

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

Via Zoom Conferencing

June 28, 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, June 28, 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:

Sue Miller, **Clayton Borough**
Colleen Emmons, *Representative*, **Deptford Twp.**
Stephanie McCaffrey, **East Greenwich Twp.**
Doug Hogate, **Elsinboro Twp.**
Linda Gonzalez, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Valerie Villano, **Glassboro**
Ray Williams, **Greenwich Twp.**
Mark Gravinese, **Harrison Twp.**
Leo Selb, **Hopewell Twp.**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Luke Patrick, **Mannington Twp.**
Tracy Nunzio, *Alt.*, **Monroe Twp.**
Susan Jacabucci, **Paulsboro Borough**
Irene Scarpaci, **Penns Grove Borough**
Dan Neu, **Pennsville Twp.**
Maureen Abdill, **Pilesgrove Twp.**
Mike Razze, **Pitman Borough**
Majorie Sperry, **Quinton Twp.**
Bob Diaz **South Harrison Twp.**
Jeffre Celebre, **Vineland City**
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**
Ken Brown, **Carneys Point Twp.**
Carolyn King-Sammons, **Elk Twp.**
Jennica Bilecki, **Mantua Twp**
Harry Moore, **Oldmans Twp.**
Brad Campbell, **Shiloh Borough**
Carl Bagby, **Swedesboro Borough**
Jack Cimprich, **Upper Pittsgrove Twp.**
Collette Bachich, **Washington 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
Cettei & Connell
Chesney-Stanton Insurance Group
Colson and Gosweiler Insurance
Conner Strong & Buckelew
Hardenbergh Insurance Group
Len Eckman Insurance

Absent RMCs were:

Biondi Insurance Agency
E.H. Sloan Insurance Agency
Henry D. Young Insurance

Motion to move up Marjorie Sperry, Alternate #3, in the absence of Executive Committee Member Carl Bagby, for voting purposes. Motion by Ms. Sweeney seconded by Mr. Diaz, to move up Ms. Sperry. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Razzo presented the meeting minutes of the May 24, 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 May 24, 2021 Executive Committee meeting.

Motion by Ms. Sweeney seconded by Ms. Miller, to approve the minutes of the May 24, 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 May 24, 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 May 24, 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 May 24, 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 May 24, 2021 as presented.

The Executive Claims Review Committee Closed Session minutes of the May 24, 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 – June 28, 2021

Chair Razze reported that an Executive Claims Committee Meeting was held earlier today, Monday, June 28, 2021 via Zoom conference call.

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

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 May 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, and a separate communication was sent to all members in regards to your Safety Incentive Program on March 3, 2021. 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 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 reminded the membership that 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, on or about April 29, 2021 an invitation was emailed to all Fund Commissioners and Risk Management Consultants for the upcoming Police Command Staff Training, asking them to please forward to their Police Department for review and action. Completion of this training by the members of your Police Department's Command Staff is a required element for compliance with the MEL's 2022-2023 Employment Practices Liability Plan of Risk Management. Please note that this training is being held in person. Each of the three (3) training dates include AM & PM sessions. Each session is identical in the materials to be covered. The sign-in sheets from the June 3 and June 8th dates are posted to the websites. The remaining training date is: Wednesday, June 23 @ Auletto's Catering, Deptford

Mr. Forlenza noted that since April 15, 2021, the ACM, BURLCO, & TRICO JIFs have sponsored 20 Managers & Supervisor's Employment Liability Training sessions. These trainings were held via webinar and were presented by Armando Riccio, Esq. Participation by your managers & supervisors in this training is required for compliance with the 2022-2023 MEL EPL Plan of Risk Management. A list of the attendees at each session is available on the JIF website; www.tricojif.org. Please contact the Executive Director's office if you have any questions.

In regards to Non-Supervisory EPL Employee Training, Mr. Forlenza stated on November 23, 2020 and again on April 14th, 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 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. 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 addition, Mr. Forlenza noted everyone should have received notification, along with instructions on how to access, their JIF, MEL and EPL Quarterly Loss Ratio Reports valued as of March 31, 2021, which have been loaded in Origami for your review.

Mr. Forlenza also noted the 2nd Quarter Billing Assessments have been prepared and will be issued in the next few days. Please review the bill to be sure the credit you received matches up for any of your Elected Officials who attended the Elected Officials Seminars, as the credit for attending was applied to that billing.

Lastly, Mr. Forlenza stated he sent an email out to the membership earlier today in regards to OPRA Requests. He stated recently, his office, the Fund Solicitor, and Qual Lynx have started to receive numerous OPRA requests that are being forwarded to these offices from member municipalities for response.

In the past, this was not a big issue because normally a member was seeking a few documents that they did not have in their files; however, lately, some of the members are no longer even reviewing their files to see if they have copies of the requested documents. Instead, they are simply forwarding the OPRA request to our office, Qual Lynx, or the Fund Solicitor asking us to provide all the documents. This has placed an ever increasing burden on the Fund Professionals as they are now interpreting OPRA requests, searching files, retrieving documents, scanning them, and then sending them off to the members.

Mr. Forlenza noted as a member of the JIF, members receive copies of many of the key documents that most OPRA requests are seeking when it comes to specific claims information. These are documents that you are required to retain on file as a public document. This includes copies of the summons & complaints, tort claims notices, settlement agreements, etc. In situations where a member does not have on file copies of the documents being sought (i.e., cancelled checks, attorney billings, etc.) our offices are happy to assist in providing the requested documents; however, it is incumbent upon the municipality to review their files, gather the documents that are responsive to the request from their files, and then contact the JIF for assistance in securing documents that the municipality does not have on file that are responsive to the request. A final opinion regarding redaction or release of documents should be made by your municipal solicitor as the JIF cannot represent you if your response is challenged.

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 no (0) new case(s) assigned since last month's meeting:

Closed Cases

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

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

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.

Mr. DeWeese noted he keeps up to date lists of all General Liability and Police Civil Rights. 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/questions.

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.

Lastly, Mr. DeWeese noted on or about June 9, 2021, he emailed out a *Government Records Council Special Statement* stating that on June 4, 2021, based upon the signing of P.L. 2021, c. 104, the response time for OPRA requests is now 7 business days unless the request is for records related to the agency's "COVID-19 response". The custodian is permitted to abide by the abeyance of the time frame for a response to a request for "COVID-19 response" records in accordance with the Special Statement of the Government Records Council 2020-20 and N.J.S.A. 47:1A-5(j)(2). He asked the membership to please be cognoscente of the reinstated OPRA response of 7 business days and he strongly recommends having your municipal Solicitor review all documents prior to being released.

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. It is recommended that you review the hierarchy reports for your town in the learning management system to be sure your trainings are up to date. Mr. Garish noted to take advantage of the MSI Live Virtual classes or the videos offered through MSI Now. Group registrations are available for those with limited internet capabilities, and remember that PEOSH considers any training more than three years old to be outdated.

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 2,166 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 June which reviewed *Entering and Exiting Vehicles Properly and Safely*. He then highlighted the following in order to ensure that employees know the basics:

- Maintain 3 points of contact at all times until seated or on the ground.
- Wear proper footwear with sturdy non-slip soles
- Only step in dedicated stepping areas
- Face the vehicle when getting in or out
- Do not jump down from the vehicle, use all of the steps
- Examine the ground for uneven areas, ice and debris before stepping onto ground
- Only grip fixed objects; do not grip an unlocked steering wheel or the door as it can swing open.
- Wear gloves to help facilitate a proper handhold.

Mr. Roselli then reviewed a number of expensive claims that could have been avoided had these guidelines been followed.

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 she has reached out to each municipality whom she has not yet had the pleasure of working with to plan for 2021 wellness, noting it is important that we try to implement use of wellness now so the employees can reap the benefits within the workplace.

Ms. Schiffer reviewed how Wellness Funds are being used including some of the following activities across both JIFs.

- ◆ Walking, Step, Self-care, Water, Weight loss challenges (one week – bingo cards to month-long tracking of activity)
- ◆ Prizes for various challenge
- ◆ Standing desks
- ◆ Anti-fatigue mats for the standing desks
- ◆ Fresh fruit – Misfit Produce Deliveries
- ◆ Sunscreen and hats with a sun-safety awareness handout
- ◆ Presentations – Diabetes, Stress management, Nutrition (General, Women specific, etc.) and so much more!

Ms. Schiffer stated wellness does not have to be a big, elaborate event. It's creating an atmosphere of gratitude for everyone's continued hard work; it's allowing for some laughter and fun while working which will actually help productivity. It's creating a culture where self-care is encouraged and practiced.

Wellness Connection Newsletter:

This month's newsletter is on a topic that is affecting more and more adults in America: Alzheimer's disease. The following was touched on in the attached issue of Targeting Wellness: Good News for Good Health!

- Facts about Alzheimer's - June Awareness Month
- How Can We Prevent Alzheimer's Disease
- Creativity Can Improve Wellness
- Increasing Gratitude Towards Self - Keep these sayings handy for a daily practice
- Nutritional Bites: Turmeric and Alzheimer's
- Recipe Corner: Easy Turmeric Eggplant Curry

Also included in her report was the Exercises of the Month along with a Brain Teaser for you and your employees' enjoyment. Ms. Schiffer asked that you please share this with your employees; print them out and post them for all to see.

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>May</i>	<i>YTD</i>
<i>Lost Time</i>	4	14

<i>Medical Only</i>	23	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

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 May 2021 and Year to Date 2021. Ms. Beatty noted there were no COVID related claims for the month of May.

May 2021 COVID Related Average Days to Report: 44.6

May 2021 Non COVID Related Average Days to Report: 10.5

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<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

PPO Penetration Rate	May
<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 1st Quarter 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.

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero stated he has asked each member for their employee rosters, and is still missing rosters from several member towns, so if you have not submitted that to him yet, please do so. He also noted they are still having issues with MediaPro, the new owners Knowb4, and the database. Mr. Forlenza stated MediaPro is no longer able to track the completion of training for each individual employee, which prevents Mr. Romero from notifying a town what employees have or haven't completed the training. As that is no longer available to us, Mr. Forlenza noted he has had conversations with the Strategic Planning Committee and the Fund Solicitor in regards to their contractual obligations to the JIF and what Media Pro/Knowb4 intends to do address this situation. We are hoping to have an update by the next meeting. This is why it is important to have the completed rosters as that information may need to be uploaded again.

Mr. Romero noted in regards to the phishing emails for the month of May there were 1,239 phishing emails issued with 17 clicked, or 1.4%, which is excellent, and lower than last month. 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 there are 24 members who are grandfathered for both Tiers going into the new program until January 2022. There are no members yet in compliance with the new Cyber Program.

Mr. Romero noted that Pivot Point Security continues to perform their Vulnerability Scanning of member firewalls and gateways noting a report in the agenda packet. He noted everyone should have received their Vulnerability Report for this month.

Next, Mr. Romero discussed Facebook Cloning. Facebook cloning is where scammers clone a victim's Facebook account by stealing their personal photos and information and create a new account with the stolen identity. They proceed to friend request people on the targeted victim's friends list, who may accept the request unknowingly that is coming from a scammer. After establishing a trust, they can try manipulating you into providing personal information or lend money. Mr. Romero stated to be aware of the scam, make sure your privacy settings are secure, and that your friends list, photos and personal information is hidden from the public.

Mr. Romero then discussed text phishing, also known as **SMiShing**, which is a type of social engineering attack initiated through SMS text messages.

There has been a recent increase in **SMiShing** using the COVID-19 vaccine as a campaign claiming access to an appointment or information regarding the vaccine. Other **SMiShing** campaigns include package delivery notifications from Amazon, FedEx, US Postal, ect.

These campaigns are designed to get you to click on a link that leads you to fraudulent websites and try to obtain user credentials, steal funds, and or install malware by promoting a service or addressing a

problem. SMiShing messages may come from random phone numbers or email addresses and often use a sense of urgency to convince the target to take a desired action quickly.

What to do:

- Go to any online account directly by manually typing the URL into your browser.
- Don't click on links delivered in SMS text messages from unverified sources.
- Don't provide sensitive information in response to an SMS text message from unknown senders.
- Don't call the sender's phone number or phone numbers included in SMS text.
- Block senders and delete SMS text phishing messages.
- Consider blocking SMS messages from non-contacts.
- You can forward the message to 7726 and they will research it.

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 May 2021 a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of May 31, 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 \$51,784.87. This generated an average annual yield of 1.88%. However, after including an unrealized net loss of \$20,229.32 in the asset portfolio, the yield is adjusted to -1.15% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized net gain of \$124,452.73 as it relates to current market value of \$29,811,215.75 vs. the amount we have invested. The current market value, including accrued income is valued at \$29,853,711.12.

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.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$27,746.60	\$198,740.29
Salvage	\$3,800.00	
Overpayment Reimbursements	\$6,970.74	
FY 2021 Premium Assessments	\$14,770.00	

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

Woodbury City	\$21,454.00
Washington Twp.	\$79,873.00
Pittsgrove Twp.	\$109,447.00
Stow Creek Twp.	\$5,870.00
Quinton Twp.	\$228.00

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$33,646,733.18 to a closing balance of \$32,456,643.02 showing a decrease in the fund of \$1,190,090.16.

Loss Run Payment Register for the Period –May 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 \$351,400.86. The claims detail shows 695 claims payments issued.

Bill List– June 2021

For the Executive Committee’s consideration, Mr. Tontarski presented the June 2021 Bill List contained in the agenda packet in the amount of \$552,366.33.

Chair Razze entertained a motion to approve the May 2021 Loss Run Payment Register and approve the June 2021 Bill List in the amount of \$552,366.33 as presented.

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

Motion by Ms. Sweeney, seconded by Ms. Miller to approve the *May 2021 Loss Run Payment Register and approve the June 2021 Bill*, as presented.

ROLL CALL	Yeas:	Sue Miller, Clayton Borough Bob Diaz, South Harrison Township Kevin Clour, Lower Alloways Creek Mark Gravinese, Harrison Township Karen Sweeney, Wenonah Borough Mike Razze, <i>Chair</i> , Pitman Borough Majorie Sperry, Quinton Township
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	Nays:	None
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	Abstain:	None
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All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Mr. Hogate noted the Finance Committee met on June 2, 2021 and the detailed minutes were included as a handout via email earlier today. He then highlighted the following, reporting that the main purpose of the meeting was to review the 12/31/20 Audit and noted there is great detail in the minutes of the Auditors findings and financial position of the Fund. He noted there were no findings or recommendations in the Audit. Also reviewed was the 2022 Budget process. He noted the Summary Budget Statements as of March 31, 2020 were also attached to the minutes for your review, and the next meetings will be held on September 2, 2021 hopefully in person in Woodbury. Mr. Hogate noted there are four (4) other Resolutions that would be presented for approval and asked if there were any questions. No questions were entertained.

Chair Razze then presented four (4) Resolutions for consideration and adoption:

Resolution 2021-21 Accepting the Annual Audit Report for the Period Ending December 31, 2020.

Motion by Ms. Sweeney, seconded by Ms. Miller to approve Resolution 2021-21 as presented.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**
Kevin Clour, **Lower Alloways Creek**
Mark Gravinese, **Harrison Township**
Karen Sweeney, **Wenonah Borough**
Mike Razzo, *Chair*, **Pitman Borough**
Majorie Sperry, **Quinton Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution 2021-22 Authorizing an Intra-Fund Transfer for the 2018 Fund Year of \$200,000 from the 2018 Deductible line to the 2018 General Liability Line, and \$150,000 from the 2020 Deductible Line to the 2020 Property Line.

Motion by Ms. Sweeney, seconded by Ms. Miller to approve Resolution 2021-22 as presented.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**
Kevin Clour, **Lower Alloways Creek**
Mark Gravinese, **Harrison Township**
Karen Sweeney, **Wenonah Borough**
Mike Razzo, *Chair*, **Pitman Borough**
Majorie Sperry, **Quinton Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution 2021-23 Authorizing payment of \$186,780 from the TRICOJIF MEL Retrospective Account in Accordance with the Requirements of the New Jersey Municipal Excess Liability Joint Insurance Fund Surplus Trigger

Motion by Ms. Sweeney, seconded by Ms. Miller to approve Resolution 2021-23 as presented.

ROLL CALL *Yeas:* Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**
Kevin Clour, **Lower Alloways Creek**
Mark Gravinese, **Harrison Township**
Karen Sweeney, **Wenonah Borough**
Mike Razzo, *Chair*, **Pitman Borough**
Majorie Sperry, **Quinton Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution 2021-24 Memorializing a Payment of \$160,856 from the 2015 Fund Year and Authorizing a Payment of \$177,912 from the 2016 Fund Year in Accordance with the Requirements of the New Jersey Municipal Residual Claims Fund Joint Insurance Fund Surplus Trigger.

Motion by Ms. Sweeney, seconded by Ms. Miller to approve Resolution 2021-24 as presented.

ROLL CALL **Yeas:** Sue Miller, **Clayton Borough**
Bob Diaz, **South Harrison Township**
Kevin Clour, **Lower Alloways Creek**
Mark Gravinese, **Harrison Township**
Karen Sweeney, **Wenonah Borough**
Mike Razzo, *Chair*, **Pitman Borough**
Majorie Sperry, **Quinton Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

MEL/RCF/EJIF Reports – June 1, 2021

Mr. Law presented the MEL, RCF, and EJIF reports included in the agenda packet, stating they were self-explanatory, however noting that the Audit and Year End reports were reviewed at both meetings with no findings or recommendations, and that the EPL Risk Management Plan deadline has been extended to November 1, 2021, so please be sure to complete all of your obligations prior to that date to be compliant with the program. Lastly, Mr. Law stated, those members looking for vendors to perform Background checks, those companies are listed in the report, which were chosen by way of RFQ.

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

Mr. Forlenza noted that once the RFQ was completed for the Background Checks, the MEL updated the *Protection and Safe Treatments of Minors* policies, which is incorporated into the Model Policies and Procedures for both Civil Service and Non-Civil Service towns. If you have already adopted your Policies and Procedures, or you are in the process of updating those, you do not have to go back and re-do it as the MEL will accept the existing policy that was originally issued, however they did issue an updated policy, so please go in and just download the most recent policy.

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

MISCELLANIOUS BUSINESS

Chair Razzo entertained a motion to authorize the Executive Directors office to re-advertise the date/time/location of the July 2021 Executive Committee Meeting, which will now be in person at Auletto's Caterers on Thursday July 29, 2021 at 4:00 pm following the first day of the Retreat.

Motion by Ms. Sweeney, seconded by Ms. to authorize the Motion as presented. All in favor. Motion carried by unanimous vote.

Mr. Forlenza noted the invitations for the Annual Retreat will be going out via email this week and with that will be a survey to see if you want to receive the Retreat Binder as a digital copy rather than a hard copy this year. He stated there have been more and more people using their computers during the Retreat, so this may be a simpler way to provide the presentations and save some money on printing costs. Mr. Forlenza stated if anyone would like a hard copy, it will be provided.

Next Meeting

Chair Razze reiterated the next meeting would be Thursday, July 29 at 4:00 pm at Auletto's Caterers in Almonesson.

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 entertained a motion to approve the following PARs as presented:

<i>Workers' Compensation</i>	<i>General Liability</i>	<i>Property</i>
2021216908	2021220770	2021234958
2021229388	2020179463	2021230227
2020188400		2019174960
MLT-2021235634		
MLT-2021222827		

Motion by Ms. Sweeney, seconded by Ms. Miller 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**
Mark Gravinese, **Harrison Township**
Karen Sweeney, **Wenonah Borough**
Mike Razze, *Chair*, **Pitman Borough**
Majorie Sperry, **Quinton Township**

Nays:

None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

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

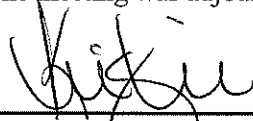
2020204004
2019175903
2019174960

MOTION TO ADJOURN

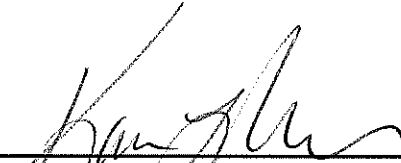
There being no further business, Chair Razze entertained a *Motion to Adjourn* the June 28, 2021 Executive Committee Meeting.

Motion by Ms. Sweeney, seconded by Ms. Miller, to adjourn the June 28, 2021 meeting of the TRICO JIF.

The meeting was adjourned at 6:06 PM.



Kris Kristle, Recording Secretary for



Karen Sweeney, Fund Secretary