

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

Via Zoom Conferencing

September 27, 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 September 27, 2021 at 3:30 PM, prevailing time. Michael Razze, Borough of Pitman, presiding.

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to *South Jersey News*, of Mullica Hill and the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the TRICO Municipal Joint Insurance Fund, and (3) posting notice on the public bulletin boards of all member municipalities of the TRICO Municipal Joint Insurance Fund.

Those in attendance were:

Mike Razze, *Fund Chair*, **Pitman Borough**
Karen Sweeney, *Fund Secretary*, **Wenonah Borough**
Bob Diaz, **South Harrison Township**
Sue Miller, **Clayton Borough**
Kevin Clour, **Lower Alloways Creek**
Carl Bagby, **Borough of Swedesboro**
Al Ferriola, **West Deptford**

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, *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:

Mark Gravinese, **Harrison Township**

CLOSED SESSION PORTION OF MEETING

Chair Razze entertained a motion to move to Executive Session to review the *Payment Authorization Requests* that will be voted on in Open Session during the Executive Committee Meeting being held on September 27, 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. Miller, seconded by Ms. Sweeney 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 thirteen (13) claims. Of the claims reviewed, there were eight (8) Workers' Compensation, three (3) General Liability, and two (2) Property PARs recommended for approval of settlement or continuing defense.

There were six (6) claims reviewed that had previously been approved by Vineland:

2020193282
2020179887
2018126439
2020184015
2021232212
MLT-2021214438

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

2020181528
2020189150
2020186414

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 seven (7) case(s) closed since the last meeting in July, with six (6) of those with no payment to the Plaintiff:

Pierce v. Township of Carneys Point & Borough of Penns Grove
Drummonds v. Township of Deptford
Ward v. Township of Deptford & Borough of Wenonah
Chipola v Township of Mantua
Carulli v. Township of Pennsville
Est. of Bard v. City of Vineland
Enderuthennagetherabooth v. Township of Woolwich

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

MANAGED CARE REPORT

Due to time restrictions, Ms. Beatty's report was tabled until the 5:00 pm Executive Committee Report.

QUAL-LYNX REPORT

Adjuster File Counts

At the end of August, Tammy Langsdorf's Workers' Compensation Unit had 776 lost time files (including 67 lost time COVID-19 files). This is an average of 155 lost time files per adjuster (based upon 5 adjusters). The total count of files in this unit is 1,141 which includes both lost time and medical only files. This is a decrease of 5 files from the end of July. The total number of COVID-19 claims in the unit including both lost time and medical only files is 123 which is down from 125 the previous month. Donna Pera, who helped Tammy's unit last summer, has received 35 files to handle. Also, Tammy has a temp that started at the end of July; Renee Levingston who has approximately 40 files so far, and another temp should be starting at the end of September.

In Sue Mooney's Liability Unit, the liability adjusters' total file count is currently at 964 files. This is an increase of 34 files from the end of July. This is an average of 226 files per adjuster (based on 4 adjusters and removing Sue Mooney's pending of 62 files). Sue has an adjuster on leave at this time.

Joe Lisciandri's Property Unit has a total file count at 1,215, which is an average of 304 files per adjuster (based upon 4 adjusters). The unit's overall pending increased by 11 files since the end of July. Joe's unit remains fully staffed and is receiving assistance from an adjuster in our EHT office and one in our Jacksonville, FL office. They have approximately 40 files.

Lastly, Mr. Roselli noted Qual-Lynx has now been appointed as the MEL TPA; a position they have not held since 2014. A candidate had been hired to assist with this department; however, the candidate decided not to take the offer of employment. Mr. Roselli noted that they do have another candidate for the position.

Mr. Roselli stated they continue to monitor the staff pending's and any staffing issues and will keep the Committee apprised of any circumstances that may affect these numbers. Mr. Miola noted he still has concerns with the Liability Unit's claims count per Adjuster and will be speaking with Ms. Lihou about it.

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

NOC Department Listing: June v. August

Mr. Roselli noted that the Adjusters have had limited options when categorizing the department where a claim occurred. Mr. Roselli noted that approximately 10 new departmental choices have been added to their system allowing for better coding of the departments where claims are occurring. With that said, Mr. Roselli presented two reports included in the agenda packet; one for June and one for August. Each report depicted the total number of claims from 2018 to 2021, by line of coverage, categorized as NOC (Not Otherwise Classified). When comparing the reports for liability claims, the % of claims with the NOC classification had dropped significant in August as compared to June. Mr. Roselli stated that Ms. Langsdorf would also be reviewing her outstanding claims with an NOC designation over the next month to better

qualify the departments where workers compensation claims are occurring. Mr. Roselli noted this report would be included in the agenda quarterly.

Repair Shop Program

Mr. Roselli stated he has not received any more signed agreements pursuant to the *JIF Auto Repair Facilities Program* but noted things are going very well, even with the shops that have not signed the agreements. He also reported that Mr. Petteti is out at these shops and he has received no negative feedback.

Mr. Roselli noted if he receives any other agreements or hears anything, he will report to the Committee.

Accident Investigation Report

Mr. Roselli presented a report in the agenda depicting those towns that are/not completing a *Supervisors Incident Report* when reporting claims, as he feels these reports are a valuable tool when investigating accidents. He noted this report be included in the monthly Claims Committee agenda to hopefully raise awareness and see better results in the future. Mr. Roselli noted Mr. Garish will also be discussing this with those towns that are not completing the Supervisor Incident Reports when he is out visiting them.

OPRA PROPOSALS

Mr. Forlenza stated both the Strategic Planning and Finance Committee have had extensive discussions regarding the recent increase in OPRA requests being received by member municipalities seeking legal documents pertaining to Police Liability claims. He then referenced an excerpt from the September 2, 2021 Strategic Planning Committee meeting included in the agenda packet. He noted that many times the municipalities are sending these requests directly to Qual Lynx to complete even though the municipality should have the requested documents on file. He noted that this has become very time consuming for both Qual-Lynx, who must review the request and gather documents responsive to the request, and Mr. DeWeese who must review the documents before being released by Qual-Lynx to the member municipality. Mr. Forlenza stated that neither Mr. DeWeese nor Qual Lynx are able to bill the Fund or the member for the costs associated with this process.

Mr. Forlenza noted that the discussions have focused on how these requests should be handled going forward, as well as any additional compensation that should be paid to Qual-Lynx and Mr. DeWeese for these additional services. He stated that at his request, both Mr. DeWeese and Qual-Lynx have provided proposals for payment for this additional work. Mr. Forlenza explained the proposed policy would be that the JIF will pay for the cost associated with these two Fund Professionals taking on these additional responsibilities for OPRA requests being sent to Qual-Lynx from member towns for one (1) year – 2022; however, at the conclusion of 2022 and starting in 2023, the cost will then be the responsibility of the member municipality that receives the OPRA. This policy will provide the members with one year to update their filing systems to better track the paperwork received on their claims. At the same time, it also provides an additional opportunity to remind the Defense Panel members that all relevant settlement and file closing documents should be sent to the member towns once a claim is complete. A copy of that file should be sent in one package to the municipality for their records.

Mr. Forlenza then referenced those proposals in the agenda packet and due to time restrictions noted these would be reviewed at the next meeting and also noted he will be drafting a revised policy over the next few weeks for the Committee's review and consideration. Hopefully, it can be adopted by the Fund by the end of the year.

Mr. Forlenza 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 QualCare for managed care services is in the final year of a five year agreement. As a result, at the July Executive Committee Meeting, his office was authorized 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. The RFP was advertised and made available as of September 20, 2021, with responses due back by October 21, 2021.

NEXT MEETING

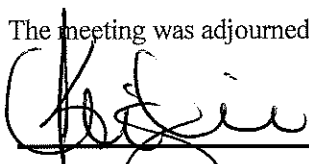
The next Executive Claims Meeting will be held on **Monday, October 25, 2021 at 3:30 PM**. Mr. Forlenza noted in the hopes to meeting in-person in October, he has reached out to the Municipal Clerk in Deptford Township to see if the Deptford Community Center would be available on October 25th to hold the EPL/Technology Meeting starting at 2:00 PM, followed by the Claims Committee and Executive Committee Meetings at 3:30 pm and 5:00 PM, respectively. Mr. Forlenza noted he will coordinate with the Chair, Secretary, and Mr. DeWeese once he receives information from Deptford. Should the facility not be available to us on that date, the October meeting will likely be held via Zoom.

As of these minutes, the Deptford Community Center is available and the JIF will hold its October 25 and November 22, 2021 meetings at that location.

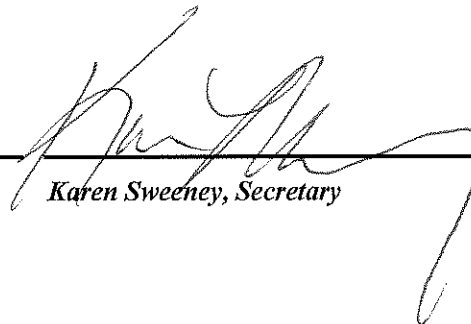
MOTION TO ADJOURN

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

The meeting was adjourned at 4.51 PM.



Kris Kristie, Recording Secretary for



Karen Sweeney, Secretary