

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

**Deptford Community Center
1212 Delsea Drive, Westville, NJ**

April 25, 2022 – 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 at the Deptford Community Center, 1212 Delsea Drive, Westville, NJ on April 25, 2022 at 3:30 PM, prevailing time. Mike 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**
Doug Hogate, **Elsinboro Township**
Leo Selb, **Hopewell Township**...arrived after roll call
Mark Gravinese, **Harrison Township**

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*
Kamini Patel, MBA, CIC, CPCU, *Pooling Administrator, RPA – A Division of Gallagher*
David DeWeese, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, Senior Risk Control Consultant, *J.A. Montgomery*
Tammy Langsdorf, Account Manager, Liability Unit, *Qual-Lynx*
Joe Lisciandri, Account Manager, Property Unit, *Qual-Lynx*
Karen Beatty, Account Manager, *Qual-Care*
Debby Schiffer, Wellness Director, *Targeting Wellness*
Chris Winter, *Law Enforcement Risk Management Consultant*

Those unable to attend:

Marjorie Sperry, **Quinton Township**
Chris Roselli, Account Manager, *General Liability Unit, Qual-Lynx*

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 April 25, 2022 at 5:00 PM.

Motion by Ms. Sweeney, 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. Sweeney, seconded by Mr. Diaz, 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 twelve (12) claims. Of the claims reviewed, there were eight (8) Workers' Compensation, no (0) Auto, two (2) General Liability, and two (2) Property PARs recommended for approval of settlement or continuing defense.

There were zero (0) claims reviewed this month that had previously been approved by Vineland:

There were zero (0) claims reviewed for abandonment of subrogation attempt since the last meeting:

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 two (2) case(s) closed since the last meeting:

Lyons v Township of Deptford
De Meo v Borough of Westville

EXECUTIVE DIRECTOR'S MONITORING REPORTS

Supervisory Investigation Reports

Mr. Miola referenced the current report included in the agenda noting there was only one (1) claim in March where a Supervisor Investigation Report was not completed, which is very good.

Mr. Miola indicated the report is sent to J.A. Montgomery, who in turn uses it as a coaching tool when they visit with the member town. Mr. Miola reiterated the importance of completing the Accident Investigation Reports. Mr. Garish, J. A. Montgomery, noted he uses these reports as a learning tool when he is out visiting members and the number of completed reports is definitely improving.

Comorbidities

Mr. Miola reviewed comorbidities report included in the agenda which reflects data from December 01, 2019 to March 31, 2022. Mr. Miola indicated this report will be updated quarterly and presented to the Committee.

Mr. Forlenza indicated that the Quarterly reports valued as of March 31, 2022 will be reviewed at the next meeting. He advised Mr. Roselli is in the process of finalizing these reports.

QUAL-LYNX REPORT

Adjuster File Counts

In the absence of Mr. Roselli, Ms. Beatty reported that at the end of March, Ms. 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 1,107 which includes both lost time and medical only files. This is a decrease of 54 files from the end of February. The total number of COVID-19 claims in the unit including both lost time and medical only files is 110 which is down from 188 the previous month. The process to bring in a new temp for this unit is ongoing.

In Ms. Mooney's Liability Unit, the liability adjusters' total file count is currently at 708 files. This is a decrease of 15 files from the end of February. Those 708 claim files have a total of 825 claimants attached to them. A reminder that this unit only handles Atlantic, TRICO and BURLCO JIF claims. Ms. Stacey Mauceri started in Ms. Mooney's unit in February and Ms. Mooney is very encouraged by her progress at this early stage. Ms. Christin Petrosch started March 14th.

Mr. Lisciandri's Property Unit has a total file count at 1,423. The unit's overall pending decreased by 141 files since the end of February due to an excellent month closing claims. Ms. Tanya Johnson continues to take on more claims and Mr. Lisciandri remains happy with her progress.

Ms. Beatty asked if there were any questions at this time. No questions were entertained.

Procedures for Emergencies After Hours

Ms. Beatty reviewed the emergency claim reporting procedures for after hour injuries. He reiterated claims should be reported to Qual-Lynx as soon as possible.

MANAGED CARE REPORT

Lost Time v. Medical Only Cases

Ms. Beatty presented the TRICO JIF *Lost Time v. Medical Only Cases (Intake Report)*.

	March	YTD
<i>Lost Time</i>	2	19
<i>Medical Only</i>	15	73
<i>Report Only</i>	16	31
<i># of New Claims Reported</i>	34	126
<i>Average Days to Report</i>	2.9	12.6

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	1,020
<i>Transitional Duty Days Worked</i>	657
<i>% of Transitional Duty Days Worked</i>	64%

<i>Transitional Duty Days Not Accommodated</i>	363
<i>% of Transitional Duty Days Not Accommodated</i>	36%
<i>\$ Saved by Accommodating</i>	\$54,146
<i>\$ Lost by NOT Accommodating</i>	\$42,122

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

PPO Penetration Rate	March
<i>Bill Count</i>	299
<i>Original Provider Charges</i>	\$279,668
<i>Re-priced Bill Amount</i>	\$107,089
<i>Savings</i>	\$172,580
<i>% of Savings</i>	62%
<i>PPO Penetration Rate Bill Count Percentage</i>	91%
<i>PPO Penetration Rate Provider Charge Percentage</i>	95%
<i>EPO Penetration Rate Bill Count Percentage</i>	92%
<i>EPO Penetration Rate Provider Charge Percentage</i>	96%

Managed Care Quick Notes

This report reviews a claim depicting the positive impact an assigned Managed Care Nurse can have on a claim by monitoring all aspects of the case.

Prescription Benefit Program

This report depicts by month the savings realized 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, 2022 to present utilizing this program is \$6,613 based on 40 prescriptions filled.

Lastly, Ms. Beatty reviewed the organization structure of Qual-Lynx/Qual-Care for clarification purposes with respect to the questions that were raised during the RFP process for Managed Care services earlier this year. Mr. Forlenza thanked Ms. Beatty for the clarification.

Mr. Forlenza inquired if the *Average Days to Report* to Qual-Lynx for the quarter, 30.5 days, for indemnity claims, is being driven by one claim. Ms. Beatty stated she would need to look into it and report back. Mr. Forlenza stated he just wanted to be sure that any occupational claims were removed from the formula.

QUAL-LYNX STAFFING CONCERNS

Mr. Forlenza informed the Committee that the Executive Director's office is continuing to monitor the staffing situation at Qual-Lynx. Mr. Forlenza noted two (2) new adjusters have been hired in the liability unit; he was recently made aware that Ms. Mooney is out on an extended leave. Ms. Sulzer, the Assistant Supervisor, is now managing Ms. Mooney's unit in her absence. Mr. Forlenza stated that he is in regular

contact with Ms. Lihou and he has asked Mr. DeWeese to monitor the liability unit and advise as to any concerns.

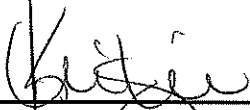
NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, May 23, 2022 at 3:30 PM** at the Deptford Community Center, Westville, NJ

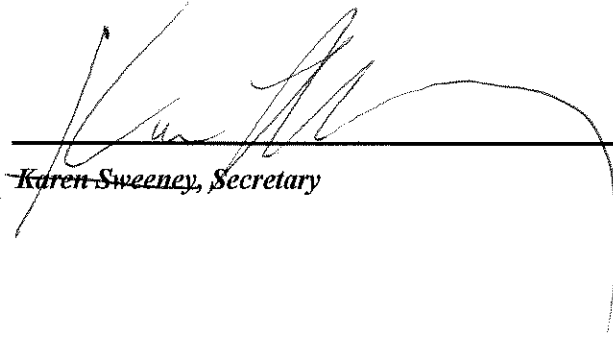
MOTION TO ADJOURN

Chair Razze asked for a motion adjourning the Executive Claims meeting. Motion by Ms. Sweeney, seconded by Mr. Diaz to adjourn the meeting.

The meeting was adjourned at 4:43 PM.



Kris Kristie, Recording Secretary for



Karen Sweeney, Secretary