

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

Via Zoom Conferencing

February 28, 2022 – 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, February 28, 2022 at 5:00 PM, prevailing time. Chair Razzo, **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.

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

Warren Morgan, **Alloway Twp.**
Ken Brown, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Colleen Emmons, **Deptford Twp.**
Stephanie McCaffrey, **East Greenwich Twp.**
Doug Hogate, **Elsinboro Twp.**
Linda Gonzalez, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Clark Pierpont, **Glassboro Borough**
Lisa Jeffers, **Greenwich Twp.**
Mark Gravinese, **Harrison Twp.**
Leo Selb, **Hopewell Twp.**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Luke Patrick, **Mannington Twp.**
Candice Pennewell, **Mantua Twp.**
Kayla Spurka, **Monroe Twp.**
Harry Moore, **Oldmans Twp.**
Susan Jacabucci, **Paulsboro Borough**
Sean Brown, **Penns Grove Borough**
Dan Neu, **Pennsville Twp.**
Melissa Flacker, **Pilesgrove Twp.**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Twp.**
Bob Diaz **South Harrison Twp.**
Jack Cimprich, **Upper Pittsgrove Twp.**
Carl Bagby, **Swedesboro Borough**
Jeffre Celebre, **Vineland City**

Collette Bachich, **Washington Twp.**
Karen Sweeney, **Wenonah Borough**
Lee Ann DeHart, **West Deptford**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**
Jeff Pitzo, **Woodbury Heights Borough**
Kristin Nixen, **Woodstown Borough**
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners were:

Carolyn King-Sammons, **Elk Twp.**
Brad Campbell, **Shiloh Borough**

Also present were:

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 S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, Safety Director's Office, *J. A. Montgomery Risk Control*
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
Cetfei & Connell
Chesney-Stanton Insurance Group
Conner Strong & Buckelew
E.H. Sloan Insurance Agency
Hardenbergh Insurance Group
Len Eckman Insurance

Absent RMCs/Professionals were:

Paul A. Forlenza, MGA, Executive Director, *AJG Risk Management Services, Inc.*
Colson and Gosweiler Insurance
Henry D. Young Insurance

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Razze presented the meeting minutes of the January 24, 2022 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 January 24, 2022 Executive Committee meeting.

Motion by Ms. Sweeney, seconded by Ms. Sperry to approve the minutes of the January 24, 2022 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 January 24, 2022 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 Mr. Diaz to approve the meeting minutes of the January 24, 2022 Executive Claims Review Committee Meeting as presented. Ms. Sperry abstained. Motion carried by majority.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Razze presented the Executive Claims Review Committee Closed Session meeting minutes of January 24, 2022 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. Diaz to approve the Executive Claims Review Committee Closed Session meeting minutes of January 24, 2022 as presented. Ms. Sperry abstained. Motion carried by majority.

The Executive Claims Review Committee Closed Session minutes of January 24, 2022 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 – February 28, 2022

Chair Razze reported that an Executive Claims Committee Meeting was held earlier today, Monday, February 28, 2022 via Zoom conference call.

The Committee reviewed twelve (12) claims. Of the claims reviewed, there were eight (8) Workers' Compensation, two (2) Auto, and two (2) Property PARs recommended for approval of settlement or continuing defense.

There were eight (8) claims reviewed this month that had previously been approved by Vineland:

2018115352
2019161117
2022251848
2022245846
MLT-2022258023
2020179176
MLT-2021214334
2022243419

There were five (5) claims reviewed for abandonment of subrogation attempt since the last meeting:

2020196436
2021224666
2021223164
2021213752
2020200743

Questions will be addressed during Closed Session if necessary.

EXECUTIVE DIRECTOR'S REPORT

Mr. Miola noted for the OSB, Wellness, and EPL/Cyber Risk Management Budget balances, a consolidated announcement letter, including instructions on how to collect your 2022 funds was emailed out to all members on February 7, 2022. He then referenced the allowance reports included in the agenda. He noted all funds need to either be claimed or encumbered by November 1, 2022, with encumbered funds needing to be claimed by February 1, 2023. In regards to the SIP funds, a letter from his office will be emailed out in the next few weeks.

Mr. Miola 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. Miola referenced a copy of correspondence included in the agenda that was sent to all Municipal Clerks on or about February 7, 2022. The Municipal Clerks were asked to share this letter as well as a copy of the 2022 JIF Budget Message and Assessment Allocation Policy with all of their Elected Officials. Any Elected Officials or Administrative Staff that has a question regarding their individual assessment are invited to contact the Executive Directors Office.

Mr. Miola noted that again, this year, the Fund will be sponsoring Elected Officials training. 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. The Executive Director's office is currently planning to hold this training virtually. It is anticipated that this training will take place beginning in March 2022. Additional information including a "Save the Date" will be forthcoming shortly.

Regarding Payroll Audits, on February 11, 2022 a letter was e-mailed to all Municipal Clerks, with a copy to Fund Commissioners, advising that Bowman & Company will be performing workers' compensation exposure verification audits of members' 2021 payrolls. These payroll figures will serve as the basis for your 2023 workers compensation excess premiums. Attached to the e-mail was a spreadsheet that included employee counts by payroll classification as reported during last year's payroll audit. Members are asked to send the required payroll data to the auditors for processing either via mail or electronically no later than March 11, 2022, and details on how the data can be sent were included in the February 11, 2022 correspondence. Once the information is processed, the auditor will contact each town to discuss the results of the audit and clarify any questions. Members who have questions following the audit can contact a representative from Bowman to set up a mutually convenient date and time to meet and discuss the audit results.

Regarding Property Appraisals, Mr. Miola stated on or about February 14, 2022, each member and their RMC received a notification from his office asking that they review and update their property schedule located in the Origami Exposure Data Management System. Once a member responds, those that are going to receive a physical appraisal this year will be contacted by the Fund Property Appraiser, ASSETWORKS. Those that are not receiving a physical inspection in 2022 will have their building & contents values trended accordingly. All members are asked to complete the review and update process no later than March 21, 2022.

Mr. Miola noted on February 10, 2022, an email with an attached memorandum regarding reimbursement for the Police Accreditation Program Fees was sent to all Fund Commissioners and RMC's. It was requested that if the town or city had an operating Police Department, to please forward to the Police Chief. If you have any questions regarding the Reimbursement, please contact Denise Plavchak in his office.

Mr. Miola stated at this time the Executive Director's office and the Safety Director's office are evaluating the ability to hold a traditional Safety Kickoff Breakfast, Safety Coordinator & Claims Coordinator Roundtable due to the ongoing pandemic. Due to the fact we still aren't comfortable holding an event with over 100 participants in an enclosed venue, the Safety Kickoff Safety Coordinator and Claims Coordinator Roundtables may be virtual again this year. Additional information will be forthcoming.

Mr. Miola noted some years ago the Division of Local Government Services began using an "on line" process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file as their position of Fund Commissioner with the JIF. Newly assigned Fund Commissioners receive their Filing PIN # from our office once we are notified of their assignment. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office, or has any questions, should contact Kris Kristie. As the filing cycle runs April to April, additional information will be forthcoming once the 2022 Financial Disclosure forms are available on the site to file.

On a final note Mr. Miola stated an email went out from his office earlier in the month to all Fund Commissioners, Alternates, and Risk Management Consultants asking anyone that was interested in participating in a New Fund Commissioner Orientation to please respond to the email no later than February 25, 2022. Once we have an idea of how many participants are interested, we will send out further information in regards to a date and time. The training will be virtual, run approximately 90 minutes and is open to all members who would like to learn more about the JIF and how it operates. If you, or anyone in your municipality is interested in participating, please contact Kris Kristie and she will set you up to receive the training information.

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

SOLICITOR'S REPORT

Assignment of New Cases

Mr. DeWeese reported that there were three (3) case(s) assigned since last month's meeting.

Carbonaro & Mecca v. Borough of Glassboro
Tuman v. Township of Monroe
Durham Estate, et al v. City of Vineland

Closed Cases

Mr. DeWeese noted that there was one (1) case(s) closed since the last meeting in January:

Vicente v. City of Vineland

General Liability Files

Mr. DeWeese noted that there are **51** active General Liability files and if a member would like a synopsis of their town's cases sent to them, please contact him.

In regards to Police Civil Rights cases, he noted the TRICO JIF currently has 21 active Police Civil Rights cases out of the 51 General Liability cases; two (2) cases assigned pre-suit, five (5) cases Dismissed without Prejudice/Administratively Dismissed; zero (0) case(s) in Mediation Settlement Negotiations, and three (3) case(s) with Summary Judgment Motions pending.

Subrogation Files

Mr. DeWeese stated that there are collection efforts 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. The appointment of the municipal representatives must be made by Resolution of the Governing Body. These authorized contacts are the only individuals permitted to access this service, so please review the list and be sure who you would like appointed as the contacts is actually appointed.

Mr. DeWeese asked if there were any questions at this time. 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 via the NJ MEL App, as well as the MSI Now, MSI Live, and DVD Services. He reminded the members the MSI communications will be distributed exclusively through the NJ MEL app, and an MSI Newsletter will be emailed to summarize the communications sent through the app twice a month.

If you wish to continue to receive communications as soon as they are released, please be sure to download the [NJ MEL App](#) and select "Role Content" to receive communications related only to your operations and responsibilities.

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.

On a final note 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.

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* for February, which reviewed the *Auto Repair Shop Program* and its benefits.

- Proper stewardship of taxpayer dollars.
- Safety is prioritized as "up fit" equipment is being removed and replaced properly.
- Minimized delays in the return of repaired vehicles.
- Manufacturer warranties remain in place.

Mr. Roselli then discussed an example where significant savings were realized using the program. He noted the program has been running very smoothly and is a win-win for both the shops and the JIF.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter stated in the month of January he has completed visits with four (4) towns, with an additional two (2) more scheduled for the month. These towns have discussed and requested assistance with policies and Mr. Winter provided information on current Best Practices, NJAG Guidelines, and L/E Accreditation requirements. He reported his visits have been well received and the agencies seem appreciative of any assistance he can offer. He has also been collecting contact information for newly assigned Chiefs and passing the information along to J.A. Montgomery for their records.

Mr. Winter noted the 4 agencies he has visited have completed the Cyber Security Training, and he himself has completed instructor training pertaining to Managing Aggressive Behavior and classes will commence later this year.

Lastly, Mr. Winter noted also included in the agenda was a Bulletin pertaining to Polling Place Restrictions and was distributed to all TRICO JIF Police agencies.

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer stated her report is included in the agenda packet and highlighted the following and referenced some well-being initiatives and activities:

Wear Red Day (Feb 4th) – municipalities could show their support of heart health by wearing red on this day. Cardiovascular disease is the #1 killer of women and overall, the leading cause of death in the US. In addition, throughout the month, towns are encouraged to support heart health through our food choices. Shared photos will be posted on the JIF website.

Wellness Block Pool – as employees complete the wellness tasks within the blocks, they earn a chance to win should the numbers corresponding with that box match an ending score for any of the 4 quarters of the Super Bowl.

Step Challenge – employees are encouraged to track their steps (step counter provided if needed)

7-Day Sleep Challenge - promoting healthy sleep hygiene, which is also very important for a healthy heart (and mind).

Hydration Challenge for the Month – employees are encouraged to keep track of how many glasses of water they drink

Weight Loss Challenge- based on percentage of weight loss by individual and overall department. Emphasis needs to be on making lifestyle changes not merely the number on the scale.

Discussion has started in planning the best use of 2022 Wellness Funds. Using the funds throughout the year will be much more beneficial for creating a culture of wellness and supporting employees on this life long journey of well-being, not just in receiving one item at the end of the year.

Ms. Schiffer than noted some new avenues for promoting wellness, including:

Wellness Ad Hoc Committee is now called the Wellness Advisory Committee –Will be comprised of members from each JIF in addition to the Wellness Directors. One primary focus of the committee will be to identify ways to expand participation in wellness activities. A Charter is being prepared for approval. The date of first meeting will be announced once members are appointed.

Wellness Coordinator Brainstorming Sessions – All the wellness coordinators from the three JIFs will be invited to participate in this brainstorming session to share ideas and challenges while gaining peer support. Frequency – 3x in 2022 held virtually. Dates to be announced.

List of Approved Wellness Items for Fund Coverage – a revised version of the 2021 Wellness Approved Items and Activities should have been received along with your 2022 Fund balances.

Ideas for Wellness Challenges Prize (by price ranges) – check out the website for periodic updates on ideas for prizes when you are planning your activities and challenges.

Participation in Safety Committee Meetings – if appropriate and schedule permits, she would welcome the opportunity to attend at least one of your Safety Committee Meetings this year.

Ms. Schiffer noted two (2) virtual workshops:

- **New Approach to “Weight” Loss** – Wednesday, February 16th, 2:30pm-3pm

- **Sustainable Habit Change Using Mental Fitness** – Wednesday, March 2nd, 2:30pm-3pm

In regards to the *Targeting Wellness Newsletter* included in the agenda, Ms. Schiffer stated February is Heart Health Month and that in the US, every 40 seconds someone has a heart attack. Every year over 800,000 Americans have a heart attack and over 300,000 have out-of-hospital cardiac arrest.

Even though many heart conditions can be avoided by making some lifestyle changes, according to the CDC, it is still the leading cause of death in the US. Ms. Schiffer than reviewed some of the other topics covered in her newsletter.

Lastly, Ms. Schiffer noted on the JIF website under Wellness, there is a listing of Award ideas that can be used for your wellness challenges and contests, so please take a look

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)*.

	January	YTD
<i>Lost Time</i>	5	5
<i>Medical Only</i>	36	36
<i>Report Only</i>	8	8
<i># of New Claims Reported</i>	51	51
<i>Average Days to Report</i>	27.3	27.3

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	276
<i>Transitional Duty Days Worked</i>	159
<i>% of Transitional Duty Days Worked</i>	58%
<i>Transitional Duty Days Not Accommodated</i>	117
<i>% of Transitional Duty Days Not Accommodated</i>	42%
<i>\$ Saved by Accommodating</i>	\$12,508
<i>\$ Lost by NOT Accommodating</i>	\$14,073

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

PPO Penetration Rate	January
<i>Bill Count</i>	262
<i>Original Provider Charges</i>	\$677,957
<i>Re-priced Bill Amount</i>	\$154,941
<i>Savings</i>	\$523,015
<i>% of Savings</i>	77%
<i>PPO Penetration Rate Bill Count Percentage</i>	91%
<i>PPO Penetration Rate Provider Charge Percentage</i>	99%
<i>EPO Penetration Rate Bill Count Percentage</i>	89%
<i>EPO Penetration Rate Provider Charge Percentage</i>	99%

Top 10 Providers by Specialty: This report breaks down our top 10 providers by specialty e.g. Anesthesia/Pain Management, Facility, and MRI/Radiology as these are the heaviest expenses the Fund incurs.

Nurse Case Assignment Report: The final page of this report depicts the number of open cases each Nurse Case Manager carried for each month to date, along with how many cases were closed for the current month, and how many cases were opened for the current month.

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 and will receive weekly status reports. He further stated that 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. The JIF is already planning a new training course to be launched in the Spring; lets make sure all current training is completed as soon as possible.

The Wizer training program will incorporate phishing simulations to gauge the program’s effectiveness and knowledge of your employees. You will need to work with your IT service provider to ensure that Wizer’s IP address and web domains are white listed from each municipality’s network so the phishing emails can pass through your firewalls.

He then referenced the report in the agenda stating the TRICO JIF is to date 75% complete (1,055 Users).

In regards to the MEL’s Cyber Risk Management Program, there are currently thirteen (13) members approved in all three Tiers, and fourteen (14) members approved in Tier’s 1 & 2. Mr. Romero noted he will be reaching out to members to see how he can assist. He noted this is moving in the right direction, but coming along very slowly.

He stated he continues to focus on working with all the members and their IT service providers to achieve Tier 1, 2, or 3 certification and ensure the training roster is accurate and current. If you have an employee who works in multiple municipalities, please let him know so they don’t have to retake the training in the other towns where they work.

He also presented a more detailed report which depicted where exactly member towns are in the certification process:

- Waiting for Questionnaire
- Risk Questionnaire to be Reviewed
- Waiting for Certification Checklist
- Checklist submitted to the MEL
- Incomplete
- Submitted to MEL, not by Mr. Romero
- Submitted to MEL and validated by Mr. Romero

Mr. Romero noted that the following new Cyber Claims Deductible eligibility reimbursements took effect January 1, 2022:

- Tier 1: \$10,000
- Tier 2: \$20,000
- Tier 3: \$25,000

Mr. Romero reminded the members that the Fund has contracted D2 Cybersecurity to provide network vulnerability scanning and annual penetration testing with relevant reporting and findings. The penetration testing or “ethical hacking” exercise will use the same tactics as bad actors to test your network’s security controls. Reports will be provided with findings via a secure portal that you can review with your IT service provider.

In order to conduct the testing exercises described, we will need the Know Your Client (KYC) questionnaire and Vendor Service Agreement (VSA) completed, signed and returned to the JIF’s office. The VSA has been reviewed and approved for signature by the Fund Attorney, David DeWeese. Please note that these testing exercises cannot begin until we have received completed forms from your municipality.

Mr. Romero is working with the Executive Directors office, D2, and Wizer to collect quite a bit of information from the members. This information is needed to undertake and complete the phishing exercises and network scanning. As you start to receive these emails and you have any questions, please reach out to his office. Mr. Romero noted he will be sending the email request directly to the IT personnel if he knows who they are, including the Clerk and try to gather the information that way.

Lastly Mr. Romero stated that all members should register with NJCCIC and MS-ISAC which has many free benefits for your municipality including, but not limited to:

- Weekly top malicious domains and IPs report
- Access to Cybersecurity table top exercises
- Incident response and digital forensics services
- Cyber alerts, bulletins, and training notifications
- And much more

Mr. Romero asked if there were any questions. A member asked who they should notify of changes to employee rosters for the training. Mr. Romero stated that all updates to employee rosters should be sent to him and he will be sure the lists are updated.

No other questions were entertained.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for January, and a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of January 31, 2022 for Closed Fund Years 1991 to 2017, and Fund Years 2018, 2019, 2020, 2021 and 2022.

Investment Interest

Interest received or accrued for the reporting period totaled \$23,650.23. This generated an average annual yield of .86%. However, after including an unrealized net loss of \$309,917.67 in the asset portfolio, the yield is adjusted to -11.29% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$28,305,423.38 vs. the amount we have invested. The current market value, including accrued income is valued at \$28,319,728.48.

The Fund's asset portfolio with Wilmington Trust consists of two (2) obligations with a maturity greater than one year.

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$2,301.90	\$2,301.90
Salvage	\$650.00	
Overpayment Reimbursements	\$1,362.35	

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

Woodbury City	\$21,619.00
Washington Twp.	\$80,488.00
Pittsgrove Twp.	\$78,654.00
Stow Creek Twp.	\$5,916.00
Quinton Twp.	\$1,960.00

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$32,665,579.01 to a closing balance of \$33,237,708.20 showing an increase in the fund of \$572,129.19.

Loss Run Payment Register for the Period – January 2022

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 \$389,719.23. The claims detail shows 638 claims payments issued.

Lastly, Mr. Tontarski reported the 1st Quarter Assessment payment is due March 15, 2022, though there is a grace period and there are currently four (4) members' payments outstanding. He stated he will be reaching out to those four (4) members to be sure they get there payment in on time and avoid the 10% penalty.

Bill List – February 2022

For the Executive Committee's consideration, Mr. Tontarski presented the February 2022 Bill List in the amount of \$1,035,663.64 which was sent out to all members prior to the meeting.

For the Executive Committee's consideration, Mr. Tontarski presented the RMC Bill List – 1st Installment in the amount of \$228,154.00 which was sent out to all members prior to the meeting.

Chair Razze entertained a motion to approve the January 2022 Loss Run Payment Register, the February 2022 Bill List in the amount of \$1,035,663.64 and the RMC Bill List in the amount of \$228,154.00, as presented.

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

Motion by Ms. Sweeny, seconded by Ms. Sperry to approve the *January 2022 Loss Run Payment Register, the February 2022 Bill List, and the RMC Bill List* as presented.

ROLL CALL *Yeas:* Bob Diaz, **South Harrison Township**
Mark Gravinese, **Harrison Township**
Marjoria Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Borough**
Leo Selb, **Hopewell Township**
Karen Sweeney, *Secretary*, **Wenonah Borough**
Mike Razze, *Chair*, **Pitman Borough**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Strategic Planning Committee Meeting Minutes – February 17, 2022

As Ms. Miller was having technical difficulties, Mr. Miola stepped in and delivered the report. He noted that the Committee met via Zoom on February 17, 2022 and the minutes were emailed out earlier to everyone. He then noted the following topics were discussed at the meeting:

- The Committee Charter was reviewed and it was noted if anyone had any updates to please let the Ms. Miller know
- 12 members are up for Renewal this year, effective January 1, 2023, and they will be receiving their Agreement and Resolution to renew, along with information on their Renewal Visit.
- There are currently no known growth opportunities
- Information on attending the 2022 AGRiP and PRIMA Conferences was sent out and we talked about renewing our member ship in these two organizations
- New Fund Commissioner Orientation information went out and we are looking at dates to hold these virtually
- Executive Committee Meeting times and locations. The library is still not available, but we have secured the Deptford Community Center for the next few months.
- How to handle the RFQ process. We are not receiving completed evaluation forms from Committee members, so do we continue to conduct this process in the same manner?
- Elected Officials dates and topics were discussed
- Fund Commissioner attendance letters were mailed to RMCs in February

- Annual Planning Retreat will be Wednesday/Thursday this year rather than Thursday/Friday, and topics to be presented were discussed.

Mr. Miola stated more detail on these discussions are included in the minutes, and he asked if anyone had any questions. No questions were entertained.

MEL/RCF/EJIF Reports

Mr. Law stated there was nothing to report at this time, and the MEL will be meeting again in March, and he will have a report at the next meeting.

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

MISCELLANIOUS BUSINESS

Chair Razze entertained a motion to accept **Resolution 2022-20** *Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Scibal Associates, Inc, DBA Qual-Lynx to Provide Workers Compensation Managed Care and Bill Repricing Services to the Members of the Gloucester, Salem & Cumberland Counties Municipal Joint Insurance Fund*

Motion by Ms. Sweeney, seconded by Ms. Sperry, to approve **Resolution 2022-20** as presented.

ROLL CALL	<i>Yeas</i>	Bob Diaz, South Harrison Township Mark Gravinese, Harrison Township Marjoria Sperry, Quinton Township Doug Hogate, Elsinboro Borough Leo Selb, Hopewell Township Karen Sweeney, Secretary, Wenonah Borough Mike Razze, Chair, Pitman Borough
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<i>Nays:</i>	None
<i>Abstain:</i>	None

Motion carried by unanimous vote.

Next Meeting

Chair Razze noted that the next meeting of the TRICO JIF will be done via Zoom Conferencing on Monday, March 28, 2022 at 5:00 PM. Notification from the Fund will be forthcoming.

PUBLIC COMMENT

Open Public Comment

Chair Razze entertained a motion to open the meeting to the public.

Motion by Ms. Sweeney seconded by Ms. Sperry 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. Sperry, to close the meeting to the public. All in favor. Motion carried.

APPROVE CLAIMS PAYMENTS

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

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

<i>Workers' Compensation</i>	<i>Auto</i>	<i>Property</i>
2022251631	2020181445	2022248148
2020198258	2020186970	2022262529
2022257762		
2022256214		
2020199306		
2021221482		
2021233434		
2020191130		

Motion by Ms. Sweeney seconded by Ms. Sperry to Approve Payment Authority on the Claims as presented.

ROLL CALL

Yeas: Bob Diaz, South Harrison Township
 Mark Gravinese, Harrison Township
 Marjoria Sperry, Quinton Township
 Doug Hogate, Elsinboro Borough
 Leo Selb, Hopewell Township
 Karen Sweeney, Secretary, Wenonah Borough
 Mike Razze, Chair, Pitman Borough

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

There were five (5) claims reviewed for abandonment of subrogation attempt since the last meeting:

- 2020196436
- 2021224666
- 2021223164
- 2021213752
- 2020200743

Motion by Ms. Sweeney seconded by Ms. Sperry to Approve Abandonment of Subrogation on the files as presented.

ROLL CALL

Yeas: Bob Diaz, South Harrison Township
 Mark Gravinese, Harrison Township
 Marjoria Sperry, Quinton Township
 Doug Hogate, Elsinboro Borough

Leo Selb, Hopewell Township
Karen Sweeney, Secretary, Wenonah Borough
Mike Razze, Chair, Pitman Borough

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

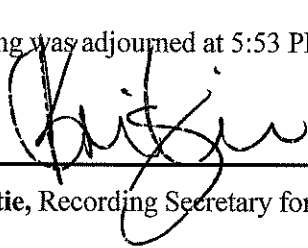
Mr. Razze stated he will be attending the AGRiP Conference this year and anyone can go on the AGRiP website and look over the topics that will be covered this year. He noted if anyone had any questions, or wanted information on any of the topics, please let him know.

MOTION TO ADJOURN

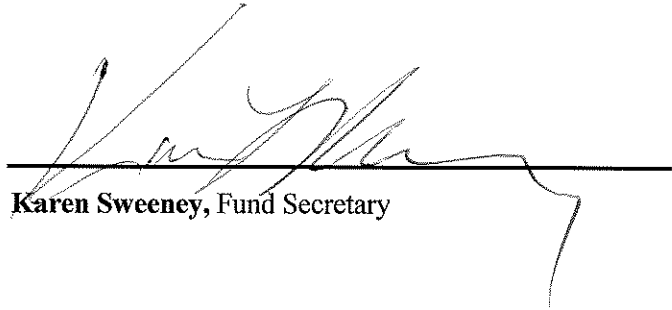
There being no further business, Chair Razze entertained a *Motion to Adjourn* the February 28, 2022 Reorganizational Executive Committee Meeting.

Motion by Ms. Sweeney seconded by Ms. Sperry, to adjourn the February 28, 2022 meeting of the TRICO JIF.

The meeting was adjourned at 5:53 PM.



Kris Kristie, Recording Secretary for



Karen Sweeney, Fund Secretary