

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

**Gloucester County Library, Mullica Hill
October 24, 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 Gloucester County Library, Mullica Hill on October 24, 2022 at 3:30 PM, prevailing time. Robert Diaz, South Harrison Twp, 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:

Bob Diaz, **South Harrison Township**
Mark Gravinese, **Harrison Township**
Leo Selb, **Hopewell Township**
Marjorie Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Township**
Colette Bachich, **Washington Township**
Jeff Celebre, **City of Vineland**

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, AIDA®, Program Director, *RPA – A Division of Gallagher*
David DeWeese, Fund Attorney, *The DeWeese Law Firm, P.C.*
Rob Garish, Asst. Director of Public Sector, *J.A. Montgomery*
Chris Roselli, Account Manager, *Qual-Lynx*
Debby Schiffer, Wellness Director, *Targeting Wellness*

Those unable to attend:

Mike Razze, *Fund Chair*, **Pitman Borough**
Karen Sweeney, *Fund Secretary*, **Wenonah Borough**
Karen Beatty, Client Services Manager, *Qual-Care*
Chris Winter, CPM, Law Enforcement Risk Management Consultant

SESSION PORTION OF MEETING

Mr. Diaz 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 October 24, 2022 at 5:00 PM.

Motion by Ms. Sperry, seconded by Mr. Hogate to move to Executive Closed Session. All in favor. Motion carried

REOPEN PUBLIC PORTION OF THE MEETING

Mr. Diaz entertained a motion to reopen the public portion of the meeting.

Motion by Ms. Sperry seconded by Mr. Hogate 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 eight (8) claims. Of the claims reviewed, there were three (3) Workers' Compensation, three (3) General Liability, and two (2) 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 two (2) claim(s) reviewed for abandonment of subrogation attempt since the last meeting.

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Mr. Diaz 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 three (3) case(s) closed since the last meeting:

Wright vs. Borough of Glassboro
Shilinski vs. Township of Washington
Kamara vs. Township of Washington

EXECUTIVE DIRECTOR'S MONITORING REPORTS

Supervisors Incident Report

Ms. Patel referenced the current report included in the agenda noting there were there (3) cases where a Supervisor Investigation Report was not completed out of twenty-nine (29) inclusive of Vineland

Ms. Patel 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. Ms. Patel reiterated the importance of completing the Accident Investigation Reports.

QUAL-LYNX REPORT

Adjuster File Counts

Mr. Roselli referenced his OPEN/CLOSED Analysis reports included in the agenda. He explained that these reports are basically two separate depictions of each Unit's (WC, Property, and Liability) Claims Counts per Adjuster.

At the end of September, Ms. Langsdorf's Workers' Compensation Unit had 761 lost time files (including 67 lost time COVID-19 files). This is an average of 152 lost time files per adjuster (based upon 5 adjusters). The total count of files in this unit is 1,134 which includes both lost time and medical only files. This is an increase of 9 files from the end of August. The total number of COVID-19 claims in the unit including both lost time and medical only files is 78 which is down from 95 the previous month. The number of lost time COVID-19 files is at 67 files. Ms. Kaitlyn Leonard is on leave for another few weeks. Her claims are being managed in the interim by Ms. Langsdorf and her Assistant Supervisor, Ms. Mary Jane Tomasello. Ms. Langsdorf's temp, Ms. Diane Miller, who started on August 29th has 66 files. Ms. Langsdorf continues in her search to hire a Medical Only adjuster.

In Ms. Mooney's Liability Unit, the liability adjusters' total file count is currently at 801 files. This is a decrease of 18 files from the end of August. This was another good month for file closures with the count at 115. The 821 claim files have a total of 972 claimants attached to them. Ms. Stacey Mauceri and Ms. Christin Petrosch continue to progress nicely and Ms. Mooney is still looking for an Assistant Supervisor since the retirement of Robin Seltzer.

Mr. Lisciandri's Property Unit has a total file count at 1,654. The unit's overall pending increased by 23 files since the end of August. Mr. Roselli noted Subrogation claims were include dint his count, and a temp has been hired, and another Adjuster assigned to this unit handling nothing but the Subrogation claims until this number comes down.

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

MANAGED CARE REPORT

Lost Time v. Medical Only Cases

Die to time constraints, Mr. Diaz asked if Ms. Beatty could table her reports until the 5:00 pm Executive Committee Meeting. Ms. Beatty stated yes.

QUAL-LYNX STAFFING CONCERNS

Mr. Forlenza indicated that the update Mr. Roselli provided earlier in the meeting is an accurate depiction of the current staffing situation at Qual-Lynx. He noted he will be meeting with Ms. Lihou and Ms. Long in early December to discuss the staffing, and Flat Fee change in the Qual-Lynx contract, and how the fee's will be monitored. He stated he will keep this committee updated.

RFQ EVALUATIONS

Ms. Patel advised the Committee, the RFQ Evaluation forms for the Claims Administrator and Subrogation Attorney have been received. She will tally the scores and provide an update to the Committee via email later this week.

CLAIMS AUDIT

Ms. Patel stated that TRICO participated in the Claims Audit RFP, in conjunction with the BURLCO and ACM JIFs. Ms. Patel informed the Committee, that proposals are due by 11:00 am tomorrow, and she has received three (3) so far. After tomorrow, they will be forwarded to Mr. DeWeese for legal review and then an Evaluation Committee meeting will be scheduled to discuss, evaluate and score the proposals that are received. The Evaluation Committee will provide a recommendation to the JIFs. With that said, Ms.

Patel asked for a volunteer to represent TRICO in the Claims Audit RFP Evaluation Committee. Mr. Selb volunteered and Ms. Patel thanked him.

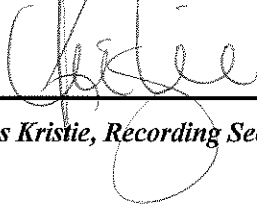
NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, November 28, 2022 at 3:30 PM** via Zoom Conferencing.

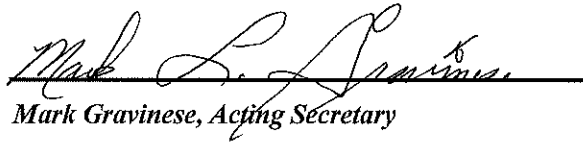
MOTION TO ADJOURN

Mr. Diaz asked for a motion adjourning the Executive Claims meeting. Motion by Mr. Hogate, seconded by Mr. Celebre to adjourn the meeting.

The meeting was adjourned at 4: 46 PM.



Kris Kristie, Recording Secretary for



Mark Gravinese, Acting Secretary