

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

Gloucester County Library, Mullica Hill, NJ

January 23, 2023 @ 5:00 pm

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The ***Reorganization*** meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held via Zoom conferencing on Monday, January 23, 2023 at 5:00 PM, prevailing time. Chair Razzo, **Pitman Borough**, presiding. The meeting was called to order at 5:00 PM.

SINE DIE and REORGANIZATION MEETING CALLED TO ORDER BY CHAIRPERSON

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 of 2022 FUND COMMISSIONERS

Those in attendance were:

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.**
Linda Gonzalez, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Clark Pierpont, **Glassboro Borough**
Lisa Jeffers, **Greenwich Twp.**
Mark Gravinese, **Harrison Twp.**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Luke Patrick, **Mannington Twp.**
Joy Gunn, **National Park Borough**
Harry Moore, **Oldmans Twp.**
Susan Jacabucci, **Paulsboro Borough**
Dan Neu, **Pennsville Twp.**
Melissa Flacker, **Pilesgrove Twp.**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Twp.**
Bob Diaz **South Harrison Twp.**

Jack Cimprich, **Upper Pittsgrove Twp.**
Jena Dolbow, **Swedesboro Borough**
Jeffre Celebre, **Vineland City**
Collette Bachich, **Washington Twp.**
Karen Sweeney, **Wenonah Borough**
Lee Ann DeHart, **West Deptford**
Shannon Elton, **Woodbury Heights Borough**
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners/Professionals were:

Leo Selb, **Hopewell Twp.**
Candice Pennewell, **Mantua Twp.**
Kayla Spurka, **Monroe Twp.**
Irene Scarpaci, **Penns Grove Borough**
Brad Campbell, **Shiloh Borough**
Ryan Giles, **Westville Borough**
Bob Law, **Woodbury City**

Also present were:

Paul A. Forlenza, MGA, 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.*
Rob Garish, Safety Director's Office, *J. A. Montgomery Risk Control*
Karen Beatty, *QualCare*
Tom Tontarski, *Treasurer*
Debby Schiffer, *Wellness Director*
Chris Winter, *Law Enforcement Risk Service Director*
Lou Romero, *Technology Risk Services Director*

Also present were the Risk Management Consultants from the following agencies:

Barclay Insurance
Cettei & Connell
Chesney-Stanton Insurance Group
Conner Strong & Buckelew
E.H. Sloan Insurance Agency
Hardenbergh Insurance Group

Absent RMCs were:

Assured Partners
Henry D. Young Insurance
Len Eckman Insurance

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Razze presented the meeting minutes of the December 19, 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 December 19, 2022 Executive Committee meeting.

Motion by Ms. Sweeney, seconded by Ms. Sperry, to approve the minutes of the December 19, 2022 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Razze presented the meeting minutes of the December 19, 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 December 19, 2022 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Razze presented the Executive Claims Review Committee Closed Session meeting minutes of December 19, 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 December 19, 2022 as presented.

The Executive Claims Review Committee Closed Session minutes of the December 19, 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.

ADJOURN THE SINE DIE MEETING

Chair Razze entertained a motion to adjourn the Sine Die Meeting. Motion by Ms. Sweeney, seconded by Ms. Sperry, to adjourn the Sine Die Meeting. All in favor. Motion carried.

Mr. Forlenza welcomed all in attendance to the *2023 Reorganization Meeting of the TRICO JIF*. He then requested a roll call of the 2023 Fund Commissioners

ROLL CALL of 2023 FUND COMMISSIONERS

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.**
Linda Gonzalez, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Clark Pierpont, **Glassboro Borough**
Lisa Jeffers, **Greenwich Twp.**
Mark Gravinese, **Harrison Twp.**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Luke Patrick, **Mannington Twp.**
James DeHart, *Alternate*, **Monroe Twp.**
Joy Gunn, **National Park Borough**
Harry Moore, **Oldmans Twp.**
Susan Jacabucci, **Paulsboro Borough**
Dan Neu, **Pennsville Twp.**
Melissa Flacker, **Pilesgrove Twp.**
Mike Razzo, **Pitman Borough**
Majorie Sperry, **Quinton Twp.**
Bob Diaz, **South Harrison Twp.**
Jack Cimprich, **Upper Pittsgrove Twp.**
Jena Dolbow, **Swedesboro Borough**
Jeffre Celebre, **Vineland City**
Collette Bachich, **Washington Twp.**
Karen Sweeney, **Wenonah Borough**
Lee Ann DeHart, **West Deptford**
Nicole O'Hara, *Alternate*, **Westville Borough**
Bradley Pennypacker, *Alternate*, **Woodbury City**
Shannon Elton, **Woodbury Heights Borough**
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners were:

Leo Selb, **Hopewell Twp.**
Jennica Bileci, **Mantua Twp.**
Irene Scarpaci, **Penns Grove Borough**
Brad Campbell, **Shiloh Borough**

ELECTION OF 2023 OFFICERS

2023 Nomination Slate

Mr. Forlenza presented for the membership's consideration the 2023 Nomination Slate. The Nominating Committee met in November 2022 and presented the 2023 Nomination Slate at the November and December 2022 Executive Committee Meetings.

Chair:	Karen Sweeney, Wenonah Borough
Secretary:	Robert Diaz, South Harrison Township
Executive Committee:	Mark Gravinese, Harrison Township Majorie Sperry, Quinton Township Doug Hogate, Elsinboro Township Leo Selb, Hopewell Township Collette Bachich, Washington Township
Alternates:	Jeff Celebre, Vineland City Ken Brown, Carneys Point Township Stephanie McCaffrey, East Greenwich Township Kevin Clour, Lower Alloways Creek Township Jane DiBella, Woolwich Township Daniel Neu, Pennsville Township Carolyn King-Sammons, Elk Township

Election of a Chairman and Secretary

Mr. Forlenza asked if there were any nominations from the floor for the position of Fund Chair or Fund Secretary for the 2023 Fund Year. Hearing none, Mr. Forlenza asked for a Roll Call Vote of the full membership for an *Election of a Chairman and Secretary* as presented.

ROLL CALL	Yeas:	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. Linda Gonzalez, Fairfield Twp. Barbara Freijomil, Franklin Twp. Clark Pierpont, Glassboro Borough Lisa Jeffers, Greenwich Twp. Mark Gravinese, Harrison Twp. William Pine, Logan Twp. Kevin Clour, Lower Alloways Creek Twp.
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Luke Patrick, **Mannington Twp.**
James DeHart, *Alternate*, **Monroe Twp.**
Joy Gunn, **National Park Borough**
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**
Jeffre Celebre, **Vineland City**
Collette Bachich, **Washington Twp.**
Karen Sweeney, **Wenonah Borough**
Lee Ann DeHart, **West Deptford**
Nicole O'Hara, *Alternate*, **Westville Borough**
Bradley Pennypacker, *Alternate*, **Woodbury City**
Shannon Elton, **Woodbury Heights Borough**
Jane DiBella, **Woolwich Twp.**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

Election of an Executive Committee and Alternates

Mr. Forlenza again asked if there were any nominations from the floor for a position on the 2023 Executive Committee Nomination Slate. Hearing none, Mr. Forlenza then asked for a Roll Call Vote of the full membership for an *Election of Executive Committee & Alternates* as presented.

ROLL CALL *Yeas:* 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.**
Linda Gonzalez, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Clark Pierpont, **Glassboro Borough**
Lisa Jeffers, **Greenwich Twp.**
Mark Gravinese, **Harrison Twp.**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Luke Patrick, **Mannington Twp.**
James DeHart, *Alternate*, **Monroe Twp.**

Joy Gunn, **National Park Borough**
Harry Moore, **Oldmans Twp.**
Susan Jacabucci, **Paulsboro Borough**
Irene Scarpaci, **Penns Grove 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**
Jeffre Celebre, **Vineland City**
Collette Bachich, **Washington Twp.**
Karen Sweeney, **Wenonah Borough**
Lee Ann DeHart, **West Deptford**
Nicole O'Hara, *Alternate*, **Westville Borough**
Bradley Pennypacker, *Alternate*, **Woodbury City**
Shannon Elton, **Woodbury Heights Borough**
Jane DiBella, **Woolwich Twp.**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

OATHS OF OFFICE

Oaths of Office were administered by Mr. DeWeese, Fund Solicitor, to the newly elected Fund Chair, Secretary, Executive Committee, and Alternates for the 2023 Fund Year. Mr. DeWeese congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election. He asked that each member of the Executive Committee sign their oath of office and return to him.

At this time, Mr. Forlenza congratulated the Fund Chair, Secretary, Executive Committee Members, and Alternates on their election and asked Fund Chair Karen Sweeney, *Borough of Wenonah* to conduct the 2023 Reorganization Meeting of the Fund.

Motion to move up Alternate Executive Committee member Jeff Celebre, City of Vineland, in the absence of Executive Committee member Leo Selb, Hopewell Township, to the Executive Committee for voting purposes.

Motion by Ms. Sperry, seconded by Mr. Diaz to move up the Alternate Executive Committee member as presented. All in Favor. Motion carried.

ORGANIZATIONAL RESOLUTIONS

The following 2023 Organizational Resolutions were presented for adoption by Chair Razze.

- R 2023-01 – Confirming the Election of a Fund Chair and Fund Secretary*
- R 2023-02 – Confirming the Election of an Executive Committee and Alternates*
- R 2023-03 – Appointing Professional Staff – Non-Fair and Open*
- R 2023-04 – Appointing Professional Staff – Fair and Open*
- R 2023-05 – Awarding Contracts to Assigned Defense Counsel and Approved Associates*
- R 2023-06 – Recommending the EPL/POL Defense Panel*
- R 2023-07 – Appointing Joseph Nardi, III Esq. as Conflict Attorney*
- R 2023-08 – Adopting Cash Management and Investment Policy*
- R 2023-09 – Adopting Procedures in Compliance with Open Public Meetings Act*
- R 2023-10 – Adopting Fiscal Policies and Procedures*
- R 2023-11 – Adopting Administrative Policies and Procedures*
- R 2023-12 – Designating Executive Director as Public Agency Compliance Officer*
- R 2023-13 - Establishing a Conflict of Interest Policy*
- R 2023-14 – Establishing a Fund Records Program*
- R 2023-15 – Establishing the 2023 Plan of Risk Management*
- R 2023-16 – Designation of Certifying and Approving Officer for Payment of Claims*

Chair Sweeney entertained a motion to adopt the *Organizational Resolutions 2023-01 through 2023-16* as presented.

Motion by Ms. Sperry, seconded by Mr. Diaz to adopt *Organizational Resolutions 2023-01 through 2023-16*.

ROLL CALL *Yeas:* Mark Gravinese, **Harrison Township**
Majorie Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Township**
Colette Bachich, **Washington Township**
Bob Diaz, *Secretary*, **South Harrison Township**
Karen Sweeney, *Chair*, **Wenonah Borough**
Jeff Celebre, **City of Vineland**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

EXPENSE RESOLUTION

The following 2023 Expense Resolution was presented for adoption by Chair Sweeney:

R 2023-17 - Authorizing Reimbursement of Travel Expenses for Authorized Official Travel

Chair Sweeney entertained a motion to adopt *R 2023-17* as presented.

Motion by Ms. Sperry, seconded by Mr. Diaz to adopt *R 2023-17*

ROLL CALL *Yeas:* Mark Gravinese, **Harrison Township**
 Majorie Sperry, **Quinton Township**
 Doug Hogate, **Elsinboro Township**
 Colette Bachich, **Washington Township**
 Bob Diaz, *Secretary*, **South Harrison Township**
 Karen Sweeney, *Chair*, **Wenonah Borough**
 Jeff Celebre, **City of Vineland**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

EXECUTIVE CLAIMS REVIEW COMMITTEE MEETING REPORT – January 23, 2023

Chair Sweeney reported that an Executive Claims Committee Meeting was held earlier today in person at the Gloucester County Library, Mullica Hill, NJ

The Committee reviewed five (5) claims. Of the claims reviewed, there were three (3) Workers' Compensation, one (1) General Liability, and one (1) 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 three (3) claim(s) reviewed for abandonment of subrogation attempt since the last meeting:

001093252

2022255148

2021222725

Questions will be addressed during Closed Session if necessary.

At this time, Chair Sweeney asked that the individual Professional Report's be kept to no longer than two (2) minutes going forward, as to be respectful of everyone's time.

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 the report:

Mr. Forlenza thanked the membership on behalf of his staff and RPA/AJG for the 2023 re-appointment as Administrator. He then highlighted the following items from his report:

Mr. Forlenza stated that the annual Disclosure Statement from Arthur J Gallagher Risk Management Services was included in his report for the members to review as it identifies the sources of income received from the

TRICO JIF resulting from AJG/RPA's roll as the Fund Administrator. He asked that it be made a part of the minutes of today's meeting.

Mr. Forlenza referenced a report showing the Certificates of Insurance issued for December, 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, are included in the agenda and noted all funds had to be either claimed or encumbered by November 1, 2022, with encumbered funds needing to be claimed by February 1, 2023. If you have made purchases and have the invoice, you do not need to wait until February 1, 2023 to seek reimbursement of these purchases. He noted there would not be any more reminders sent.

Mr. Forlenza noted earlier this month, on behalf of the ACM, BURLCO, & TRICO JIFs, his office released an invitation for our local elected officials to participate in the Annual Elected Officials Training seminar. The invitation included opportunities for participants to attend these seminars via Zoom or in person at a local catering facility. However, over the past several weeks, based upon the responses received to the Elected Officials invitation, it has become apparent that most elected officials would like to complete this training online. As a result, we are changing the format of the 2023 Elected Officials Training seminars. He noted that both his office and Mr. DeWeese have reviewed the online training and feel it touches on the most important information and is better than in past years. With that said, all of the 2023 Elected Officials Training will take place online via the MEL Safety Institute (MSI). Instructions on how to access this training will be sent to all members in early February. All training sessions included in the original invitation are cancelled. Those that have already registered for the Zoom training session will be notified of the cancellation this week. This online training format allows for participation by all our elected officials and the convenience of completing this training when their schedule permits, prior to the May 1, 2023 deadline. By utilizing the MEL Safety Institute, his office will be able to better track the completion of the training and document the credits due to members' assessments. Please watch for an email from his office in the next few weeks with instructions on how to access the online training.

Mr. Forlenza stated the first installment bills were emailed to member Municipal Clerks, with a copy to the Fund Commissioner and Risk Management Consultant on or about December 29, 2023. Please note that the first installment is due by February 15, 2023.

Mr. Forlenza stated that a report detailing attendance records through the end of 2022 was included in his report and this information is taken directly from the monthly minutes. He asked that everyone please review this report and should you have any questions, please contact the Executive Directors office.

And lastly, Mr. Forlenza stated the JIF is looking to hold the 2023 Safety Kickoff Breakfast & Safety, Claims, & Wellness Coordinator Roundtable in person in March at the Auletto's Caterers, Deptford, NJ. Additional information will be forthcoming.

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

SOLICITOR'S REPORT

Assignment of New Cases

Mr. DeWeese reported that there have been no (0) new case(s) assigned since the last meeting.

Closed Cases

Mr. DeWeese noted that there were three (3) case(s) closed since the last meeting:

Parks v. TRICOJIF
Patterson v. Township of Franklin
Kendrick, et al. v. Borough of Glassboro

General Liability Files

Mr. DeWeese noted that there are **39** active General Liability files and if a member would like a synopsis of their town's cases sent to them, please contact him.

Mr. DeWeese presented a report on Police Liability claims to the Committee. He reported that the Fund currently has thirteen (13) cases involving Police Civil Rights allegations with one (1) cases assigned pre-suit, three (3) cases dismissed without Prejudice/Administratively Dismissed; one (1) case(s) in Mediation Settlement Negotiations, and three (3) case(s) with Summary Judgment Motions pending. Not all of the cases involve excessive use of force; however, they all involve allegations of violations of civil rights.

He reminded the members if they would like their claims carved out of these reports, please email him and he will carve out your towns reports and get those over to you, but asked that the cases only be discussed in closed session as the information is confidential.

Subrogation Files

Mr. DeWeese stated that there are collection efforts being made on \$2,154,929.64 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. He noted he is one of the attorneys on the panel so please reach out to him with any Employment Practices questions or issues.

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

SAFETY DIRECTOR'S REPORT

Mr. Garish stated that the Safety Director's Report included in the agenda packet is self-explanatory and highlighted the following items that were not included in the report;

Mr. Garish noted the Safety Incentive Program was emailed to all members earlier this afternoon and the first response date is to note your Safety Meetings by mid-February, with the fully signed program due by the end of March.

OSHA 300 logs need to be posted by February 1st through March so be sure to post any injuries or illnesses for the 2022 calendar year.

Lastly, Mr. Garish recognized there is quite a bit of turnover in regards to Fund Commissioners, Safety Coordinators, Claims Coordinators, etc. If that occurs in your town, please let him know so he can set up a meeting to come out and introduce himself and review your responsibilities in these roles so you feel comfortable.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli reviewed the *Lessons from Losses* this month that outlines the importance of utilizing transitional duty assignments for injured employees. He explained an employee's morale is impacted negatively when the employee remains out of work for a long period. In addition, he reviewed the Sample Transitional Duty Job Bank that is located on the JIF website under the Claims tab for additional transitional duty assignment examples.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter reviewed his report for November that was included in the agenda, was self-explanatory, and highlighted the following.

Mr. Winter stated that the *Management of Aggressive Behavior* class will be conducted February 16, 2023 at the Vineland Police Department from 8:30am- Noon. A Training Bulletin was distributed to all TRICO Agencies and Fund Commissioners. Class size is limited to 40 participants. The class was well received by the attendees and a summary is being prepared and will be distributed to the Fund Commissioners.

Mr. Winter noted there were no Bulletins distributed in December, however he continues to discuss Transitional Duty options and the importance of this program with the agencies.

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 thanked those towns who had either used or encumbered their Wellness funds and to those who have encumbered, she noted you have until February 1, 2023 to use or lose those funds, so please reach out to her if you need any assistance.

Ms. Schiffer presented some thoughts and plans for 2023, noting she will be setting up her first meetings with the Wellness Coordinators starting end of February and to please let her know if your towns Wellness Coordinator has changed since last year.

Ms. Schiffer noted some of her ideas for 2023 include:

- 1st Qtr. Proposed Idea for Peer Support Groups within the Municipality – Invitations went to all Wellness Coordinators. This idea is to offer those employees looking to make a lifestyle change internal peer support to keep them accountable to those goals for change.
- Wellness Advisory Committee – First meeting scheduled for February 21st at 9:30am. Proposed meetings for rest of 2023 include June, September and possibly December.
- Wellness Brainstorming Session – Plans to host two zoom sessions with the Wellness Coordinators to discuss ideas, challenges and enhance peer support among the three JIF municipal members.
- Refocusing the Wellness Program – Attention will be given to the future of the Wellness Program and how it can best serve the needs of our JIF members. A task force will be established with representation from each JIF. This, along with input from our Wellness Advisory Committee, will offer suggestions on what the program will offer and how it will be enforced. More details to follow in the months ahead.
- Participation in the March Safety Breakfast and Round Table Meetings – TRICO date March 28th at Auletto’s Catering in Westville.
- Coming Soon: Library of Past Challenges – a list of challenges past and present will be made available on the JIF website for easy and convenient access.

Ms. Schiffer noted she will be revamping her Targeting Wellness Newsletter with new theme highlighted each quarter, with handouts and resources shared for the following two months that quarter regarding the subject. These subjects include Nutrition; Physical Activity; Sleep; and Stress Management.

Lastly, Ms. Schiffer noted an article included with her report that talked about Creating Healthy Habits

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)* for November 2022

	<i>November</i>	<i>YTD</i>
<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

Claims Report by Type

This report depicts the number of claims and average number of days to report a claim to Qual-Lynx by individual members YTD 2022.

Non-COVID Claims: 7.9 days
 COVID Claims: 49.7 days

All Claims: 11.8 days

Lost Time v. Medical Only Cases

Ms. Beatty presented the TRICO JIF *Lost Time v. Medical Only Cases (Intake Report)* for December 2022 and YTD.

	<i>December</i>	<i>YTD</i>
<i>Lost Time</i>	3	71
<i>Medical Only</i>	16	222
<i>Report Only</i>	14	200
<i># of New Claims Reported</i>	33	497
<i>Average Days Reported to QL</i>	4.2	9.7

Claims Report by Type

This report depicts the number of claims and average number of days to report a claim to Qual-Lynx by individual members YTD 2022.

Non-COVID Claims: 7.7 days
 COVID Claims: 49.7 days
 All Claims: 9.7 days

Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report that depicts Transitional Duty use by town. The highlights for December YTD are as follows:

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	4,785
<i>Transitional Duty Days Worked</i>	3,227
<i>% of Transitional Duty Days Worked</i>	67%
<i>Transitional Duty Days Not Accommodated</i>	1,558
<i>% of Transitional Duty Days Not Accommodated</i>	33%
<i>\$ Saved by Accommodating</i>	\$333,543
<i>\$ Lost by NOT Accommodating</i>	\$202,132

Ms. Beatty also provided a report that depicts examples where transitional duty assignments were utilized for various injuries and positions.

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report that depicts the top provider services along with the number and amount of re-priced bills for December 2022.

PPO Penetration Rate	December
<i>Bill Count</i>	208
<i>Original Provider Charges</i>	\$441,402
<i>Re-priced Bill Amount</i>	\$159,732
<i>Savings</i>	\$281,670
<i>% of Savings</i>	64%

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: 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. The attached report depicts the information through December 2022.

Managed Care Quick Notes

This report provides information and savings examples for provider bill negotiation.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Romero presented the Technology Risk Services Report stating in regards to the new WIZER Training. The new course is in progress and there are currently 1,928 users enrolled with an 84% completion rate. He reminded everyone that this is a Tier 1 requirement so please encourage your employees to complete the training as there is already a Spring Cyber Training module being planned.

Whitelisting and Phishing

Currently 20 members (63%) are actively enrolled with four (4) waiting test phishing email confirmation and seven (7) who have not replied letting me know if they have completed their whitelisting.

D2 Cybersecurity Vulnerability Scanning & Penetration Testing

As of January 23, 2023, there are 30 members (81%) are actively enrolled in the program. Mr. Romero noted he is still missing the KYC or the VSA from seven (7) members. He reiterated both documents need to be submitted to him at the same time so he can then forward to D2 and the JIF.

- The KYC Form needs to be completed by your IT & municipal point of contact. This identifies the IP addresses needed to perform the network VA scan & penetration test.

- The Vendor Service Agreement (VSA) (vetted by the JIF's solicitor) needs to be completed and signed by the municipal point of contact. This is the legal agreement/consent allowing D2 Cybersecurity to perform the vulnerability scan & penetration testing.

Mr. Romero noted it is important to include all departmental IP addresses to be tested (administrative, PD, Public Works, EMS, Fire Dept., etc.) Once the pen testing goes into production it cannot be stopped, and any new IP addresses will need to be tested next year.

MEL's Cyber Risk Management

Mr. Romero reported that as of January 23, 2023:

- 28 or 78% of the members are Tier 1 certified
- 25 or 69% of the members are Tier 2 certified
- 23 or 64% of the members are Tier 3 certified

Mr. Romero reported that eight (8) members are not compliant with any of the Tiers, and not only does that leave them very vulnerable to cyber-attacks, the program changed on January 1, 2023 and will drastically affect the municipalities Cyber insurance deductible. Those members are: Elsinboro, Fairfield, Logan, Lower Alloways Creek, Paulsboro, Penns Grove, Shiloh and Upper Pittsgrove.

Mr. Romero then reviewed with the Fund:

Effective January 1st 2023

- Non compliant members could face up to a \$110,000 deductible.
 - \$50,000 + 20% coinsurance of the next \$300,000 of loss
- Tier 1 & 2 compliant members could face a \$25,000 deductible
- Tier 1, 2, & 3 compliant members could have a \$0 deductible.

Grandfathering

- The new program has two levels: Minimum & Advance Security

Current Tiers 1&2 will be grandfathered into the Minimum Security Level till January 1, 2024.

Current Tiers 1,2 & 3 will be grandfathered into the Minimum & Advance Security Levels till January 1, 2024.

He reminded the members that though you may be covered, you must be able to provide evidence of compliance at the time of an incident leading to a claim. You must submit a Deductible Reimbursement form executed by your administrative point of contact and your IT professional to be considered for reimbursement. Make sure to keep hard copies of the requirements and update them regularly. Mr. Romero asked if everyone understood and if there were any questions. No questions were entertained.

TREASURER'S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for December 2022, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are valued as of December 31, 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 \$43,387.22. This generated an average annual yield of 1.70%. However, after including an unrealized net gain of \$7,025.63 in the asset portfolio, the yield is adjusted to 1.97% for this period. The total overview of the asset portfolio for the Fund shows a current market value of \$26,680,481.13 vs. the amount we have invested.

The Fund's asset portfolio with Wilmington Trust consists of one (1) obligation with a maturity less than one year.

The JCFI Portfolio has a current market value of \$26,741,063.04

Receipt Activity for the Period

	Month	YTD
Subrogation Receipts	\$40,160.27	\$137,036.00
Salvage	\$0.00	
Overpayment Reimbursement	\$489.50	
RCF Reimbursement	\$42,988.32	
Late Payment Penalty	\$197.24	

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

All Member Balances are now combined in one report and shows that \$2,027.51 in interest has been applied to the existing balances as shown in the attached report totaling \$618,988.43 as of December 31, 2022.

Loss Run Payment Register for the Period – December 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 \$722,129.43. The claims detail shows 237 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 \$31,872,428.50 to a closing balance of \$29,560,675.37 showing a decrease in the fund of \$2,311,753.13

Bill List – January 2023

For the Executive Committee's consideration, Mr. Tontarski presented the January 2023 Bill List in the amount of \$1,273,867.79, which was included in the agenda packet for approval.

Chair Sweeney entertained a motion to approve the December 2022 Loss Run Payment Register and the January 2023 Bill List as presented.

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

Motion by Ms. Sperry, seconded by Mr. Diaz to approve the *December 2022 Loss Run Payment Register and the January 2023 Bill Lists* as presented.

ROLL CALL

<i>Yeas:</i>	Mark Gravinese, Harrison Township Majorie Sperry, Quinton Township Doug Hogate, Elsinboro Township Colette Bachich, Washington Township Bob Diaz, <i>Secretary</i> , South Harrison Township Karen Sweeney, <i>Chair</i> , Wenonah Borough Jeff Celebre, City of Vineland
<i>Nays:</i>	None
<i>Abstain:</i>	None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Technology Risk Services Director RFP Evaluation Committee Meeting Minutes – January 11, 2023

Mr. Forlenza noted the Technology Risk Services Director RFP Evaluation Committee, comprised of representatives from all three JIFs, met on January 11, 2023 and the minutes are included in the agenda packet.

Mr. Forlenza reminded the members that back in July, the membership authorized his office to issue a RFP for a Technology Risk Services Director. Originally, two (2) proposals were received, both of which had to be rejected for not meeting the RFP requirements, thus another RFP was authorized to be issued by the Executive Directors office. Again, two (2) proposals were received, both from the same firms as the first time, and this time all of the RFP requirements were met and they were able to be formally reviewed by the Evaluation Committee.

At this meeting, the consensus was to award a contract to Wintsec, LLC as the Technology Risk Services Director for the ACM, BURLCO and TRICO JIFs effective February 1, 2023.

Mr. Forlenza noted there is a Resolution on the agenda for later this evening authorizing that contract.

Mr. Forlenza stated Mr. Romero has done a wonderful job and has gone above and beyond with assisting our members with anything they needed, and noted our members are so much further along in their Cyber protection and knowledge thanks to Mr. Romero.

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

Committee Chairs Meeting Minutes and 2023 Committee Assignments – January 12, 2023

Mr. Forlenza noted the Sub-Committee Chairs met on January 12, 2023 and the minutes are included in the agenda packet. The meeting allows the sub-committee chairs to assemble their committee's members for 2023 based on choices the members made and submitted via the Committee Volunteer Forms that were emailed to all Fund Commissioners and RMC's on December 12, 2023.

Mr. Forlenza also referenced the final Sub-Committee listing included in the agenda and asked that everyone please note which Committee to which they have been assigned. If you feel you will better serve

on another committee, please reach out to his office. Meeting notices will go out approximately 2 weeks prior to any meeting, which will indicate the date, time, and format of the meeting.

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

MEL/RCF/EJIF/CYBER JIF Reports

Mr. Razze noted the Reorganizational meetings of the MEL/RCF/EJIF took place on January 5, 2023 and the Cyber JIF met on January 6, 2023. The meeting reports are included in the agenda, along with a copy of an end of year letter from Chairwoman Tozzi. All are self-explanatory, but should anyone have any questions, please reach out to him. Mr. Razze noted he attended as a member of the public, but should he be appointed at the TRICO Representative, he will attend the meetings going forward as such.

Resolution 2023-18 Appointing Michael Razze as the Funds Representative to the Municipal Excess Liability Joint Insurance Fund, The Residual Claims Joint Insurance Fund, The Environmental Liability Risk Joint Insurance Fund and the New Jersey Cyber Risk Management Joint Insurance Fund for the Remainder of the 2023 Fund Year

Chair Sweeney entertained a motion to adopt Resolution 2023-18, as presented.

Motion by Ms. Sperry, seconded by Mr. Diaz to approve the motion as presented.

ROLL CALL	Yeas:	Mark Gravinese, Harrison Township Majorie Sperry, Quinton Township Doug Hogate, Elsinboro Township Colette Bachich, Washington Township Bob Diaz, <i>Secretary</i> , South Harrison Township Karen Sweeney, <i>Chair</i> , Wenonah Borough Jeff Celebre, City of Vineland
	Nays:	None
	Abstain:	None

All in favor. Motion carried by unanimous vote.

Mr. Razze thanked the members for the appointment and noted that while he was on those calls there were quite a bit of comments regarding Bob Law stepping down from these positions, and listening to the member's comments, he will certainly be missed. He was a wealth of knowledge, as they put it, asked insightful questions, and provided useful commentary for years. His knowledge and his services will be missed.

MISCELLANEOUS BUSINESS

Resolution 2023- 19 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with North Shore Risk Consulting to Complete a Claims Audit at a Cost not to Exceed \$23,040.

Chair Sweeney entertained a motion to adopt Resolution 2023-19, as presented.

Motion by Ms. Sperry, seconded by Mr. Diaz to approve the motion as presented.

ROLL CALL *Yeas:* Mark Gravinese, **Harrison Township**
 Majorie Sperry, **Quinton Township**
 Doug Hogate, **Elsinboro Township**
 Colette Bachich, **Washington Township**
 Bob Diaz, *Secretary*, **South Harrison Township**
 Karen Sweeney, *Chair*, **Wenonah Borough**
 Jeff Celebre, **City of Vineland**
Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

Resolution 2023-20 Appointing Wintsec Consulting, LLC as the Technology Risk Services Director for the Gloucester, Salem & Cumberland Counties Municipal Joint Insurance Fund Effective February 1, 2023 at a Cost not to Exceed \$49,775 and Authorizing a Payment of \$7,524 to Secure Data Consulting Services

Chair Sweeney entertained a motion to adopt Resolution 2023-20, as presented.

Motion by Ms. Sperry, seconded by Mr. Diaz to approve the motion as presented.

ROLL CALL *Yeas:* Mark Gravinese, **Harrison Township**
 Majorie Sperry, **Quinton Township**
 Doug Hogate, **Elsinboro Township**
 Colette Bachich, **Washington Township**
 Bob Diaz, *Secretary*, **South Harrison Township**
 Karen Sweeney, *Chair*, **Wenonah Borough**
 Jeff Celebre, **City of Vineland**
Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

NEXT MEETING

Chair Sweeney noted that the next meeting of the TRICO JIF will take place on **Monday, February 27, 2023 at 5:00 PM** via Zoom Conferencing.

Chair Sweeney entertained a motion to accept ***Resolution 2023-21 Honoring and Recognizing the Services Robert Law to the TRICO JIF***. Chair Sweeney noted what an intricate part Mr. Law was to the TRICO JIF for many years and he will be missed.

Motion by Ms. Sperry, seconded by Mr. Daiz to accept **Resolution 2023-21**. All in Favor. Motion carries.

Mr. Forlenza noted a Plaque and executed Resolution will be sent to Mr. Law, with an executed copy of the Resolution to be sent to his Mayor and Council.

Chair Sweeney entertained a motion to accept **Resolution 2023-22 Honoring Michael Razze on his Retirement as Fund Chair of the TRICO JIF**. Chair Sweeney then read a copy of the Resolution to the membership and publically thanked Mr. Razze for his time served.

Motion by Ms. Sperry, seconded by Mr. Diaz to accept **Resolution 2023-22**. All in Favor. Motion carries.

Mr. Forlenza presented a Plaque and executed Resolution to Mr. Razze, noting a copy of the Resolution will be sent to his Council.

PUBLIC COMMENT

Open Public Comment

Chair Sweeney entertained a motion to open the meeting to the public.

Motion by Ms. Sperry, seconded by Mr. Diaz to open the meeting to the public. All in favor. Motion carried.

Close Public Comment

Hearing no other comments from the public, Chair Sweeney entertained a motion to close the meeting to the public.

Motion by Ms. Sperry, seconded by Mr. Diaz to close the meeting to the public. All in favor. Motion carried.

APPROVE CLAIMS PAYMENTS

Chair Sweeney entertained a motion to approve the following PARs as reviewed and recommended by the Claims Review Committee.

<i>Workers Compensation</i>	<i>General Liability</i>	<i>Property</i>
2023288091	2020184117	2023285916
2021230606		
2022269322		

Motion by Ms. Sperry, seconded by Mr. Diaz, to approve Claims Payments, as presented

ROLL CALL

Yeas: Mark Gravinese, **Harrison Township**
Majorie Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Township**
Colette Bachich, **Washington Township**
Bob Diaz, *Secretary*, **South Harrison Township**
Karen Sweeney, *Chair*, **Wenonah Borough**
Jeff Celebre, **City of Vineland**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

Secretary Diaz noted there were three (3) claim(s) reviewed for abandonment of subrogation attempt since the last meeting

001093252

2022255148

2021222725

Motion by Ms. Sperry, seconded by Mr. Diaz, to abandon subrogation on the claims presented.

ROLL CALL

Yeas: Mark Gravinese, **Harrison Township**
Majorie Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Township**
Colette Bachich, **Washington Township**
Bob Diaz, *Secretary*, **South Harrison Township**
Karen Sweeney, *Chair*, **Wenonah Borough**
Jeff Celebre, **City of Vineland**

Nays: None
Abstain: None

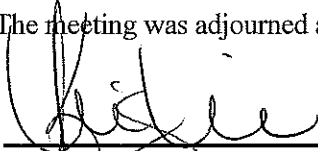
All in favor. Motion carried by unanimous vote.

MOTION TO ADJOURN

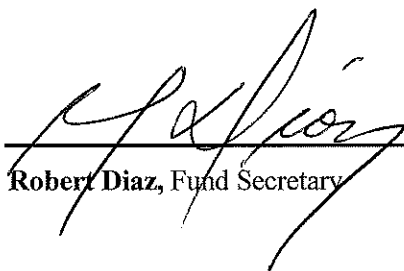
There being no further business, Chair Sweeney entertained a *Motion to Adjourn* the January 23, 2023 Executive Committee Meeting of the TRICO JIF.

Motion by Ms. Sperry, seconded by Mr. Diaz. All in Favor. Motion carries.

The meeting was adjourned at 5:50 PM.



Kris Kristie, Recording Secretary for



Robert Diaz, Fund Secretary