

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

**Via Zoom Conferencing**

**June 28, 2021 – 3:30 PM**

***EXECUTIVE CLAIMS MEETING MINUTES***

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The Executive Claims Committee Meeting of the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held via Zoom Conferencing on June 28, 2021 at 3:30 PM, prevailing time. Karen Sweeney, *Fund Secretary*, Wenonah Borough opened meeting, Chair Mike Razze then 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**...*arrived after roll call*  
Karen Sweeney, *Fund Secretary*, **Wenonah Borough**  
Bob Diaz, **South Harrison Township**  
Sue Miller, **Clayton Borough**  
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**  
Carl Bagby, **Borough of Swedesboro**

***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 June 28, 2021 at 5:00 PM via Zoom conferencing.

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**

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

Motion by Ms. Sweeney, 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 eleven (11) claims. Of the claims reviewed, there were six (6) Workers' Compensation, two (2) General Liability, and three (3) 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 three (3) claim(s) reviewed for abandonment of subrogation attempt:

2020204004  
2019175903  
2019174960

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

*Alston v. Township of Deptford*  
*Green v. City of Vineland*

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)*.

	<b>May</b>	<b>YTD</b>
<i>Lost Time</i>	4	44
<i>Medical Only</i>	14	100
<i>Report Only</i>	14	93
<i># of New Claims Reported</i>	32	243
<i>Average Days to Report</i>	10.3	15.5

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 May 2021 and Year to Date 2021.

May 2021 COVID Related Average Days to Report: 44.6

May 2021 Non COVID Related Average Days to Report: 10.3

***Transitional Duty Report***

Ms. Beatty presented the Transitional Duty Report.

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	2,678
<i>Transitional Duty Days Worked</i>	1,801
<i>% of Transitional Duty Days Worked</i>	67%
<i>Transitional Duty Days Not Accommodated</i>	877
<i>% of Transitional Duty Days Not Accommodated</i>	33%
<i>\$ Saved by Accommodating</i>	\$148,036
<i>\$ Lost by NOT Accommodating</i>	\$106,334

***PPO Penetration Report:***

Ms. Beatty presented the PPO Penetration Report

<b>PPO Penetration Rate</b>	<b>May</b>
<i>Bill Count</i>	262
<i>Original Provider Charges</i>	\$415,259
<i>Re-priced Bill Amount</i>	\$150,073
<i>Savings</i>	\$265,186
<i>% of Savings</i>	64%
<i>PPO Penetration Rate Bill Count Percentage</i>	92%
<i>PPO Penetration Rate Provider Charge Percentage</i>	96%
<i>EPO Penetration Rate Bill Count Percentage</i>	95%
<i>EPO Penetration Rate Provider Charge Percentage</i>	98%

***Prescription Benefit Program***

Ms. Beatty presented a Prescription Benefit Program report for the 1<sup>st</sup> Quarter of 2021 which depicts by month the savings incurred by utilizing the Prescription Benefit Program. This report is broken down by Script Count, Billed Amount, U&C Amount, Generic Utilization %, Cost per patient, Cost per Script, Opioid Cost %, and Opioid Script %. The Year to Date savings total from January 1 – March 31, 2021 utilizing this program is \$4,492 based on 76 prescriptions filled.

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 May, Tammy Langsdorf's Workers' Compensation Unit had 790 lost time files (including 88 lost time COVID-19 files). This is an average of 158 lost time files per adjuster (based upon 5 adjusters). The total count of files in this unit is 1,227 which includes both lost time and medical only files. This is a decrease of 35 files from the end of April. The total number of COVID-19 claims in the unit including both lost time and medical only files is 161 which is down from 204 the previous month. Donna Pera, who helped Ms. Langsdorf's unit last summer, has begun to handle files. Also, a temporary employee is currently being interviewed for Ms. Langsdorf's unit to assist with the extra claims the summer months normally bring to her unit.

In Sue Mooney's Liability Unit, the liability adjusters' total file count is currently at 898 files. This is an increase of 22 files from the end of April. This is an average of 215 files per adjuster (based on 4 adjusters and removing Sue Mooney's pending of 36 files).

Joe Lisciandri's Property Unit has a total file count at 1,136, which is an average of 284 files per adjuster (based upon 4 adjusters). The unit's overall pending decreased by 12 files since the end of April. Mr. Lisciandri's unit remains fully staffed.

Mr. Roselli noted that the property subrogation claims have been removed from the statistics in this report, as they sit for a long time and are not constantly worked on, as well as any catastrophic weather claims, which brings the total down to 800 total claims, which makes the counts a bit better, but does not negate continuing to monitor the claims count.

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.

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 29<sup>th</sup>, he mailed the JIF Preferred Repair Shop Agreements to all repairs shops used by the members for review and signature. So far thirty-one (31) 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. Miola asked if there were any questions at this time. No questions were entertained.

#### ***City of Vineland Litigation Management Revision***

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. DeWeese noted that the goal was to attempt to keep their legal expenses down by using their in-house Solicitor, noting he had 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 would 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. Forlenza also reminded the Committee that it was tentatively approved at the last meeting, however he wanted to send this draft to the MEL for their review, as well as any excess insurers. This has been done and everyone has signed off on these revisions, so it is our recommendation that we look to approve the revisions to the Guidelines at the July Executive Committee meeting. The Committee agreed.

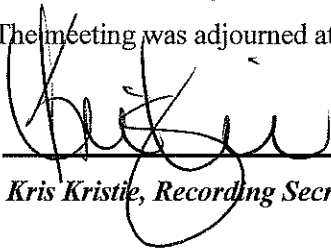
***NEXT MEETING***

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

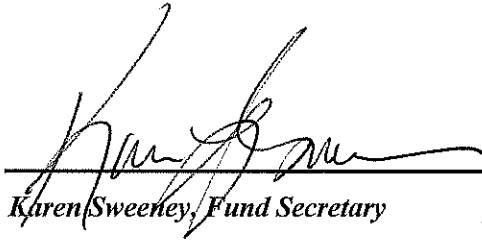
***MOTION TO ADJOURN***

Chair Razzo 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*