

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

**Pitman Municipal Building, Pitman, NJ  
December 19, 2022 – 2:30 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 Pitman Municipal Building, Pitman, NJ on December 19, 2022 at 2:30 PM, prevailing time. Michael Razzo, Pitman Borough, 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 Razzo, *Fund Chair, Pitman Borough*  
Karen Sweeney, *Fund Secretary, Wenonah Borough*  
Mark Gravinese, *Harrison Township*  
Marjorie Sperry, *Quinton Township*  
Leo Selb, *Hopewell 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, 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*  
Karen Beatty, Client Services Manager, *Qual-Care*  
Chris Winter, CPM, Law Enforcement Risk Management Consultant  
Debby Schiffer, Wellness Director, *Targeting Wellness*

Those unable to attend:

Bob Diaz, *South Harrison Township*  
Doug Hogate, *Elsinboro Township*

***EXECUTIVE SESSION PORTION OF MEETING***

Chair Razzo 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 December 19, 2022 at 4:00 PM.

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

***Comorbidities Report***

Ms. Patel directed the Committee to reports included in the agenda which depicts the co-morbidity trends. She then reviewed the comorbidity statistics for all three (3) JIFs (ACM, BURLCO and TRICO) from January 2019 through September 30, 2022. She noted that the Total Claim Cost is 94% higher for those employees with co-morbidities versus those without while Indemnity & Medical Cost is 117% higher for those with comorbidities vs. those without comorbidities. Finally, Ms. Patel noted that the Lost Time Days per claim is 87% higher for those with comorbidities vs. those without comorbidities.

***QUAL-LYNX REPORT;***

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 November, Ms. Langsdorf's Workers' Compensation Unit had 739 lost time files (including 67 lost time COVID-19 files). This is an average of 148 lost time files per adjuster (based upon 5 adjusters). The total count of files in this unit is 1,086 which includes both lost time and medical only files. This is a decrease of 16 files from the end of October. The total number of COVID-19 claims in the unit including both lost time and medical only files is 72 which is down from 75 the previous month. Ms. McMurren is now on leave until the beginning of March. Ms. Langsdorf's temp, Ms. Diane Miller, who started on August 29<sup>th</sup> has 96 files. Ms. Langsdorf has hired Ms. Shannon Cusac as her Medical Only Claims adjuster. Ms. Cusac has 64 files

In Ms. Mooney's Liability Unit, the liability adjusters' total file count is currently at 766 files. This is a decrease of 36 files from the end of October. The 766 claim files have a total of 924 claimants attached to them. Ms. Christen Petrosch resigned her position on 11/27/22. Ms. Mooney also continues in her search to replace her Assistant Supervisor after Ms. Robin Sulzer retired in September. Mr. Roselli noted that the current pay expectations is what is making hiring Adjusters challenging.

Mr. Lisciandri's Property Unit has a total file count at 1,684. The unit's overall pending increased by 31 files since the end of October. A temp, Ms. Colleen Mortellite, has been hired to assist with reducing open subrogation files that we believe are driving the increase in the property unit numbers. We believe we will soon begin to see a decrease in the unit's numbers.

***MANAGED CARE REPORTS;***

**Lost Time v. Medical Only Cases**

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

	<b><i>November</i></b>	<b><i>YTD</i></b>
<i>Lost Time</i>	3	68
<i>Medical Only</i>	16	208
<i>Report Only</i>	15	188
<i># of New Claims Reported</i>	34	468
<i>Average Days Reported to QL</i>	3.5	10.0

Ms. Patel met with Mr. Roselli, Ms. Long and Ms. Lihou on December 6, 2022 to review the staffing concerns as well as other items. Mr. Forlenza advised the Committee, the quarterly reports will be reformatted and will be distributed to the Committee starting in January or February. In addition, Mr. Forlenza advised the Committee, a discussion took place regarding the contract requirements that Qual-Lynx will need to adhere to in 2023 such as a dedicated Workers Compensation and Liability units and adjuster file counts. His office will monitor Qual Lynx's adherence to these contract requirements and keep the Committee updated.

***CLAIMS AUDIT RFP EVALUATION COMMITTEE***

Mr. Forlenza reminded the Committee that the Claims Audit RFP was released with proposals due back on October 25, 2022. He reminded the Committee that the Audit is being done in conjunction with the BURLCO & TRICO JIFs. Mr. Forlenza advised the Committee four (4) proposals were received, however, one (1) was eliminated due to fatal flaws in the response and another was eliminated due to pricing which left two (2) proposals for the Committee to review and provide a recommendation to their respective JIFs.

He advised the Committee, that representatives from the Claims Review Committee for the three (3) JIFs formed an Evaluation Committee and met on December 13, 2022 to review the responses and provide a recommendation for a contract award. Mr. Forlenza noted a recommendation of the contract to be awarded was decided and will be presented via Resolution in January 2023 with the audit to take place in spring of 2023. Mr. Forlenza noted the Claims Audit will take place virtually.

***NEXT MEETING***

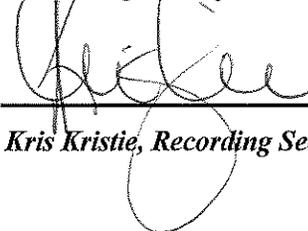
The next Executive Claims Meeting will be held on **Monday, January 23, 2023 at 3:30 PM** at the Gloucester County Library, Mullica Hill.

*As discussed via email from Mr. Forlenza, starting in February with the new Claims Committee member, the meetings will start at 3:00 pm, with no Claims Meeting held in August. The meeting during the months of April, June, July, October, December, 2023 and January 2024 will be in person; the meeting during the months of February, March, May, September, and November will be held virtually via Zoom Conferencing.*

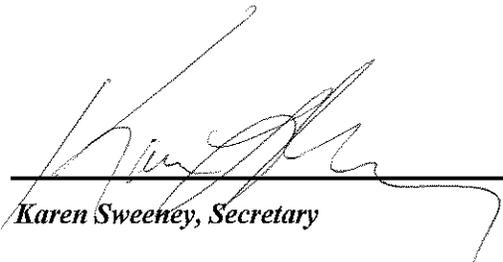
***MOTION TO ADJOURN***

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 3:50 PM.



***Kris Kristie, Recording Secretary for***



***Karen Sweeney, Secretary***