

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

Via Zoom Conferencing

May 24, 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 May 24, 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*
Karen Sweeney, *Fund Secretary, Wenonah Borough*
Bob Diaz, **South Harrison Township**
Sue Miller, **Clayton Borough**
Carl Bagby, **Borough of Swedesboro**
Kevin Clour, **Lower Alloways Creek**

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:

Mark Gravinese, **Harrison Township**

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 May 24, 2021 at 5:00 PM via Zoom conferencing.

Motion by Ms. Miller seconded by Ms. Sweeney, 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 sixteen (16) claims. Of the claims reviewed, there were twelve (12) Workers' Compensation, and four (4) Property PARs recommended for approval of settlement or continuing defense.

There were no (0) reviewed claims that had previously been approved by Vineland.

There were no (0) claim(s) reviewed for abandonment of subrogation attempt.

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

SOLICITOR'S REPORT FOR OPEN SESSION:

Closed Cases

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

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

MANAGED CARE REPORT

Lost Time v. Medical Only Cases

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

	<i>April</i>	<i>YTD</i>
<i>Lost Time</i>	6	32
<i>Medical Only</i>	23	91
<i>Report Only</i>	24	81
<i># of New Claims Reported</i>	53	208
<i>Medical Only/Lost Time Ratio</i>	79:21	74:26
<i>Average Days to Report</i>	10.7	6.4

Ms. Beatty noted the Average Days to Report is running high due to the COVID claims and how long it takes to contact trace to confirm who may have been exposed and potential additional claims. Per Mr. Miola's request last month, Ms. Beatty presented another report which broke out and depicted the number of Indemnity, Medical only, and Report only Claims for both COVID related and Non COVID related claims for the month of April 2021 and Year to Date 2021.

April 2021 COVID Related Average Days to Report: 46.6

April 2021 Non COVID Related Average Days to Report: 3.4

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	2,180
<i>Transitional Duty Days Worked</i>	1,480
<i>% of Transitional Duty Days Worked</i>	68%
<i>Transitional Duty Days Not Accommodated</i>	700
<i>% of Transitional Duty Days Not Accommodated</i>	32%
<i>\$ Saved by Accommodating</i>	\$106,720
<i>\$ Lost by NOT Accommodating</i>	\$82,371

Ms. Beatty also included a report this month in the agenda that depicted examples, categorized by profession, of different duties that could be performed by employees who are released to transitional duty and are on a temporary job assignment due to injury. These included such duties as, answering phones, inventory, desk duty, dispatch, light office clean up, etc. Ms. Beatty noted she will be including this report monthly.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

PPO Penetration Rate	April
<i>Bill Count</i>	347
<i>Original Provider Charges</i>	\$548,089
<i>Re-priced Bill Amount</i>	\$214,673
<i>Savings</i>	\$333,416
<i>% of Savings</i>	61%
<i>PPO Penetration Rate Bill Count Percentage</i>	94%
<i>PPO Penetration Rate Provider Charge Percentage</i>	98%
<i>EPO Penetration Rate Bill Count Percentage</i>	94%
<i>EPO Penetration Rate Provider Charge Percentage</i>	98%

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

QUAL-LYNX REPORT

Adjuster File Counts

Mr. Roselli reported that at the end of April, Tammy Langsdorf's Workers' Compensation Unit had 778 lost time files (including 98 lost time COVID-19 files). This is an average of 156 lost time files per adjuster (based upon 5 adjusters). The total count of files in this unit is 1,262 which includes both lost time and medical only files. This is a decrease of 37 files from the end of March. The total number of COVID-19 claims in the unit including both lost time and medical only files is 204 which is down from 256 the previous month. This is a decrease of 52 COVID-19 claims from the end of March.

Ms. Langsdorf reported they have borrowed another Adjuster from another unit to help with the number of claims, and she will be hiring a temp in the next few weeks.

In Sue Mooney's Liability Unit, the liability adjusters' total file count is currently at 876 files. This is an increase of 48 files from the end of March. This is an average of 210 files per adjuster (based on 4 adjusters and removing Sue Mooney's pending of 35 files).

Joe Lisciandri's Property Unit has a total file count at 1,148, which is an average of 287 files per adjuster (based upon 4 adjusters). The unit's overall pending decreased by 28 files since the end of March. Joe's unit remains fully staffed.

Qual-Lynx will continue to monitor the staff pending files and any staffing issues and keep you apprised of any circumstances that may affect these numbers.

Lastly, Mr. Roselli stated Mr. Miola sent an email to all members last week announcing that QualCare Alliance Networks, Inc. (QANI) would be acquired, upon closing in the second half of 2021, by Mitchell | Genex | Coventry, or M|G|C, a leader in cost containment technology, provider networks, clinical services, pharmacy benefit management (PBM) and disability management. Mr. Roselli noted there should be no changes to your Account Representatives, Managers, Adjusters, etc. Mr. Roselli noted he feels this is actually a much better fit and Qual-Lynx will receive better support from M|C|G.

Mr. Roselli stated if anyone would like a copy of the press release to please let him know and he will get it out to you and he will be announcing this at the Executive Committee meeting later this evening.

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

JIF Preferred Repair Shop Program Adoption

Mr. Miola reminded the Committee that on or about March 29th, he mailed the JIF Preferred Repair Shop Agreements to all repairs shops used by the members for review and signature. So far twenty (20) of the 40 shops have returned the agreement and one shop is no longer operating. The majority of those shops who have not responded are within the Gloucester, Salem and Cumberland counties territory.

Mr. Miola noted there was some confusion by the shops in regards to the terms used in the *Program*; however, once it was explained to them, it seems there was a better understanding of the *Program*, and we should be receiving the remaining agreements shortly, with a follow-up conducted earlier this month. In the meanwhile, Mr. Petteti will be calling those repair shops and following up with them, noting there is not much more that can be done unless anyone had any suggestions.

Chair Razze stated it was time to let all members know what is going on and who has not signed the agreements, and that should they choose to use those particular shops, there will be a higher deductible. The Committee agreed and Mr. Miola stated he would send correspondence out tomorrow.

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

City of Vineland Litigation Management Draft

Mr. Forlenza referenced a draft proposed revision to the Fund's Litigation Management Guidelines that if approved would allow the City Solicitor to handle certain types of liability claims brought against the City. Mr. Forlenza stated the City of Vineland currently retains the first \$200,000 of General Liability and Auto Liability claims. Due to this large Self Insured Retention, and the fact that the City employs an attorney who has served as Approved Defense Counsel for the TRICO JIF, namely, Michael Benson, the city wishes to control litigation expenses by having Mr. Benson handle certain litigated matters on behalf of the City. Mr. DeWeese noted the goal is to attempt to keep their legal expenses down by using their in-house Solicitor, noting he has no hesitation in Mr. Benson handling these cases on behalf of Vineland. Mr. Forlenza continued to explain that in order to accommodate this request, and to preserve the necessary controls over litigated matters, the TRICO JIF will need to amend its Guidelines to incorporate the following procedures:

1. Once a claim has been presented to the City, Mr. Benson shall communicate with the Fund Solicitor, Mr. David DeWeese, and the Fund TPA, Qual-Lynx, requesting authority to handle the defense of the matter. Assignment of files to the City shall be made with mutual agreement between the Fund Solicitor and the City.
2. All Litigation Management Guidelines adopted by the TRICO JIF shall be followed in order to assure compliance with reporting protocols, assignment of tasks, and communication with the Fund Solicitor and The Fund TPA.
3. Qual-Lynx shall establish a file and carry out their duties in accordance with the Litigation Management Guidelines.
4. Billing shall be in accordance with procedures outlined in the Litigation Management Guidelines.
 - a. All bills shall be submitted to the Fund Solicitor and the Fund TPA.
 - b. Upon approval, the TPA shall charge the amount as an Allocated Legal Expense.

Nothing contained in this agreement shall contradict procedures required by the reinsurers, the excess carriers, or the Municipal Excess Liability Joint Insurance Fund. Mr. DeWeese concluded he believes this is a good step for Vineland and he recommends approval of this procedure. Mr. Forlenza noted if the Committee is in agreement, he will send this draft to the MEL for their review, as well as any excess insurers. Once this is approved, we would then update the Litigation Management Guidelines by Resolution. The Committee agreed.


NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, June 28, 2021 at 3:30 PM** via Zoom Conferencing.

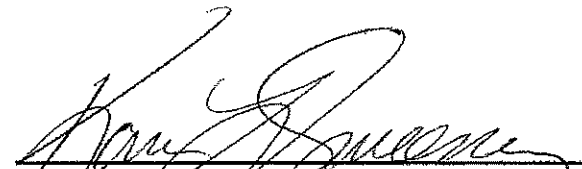
MOTION TO ADJOURN

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 4:44 PM.



Kris Kristie, Recording Secretary for



Karen Sweeney, Fund Secretary