF will be done via Zoom Conferencing on Monday, February 22, 2021 at 5:00 PM. Notification from the Fund will be forthcoming.

***PUBLIC COMMENT***

***Open Public Comment***

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

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

<b><i>Workers' Compensation</i></b>	<b><i>General Liability</i></b>	<b><i>Property</i></b>
2021216786	2019150638	2021216707
2021217307	2019151573	2021224565
2019162288	2020184471	2021218257
2019173509	2019160932	2021224011
MLT-2021211765	2019167248	
	2018145532	

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

**ROLL CALL**

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

***Nays:*** None

***Abstain:*** None

All in favor. Motion carried by unanimous vote.

***APPROVE ABANDONING SUBROGATION***

Chair Razze stated there were two (2) file(s) for abandonment of subrogation:

2019176596

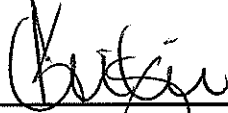
202185991

***MOTION TO ADJOURN***

There being no further business, Chair Razze entertained a *Motion to Adjourn* the January 25, 2021 Reorganizational Executive Committee Meeting.

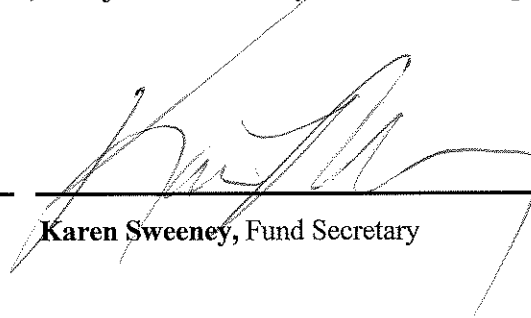
Motion by Ms. Sweeney seconded by Ms. Miller, to adjourn the January 25, 2021 meeting of the TRICO JIF.

The meeting was adjourned at 6:7 PM.



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**Kris Kristie**, Recording Secretary for



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**Karen Sweeney**, Fund Secretary