

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

December 20, 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, December 20, 2021 at 5:00 PM, prevailing time. Acting Chair Sweeney, **Wenonah 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:

Ken Brown, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Colleen Emmons, **Deptford Twp.**
Carolyn King-Sammons, **Elk Twp.**
Doug Hogate, **Elsinboro Twp.**
Stephanie McCaffrey, **East Greenwich Twp**
Linda Gonzalez, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Clark Pierpont, **Glassboro**
Leo Selb, **Hopewell Twp.**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Harry Moore, **Oldmans Twp.**
Susan Jacobucci, **Paulsboro Borough**
Dan Neu, **Pennsville Twp.**
Maureen Abdill, **Pilesgrove Twp.**
Judy O'Donnell, **Alternate Pitman Borough**
Majorie Sperry, **Quinton Twp....arrived after roll call**
Carl Bagby, **Swedesboro Borough**
Bob Diaz **South Harrison Twp.**
Jeffre Celebre, **Vineland City**
Karen Sweeney, **Wenonah Borough**
Al Ferriola, **West Deptford**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Stacy Shorter-Carney **Woodstown Borough**
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners were:

Warren Morgan, **Alloway Twp.**
Greenwich Twp.
Mark Gravinese, **Harrison Twp.**
Luke Patrick, **Mannington Twp.**
Jennica Bilecki, **Mantua Twp**
Jill McCrea, **Monroe Twp.**
Irene Scarpaci, **Penns Grove Borough**
Brad Campbell, **Shiloh Borough**
Jack Cimprich, **Upper Pittsgrove Twp.**
Collette Bachich, **Washington Twp.**
Jeff Pitzo, **Woodbury Heights Borough**

Also present were:

Paul A. Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*
Paul J. Miola, CPCU, ARM, Deputy Executive Director, *AJG Risk Management Services, Inc.*
Kamini Patel, MBA, CIC, CPCU, Program Administrator, *AJG Risk Management Services, Inc.*
David 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*
Chris Winter, *Law Enforcement Risk Management Consultant*

Also present were the Risk Management Consultants from the following agencies:

Assured Partners
Conner Strong & Buckelew
E.H. Sloan Insurance Agency
Hardenbergh Insurance Group

Absent RMCs/Professionals were:

Chesney-Stanton Insurance Group
Cettei & Connell
Colson and Gosweiler Insurance
Henry D. Young Insurance
Len Eckman Insurance

Motion to move Karen Sweeney to Acting Chair and Sue Miller to Acting Secretary in the absence of Michael Raze, along with Ken Brown, Carneys Point, and Stephanie McCaffrey in the absence of Mark Gravinese, Harrison Township, to the Executive Committee 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 November 22, 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 November 22, 2021 Executive Committee meeting.

Motion by Ms. Miller, seconded by Mr. Diaz, to approve the minutes of the November 22, 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 November 22, 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 November 22, 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 November 22, 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 November 22, 2021 as presented.

The Executive Claims Review Committee Closed Session minutes of the November 22, 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 – December 20, 2021

Acting Chair Sweeney reported that an Executive Claims Committee Meeting was held on Monday, December 20, 2021, just prior to today's Executive Committee Meeting.

The Committee reviewed six (6) claims. Of the claims reviewed, there were four (4) Workers' Compensation, one (1) General Liability, and one (1) Property PARs recommended for approval of settlement or continuing defense.

There were no (0) claim(s) reviewed this month that had previously been approved by Vineland:

There were five (5) claims reviewed for abandonment of subrogation attempt:

2020191130
MLT-2020195500
2020217793
2019165164
MLT-2020197

Acting Chair Sweeney entertained a motion to **recommend as extension of the existing QualCare contract through February 28, 2022.**

Motion by Ms. Miller, seconded by Mr. Diaz to approve the extension of the existing QualCare contract through February 28, 2022.

ROLL CALL

<i>Yeas:</i>	Sue Miller, Clayton Borough Carl Bagby, Swedesboro Borough Bob Diaz, South Harrison Township Kevin Clour, Lower Alloways Creek Karen Sweeney, Wenonah Borough Ken Brown, Carneys Point Stephanie McCaffrey, East Greenwich Township
<i>Nays:</i>	None
<i>Abstain:</i>	None

All in favor. Motion carried by unanimous vote.

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 a report showing the Certificates of Insurance issued for November, and asked that members please review for accuracy.

Mr. Forlenza asked members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances included in the agenda. He noted all funds needed to either have been claimed or encumbered by November 1, 2021. If you encumbered your funds, they must be claimed by February 1, 2022. He reiterated that those towns that encumbered their funds will not receive an additional reminder from his office regarding the claiming of these 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 to make sure any new employees/bonds 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 referenced the EPL Compliance status and noted those who were not in compliance by November 1, received a letter recently indicating you will receive a surcharge on your premium going into the new year, however there is a grace period until January 1, 2022 in order to submit your checklist.

Mr. Forlenza reminded the members that 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. The date for completing the necessary steps for compliance with the MEL EPL Risk Management Plan was November 1, 2021. Mr. Forlenza noted that there are only two member towns that have not submitted their checklist; Alloway and Upper Pittsgrove. He reiterated the importance of getting the checklist completed and submitted as soon as possible. He stated those two towns could be subject to higher

deductibles and or a surcharge on their EPL premium. If you have any questions, please reach out to the Executive Director's office.

Mr. Forlenza noted the Elected Officials Seminars will begin in late January and hopefully be held in person, and the MEL will reduce each member's 2022 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member's 2022 MEL Assessment. Information on the training will be forthcoming.

Mr. Forlenza noted there were no new updates in regards to the Land Use Training, however, he reminded the members that the Land Use Board members that complete the training process will be eligible for enhanced coverage should they be personally named in a Land Use claim, reiterating that only the Board members that have completed the training are eligible for the enhanced coverage.

Regarding the 2022 RMC Resolutions and Agreements, Mr. Forlenza stated on or about October 11, 2021, a memo and sample copies of the JIF RMC Resolution and Agreement for the 2022 Fund Year were e-mailed to all Risk Management Consultants. Once his office receives this documentation, payment can be issued for the 2022 fees at the February 2022 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. He also noted that all RMC's are required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee.

Mr. Forlenza noted on or about December 6, 2021, Committee Volunteer Request Forms were e-mailed to all Fund Commissioners and Risk Management Consultants. All those who received the form were asked to reply by December 17, 2021. The 2022 Committee Chairs will be meeting in early January via conference call to determine the membership of the Standing Committees. Please be sure to return this form as soon as possible. If you have any questions, please contact Sheila Ortiz in his office.

Mr. Forlenza stated a supply of 2022 Safety & Wellness calendars are in the process of being delivered to each member of the JIF and thanked Ms. Schiffer and J. A. Montgomery for their assistance in delivering the calendars to member towns. Mr. Forlenza asked members to please distribute the calendars around your municipal facilities and place them in locations for your employees to see. The calendars act as a daily reminder of the importance that your municipality and the JIF places on employee safety and wellness.

In regards to the Annual Reports, Mr. Forlenza noted eight (8) copies of the reports are either being deliver or mailed to all members and he asked that they please be distributed to your Elected Officials as there is a lot of good information included in these reports.

Mr. Forlenza stated that in early December, Dividend Notices were issued to those members who were eligible to receive a portion of the Dividend that was approved to be released by the Fund back in September. He noted Dividend forms have not been received to date from: Deptford, Harrison, Logan, and Shiloh. This form is important as it indicates to our office how you want your dividend returned to you, whether in check form, as a credit applied to your Annual Assessment or if you want it deposited into your AELCF Account, etc. He asked that these towns return these completed forms no later than December 23, 2021.

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

SOLICITOR'S REPORT

Assignment of New Cases

Mr. DeWeese reported that there was one (1) case(s) assigned since last month's meeting.
Delaney v. Township of Deptford

Closed Cases

Mr. DeWeese noted that there were three (3) case(s) closed since last month's meeting:

Hassan and Roberson v. Borough of Glassboro
Alvarado v. Borough of Penns Grove
Shute v. Township of Pennsville

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 **46** 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 collection efforts are being made on **\$2,142,962.02** of potential recoveries on **68** 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. He noted in reviewing the attached lists, he can see some changes that need to be made as some employees listed are no longer with the town. The appointment of the municipal representatives must be made by Resolution of the Governing Body. Mr. DeWeese reiterated these authorized contacts are the only individuals permitted to access this service, so be sure to review the list so it accurately depicts who you would like appointed as the contacts is actually appointed.

Defense Panel RFQ's

Mr. DeWeese noted he had reported earlier at the Claims' Committee meeting his recommendations for awarding contracts to the General Liability and Workers Compensation Defense Panel for 2022.

Mr. DeWeese noted the Fund received a significant number of responses to the RFQ. The Claims Committee members were asked to score the responses, unfortunately, not many members returned their score sheets. Of those received, he tallied the scores, and noted that those tallied score sheets were included in the Claims Committee agenda for their review.

Mr. DeWeese noted he made certain recommendations in the correspondence, which included offering contracts to the five (5) Firms that are currently members of the General Liability Defense Panel with a recommendation for two (2) additional firms who scored the highest, and with whom he has personal experience.

With regard to the Workers Compensation Defense Panel, he recommended that the three (3) firms that are currently on the panel should be offered Contracts, with no additional firms added to the Panel at this time.

Mr. DeWeese noted it is his understanding the Claims Committee wishes to accept his recommendations and are seeking authority from the Executive Committee to approve those recommendations and allow him to prepare Resolutions to be finalized and presented at the January Reorganizational meeting for adoption.

Acting Chair Sweeney asked for a Motion to accept the recommendations of the Fund Solicitor in regards to appointments for the General Liability and Workers Compensation Defense Panel for 2022.

Motion by Ms. Miller, seconded by Mr. Diaz to approve the recommendations to the 2022 General Liability and Workers Compensation Defense Panel, as presented:

ROLL CALL	<i>Yeas:</i>	Sue Miller, Clayton Borough Carl Bagby, Swedesboro Borough Bob Diaz, South Harrison Township Kevin Clour, Lower Alloways Creek Karen Sweeney, Wenonah Borough Ken Brown, Carneys Point Stephanie McCaffrey, East Greenwich Township
	<i>Nays:</i>	None
	<i>Abstain:</i>	None

All in favor. Motion carried by unanimous vote.

Lastly, Mr. DeWeese referenced a Bulletin he had forwarded to all members via email earlier this month. He stated that at previous Retreats and Executive Committee meetings, he has discussed his concerns with the Vacant Property Registration and Fee Ordinances some members have adopted.

Mr. DeWeese noted he is starting to see claims challenging these ordinances and the fees charged. He stated the risk to your municipality is significant because if you have been collecting these exorbitant fees for some time and these plaintiffs are successful in the litigation, you will need to pay that money back. On top of that, he noted there could be coverage issues as well.

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. He noted if anyone is not receiving these updates, please contact the Safety Directors office.

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 and they seem to still be calling ahead for now. 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, noting that we must abide by the State agency's rules that issued the designation, including that attendees of the class must attend the whole session. Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion. 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. Further information on any of the programs can be found on the TRICOJIF website, MEL website, or the MSI Mobile App. Mr. Garish reminded the members all MSI communications are done exclusively through the MSI App, so if you have not downloaded that app yet, please do, so you don't miss any communications or information. If anyone needs any assistance with any of these platforms, please do not hesitate to reach out to him for assistance.

Mr. Garish noted that during the first week of January, information will be sent out in regards to the 2022 Safety Incentive Program. There are very few minor changes and the Safety Contract will be due back by the end of February. Also during the first week of January, a PUSH Notification will be sent out through the MEL App pertaining to the large scale EXPOs throughout the State. Though most trainings are still virtual with the pandemic still among us, there are some in-person EXPO's that will be taking place.

Lastly, Mr. Garish reminded everyone to please fill out the Supervisors Incident Report whenever an incident occurs as this helps him to understand exactly what happened and to help get to the root cause of the incident, and to review your Hierarchy reports to be sure all training requirements are up to date.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli presented his *Lessons Learned from Losses* which reviewed Winter Safety noting winter weather can have a serious impact on claims, but this impact can be minimized with the right preparation and monitoring of problem areas:

- Consider who is performing snow and ice removal and whether they are capable of performing these actions safely. As an example, have they had previous injuries that could be worsened by shoveling?
- Pre-treat parking lots and sidewalks when snow or ice is expected.
- Plan where to pile snow as subsequent melting/refreezing cycles create icy patches
- Discuss footwear with employees
- Provide caution/wet floor signs at all entrances.
- Maintain heat and consider those colder areas of the building where heat may not easily reach as these areas are prone to pipe breaks

Mr. Roselli then discussed an example of a costly claim that could have been prevented had normal winter preparation tactics 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 expressed her gratitude to all the municipalities who put forth an effort to implement wellness initiatives using their Wellness Funds and noted that towns that have remaining funds, are being put to good use by offering:

- Holiday de-stress and Employee Appreciation Chair Massages
- Prizes for participating in Themed Bingo Challenges
- Door Prizes for attending presentations (Hot topic right now is Mental Fitness!)
- Fresh fruit and pre-approved snack bars
- Gratitude Boards

She noted if you have remaining funds and would like to do any of the above for January, it would be a great way to kick off the New Year, so please contact her. Other ideas can be explored as well, so please contact her.

Some Thoughts As We Look To 2022:

Consider formulating a small Wellness Committee or include and discuss wellness as part of the Safety committee's agenda if a Wellness Committee is not possible.

Wellness Initiative Brainstorming Sessions - virtual group support for all municipal Wellness Coordinators enabling collaboration efforts to identify wellness initiatives that motivate colleague engagement.

- Who: Wellness Coordinator from each municipality (ACM, BURLCO, TRICO JIFs)
- What: To plan, generate and share wellness ideas to help maintain a culture of wellness throughout the year
- When: March (or at Safety Breakfast Roundtable), June and October
- Where: Virtual

December Targeting Wellness Newsletter

In this month's *Targeting Wellness Newsletter*, she covered a lot around the holiday stress and temptations. Topics you will find addressed include:

- Maintaining not gaining over the holiday
- Ways to avoid getting sick this winter
- Managing holiday stress is possible keeping in mind a few of the shared tips
- Consider trying meditation as a way to build your resiliency and manage the challenges of the season
- Walking in the cold can actually have some added benefits
- Nutritional Bites: I share some ways to navigate the holidays when you are plant-based
- Recipe Corner: Delicata squash bake

Lastly, Ms. Schiffer noted for some enjoyment and brain-power, you'll also find a *Nutrition Sudoku* included with her report to share with all your employees

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)*.

	November	YTD
<i>Lost Time</i>	7	100
<i>Medical Only</i>	13	229
<i>Report Only</i>	19	193
<i># of New Claims Reported</i>	39	530
<i>Average Days to Report</i>	10.4	4.3

Ms. Beatty noted the Average Days to Report is running a bit 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, and it seems these claims are on the rise again with the new variant. Of the 39 New Cases reported, 8 were COVID related.

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 November 2021 and Year to Date 2021.

November 2021 COVID Related Average Days to Report: 29.8

November 2021 Non COVID Related Average Days to Report: 10.4

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	5,307
<i>Transitional Duty Days Worked</i>	3,091
<i>% of Transitional Duty Days Worked</i>	58%
<i>Transitional Duty Days Not Accommodated</i>	2,216
<i>% of Transitional Duty Days Not Accommodated</i>	42%
<i>\$ Saved by Accommodating</i>	\$265,538
<i>\$ Lost by NOT Accommodating</i>	\$249,854

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

PPO Penetration Rate	November
<i>Bill Count</i>	256

<i>Original Provider Charges</i>	<i>\$815,481</i>
<i>Re-priced Bill Amount</i>	<i>\$316,427</i>
<i>Savings</i>	<i>\$499,054</i>
<i>% of Savings</i>	<i>61%</i>
<i>PPO Penetration Rate Bill Count Percentage</i>	<i>85%</i>
<i>PPO Penetration Rate Provider Charge Percentage</i>	<i>93%</i>
<i>EPO Penetration Rate Bill Count Percentage</i>	<i>83%</i>
<i>EPO Penetration Rate Provider Charge Percentage</i>	<i>72%</i>

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero stated in regards to the WIZER Training, the training course is approximately 25-30 minutes long and the FCs or clerks have been designated as the Point of Contact who will receive weekly status reports and stated you are responsible for ensuring compliance within your municipality. If you are not receiving these reports, please contact him. If changes need to be made, please send them to him and he will forward to the vendor. He then referenced the report in the agenda stating the TRICO JIF is 68% complete (2,101 Users; 1,442 completed; 659 Not Completed).

In regards to Phishing and Vulnerability Scanning, 1,239 total emails have been sent out with 45 clicks, or 3.6%, which is a bit high compared to the normal 2-3%.

In regards to the MEL's Cyber Risk Management Program, there are currently nine (9) members approved in all three Tiers, and one (1) member approved in Tier's 1 & 2, which is no change since last month, so please be sure to keep going to complete the Tiers.

Mr. Romero referenced a step by step instructional guide included with his report that depicted a simple explanation in how to complete the Cyber Risk Management Certification Process.

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 November 2021 a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of November 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 \$29,821.41. This generated an average annual yield of 1.03%. However, after including an unrealized net loss of \$67.19 in the asset portfolio, the yield is adjusted to 1.02% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$28,689,251.86 vs. the amount we have invested. The current market value, including accrued income, is valued at \$28,703,556.32.

The Fund's asset portfolio with Wilmington Trust consists of three (3) obligations with maturities less than one year.

The JCMF Portfolio has a current market value of \$24,941,471.26.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$56,715.51	\$334,916.83
Salvage	\$0.00	
Overpayment Reimbursements	\$0.00	
FY Closed year Dividends	\$92,008.00	

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

Woodbury City	\$21,588.00
Washington Twp.	\$80,371.00
Pittsgrove Twp.	\$110,130.00
Stow Creek Twp.	\$5,907.00
Quinton Twp.	\$229.00

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$35,171,526.86 to a closing balance of \$34,636,716.21 showing a decrease in the fund of \$534,810.65. A detailed reconciliation of this change, including its effect on our banking instruments, is included in his report.

Loss Run Payment Register for the Period –November 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 \$557,546.13. The claims detail shows 542 claims payments issued.

Bill List – December 2021

For the Executive Committee’s consideration, Mr. Tontarski presented the December 2021 Bill List in the amount of \$1,482,844.21 included in the agenda packet.

Acting Chair Sweeney entertained a motion to approve the November 2021 Loss Run Payment Register and the December 2021 Bill List, 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 *November 2021 Loss Run Payment Register the December 2021 Bill List* as presented.

ROLL CALL

Yeas:

- Sue Miller, **Clayton Borough**
- Carl Bagby, **Swedesboro Borough**
- Bob Diaz, **South Harrison Township**
- Kevin Clour, **Lower Alloways Creek**
- Karen Sweeney, **Wenonah Borough**
- Ken Brown, **Carneys Point**
- Stephanie McCaffrey, **East Greenwich Township**

Nays:

None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Finance Committee Report

Acting Chair Sweeney entertained a motion to Open the Public Hearing on the Fund's 2022 Budget.

Motion by Ms. Miller, seconded by Mr. Diaz, to Open the Public Hearing on the Fund's 2022 Budget. All in Favor. Motion carried.

Hearing no comments, Acting Chair Sweeney entertained a motion to Close the Public Hearing.

Motion by Ms. Miller, seconded by Mr. Diaz, to Close the Public Hearing. All in Favor. Motion carried.

2022 Budget Adoption

Acting Chair Sweeney asked for a Motion to Adopt the 2022 Budget as presented.

Motion by Ms. Miller, seconded by Mr. Diaz to Adopt the 2022 Budget as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

2022 Assessment Allocation Strategy Adoption

Acting Chair Sweeney asked for a Motion to Adopt the 2022 Assessment Allocation Strategy as presented.

Motion by Ms. Miller, seconded by Mr. Diaz to Adopt the 2022 Assessment Allocation Strategy as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

2022 Assessment Certification Adoption.

Acting Chair Sweeney asked for a Motion to Adopt the 2022 Assessment Certification as presented.

Motion by Ms. Miller, seconded by Mr. Diaz to Adopt the 2021 Budget, the 2022 Assessment Certification as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Strategic Planning Committee Meeting Minutes – December 2, 2021

Ms. Miller noted the committee met on December 2, 2021 via Zoom and referenced the minutes that were included in the agenda packet. She then highlighted the following:

She noted all members who were up for Renewal effective January 1, 2022 have renewed and supplied the appropriate paperwork which has been filed with the DCA and DOBI and fully executed Agreements and Contracts have been mailed to the Clerks. She noted the meeting format of the Executive Committee Meetings is currently up in the air due to COVID and will be reviewed on a month to month basis. In regards to towns still struggling with Fund Commissioner attendance at the monthly meetings, it was decided the RMC should reach out to those particular towns and encourage them to participate and reiterate the importance of staying involved. Ms. Miller noted the 2021 Annual Reports have been finalized and will be distributed shortly. She noted the dates and locations of the PRIMA and AGRiP Conferences for 2022, which are being held in person so far, and lastly stated that newly revised OPRA Policy will be distributed to all Clerks.

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

2022 Executive Committee Nomination Slate

Mr. Forlenza noted there have been no changes to the 2022 Executive Committee Nomination Slate as presented last month and referenced the Slate that was included in the agenda packet. He stated that the Slate that will be voted on at the Reorganizational meeting in January. Mr. Forlenza also gave kudos to Ms. DiBella, stating she did a great job in Chairing this committee and following up with everyone, which was no easy task.

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

Kevin Clour, **Lower Alloways Creek**
Karen Sweeney, **Wenonah Borough**
Ken Brown, **Carneys Point**
Stephanie McCaffrey, **East Greenwich Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution 2021-37 Authorizing the Fund Chair & Fund Secretary to Execute a One Year Agreement with D2 to provide External Network Vulnerability Testing and External Network Penetration Testing effective January 1, 2022 at a cost not to exceed \$129,010

Acting Chair Sweeney entertained a motion to adopt Resolution 2021-37, as presented.

Motion by Ms. Miller, seconded by Mr. Diaz, to approve the motion as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution 2021-38 Honoring and Recognizing the Service of Carl Bagby, Swedesboro Borough to the TRICOJIF

Acting Chair Sweeney thanked Mr. Bagby for his service over the years in the many positions he held with the JIF and then entertained a motion to adopt Resolution 2021-38 Honoring Carl Bagby, as presented.

Motion by Ms. Miller, seconded by Mr. Diaz, to approve the motion as presented. All in favor. Motion carried by unanimous vote.

Resolution 2021-39 Honoring and Recognizing the Service of Maureen Abdill, Pilesgrove Township to the TRICOJIF

Acting Chair Sweeney thanked Ms. Abdill for her service over the years in the many positions she held with the JIF and then entertained a motion to adopt Resolution 2021-39 Honoring Maureen Abdill, as presented. Motion by Ms. Miller, seconded by Mr. Diaz, to approve the motion as presented. All in favor. Motion carried by unanimous vote.

Mr. DeWeese noted that each year recommendations are made to the EPL/POL carrier for specific attorneys to handle these cases. Mr. DeWeese stated he is recommending that the current firms being utilized in 2021 be recommended again for 2022. Mr. DeWeese asked for a Motion approving those Defense Panel members as stated, and if approved, he will have that Resolution ready for adoption at the January Reorganizational meeting.

Acting Chair Sweeney entertained a motion to recommend the EPL/POL Defense Panel members for 2022, as recommended and presented by Mr. DeWeese.

Motion by Ms. Miller, seconded by Mr. Diaz, to approve the motion as presented.

ROLL CALL	Yeas:	Sue Miller, Clayton Borough Carl Bagby, Swedesboro Borough Bob Diaz, South Harrison Township Kevin Clour, Lower Alloways Creek Karen Sweeney, Wenonah Borough Ken Brown, Carneys Point Stephanie McCaffrey, East Greenwich Township
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

Next Meeting

Acting Chair Sweeney stated the next meeting would be Monday, January 24, 2022 @ 5:00 pm in person at the Deptford Community Center, unless unforeseen circumstances change that, then the format will be determined in conjunction with the Fund Chair, Fund Secretary, and Fund Solicitor at a later date.

As of these minutes, it has been decided to hold the January Reorganizational Meeting and February Executive Committee Meeting via Zoom conferencing.

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>
2021227877	2019175456	2022245892
2022243970		
2022251631		
MLT-2022253049		

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

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

Acting Secretary Miller stated there were five (5) file(s) for abandonment of subrogation:

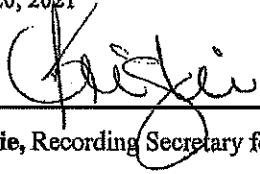
2020191130
MLT-2020195500
2021217793
2019165164
MLT-2020197

MOTION TO ADJOURN

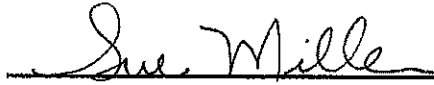
There being no further business, Acting Chair Sweeney entertained a *Motion to Adjourn* the December 20, 2021 Executive Committee Meeting.

Motion by Ms. Miller, seconded by Mr. Diaz to adjourn the December 20, 2021 meeting of the TRICO JIF.

The meeting was adjourned at 6:15 PM.



Kris Kristie, Recording Secretary for



Sue Miller, Acting Fund Secretary