

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

Via Zoom Conferencing

March 22, 2021 – 5:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held via Zoom conferencing on Monday, March 22, 2021 at 5:00 PM, prevailing time. Chair Razze, **Pitman Borough**, 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.

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 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.**
Linda Gonzalez, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Ray Williams, **Greenwich Twp.**
Mark Gravinese, **Harrison Twp.**
Leo Selb, **Hopewell Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Candice Pennewell, **Mantua Twp**
Jill McCrea, **Monroe Twp.**
Tracy Nunzio, *Alternate*, **Monroe 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.**
Carl Bagby, **Swedesboro Borough**
Jeffre Celebre, **Vineland City**
Collette Bachich, **Washington Twp.**
Karen Sweeney, **Wenonah Borough**

Al Ferriola, **West Deptford**
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 Township**
Doug Hogate, **Elsinboro Twp.**
Valerie VanVeen, **Glassboro**
William Pine, **Logan Twp.**
Luke Patrick, **Mannington Twp.**
Brad Campbell, **Shiloh Borough**
Jack Cimprich, **Upper Pittsgrove Twp.**
Ryan Giles, **Westville 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*
Keith Hummel, 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
E.H. Sloan Insurance Agency
Hardenbergh Insurance Group
Henry D. Young Insurance
Len Eckman Insurance

Absent RMCs were:

Colson and Gosweiler Insurance
Conner Strong & Buckelew

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Razze presented the meeting minutes of the February 22, 2021 Executive Committee meeting for approval.

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

Chair Razze entertained a motion to approve the minutes of the February 22, 2021 Executive Committee meeting.

Motion by Ms. Sweeney seconded by Ms. Miller, to approve the minutes of the February 22, 2021 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Razze presented the meeting minutes of the February 22, 2021 Executive Claims Review Committee Meeting for approval.

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

Chair Razze 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 February 22, 2021 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Razze presented the Executive Claims Review Committee Closed Session meeting minutes of February 22, 2021 for approval.

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

Chair Razze 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 February 22, 2021 as presented.

The Executive Claims Review Committee Closed Session minutes of the February 22, 2021 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 – March 22, 2021

Chair Razze reported that an Executive Claims Committee Meeting was earlier today, Monday, March 22, 2021 via Zoom conference call.

The Committee reviewed twenty-two (22) claims. Of the claims reviewed, there were sixteen (16) Workers' Compensation, and six (6) Property PARs recommended for approval of settlement or continuing defense.

There were two (2) claim(s) reviewed for abandonment of subrogation attempt:

2019173100
2019173509

Also reviewed were two (2) Vineland claims that had previously been approved by Vineland:

2021220038
MLT-2019152809

Questions will be addressed during Closed Session if necessary.

Lastly, Chair Razze reminded the members there has been discussion and review in regards to the proposed *JIF Preferred Auto Repair Facility Program* that has been quarterbacked by Mr. Miola. He noted it is a great program and thanked Mr. Miola for his time and effort in regards to this money saving program. Chair Razze asked if there were any questions. No questions were entertained.

With that said, Chair Razze asked for a Motion to authorize the adoption of the *JIF Preferred Auto Repair Facility Guidelines*.

Motion by Ms. Sweeney, seconded by Ms. Miller to authorize the adoption of the *JIF Preferred Auto Repair Facility Guidelines*. All in favor. Motion carried.

EXECUTIVE DIRECTOR'S REPORT

Mr. Forlenza reviewed the Executive Director's Report found in the agenda packet with the membership. He then highlighted the following items from his report:

Mr. Forlenza referenced the most recent Certificates of Insurance reports which included February 2021 certificates 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 asked for members to review their OSB, Wellness, and EPL/Cyber Risk Management Budget balances included in the agenda. A consolidated announcement letter including instructions on how to collect your 2021 Optional Safety Budget allowance; Wellness allowance, and EPL/Cyber Risk allowance was emailed to all members the week of February 22, 2021. He noted in regards to the 2020 Safety Award Money, a letter from his office will be emailed to all members in the next few days.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy. He noted that January 1st is a popular time for employees to retire, so be sure to check the list and make sure any new employees are listed. 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 July 2020 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 stated the June 1, 2021 deadline has been extended to November 1, 2021, however please do not wait until the last minute to complete your trainings and other requirements. Use the extra allotted time wisely.

In regards to the Police Command Staff Training, a hybrid training process is being planned. Chief Hummel will be hosting the training in person with the Police Chiefs, and then doing a virtual session for the remaining Command Staff. We are looking to start up these training in June 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. These sessions will now be held via Webinar. The trainings will be presented by Armando Riccio and include AM and PM sessions with a limit of 100 participants per session. He noted that invitations were emailed to all

members earlier this month. In addition to those dates, and due to several requests, two (2) evening training classes have been scheduled on April 27 and May 27, 2021 starting at 6:30 pm. Additional information regarding those two trainings was emailed out earlier today to all Fund Commissioners and Risk Management Consultants.

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, though not required to take it. 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. Again, the deadline to comply with all aspects of the EPL Risk Management Plan has been extended to November 1, 2021

Mr. Forlenza noted, again, this year, the Fund is 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 the participant count across all there JIF's is very low and he emphasized not to lose that \$250 credit per attendee and reiterated the May 1, 2021 deadline. He noted that a reminder regarding this training was sent to all members earlier in the month.

Mr. Forlenza stated on or about March 1, 2021, a notice was sent to all Fund Commissioners and Municipal Clerks announcing the availability of additional training dates for the *Protection & Safe Treatment of Minors* webinars which will be conducted by Armando Riccio through the MSI. He emphasized it is strongly recommended that all Managers & Supervisors complete this training as soon as possible if not already completed. Completion of this training will assist in defending the municipality and their employees should they be named in a SAM claim. Mr. Forlenza noted that this training is separate and distinct from the Managers & Supervisors employment training that must be completed for compliance with the MEL EPL Risk Management Plan.

In regards to Payroll Audits, Mr. Forlenza stated on or about February 11, 2021 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2020 payrolls. These payroll figures will serve as the basis for your 2022 workers compensation excess premiums. Members were asked to send the required payroll data to the auditors for processing either via mail or electronically no later than March 11, 2021. Details on how the data can be sent were included in the February 11, 2021 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who still have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

Mr. Forlenza noted that on or about February 14, 2021, each member and their RMC's received a notification from his office asking that they review and update their property schedule located in the

Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2021 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 23, 2021.

Mr. Forlenza noted an email inquiring about interest in attending the New Fund Commissioner Orientation was emailed to all Fund Commissioners, Alternate Fund Commissioners and Risk Management Consultants on or about February 12, 2021. We received quite a few responses from all three JIF's. We will be conducting New Fund Commissioner Orientation training in April. An email notification with further details will be sent out to all Fund Commissioners, Alternate Fund Commissioners, and RMC's who indicated an interest in attending later this week.

Mr. Forlenza stated the Loss Ratio Snapshots valued as of December 31, 2020, inclusive of Fund Years 2014-209 have been uploaded into Origami. Ms. Tracy Forlenza noted she had recently sent out an email explaining an easier way to access the reports and if anyone had any issues they could contact her.

Lastly, Mr. Forlenza noted with some members voicing concern or frustration with all of the training deadlines, Mr. Miola is putting together a memo with all of the training requirements needed and completion dates for the 2021 Fund year. He has also included hyperlinks within the document for ease in accessing details for each of the trainings. Once it is complete, it will be emailed to all members as a tool to assist in keeping compliant with the trainings.

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

SOLICITOR'S REPORT

Assignment of New Cases

Mr. DeWeese reported that there were five (5) new case(s) assigned since last month's meeting:

Drummonds v. Township of Deptford
Chipola v Township of Mantua
Hudson v. Borough of Penns Grove
Johnson v. Borough of Penns Grove
Iulg v. Township of Upper Pittsgrove

Closed Cases

Mr. DeWeese noted that there were no (0) cases closed since the last meeting

General Liability Files

Mr. DeWeese noted that there are 42 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 42 General Liability cases; (0) is in Pre-suit; (0) currently in mediation; and eight (8) have a Summary Judgment Motion pending.

Mr. DeWeese noted he keeps up to date lists of all General Liability and Police Civil Rights cases and he recommends sharing these claims with your Governing Body, so if anyone would like their claims carved

out of the report, please contact him and he will get that to you. He also reminded the members to contact him with any employment related issues.

Subrogation Files

Mr. DeWeese stated that there are collection efforts being made on \$1,825,354.77 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 asked if there were any questions at this time. No questions were entertained.

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. 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 2,131 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 presented the *Lessons Learned from Losses* for March which reviewed *Tree OPS Safety*. He then highlighted the following in order to keep claims at a minimum:

- Ensure only qualified personnel direct tree related operations and that they immediately correct any identified hazard or improper work practices.

- Workers involved in tree related operations must be given instruction as to all hazards related to the work including fall prevention, methods of communication, first aid and CPR, roadway safety, Electrocution prevention and other rescue procedures.
- Be aware of surroundings such as debris, tripping hazards, falling limbs and power lines in which the assumption should be made that it is a live wire.
- Wear all applicable personal protective equipment

Mr. Roselli then discussed an example of how a costly claim could have been mitigated if everyone involved had taken the initiative to be a part of the safety culture.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer stated her report is included in the agenda packet and highlighted the following:

All municipalities should have received the updated Wellness Incentive Flyer, providing a list of the ideas of what is approved or not as it relates to spending your wellness funds.

As mentioned at the 2020 JIF Safety Breakfast, reimbursement for food (i.e. luncheons) is a difficult request to support. She noted the following:

- No food will be covered under the Wellness Budget but will be reimbursed under your SIP funds. We have listed a few items (including snack bars) that will be covered to help take away the guesswork on your part.
- Gift cards are not looked upon favorably. However, gift certifications or vouchers for Farmer Markets are acceptable! Please keep in mind that when we are giving out these cards, they should always be connected to a wellness initiative such as participation in a challenge, a teachable moment with an educational handout, door prizes, etc.

Ms. Schiffer noted she is always open to consider onsite visits based on each individual situation, and in addition is always willing to attend a safety meeting via teleconference and/or video conference.

If you have not yet planned a meeting to discuss wellness ideas for this year with Ms. Schiffer, please reach out to her with some available dates.

Municipality Activity Thus Far:

East Greenwich – chair massages Feb; cooking demo March and planning for the remainder of the year.

Mannington – purchasing gift cards to local farm market. When distributed will offer a flyer on the importance and benefits of fiber

Paulsboro – offering fruit and pre-approved snack bars; offering a 4 month step challenge March – June and those participating will be given a workout/stretch device and an arm holder for their phone. Encouraged to incorporate 10 minutes of stretching each day before work or on break.

West Deptford – launched a step challenge for the month of March

Woolwich – offered chair massages in Feb

Ms. Schiffer asked if you are planning or have held a wellness initiative that is not listed, please let her know as she would like to share all ideas so other towns can benefit should they be looking for something different to do.

Mindfulness Practice – Another mindful practice is scheduled for March 11th.

Ms. Schiffer is launching a new program which she is calling *Powered through Plants*, which falls in line with this month’s theme “National Nutrition Month”.

- Hosting several virtual introductions in March to let folks know what to expect should they want to sign up for the workshops.
- Six (6) weekly workshops with specific topic to address
- Program also highlights benefits of going plant-strong and will bust some of the myths about nutrition and food. The goal is to bring awareness, education and help to set folks up for success.
- Attending one of four introductions will allow your employees to make the decision for themselves as to whether this is right for them.

Lastly Ms. Schiffer noted the March *Targeting Wellness* Newsletter is all about how food and sleep play a huge role in not only weight management but also in preventing the risk of chronic disease:

- The challenges of weight loss and where to start
- How sleep affects weight and the time you eat is just as important as what you eat
- Understanding food labels
- Some tips for meal planning in a busy life
- Is organic healthier and safer?
- Nutritional Bites: Calorie density vs. portion control
- Recipe of the Month: 30-minute Quinoa "fried rice"

Also included was Stretching for Flexibility, along with a listing of JIF Approved Wellness Items and Activities.

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

MANAGED HEALTH CARE REPORT

Lost Time v. Medical Only Cases

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

	<i>February</i>	<i>YTD</i>
<i>Lost Time</i>	4	14
<i>Medical Only</i>	15	49
<i>Report Only</i>	20	39
<i># of New Claims Reported</i>	39	103
<i>Report Only % of Total</i>	51%	38%
<i>Medical Only/Lost Time Ratio</i>	79:21	78:22
<i>Average Days to Report</i>	6.0	4.4

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Mr. Romero noted in regards to the phishing emails for the month of February there were 1,249 phishing emails issued with 59 clicked, or 4.7%, which is a little high. Mr. Romero noted again, 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 will continue to send 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, 30 of our 38 members are certified in Tier 1, and 24 of the 38 are completely certified. He noted a revised program will be rolled out for 2021 and will include a third Tier. He is working on webinars, a worksheet and a new assessment process which will include new findings, recommendations and guidance as he explained some controls have moved between Tiers and some have become more stringent. Mr. Romero noted he will be presenting a training presentation for the upcoming virtual Retreat and additional information will be forthcoming.

Mr. Romero noted that Pivot Point Security was able to continue with their Vulnerability Scanning of member firewalls and gateways this month after being shut down for a bit due to the failure of a server. He noted that the issue has been corrected and everyone should have received their Vulnerability Report for this month.

Lastly, 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. He also noted cyber criminals have now started attacking QR Codes. If a QR Code has been hacked, and you have utilized it, it can direct a user to a fake website, capture personal data, or install malicious software on your smartphone, so be aware of what QR Codes you utilize. In regards to phishing emails, if you are unsure of an email, contact him and he will assist you with any questions or concerns.

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 February and a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of February 28, 2021 for Closed Fund Years 1991 to 2016, and Fund Years 2017, 2018, 2019, 2020 and 2021.

Investment Interest

Interest received or accrued for the reporting period totaled \$26,456.72. This generated an average annual yield of .92%. However, after including an unrealized net loss of \$16,441.80 in the asset portfolio, the yield is adjusted to .35% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$171,021.19 as it relates to current market value of \$9,797,756.04 vs. the amount we have invested. The current market value, including accrued income is valued at \$9,834,990.28.

The Fund's asset portfolio with Wilmington Trust consists of two (2) 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	\$27,481.84	\$81,398.97
Salvage	\$0.00	
Overpayment Reimbursements	\$0.00	
TRICO v. Killen	\$0.00	

FY 2021 Premium Assessments		\$3,617,491
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A.E.L.C.F. Participant Balances at Period End

Woodbury City	\$21,3384.00
Washington Twp.	\$79,611.00
Pittsgrove Twp.	\$109,088.00
Stow Creek Twp.	\$5,851.00
Quinton Twp.	\$227.00

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$33,692,051.08 to a closing balance of \$35,045,188.09 showing an increase in the fund of \$1,353,137.01.

Loss Run Payment Register for the Period – February 2021

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 \$298,599.40. The claims detail shows 638 claims payments issued.

JCMI Investment

Mr. Tontarski reported that he has recently invested \$20 million into the JCMI program since approved by the members. He noted that these yields are slightly above 1% and the reports next month will show some variance. He also stated that the JIF money is evenly spread out between long term investments, Investors Bank, and the JCMI.

Bill List/RMC Bill List – March 2021

For the Executive Committee’s consideration, Mr. Tontarski presented the March 2021 Bill List contained in the agenda packet in the amount of \$226,317.03.

Chair Razzo entertained a motion to approve the February 2021 Loss Run Payment Register and approve the March 2021 Bill List in the amount of \$226,317.03 as presented.

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

Motion by Ms. Sweeney, seconded by Ms. Miller to approve the *February 2021 Loss Run Payment Register and approve the March 2021 Bill*, 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 Razzo, Chair, Pitman Borough

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

EPL/Technology Liability Committee Meeting

Mr. Banks noted the EPL/Technology Liability Committee met on February 22, 2021 and the detailed minutes of that meeting were included in the agenda packet for your review and are self-explanatory. If anyone had any questions, they could reach out to him.

Safety Committee Meeting

Mr. Celebre stated the Safety Committee met on March 4, 2021 and the detailed minutes of the meeting were included in the agenda packet for your review and are self-explanatory. He noted the committee discussed topics for the upcoming Planning Retreat and if anyone had any topics they would like to suggest or see presented, please contact either him or the Executive Director.

MEL/RCF/EJIF Reports

Mr. Law referenced a flyer in the agenda packet from the MEL announcing the Annual MEL, MRHIF & NJHIF Educational Seminar which will be held virtually on May 14 and May 21, 2021. He noted the seminars are eligible for CEU credits, and there is no cost to attend, so this is a good time to acquire extra CEU's if you need them, and the flyer lists those that are eligible. Mr. Law noted you may register by contacting PERMA and that information is included on the flyer.

Next Mr. Law noted also included in the agenda was a MEL Bulletin which was is a FAQ on the Model Policies Procedure Manual and Employee Handbook. He noted as there are such differences in the new format of the Handbook, the MEL has been releasing Bulletins on the most frequently asked questions, so please read through this information and hopefully it will provide additional guidance. Mr. Law also noted there is a video recording on the MEL website of a webinar where attorneys responded to questions regarding the updated policies.

MISCELLANIOUS BUSINESS

Mr. Forlenza noted with the uncertainty of the social distancing guidelines over the next few months, after reaching out to both the Fund Chair and Secretary, it was recommended to continue to meet virtually via Zoom through May. This will allow, hopefully, most people to receive the vaccine and feel more comfortable meeting as a group and once we see how things are moving along with the pandemic, and what the social distancing guidelines are come May, we will make a decision on the format of the June meeting. With that said, Mr. Forlenza asked for a Motion to authorize the Executive Directors office to re-advertise the April and May 2021 Executive Committee Meetings to a Zoom meeting format.

Motion by Ms. Sweeney, seconded by Ms. Miller to re-advertise the meetings as discussed. All in favor. Motion carried.

Next Meeting

Chair Razze noted that the next meeting of the TRICO JIF will be done via Zoom Conferencing on Monday, April 26, 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:

<i>Workers' Compensation</i>	<i>Property</i>
2020202846	2021229864
2020185001	2021213311
2021214081	2021211898
2018112457	2021229510
2021225591	2021230227
2021229388	2021226742
2021223495	
2019232362	
MLT-2021227859	
2020208391	
2021221482	
2021220667	
2019159250	
2021209350	
MLT-2021211765	
2020179682	

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

Secretary Sweeney stated there were two 2) file(s) for abandonment of subrogation:

2019173100

2019173509

Chair Razze entertained a Motion to Abandon Subrogation on the claims as presented.

Motion by Ms. Sweeney seconded by Ms. Miller, to abandon subrogation on the two (2) files 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

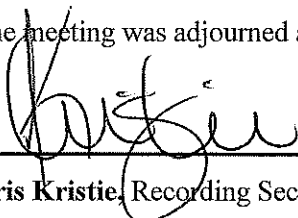
All in favor. Motion carried by unanimous vote.

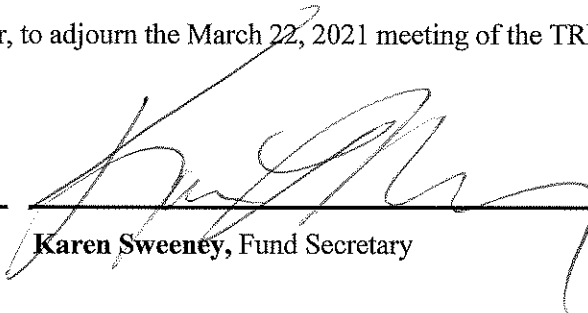
MOTION TO ADJOURN

There being no further business, Chair Razze entertained a *Motion to Adjourn* the March 22, 2021 Executive Committee Meeting.

Motion by Ms. Sweeney seconded by Ms. Miller, to adjourn the March 22, 2021 meeting of the TRICO JIF.

The meeting was adjourned at 5:59 PM.


Kris Kristie, Recording Secretary for


Karen Sweeney, Fund Secretary