

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

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

**May 23, 2022 – 3:30 PM**

***EXECUTIVE CLAIMS MEETING MINUTES***

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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 May 23, 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**  
Marjorie Sperry, **Quinton Township**  
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.*  
Liam Callahan Risk Control Consultant, *J.A. Montgomery*  
Chris Roselli, Account Manager, *General Liability 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:

Leo Selb, **Hopewell 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 May 23, 2022 at 5:00 PM.

Motion by Ms. Sweeney, seconded by Ms. Sperry 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 Ms. Sperry 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 sixteen (16) claims. Of the claims reviewed, there were eleven (11) Workers' Compensation, one (1) Auto, two (2) General Liability, and two (2) Property PARs recommended for approval of settlement or continuing defense.

There were four (4) claims reviewed this month that had previously been approved by Vineland:

- 2022254621
- 2022258486
- 2021224442
- 2022265672

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 zero (0) case(s) closed since the last meeting:

Mr. DeWeese presented two Resolutions he will be recommending to the Executive Committee for approval at tonight's meeting. He noted the first one was simply a name change of the law firm from Craig Annin and Baxter to Cockerill, Craig and Moore, LLC. The firm still had the same address and contact info, along with the same attorneys; however, they have changed the name of the firm. The second would be for the removal of an Approved Associate from Birchmeier & Powell, as this person has left the firm, and appointing another Approved Associate which Mr. DeWeese is recommending.

***EXECUTIVE DIRECTOR'S MONITORING REPORTS***

Mr. Forlenza noted there were several reports included in the agenda packet and they are self-explanatory. They included the following quarterly reports; Firefighter Cancer Presumption Claims, PTSD Claims, SAM Claims, and Occupational Claims. In addition, the monthly Supervisory Investigation Report was also included in the agenda packet. Mr. Forlenza asked the Committee to please review the totals page of each.

***QUAL-LYNX REPORT***

***Adjuster File Counts***

Mr. Forlenza referenced the Adjuster File Counts Report included in the agenda, noting his office continues to monitor the staffing concerns and the File Count per Adjuster.

***MANAGED CARE REPORT***

Due to time restraints, Ms. Beatty's report was tabled until the Executive Committee Meeting later that evening.

***YEAR 2: PROFESSIONAL SERVICE CONTRACTS – RFQ***

Mr. Forlenza noted this year the TRICO JIF will need to issue RFQ's for the following professional positions:

- Claims Administrator
- Fund Attorney
- Subrogation attorney
- Property Appraiser
- Technology Risk Services Director.

Mr. Forlenza reminded the Committee of the importance, once the RFQ responses are received, that those Committees with jurisdiction over a particular professional, complete the scoring of the RFQ response. He explained that he does not want to be in a situation where an OPRA request is submitted by a vendor, which submitted a response to the RFQ and was not chosen, and not have completed score sheets to provide. He expressed the importance of each member of the committee completing a score sheet, and noted there would be more discussion on this process at the next Strategic Planning meeting.

Lastly, he noted, another item requiring action at the Executive Committee Meeting this evening is a motion to authorize the Executive Directors Office to prepare, advertise, and receive RFP's for a Claims Auditing Firm. He explained that it has been almost four years since the last Claims Audit was performed and is strongly recommending that a Claims Audit be completed.

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

***NEXT MEETING***

The next Executive Claims Meeting will be held on **Monday, June 27, 2022 at 3:30 PM** at Gloucester County Library, Mullica Hill

***MOTION TO ADJOURN***

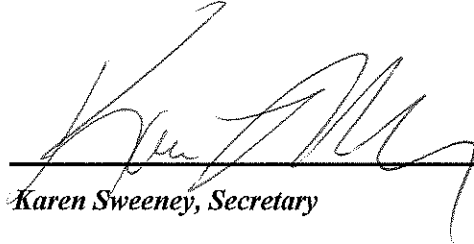
Chair Razze asked for a motion adjourning the Executive Claims meeting. Motion by Ms. Sweeney, seconded by Ms. Sperry to adjourn the meeting.

The meeting was adjourned at 4:50 PM.



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*Kris Kristie, Recording Secretary for*



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*Karen Sweeney, Secretary*