

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

July 29, 2021 – 4:00 PM

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

A meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held at Aulettos Caterers, Almonesson, NJ on Thursday, July 29, 2021 at 4:00 PM, prevailing time. Acting Chair Karen Sweeney, **Wenonah Borough**, presiding. The meeting was called to order at 4:00 PM.

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**
Colleen Emmons, **Deptford Twp.**
Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammons, **Elk Twp.**
Doug Hogate, **Elsinboro Twp.**
Valerie Villano, **Glassboro**
Leo Selb, **Hopewell Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Luke Patrick, **Mannington Twp.**
Harry Moore, **Oldmans Twp.**
Irene Scarpaci, **Penns Grove Borough**
Maureen Abdill, **Pilesgrove Twp.**
Judy O'Donnell, *Alternate*, **Pitman Borough**
Brad Campbell, **Shiloh Borough**
Bob Diaz **South Harrison Twp.**
Jack Cimprich, **Upper Pittsgrove Twp.**
Collette Bachich, **Washington Twp.**
Karen Sweeney, **Wenonah Borough**
Nicole O'Hara, *Alternate*, **Westville Borough**
Bob Law, **Woodbury City**
Stacy Shorter-Carney, **Woodstown Borough**
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners were:

Warren Morgan, **Alloway Township**
Linda Gonzalez, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Lori Biermann, **Greenwich Twp.**

Mark Gravinese, **Harrison Twp.**
William Pine, **Logan Twp.**
Jennica Bilecki, **Mantua Twp**
Jill McCrea, **Monroe Twp.**
Susan Jacabucci, **Paulsboro Borough**
Dan Neu, **Pennsville Twp.**
Majorie Sperry, **Quinton Twp.**
Carl Bagby, **Swedesboro Borough**
Jeffre Celebre, **Vineland City**
Al Ferriola, **West Deptford**
Jeff Pitzo, **Woodbury Heights 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.*
Scott D. 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
E.H. Sloan Insurance Agency
Henry D. Young Insurance
Hardenbergh Insurance Group
Len Eckman Insurance

Absent RMCs were:

Chesney-Stanton Insurance Group
Colson and Gosweiler Insurance
Conner Strong & Buckelew

In the absence of Chair Razze, Motion to move up Ms. Sweeny to Acting Chair, Ms. Miller to Acting Secretary, and Mr. Brown; Carney's Point, Ms. McCaffrey; East Greenwich Township, and Mr. Hogate; Elsinboro Township for voting purposes.

Motion by Ms. Miller, seconded by Mr. Diaz, to move up the representatives as presented. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Acting Chair Sweeney presented the meeting minutes of the June 28, 2021 Executive Committee meeting for approval.

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

Acting Chair Sweeney entertained a motion to approve the minutes of the June 28, 2021 Executive Committee meeting.

Motion by Ms. Miller, seconded by Mr. Diaz, to approve the minutes of the June 28, 2021 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Acting Chair Sweeney presented the meeting minutes of the June 28, 2021 Executive Claims Review Committee Meeting for approval.

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

Acting Chair Sweeney entertained a motion for approval of the Executive Claims Review Committee meeting minutes.

Motion by Ms. Miller seconded by Mr. Diaz to approve the meeting minutes of the June 28, 2021 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Acting Chair Sweeney presented the Executive Claims Review Committee Closed Session meeting minutes of June 28, 2021 for approval.

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

Acting Chair Sweeney entertained a motion for approval of the Executive Claims Review Committee Closed Session meeting minutes.

Motion by Ms. Miller seconded by Mr. Diaz, to approve the Executive Claims Review Committee Closed Session meeting minutes of June 28, 2021 as presented.

The Executive Claims Review Committee Closed Session minutes of the June 28, 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 – July 26, 2021

Acting Chair Sweeney reported that an Executive Claims Committee Meeting was held on, Monday, July 26, 2021 via Zoom conference call.

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) claim(s) reviewed for abandonment of subrogation attempt:

MLT-2020194630
2020193697

2020181271

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 then highlighted the following items from his report:

Mr. Forlenza referenced the most recent Certificates of Insurance reports which included June 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, SIP, Wellness, and EPL/Cyber Risk Management Budget balances included in the agenda. He noted all funds needed to be claimed or encumbered by November 1, 2021. If you encumber your funds, they must be claimed by February 1, 2022. Mr. Forlenza emphasized not to wait until the last moment to utilize your funds.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy and 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 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 membership that the deadline has been extended to November 1, 2021.

In regards to the the Managerial & Supervisory Trainings, all of the sign-in sheets have been posted to the JIF websites, so please review them there and contact the Executive Directors office with any questions.

Mr. Forlenza reminded everyone of the availability of additional training dates for the *Protection & Safe Treatment of Minors* webinars. 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.

In regards to Renewing members, he noted he and Mr. Miola have been out doing Renewal presentations to the Governing bodies of those towns up for renewal effective January 1, 2022 and the visits have been going well, and a number of Renewal Resolutions and Agreements have already been received by his office.

Mr. Forlenza noted the 2022 Exposure Renewal Process has begun and an email from Origami containing a link to the Origami renewal site was sent out including important information pertaining to your property and equipment schedules, employee payroll information/counts, and other exposure data. In addition, the correspondence included important information regarding coverage exclusions and limits. All members and risk managers are urged to carefully review this information prior to starting the renewal process. If you were a member who received a physical appraisal this year, you should have received your report in early July. Members are asked to complete the 2022 exposure renewal process no later than Tuesday, August 31, 2021.

Lastly, Mr. Forlenza noted the quarterly attendance was included in the agenda, so please review, as the attendance is taken directly from the Recording Secretaries minutes. If you have any questions, please contact Kris Kristie in the Executive Directors office.

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 three (3) new case(s) assigned since last month's meeting:

Patterson v. Township of Franklin
Carulli v. Township of Pennsville
Stone and Piorkowsky v. Township of West Deptford

Closed Cases

Mr. DeWeese noted that there were two (2) cases closed since the last meeting without payment to the Plaintiff:

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

Mr. DeWeese's Closed Cases report will no longer be included in the monthly Executive Committee agenda, but will continue to be reported on and included in the TRICO Executive Claims Review Committee Agenda and minutes.

General Liability Files

Mr. DeWeese noted that there are 45 active General Liability files and if a member would like a synopsis of their town's cases sent to them, please contact him.

Subrogation Files

Mr. DeWeese stated that there are collection efforts being made on \$1,977,596.07 of potential recoveries on 67 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 in there were any questions. 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.

MSI training continues to be provided through the Zoom Webinar Format due to the restrictions brought about from the pandemic. Training requirements must still be met while dealing with the pandemic and that PEOSHA is actively conducting compliance visits.

Mr. Garish reminded everyone that if you have not done so recently, look at the newly updated MSI website, it promises to make it easier to navigate, and to please make sure the appropriate personnel review the safety bulletins as they are distributed, especially those for law enforcement.

Mr. Garish also reminded the members to please remember to fill out the Supervisor's Incident Reports whenever an incident occurs as this is very important to help J.A. Montgomery understand what happened and help get to the root cause of the incident. This is also important in COVID exposure cases.

In regards to the Police One Training, 26 of our 38 Law Enforcement Agencies have registered, with 18 members actively participating having taken 2,179 courses.

Lastly, he noted information on the Stress Management Seminar scheduled for November 9, 2021 will be sent out shortly.

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 July which reviewed *Comorbidities* and how they can affect your claims. He then highlighted the following

- In medicine, a Comorbidity is the presence of one of more additional conditions occurring at the same time as the primary condition
- Inevitably, comorbidities lead to a more expensive claims experience of the municipality and a more problematic and painful existence for the employee

	Claim Count	Total Incurred	Average Total Incurred Per Claim	Average Lost Time Days/Claim
With Comorbidity	109	\$6,436,691	\$59,052.21	80.6 Days
No Comorbidity	220	\$7,607,382	\$34,579.01	48.3 Days

This data is combined between all members of the ACM, BURLCO and TRICO JIFs over 18 months and does NOT include medical only or COVID -19 claims.

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:

She stated the Atlantic Medical Imaging Group has a mobile unit that will come out to your municipality and perform onsite Mammograms, they just need 10 participants.

She then referenced the Newsletter and Exercise of the month included in the agenda and asked everyone to please review both.

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>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

Claims Report by Type

Ms. Beatty presented a 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

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%

Lastly, Mr. Beatty reported on a claim from 2019 in another county’s JIF resulting from a tick bite that has been very severe, resulting in paralysis and the need for a ventilator. She stressed the importance of being careful when working outside, including using tick repellent spray, tucking in clothing and keeping skin from being exposed, and showering and laundering clothes as soon as you get home as tick bites can be very serious.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero noted they have a new vendor and he will be working with them to get the training started up again, so please send him your listing of employees if you have not already, and for those with Police Departments, please send him your rosters as well, inclusive of first name, last name and email address. He stated he is hoping to get the training started up in the next several weeks, so it is important to get these list to him.

Mr. Romero then noted a security advisory stating Russia is conducting a *Global Brute Force Campaign* to compromise enterprise and cloud environments.

He explained Russian General Staff Main Intelligence Directorate (GRU) 85th Main Special Service Center (GTsSS), military unit 26165, used a Kubernetes® cluster to conduct widespread, distributed, and anonymized brute force access attempts against hundreds of government and private sector targets worldwide.

A significant amount of activity has been noted against organizations using Microsoft Office 365® cloud services; however, they also targeted other service providers and on premises email servers using a variety of different protocols. This brute force capability allows the 85th GTsSS actors to access protected data, including email, and identify valid account credentials. Credentials may then be used for initial access, privilege escalation, and defense evasion.

He explained network managers should adopt and expand usage of multi-factor authentication to help counter the effectiveness of this capability. Additional mitigations to ensure strong access controls include time-out and lock-out features, the mandatory use of strong passwords, implementation of a Zero Trust security model that uses additional attributes when determining access, and analytics to detect anomalous accesses. Additionally, organizations can consider denying all inbound activity from known anonymization services, such as commercial virtual private networks (VPNs) and The Onion Router (TOR), where such access is not associated with typical use

It is strongly recommended to implement and use Multi Factor Authentication, especially when using VPN remote connections.

Mr. Romero noted the phishing reports are included in the agenda and as far as becoming compliant with the MEL Cyber Risk Management program, congratulations to Hopewell Township who is the first to complete this, and Vineland is not far behind.

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 June 2021 a copy of which was provided to the membership in the agenda packet. Mr. Tontarski’s reports are valued as of June 30, 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 \$23,996.21. This generated an average annual yield of .90%. However, after including an unrealized net loss of \$7,602.50 in the asset portfolio, the yield is adjusted to .61% for this period. The total overview of the asset portfolio for the Fund shows an overall unrealized gain of \$114,164.13 as it relates to current market value of \$28,567,174.83 vs. the amount invested. The current market value, including accrued income is valued at \$28,600,138.55.

The Fund’s asset portfolio with Wilmington Trust consists of two (2) obligations with a maturity greater than one year, three (3) obligations with maturities less than one year.

The JCMF Portfolio has a current market value of \$20,058,502.41.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$22,539.58	\$221,279.87
Salvage	\$4,600.00	
Overpayment Reimbursements	\$0.0	
FY 2021 Premium Assessments	\$0.0	

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

Woodbury City	\$21,470.00
Washington Twp.	\$79,933.00
Pittsgrove Twp.	\$109,529.00
Stow Creek Twp.	\$5,875.00

Quinton Twp.	\$229.00
E-JIF Dividend	\$249,361.75

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$32,456,643.02 to a closing balance of \$31,594,972.06 showing a decrease in the fund of \$861,670.96.

Loss Run Payment Register for the Period – June 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 \$362,369.55. The claims detail shows 451 claims payments issued.

Bill List and Revised RMC Bill List– July 2021

For the Executive Committee's consideration, Mr. Tontarski presented the July 2021 Bill List in the amount of \$561,845.44 and the RMC 2nd Installment Revised Bill List in the amount of \$313,729.00, which was a handout at the meeting.

Acting Chair Sweeney entertained a motion to approve the June 2021 Loss Run Payment Register and the July 2021 Bill Lists, as presented.

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

Motion by Ms. Miller seconded by Mr. Diaz to approve the *June 2021 Loss Run Payment Register the July 2021 Bill List and the RMC 2nd Installment Bill List* as presented.

ROLL CALL **Yeas:** Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**
Kevin Clour, **Lower Alloways Creek**
Karen Sweeney, **Wenonah Borough**
Ken Brown, **Carneys Point**
Stephanie McCaffrey, **East Greenwich**
Doug Hogate, **Elsinboro Boro**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Finance Committee Report

Mr. Hogate stated that the Fund would be holding a Public Hearing on the proposed 2021 Budget Amendment as well as a motion to adopt both the 2021 Amended Budget and Amended Assessment Certification. The detailed reasons for these requested motions were included in the last Finance Committee Meeting Minutes which were distributed at last month's Executive Committee meeting.

2021 Budget Amendment Hearing – Motion to Open

Acting Chair Sweeney entertained a motion to open the *2021 Budget Amendment Public Hearing*.

Motion by Ms. Miller, seconded by Mr. Diaz, to open the *2021 Budget Amendment Public Hearing*. All in favor. Motion carried.

Acting Chair Sweeney asked if there were any questions. No questions were entertained.

2021 Budget Amendment Hearing – Motion to Close

Acting Chair Ms. Miller seconded by Mr. Diaz, to close the *2021 Budget Amendment Public Hearing*. All in favor. Motion carried.

2021 Amended Budget Adoption & 2021 Amended Assessment Certification Adoption

Acting Chair Sweeney entertained a motion to adopt the *2021 Amended Budget* as presented.

Motion by Ms. Miller, seconded by Mr. Diaz, to adopt the *2021 Amended Budget* as presented.

ROLL CALL *Yeas* Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**
Kevin Clour, **Lower Alloways Creek**
Karen Sweeney, **Wenonah Borough**
Ken Brown, **Carneys Point**
Stephanie McCaffrey, **East Greenwich**
Doug Hogate, **Elsinboro Boro**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Acting Chair Sweeney entertained a motion to adopt the *2021 Amended Assessment Certification* as presented.

Motion by Ms. Miller, seconded by Mr. Diaz to adopt the *2021 Amended Assessment Certification* as presented.

ROLL CALL *Yeas* Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**
Kevin Clour, **Lower Alloways Creek**
Karen Sweeney, **Wenonah Borough**
Ken Brown, **Carneys Point**
Stephanie McCaffrey, **East Greenwich**
Doug Hogate, **Elsinboro Boro**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Joint Coverage Committee Meeting Minutes – June 22, 2021

Ms. Abdill reported the Joint Coverage Committee met on June 22, 2021 via Zoom, and the minutes were included in the agenda inclusive of the Fund Underwriter’s presentation. She then noted the main discussion was on the 2021 Coverage Renewal and all the various changes that took effect in January.

She asked everyone to please read through the minutes, and noted Mr. Cooney did a nice job of laying out all of the issues in a way that should be fairly easy to follow and understand.

Ms. Abdill stated the Renewal process going into 2022 as well as 2023 will be challenging. Discussion have already taken place about those challenges and some things that we can all do locally to help impact our overall budget performance, including adherence to Safety and Risk Management programs that the JIF continues to make available to the members.

Ms. Abdill asked if there were any question. No questions were entertained.

Safety Committee Meeting – June 24, 2021

In Mr. Celebre's absence, Mr. Forlenza reported the Safety Committee met on June 24, 2021 via Zoom and noted detailed minutes were included in the agenda. Discussed were the Safety Directors 1st and 2nd quarter Loss Control Reports; the Safety Directors reports on renewing members; and the JIF and the MEL Loss Ratio reports, as well as our many training programs.

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

EPL/Technology Liability Committee Meeting – June 28, 2021

Ms. Miller reported the EPL/Technology Liability Committee met on June 28, 2021 via Zoom and the detailed minutes were included in the agenda packet and are self-explanatory. If there were any questions, please feel free to reach out to her at any time.

MEL/RCF/EJIF Reports

MEL Cyber Task Force Alert – Mr. Law referenced the Alert included in the agenda and noted these are simple rules to follow, but could make a huge difference. He asked that everyone read through the *Alert* as there are many good examples and takeaways.

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

MISCELLANIOUS BUSINESS

Acting Chair Sweeney entertained a Motion to Adopt *Resolution 2021-25 Authorizing the Executive Director to Execute the Required New Jersey Department of Taxation, Division of Revenue & Enterprise Services, Records Management Services form for the Destruction of Claims Files*

Motion by Ms. Miller, seconded by Mr. Diaz to Adopt ***Resolution #2021-25*** as presented

ROLL CALL *Yeas* Sue Miller, Clayton Borough
Bob Diaz, South Harrison Township
Kevin Clour, Lower Alloways Creek
Karen Sweeney, Wenonah Borough
Ken Brown, Carneys Point
Stephanie McCaffrey, East Greenwich
Doug Hogate, Elsinboro Boro

Nays: None

Abstain: None

Motion carried by unanimous vote.

Acting Chair Sweeney entertained a Motion to Adopt *Resolution 2021-26 Establishing Protocols for the City of Vineland for the Defense of Liability Claims as Assigned by the Fund Solicitor and in Accordance with the Fund's Litigation Management Guidelines*

Motion by Ms. Miller, seconded by Mr. Diaz to Adopt ***Resolution #2021-26*** as presented

ROLL CALL ***Yeas*** Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**
Kevin Clour, **Lower Alloways Creek**
Karen Sweeney, **Wenonah Borough**
Ken Brown, **Carneys Point**
Stephanie McCaffrey, **East Greenwich**
Doug Hogate, **Elsinboro Boro**

Nays: None

Abstain: None

Motion carried by unanimous vote.

Acting Chair Sweeney entertained a Motion to Adopt ***Resolution 2021-27 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with WIZER to Provide Cyber Hygiene Training to Employees of the Members of the Gloucester, Salem & Cumberland Counties Municipal Joint Insurance Fund for the Period of August 1, 2021 through December 31, 2021 at a Cost not to Exceed \$6,957.***

Motion by Ms. Miller, seconded by Mr. Diaz to Adopt ***Resolution #2021-27*** as presented

ROLL CALL ***Yeas*** Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**
Kevin Clour, **Lower Alloways Creek**
Karen Sweeney, **Wenonah Borough**
Ken Brown, **Carneys Point**
Stephanie McCaffrey, **East Greenwich**
Doug Hogate, **Elsinboro Boro**

Nays: None

Abstain: None

Motion carried by unanimous vote.

Acting Chair Sweeney asked for authorization to process and pay Fund Vendors in August 2021.

Motion by Ms. Miller, seconded by Mr. Diaz to Adopt ***Resolution #2021-27*** as presented

ROLL CALL ***Yeas*** Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**

Kevin Clour, **Lower Alloways Creek**
Karen Sweeney, **Wenonah Borough**
Ken Brown, **Carneys Point**
Stephanie McCaffrey, **East Greenwich**
Doug Hogate, **Elsinboro Boro**

Nays: None
Abstain: None

Motion carried by unanimous vote.

Acting Chair Sweeney asked for a **Motion** to authorize the Executive Directors office to re-advertise the September, October, November, and December 2021 Executive Committee Meetings if necessary in consultation with the Fund Chair, Fund Secretary and Fund Solicitor

Motion by Ms. Miller, seconded by Mr. Diaz to authorize the motion as presented. All in Favor. Motion passed by unanimous vote.

Acting Chair Sweeney asked for a **Motion** to authorize the Executive Directors office to prepare, advertise and receive Requests for Proposals for Managed Care Services.

Motion by Ms. Miller, seconded by Mr. Diaz to authorize the motion as presented. All in Favor. Motion passed by unanimous vote.

Acting Chair Sweeney asked for a **Motion** to authorize the Executive Directors office to prepare, advertise and receive Requests for Proposals for Technology Risk Management Services

Motion by Ms. Miller, seconded by Mr. Diaz to authorize the motion as presented. All in Favor. Motion passed by unanimous vote.

Next Meeting

Acting Chair Sweeney reiterated the next meeting would be Monday, September 27, 2021 @ 5:00 pm with the format being determined in conjunction with the Fund Chair, Fund Secretary, and Fund Solicitor at a later date.

Mr. Diaz noted he really appreciates the Zoom meetings and it is his hope we can continue meeting via Zoom.

PUBLIC COMMENT

Open Public Comment

Acting Chair Sweeney entertained a motion to open the meeting to the public.

Motion by Ms. Miller, seconded by Mr. Diaz to open the meeting to the public. All in favor. Motion carried.

Close Public Comment

Hearing no other comments from the public, Acting Chair Sweeney entertained a motion to close the meeting to the public.

Motion by Ms. Miller, seconded by Mr. Diaz to close the meeting to the public. All in favor. Motion carried.

APPROVE CLAIMS PAYMENTS

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

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2021225591	2019169161	2021229333
MLT-2021227859	2019153658	
2021240594	2021211556	
2020193619	2019167321	
2021238082		
001134746		

Motion by Ms. Miller, seconded by Mr. Diaz to Approve Payment Authority on the Claims as presented.

ROLL CALL

Yeas:

Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**
Kevin Clour, **Lower Alloways Creek**
Karen Sweeney, **Wenonah Borough**
Ken Brown, **Carneys Point**
Stephanie McCaffrey, **East Greenwich**
Doug Hogate, **Elsinboro Boro**

Nays:

None

Abstain:

None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

Acting Secretary Miller stated there were three (3) file(s) for abandonment of subrogation:

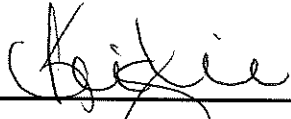
MLT-2020194630
2020193697
2020181271

MOTION TO ADJOURN

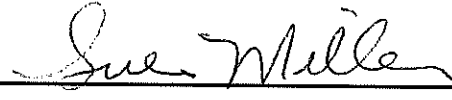
There being no further business, Acting Chair Sweeney entertained a *Motion to Adjourn* the July 29, 2021 Executive Committee Meeting.

Motion by Ms. Miller seconded by Ms. Diaz, to adjourn the July 29, 2021 meeting of the TRICO JIF.

The meeting was adjourned at 4:35 PM.



Kris Kristie, Recording Secretary for



Sue Miller, Acting Fund Secretary