

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

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

May 23, 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 at Deptford Community Center, 1212 Delsea Drive, Westville, NJ, on Monday, May 23, 2022 at 5:00 PM, prevailing time. Chair Razze, **Pitman Borough**, presiding. The meeting was called to order at 5:00 PM.

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.**
Carolyn King-Sammons, **Elk Twp.**
Doug Hogate, **Elsinboro Twp.**
Barbara Freijomil, **Franklin Twp.**
Lisa Jeffers, **Greenwich Twp.**
Clark Pierpont, **Glassboro Borough**
Mark Gravinese, **Harrison Twp.**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Candice Pennewell, **Mantua Twp.**
Kayla Spurka, **Monroe Twp.**
Harry Moore, **Oldmans Twp.**
Susan Jacabucci, **Paulsboro Borough**
Dan Neu, **Pennsville Twp.**
Melissa Flacker, **Pilesgrove Twp.**
Mike Razze, **Pitman Borough**
Majorie Sperry, **Quinton Twp.**
Bob Diaz **South Harrison Twp.**
Jack Cimprich, **Upper Pittsgrove Twp.**
Jena Dolbow **Swedesboro Borough**
Collette Bachich, **Washington Twp.**
Karen Sweeney, **Wenonah Borough**
Nicole O'Hara, *Alternate*, **Westville Borough**
Bob Law, **Woodbury City**
Kristin Nixen, **Woodstown Borough**
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners were:

Linda Gonzalez, **Fairfield Twp.**
Leo Selb, **Hopewell Twp.**
Luke Patrick, **Mannington Twp.**
Sean Brown, **Penns Grove Borough**
Brad Campbell, **Shiloh Borough**
Jeffre Celebre, **Vineland City**
Lee Ann DeHart, **West Deptford**
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 S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Chris Roselli, *Account Representative, Qual-Lynx*
Liam Callahan, 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
Cettei & Connell
Chesney-Stanton Insurance Group
Colson and Gosweiler Insurance
Conner Strong & Buckelew
Hardenbergh Insurance Group
Henry D. Young Insurance
Len Eckman Insurance

Absent RMCs/Professionals were:

E.H. Sloan Insurance Agency

Motion to move up Collette Bachich, Washington Township, in the absence of Leo Selb, Hopewell Township, to the Executive Committee for voting purposes. Motion by Ms. Sweeney, seconded by Ms. Sperry to move up the alternate Executive Committee member as presented. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Razze presented the meeting minutes of the April 25, 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 April 25, 2022 Executive Committee meeting.

Motion by Ms. Sweeney, seconded by Ms. Sperry to approve the minutes of the April 25, 2022 Executive Committee meeting. Abstained, Ms. Sperry. Motion carried by majority vote.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Razze presented the meeting minutes of the April 25, 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 Ms. Sperry to approve the meeting minutes of the April 25, 2022 Executive Claims Review Committee Meeting as presented. Abstained, Ms. Sperry. Motion carried by majority vote.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Razze presented the Executive Claims Review Committee Closed Session meeting minutes of April 25, 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. Sperry to approve the Executive Claims Review Committee Closed Session meeting minutes of April 25, 2022 as presented. Abstained, Ms. Sperry. Motion carried by majority vote.

The Executive Claims Review Committee Closed Session minutes of April 25, 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 – May 23, 2022

Chair Razze reported that an Executive Claims Committee Meeting was held earlier today, Monday, May 23, 2022.

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.

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 March 22, 2022 thru April 22, 2022, and asked that members please review for accuracy.

Mr. Forlenza noted the allowance reports for SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances, were 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. He then emphasized to please not wait until the last moment to claim your 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 noted the 2021-2022 Elected Officials training ended May 1, 2022. He stated that there were five sessions held via zoom with approximately 400 elected officials participating. The participant lists are located on the JIF website and that Megan Matro sent an email with links for reviewing the participant lists.

Mr. Forlenza stated a Risk Management Consultant's Roundtable is scheduled for May 19, 2022 at Merighi's, Vineland, NJ. During these sessions, attendees were provided important information on a variety of topics including coverage provided by the JIF and the Annual Renewal process. Attendees also had an opportunity to ask questions on any subject of importance to them. The sessions went very well and was well attended.

Mr. Forlenza stated that the March 31, 2022, loss ratio snapshots have been uploaded to Origami and an email notice was sent to the membership including how to access the reports earlier this month.

Lastly, Mr. Forlenza stated that beginning later this month, a representative from the Executive Director's office will contact those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body. These appointments are an opportunity to discuss the member's participation in the JIF and the many programs available to them. The Executive Director's office believes it is very important for the decision makers in each member municipality to understand the value of JIF membership. Those members up for Renewal are: *Alloway, Elk, Elsinboro, Hopewell, Paulsboro, Penns Grove Pennsville, Washington, Wenonah, Westville, Woodbury Heights, and Woodstown.*

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) new case(s) assigned since last month's meeting:
Riley v. Borough of Penns Grove

Closed Cases

Mr. DeWeese noted that there were zero (0) case(s) closed since the last meeting:

General Liability Files

Mr. DeWeese noted that there are 49 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 22 active Police Civil Rights cases out of the 49 General Liability cases; one (1) case assigned pre-suit, five (5) cases Dismissed without Prejudice/Administratively Dismissed; three (3) case(s) in Mediation Settlement Negotiations, and five (5) case(s) with Summary Judgment Motions pending.

Subrogation Files

Mr. DeWeese stated that there are collection efforts being made on \$2,150,451.52 of potential recoveries on 70 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 stated calls have diminished significantly, he hopes that means things are going smoothly with employees in the municipalities, but reminded everyone the Helpline is available.

Resolutions 2022-26 Approving Defense Panel Firm

Mr. DeWeese stated that in the agenda are two resolutions recognizing changes to the defense panel. He noted that one resolution is approving Cockerill, Craig & Moore, LLC to be added to the TRICO JIF Defense Panel. He stated that Craig, Annin and Baxter are current members of the defense panel. The firm was dissolved and a new firm Cockerill, Craig & Moore, LLC was formed. The assigned defense panel attorneys, address and phone number remain exactly the same just under the new firm's name. Mr. DeWeese recommended to the Executive Claims Review Committee to award the new firm the contract under the non-fair and open process since they were not a part of the RFQ process.

Chair Razze entertained a motion to approve Resolution 2022-26 approving Cockerill, Craig & Moore, LLC to be added to the TRICO JIF Defense Panel.

Motion by Ms. Sweeney, seconded by Ms. Sperry to approve Resolution 2022-26 as presented:

ROLL CALL	<i>Yeas:</i>	Bob Diaz, South Harrison Township Mark Gravinese, Harrison Township Majorie Sperry, Quinton Township Doug Hogate, Elsinboro Borough Karen Sweeney, Wenonah Borough Mike Razze, Chair, Pitman Borough Colette Bachich, Washington Township
	<i>Nays:</i>	None
	<i>Abstain:</i>	None

All in Favor. Motion carried by unanimous vote.

Resolutions 2022-27 Removing an Approved Associate and Approving Associate to Defense Panel Firm

Mr. DeWeese stated that if approved this resolution will remove an approved associate with Birchmeier & Powell and designate an additional approved associate with Birchmeier & Powell to the TRICO JIF Defense Panel.

Mr. DeWeese recommended to the Executive Claims Review Committee to add Lindsay Schwitzer as an approved associate on the defense panel.

Chair Razze entertained a motion to approve Resolution 2022-27 removing an approved associate with Birchmeier & Powell and designating an additional approved associate with Birchmeier & Powell to the TRICO JIF Defense Panel.

Motion by Ms. Sweeney, seconded by Ms. Sperry to approve Resolution 2022-27 as presented.

ROLL CALL	Yeas:	Bob Diaz, South Harrison Township Mark Gravinese, Harrison Township Majorie Sperry, Quinton Township Doug Hogate, Elsinboro Borough Karen Sweeney, Wenonah Borough Mike Razze, Chair, Pitman Borough Colette Bachich, Washington Township
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	Nays:	None
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	Abstain:	None
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All in favor. Motion carried by unanimous vote.

Lastly, Mr. DeWeese noted that in regards to recreational marijuana an updated MEL Bulletin has not been released, but they are closely monitoring the situation. He stated there are Bulletins on the MEL website regarding recreational marijuana that were previously issued by employment counsel on behalf of the MEL which are still relevant. He noted there is a bill pending in the State Senate related to the use of recreation marijuana by Law Enforcement Officers and those that are required to carry guns.

Mr. DeWeese recommended that no employment action be taken while this issue is pending as there is no case law or arbitration guidance. He suggested any member with these issues to please contact him via the MEL Helpline or their labor counsel as it is a delicate issue.

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

SAFETY DIRECTOR'S REPORT

In the absence of Mr. Garish, Mr. Callahan stated that the Safety Director's Report is included in the agenda packet, is self-explanatory, and highlighted the following items.

Mr. Callahan stated that the loss control services and bulletins released in the past month are listed in his report. He reminded members that these are also located on the www.TRICOJIF.org, MEL website and the MEL mobile app. He stated that ALL MSI communications will be sent through the MEL app which has been recently updated with friendlier features. He encouraged all members to download the MEL mobile app.

Mr. Callahan noted that there are four (4) different platforms for training now. He stated that they are: MSI LIVE training (which includes the MEL media library video rentals); the MSI NOW (streaming

videos added this year due to COVID); the traditional videos for streaming on MSI; and webinar trainings with live instructors for CEUs (this can be accessed from MSI). He noted the virtual MSI training directory is in his report. He noted that the MSI website was recently updated and is now easier to navigate. He reminded members that for an attendee to secure CEUs, the attendee MUST be present for the entire session.

Mr. Callahan noted the second regional training was held on May 18 and another two (2) sessions on May 25, 2022 via Zoom. Mr. Garish stated that if any large member town needs a separate training, please contact him directly.

Mr. Callahan reported that for anyone holding axe throwing demonstrations with various vendors, he recommended to make sure that have their insurance and indemnity agreements in place, inform your Risk Managers, and following good practices. Please make sure the venue is fenced; no trip and fall hazards; limiting participants; and utilize his office for any safety concerns. He noted that MEL bulletin 22-05 has guidelines.

Mr. Callahan encouraged all to do their monthly inspections on playgrounds and parks with the nice weather starting. He noted that his office is visiting members already for certain safety items.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli reported that the *Lessons Learned from Losses* this month focuses on avoiding heat related injuries. He reminded members to ease their employees into the heat by building a tolerance to heat by increasing intensity by 20% each day.

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 April he has completed visits with three (3) towns, with only two (2) agencies left to visit since his report was generated. Mr. Winter had discussions with these agencies on identifying potential risks, reviewing current policies and procedure documents and training that is available to them from the JIF. He reported his visits have been well received and the agencies seem appreciative of any assistance he can offer. He continues to collect contact information for newly assigned Chiefs and passing the information along to J.A. Montgomery for their records.

In regards to Policy and Procedure, Mr. Winter noted requests have been received and have been forwarded to requesting agencies that will contain current L/E best practices, NJ AG Guideline and L/E Accreditation requirements. Some agencies have requested assistance with policy manual revisions and or selected topics for assistance, which is ongoing. A follow-up inquiry was conducted with agencies in regards to Critical Incident Debriefing and Transitional Duty and he is happy to report that most of the agencies have something in place in regards to both of these issues, and those that don't, he is working with them to get something in place and has been received well.

Mr. Winter noted all of the agencies he has visited have completed the WIZER Cyber Security Training and future training was discussed pertaining to Report Writing and the Management of Aggressive Behavior, with class presentations being prepared for future classes.

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 items and referenced some well-being initiatives and activities.

Ms. Schiffer noted she continues to reach out to her Wellness contacts in an attempt to schedule time to have an idea generating conversation regarding ways to use allocated wellness funds for 2022. A lot of shifting of positions has taken place within several towns, so please be sure to notify her of any changes with your assigned Wellness Coordinator. She then noted some of the idea's she has spoken with member towns about so far include starting an employee garden; reflexology, chair massages; Weight Loss Challenges; sleep hygiene, drink more water, eat more fiber or plants, move more, etc. She also noted she is looking into having a physical therapist come out and discuss ergonomics with the towns, or at a Wellness Meeting.

Ms. Schiffer noted this is a great time to eat lunch outside, go for a walk, or host a walking/step challenge.

In regards to the Wellness Coordinator Brainstorming Sessions – the first meeting was April 21 was open to all Wellness Coordinators and seven (7) TRICO towns were represented, and the next meeting was held on May 11th. In regards to the JIF Mental Wellness and Health Initiatives Meeting on May 27th, she is looking at various program options being offered to determine if a comprehensive program can be created and offered to the JIF's.

Ms. Schiffer stated a List of Approved Wellness Items for Fund Coverage is listed on the JIF website for your reference.

May Targeting Wellness Newsletter

This month Ms. Schiffer noted some topics covered in her newsletter included:

- Understanding hypertension
- Ways to control HBP
- Food that can help lower your blood pressure
- 2 recipes

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)*.

	<i>April</i>	<i>YTD</i>
<i>Lost Time</i>	<i>3</i>	<i>31</i>
<i>Medical Only</i>	<i>13</i>	<i>80</i>
<i>Report Only</i>	<i>18</i>	<i>48</i>
<i># of New Claims Reported</i>	<i>34</i>	<i>162</i>
<i>Average Days Reported to GL</i>	<i>18.4</i>	<i>15.9</i>

Managed Care Quick Notes

This is a new report which reviews a claim depicting the positive impact an assigned Managed Care Nurse can have on a claim by monitoring all aspects of the case. Ms. Beatty reviewed the case with the membership.

Claims Report by Type

Ms. Beatty explained that this number may start to pick up due to COVID claims on the rise again and the amount of time it takes to track all of those exposed and potential additional positive claims.

COVID Claims Reported this month: 1
 Days to Report – Non-COVID Claims: 1.7 days
 Days to Report COVID Claims: 501.0 days

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report.

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	1,397
<i>Transitional Duty Days Worked</i>	926
<i>% of Transitional Duty Days Worked</i>	66%
<i>Transitional Duty Days Not Accommodated</i>	471
<i>% of Transitional Duty Days Not Accommodated</i>	34%
<i>\$ Saved by Accommodating</i>	\$82,743
<i>\$ Lost by NOT Accommodating</i>	\$56,657

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report

PPO Penetration Rate	March
<i>Bill Count</i>	372
<i>Original Provider Charges</i>	\$657,908
<i>Re-priced Bill Amount</i>	\$190,062
<i>Savings</i>	\$467,846
<i>% of Savings</i>	71%
<i>PPO Penetration Rate Bill Count Percentage</i>	95%
<i>PPO Penetration Rate Provider Charge Percentage</i>	97%
<i>EPO Penetration Rate Bill Count Percentage</i>	95%
<i>EPO Penetration Rate Provider Charge Percentage</i>	96%

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 June, lets make sure all current training is completed as soon as possible.

The Wizer training program incorporates phishing simulations to gauge the program's effectiveness and knowledge of your employees. He then referenced the report in the agenda stating the TRICO JIF, as of today is 88% complete with 2,100 users. Mr. Romero stated the JIF will be rolling out a new training course on June 1 as part of the two training modules per year requirement, and noted both the first training, and this second training need to be completed.

Mr. Romero then noted that to date only 14 of the members, or 37%, are actively enrolled in the phishing campaign; five (5) are waiting test phishing emails confirmations; six (6) are not participating – 4 due to technical conflicts; and 13 have not replied to him at all letting him know if they have completed their whitelisting.

In regards to D2 Vulnerability testing, to date only 22 members have submitted their *Know Your Client* (KYC) questionnaire and *Vendor Service Agreement* (VSA). Both of these forms must be completed, signed and returned to the JIF's office. Please note that these testing exercises cannot begin until we have received both completed forms from your municipality, so please be sure to get them both in as soon as possible. He also reviewed some recent vulnerability findings with the members.

In regards to the MEL's Cyber Risk Management Program, there are currently thirteen (13) members approved in Tier 3, 17 members approved in Tier 2, and 22 approved in Tier 1. 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 still very slowly coming along and he will continue to reach out to members to schedule onsite visits to provide assistance with any of the cyber initiatives as he realizes some of these programs can be challenging or overwhelming.

Lastly Mr. Romero discussed suspicious emails and phone calls. Phishing scams are a constant threat - using various social engineering ploys, cyber-criminals will attempt to trick you into divulging personal information such as your login ID and password, banking or credit card information. Phishing scams can be carried out by phone, text, or through social networking sites, but most commonly by email, so be suspicious of any official-looking email message or phone call that asks for personal or financial information.

Mr. Romero asked if there were any other questions. No questions were entertained

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for April, and a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of April 30, 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 \$ 3,054.61. This generated an average annual yield of 1.20%. However, after including an unrealized net loss of \$409,455.38 in the asset portfolio, the yield is adjusted to -13.62% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$27,157,089.48 vs. the amount we have invested. The current market value, including accrued income is valued at \$27,174,616.13.

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

The JCMF Portfolio has a current market value of \$24,682,307.79

Receipt Activity for the Period

	Monthly	YTD
Subrogation Receipts	\$515.74	\$22,890.70
Salvage	\$0.00	
Overpayment Reimbursements	\$0.00	
FY 2022 Premium Assessments	\$0.00	

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

Woodbury City	\$21,676.00
Washington Twp.	\$80,700.00
Pittsgrove Twp.	\$78,860.00
Stow Creek Twp.	\$5,931.00
Quinton Twp.	\$1,965.00

Loss Run Payment Register for the Period – April 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 \$595,700.95. The claims detail shows 714 claims payments issued.

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$34,182,532.16 to a closing balance of \$32,138,803.27 showing a decrease in the fund of \$2,043,728.89.

Bill List – May 2022

For the Executive Committee's consideration, Mr. Tontarski presented the May 2022 Bill List in the amount of \$1,095,768.24.

Chair Razze entertained a motion to approve the April 2022 Loss Run Payment Register and the May 2022 Bill List in the amount of \$1,095,768.24 as presented.

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

Motion by Ms. Sweeney, seconded by Ms. Sperry to approve the *April 2022 Loss Run Payment Register and the May 2022 Bill List* as presented.

ROLL CALL	Yeas:	Bob Diaz, South Harrison Township Mark Gravinese, Harrison Township Majorie Sperry, Quinton Township Doug Hogate, Elsinboro Borough Karen Sweeney, Wenonah Borough Mike Razze, Chair, Pitman Borough Colette Bachich, Washington Township
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Strategic Planning Report – May 5, 2022

Ms. Miller stated the minutes of the May 5, 2022 meeting are included in the agenda packet and are self-explanatory, she then highlighted the following discussions that took place:

- The Annual Retreat will be Wednesday July 27th and Thursday July 28th, with the monthly meeting at 4pm following Wednesday’s sessions and the Reception to follow the meeting.
- If there are any topics you would like to see discussed at the Retreat, please reach out to either herself or Paul Forlenza.
- No one has registered for the PRIMA Conference in June and the AGRiP Conference is in October, so if anyone would like to attend, please let herself or Paul Forlenza know.
- Meeting attendance for the quarter was up to 91%, so that is great.
- The Elected Official seminars had great attendance and good feedback. Going forward it was decided to hold 2 seminars in person, and 2 Virtual
- Discussions were held on the JIF’s current RFQ process and who and how the evaluations will be completed; more discussions will be had at the June meeting.
- Lastly, the holiday dinner will be held on December 19, 2022 this year and venues are currently being discussed.

Ms. Miller noted that concluded her report, unless anyone had any questions. No questions were entertained.

MEL/RCF/EJIF Reports

Mr. Law noted a Bulletin and a sample resolution in regards to “Support Budget CAP Relief”. He noted that all municipalities are asked to support budget cap relief by adopting the following resolution urging the NJ legislature to amend the budget cap law in recognition of increasing insurance costs caused by issues beyond local control. Mr. Forlenza noted he would send out this resolution to the members in Word format.

Mr. Forlenza commented that he had a meeting with representatives of Assemblywoman Park three weeks ago. She is considering introducing cap relief legislation for cyber security related expenses as well.

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

MISCELLANIOUS BUSINESS

Mr. Forlenza noted there were two action items on tonight's agenda. The first is the recommendation of a motion to authorize the Executive Director's office to prepare, advertise, and received RFP's for Claims Auditing firms, and secondly, to authorize the Executive Directors office to prepare, advertise, and receive RFQ's for the positions of Claims Administrator, Fund Attorney, Subrogation Attorney, Property Appraiser, and Technology Risk Services Director.

Chair Razze asked for a Motion to authorize the Executive Director's office to prepare, advertise, and received RFP's for Claims Auditing firms and RFQ's for the positions of Claims Administrator, Fund Attorney, Subrogation Attorney, Property appraiser, and Technology Risk Services Director.

Motion by Ms. Sweeney, seconded by Ms. Sperry to authorize the Executive Director's office to prepare, advertise, and received RFP's for Claims Auditing firms and RFQ's for the positions of Claims Administrator, Fund Attorney, Subrogation Attorney, Property appraiser, and Technology Risk Services Director. All in favor. Motion carried.

Mr. Forlenza noted any questions will be addressed during Closed Session if necessary.

Chair Razze noted the next meeting will be held on Monday, June 27, 2022 at the Gloucester County Library at 5:00 pm.

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>General Liability</i>	<i>Property</i>	<i>Auto</i>
2021216786	2021231494	2022270222	2020182170
2022249302	2021231237	2022253126	
2022269424			
2022258700			
2022257423			
2021211374			
2021220667			
2022265587			
2021231661			
2021209652			
2022270978			

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**
 Majorie Sperry, **Quinton Township**
 Doug Hogate, **Elsinboro Borough**
 Karen Sweeney, **Wenonah Borough**
 Mike Razzo, Chair, **Pitman Borough**
 Colette Bachich, **Washington Township**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

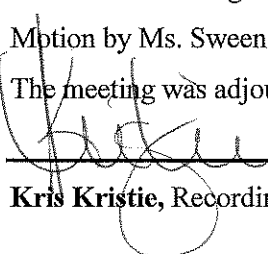
There were zero (0) claims reviewed for abandonment of subrogation attempt since the last meeting:

MOTION TO ADJOURN

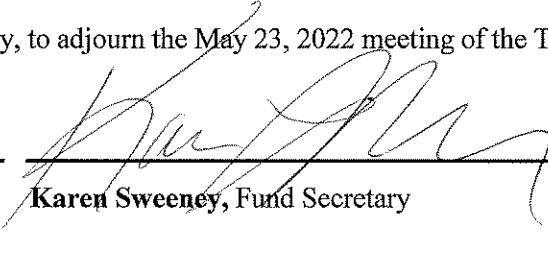
There being no further business, Chair Razzo entertained a *Motion to Adjourn* the May 23, 2022 Executive Committee Meeting.

Motion by Ms. Sweeney, seconded by Ms. Sperry, to adjourn the May 23, 2022 meeting of the TRICO JIF.

The meeting was adjourned at 5:47 PM.



Kris Kristie, Recording Secretary for



Karen Sweeney, Fund Secretary