

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

Via Zoom Conferencing

July 26, 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 July 26, 2021 at 3:30 PM, prevailing time. Karen Sweeney, *Fund Secretary*, Wenonah Borough 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:

Karen Sweeney, *Fund Secretary*, **Wenonah Borough**
Bob Diaz, **South Harrison Township**
Sue Miller, **Clayton Borough**
Kevin Clour, **Lower Alloways Creek**
Mark Gravinese, **Harrison Township**...*arrived after roll call*
Carl Bagby, **Borough of Swedesboro**

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*
Scott DeWeese, *The DeWeese Law Firm, P.C.*
Rob Garish, Senior Risk Control Consultant, *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:

Mike Razze, *Fund Chair*, **Pitman Borough**

CLOSED SESSION PORTION OF MEETING

Ms. Sweeney 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 July 29, 2021 at 4:00 PM at Auletto's Caterers, West Deptford.

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

REOPEN PUBLIC PORTION OF THE MEETING

Ms. Sweeney entertained a motion to reopen the public portion of the meeting.

Motion by Ms. Miller, seconded by Mr. Diaz 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 twelve (12) claims. Of the claims reviewed, there were seven (7) Workers' Compensation, four (4) General Liability, and one (1) Property PARs recommended for approval of settlement or continuing defense.

There were three (3) claims reviewed that had previously been approved by Vineland:

2018115352
2020182179
2021236369

There were three (3) claims reviewed for abandonment of subrogation attempt:

MLT-2020194630
2020193697
2020181271

Ms. Sweeney 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 two (2) case(s) closed since the last meeting, both with no payment to the Plaintiff:

Servais Estate v. City of Vineland
DeWitt v Borough of Woodbury Heights

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>June</i>	<i>YTD</i>
<i>Lost Time</i>	5	51
<i>Medical Only</i>	14	100
<i>Report Only</i>	18	118
<i># of New Claims Reported</i>	36	278
<i>Average Days to Report</i>	8.9	14.7

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. 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 June 2021 and Year to Date 2021.

June 2021 COVID Related Average Days to Report: 42.5

June 2021 Non COVID Related Average Days to Report: 4.8

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	3,288
<i>Transitional Duty Days Worked</i>	2,167
<i>% of Transitional Duty Days Worked</i>	66%
<i>Transitional Duty Days Not Accommodated</i>	1,121
<i>% of Transitional Duty Days Not Accommodated</i>	34%
<i>\$ Saved by Accommodating</i>	\$181,360
<i>\$ Lost by NOT Accommodating</i>	\$134,635

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	June
<i>Bill Count</i>	226
<i>Original Provider Charges</i>	\$358,782
<i>Re-priced Bill Amount</i>	\$118,949
<i>Savings</i>	\$239,833
<i>% of Savings</i>	67%
<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>	91%
<i>EPO Penetration Rate Provider Charge Percentage</i>	98%

QUAL-LYNX REPORT

Adjuster File Counts

Mr. Roselli reported that at the end of June, Tammy Langsdorf's Workers' Compensation Unit had 778 lost time files (including 66 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 1,201 which includes both lost time and medical only files. This is a decrease of 26 files from the end of May. The total number of COVID-19 claims in the unit including both lost time and medical only files is 120 which is down from 161 the previous month. Donna Pera, who helped Ms.

Langsdorf's unit last summer has begun to handle files. Also, a temporary employee started in Ms. Langsdorf's unit on July 6th to assist with the additional claims the summer months normally bring to her unit.

In Sue Mooney's Liability Unit, the liability adjusters' total file count is currently at 879 files. This is a decrease of 19 files from the end of May. This is an average of 210 files per adjuster (based on 4 adjusters and removing Sue Mooney's pending of 38 files). Mr. Roselli noted that one of the adjuster's in Ms. Mooney's unit is currently out on an extended leave. As a result, this adjuster's files have been redistributed to the other adjusters in the unit until which time the employee returns.

Joe Lisciandri's Property Unit has a total file count at 1,145, which is an average of 286 files per adjuster (based upon 4 adjusters). The unit's overall pending increased by 9 files since the end of May. Mr. Lisciandri's unit remains fully staffed. Next month, Mr. Roselli's report will depict the number of claims that are actively being worked on, rather than including the claims that are being maintained as an open file for purposes of subrogation on CAT claims.

We will continue to monitor the staff pending's and any staffing issues and keep you apprised of any circumstances that may affect these numbers.

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 in late March he mailed the JIF Preferred Repair Shop Agreements to all repairs shops used by the members for review and signature. So far thirty-five (35) of the 52 shops have returned the agreement and one shop is no longer operating. Mr. Miola then reviewed the revised listing of shops who have sent in their agreements, and who still has outstanding agreements.

Mr. Miola stated there have been quite a few follow-ups with those towns who have not sent in their agreements yet, so at this time it will be up to the members to select and work with a body shop who has not signed our agreement, as they will be subject to a \$2,500 deductible. Mr. Roselli clarified, as there was some confusion, noting the member can go to any repair shop they want, however, if that shop has not signed the agreement, you will then be subject to the \$2,500 deductible.

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

Managed Care RFP

Mr. Forlenza reminded the Committee that the current contract with Qual Care for managed care services is in the final year of a five year agreement. As a result, at the July Executive Committee Meeting, he will be seeking authorization to prepare, advertise and receive, through a Competitive Contracting process, proposals for managed care services for a period of 5 years effective January 1, 2022.

Resolution Authorizing the Destruction of 2004 – 2012 WC, AL, GL, & Property Claims Files

Mr. Forlenza stated we will also be presenting a Resolution at the July Executive Committee meeting to authorize the destruction of 2004-2012 Workers Compensation, Auto Liability, General Liability, and Property Claims files as requested by Qual Lynx.

Litigation Management Guidelines Revision - Vineland

Lastly, Mr. Forlenza reminded the Committee that last month we reviewed and discussed the Fund's Litigation Management Guidelines seeking approval to allow the City Solicitor to handle certain types of liability claims brought against the City. Mr. Forlenza had explained 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. Forlenza also reminded the Committee that this was tentatively approved at the last meeting, and the MEL has also reviewed the request and approved it as long as the Fund Solicitor is involved. With that said we will be presenting a resolution at the July Executive Committee meeting to establish protocols for the City of Vineland for the defense of Liability claims as assigned by the Fund Solicitor and in accordance with the Funds Litigation Management Guidelines.

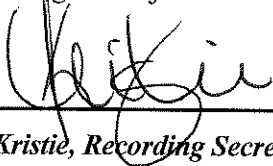
NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, September 27, 2021 at 3:30 PM** via TBD.

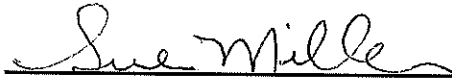
MOTION TO ADJOURN

Ms. Sweeney asked for a motion adjourned the Executive Claims meeting. Motion by Ms. Miller, seconded by Mr. Diaz to adjourn the meeting.

The meeting was adjourned at 5:02 PM.



Kris Kristie, Recording Secretary for



Sue Miller, Acting Fund Secretary