

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

**Gloucester County Library, Mullica Hill, NJ
January 23, 2023 – 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, NJ on January 23, 2023 at 3:30 PM, prevailing time. Karen Sweeney, Wenonah 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:

Karen Sweeney, *Fund Secretary, Wenonah Borough*
Mark Gravinese, **Harrison Township**
Marjorie Sperry, **Quinton Township**
Bob Diaz, **South Harrison Township**
Doug Hogate, **Elsinboro Township**

Also present were:

Paul A. Forlenza, MGA, 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,
Keith Hummel, Safety Director, *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:

Mike Razze, *Fund Chair, Pitman Borough*
Leo Selb, **Hopewell Township**

EXECUTIVE SESSION PORTION OF MEETING

Ms. Sweeney 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 January 23, 2023 at 5:00 PM.

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

REOPEN PUBLIC PORTION OF THE MEETING

Ms. Sweeney 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

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

Ms. Sweeney 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:

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

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

EXECUTIVE DIRECTOR'S MONITORING REPORTS;

Supervisors Incident Report

Ms. Patel referenced the current report included in the agenda noting there was one (1) case(s) where a Supervisor Investigation Report was not completed out of seven (7) and one (1) out of four (4) in 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;

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 December, Ms. Langsdorf's Workers' Compensation Unit had 724 lost time files (including 65 lost time COVID-19 files). This is an average of 145 lost time files per adjuster (based upon 5 adjusters). The total count of files in this unit is 1,053 which includes both lost time and medical only files. This is a decrease of 33 files from the end of November. The total number of COVID-19 claims in the unit including both lost time and medical only files is 69 which is down from 72 the previous month. Ms. Ally McMurren remains on leave until the beginning of March.

In Ms. Mooney's Liability Unit, the liability adjusters' total file count is currently at 763 files. This is a decrease of 3 files from the end of November. The 763 claim files have a total of 917 claimants attached to them. Ms. Mooney continues in her search to replace her Assistant Supervisor after Ms. Robin Sulzer's retirement. Ms. Colleen Mortellite is assisting both Ms. Mooney's unit and Mr. Liscaiandri's unit and has interviewed for the open adjuster position in Ms. Mooney's unit.

Mr. Liscaiandri's Property Unit has a total file count at 1,670. The unit's overall pending increased by 28 files since the end of November. This unit was hit hard by freezing/burst pipe claims over Christmas weekend. The unit had a good month of closing files with that number at 117, but this was overshadowed by the incoming claims resulting from the cold snap that occurred in late December.

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

MANAGED CARE REPORTS;

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 which 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 which 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 a claim example where a claimant is a smoker and the impact of this comorbidity on the claimant’s ability to have surgery. Ms. Beatty then highlighted that smoking can impact the claimant’s recovery time and can leave the claimant vulnerable to complications.

QUAL-LYNX STAFFING CONCERNS

Mr. Forlenza indicated that Mr. Roselli’s staffing update provided earlier in the meeting is an accurate depiction of the current staffing situation at Qual-Lynx. Mr. Forlenza advised the Committee that a discussion took place regarding the contract requirements that Qual-Lynx will need to adhere to in 2023 such as dedicated Workers Compensation and Liability units as well as adjuster file counts. His office will monitor Qual-Lynx’s adherence to these contract requirements and will also be monitoring them closely to fill the vacancies. He noted he will keep the Committee updated.

CLAIMS AUDIT RFP EVALUATION COMMITTEE

Mr. Forlenza reminded the Committee that the Claims Audit RFP was released in September with proposals due back on October 25, 2022. He reminded the Committee that the Audit is being done in conjunction with the ACM & BURLCO JIFs. Mr. Forlenza advised the Committee four (4) proposals were received. Mr. Forlenza indicated that upon reviewing the proposals received 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 Evaluation Committee to review and provide a recommendation to their respective JIFs.

He advised the Committee, that the Evaluation Committee which consists of representatives from the Claims Review Committee for the three (3) JIFs met and reviewed the two (2) proposals. The Evaluation Committee's recommendation is to award the contract to North Shore Risk Consulting, LLC. The contract will be awarded during the January 2023 Executive Committee Meeting for each JIF. He further noted that funds from years where the claim files will be reviewed will be used to pay for the cost of the audit. Mr. Forlenza noted the audit will take place in the spring of 2023 and will be conducted virtually.

NEXT MEETING

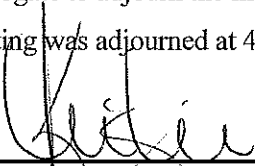
The next Executive Claims Meeting will be held on **Monday, February 27, 2023 at 3:00 PM** at the Gloucester County Library, Mullica Hill.

As discussed via email from Mr. Forlenza, starting in February with the new Claims Committee members, 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 meetings during the months of February, March, May, September, and November will be held virtually via Zoom Conferencing.


MOTION TO ADJOURN

Ms. Sweeny asked for a motion adjourning the Executive Claims meeting. Motion by Ms. Sperry, seconded by Mr. Hogate to adjourn the meeting.

The meeting was adjourned at 4: 25 PM.



Kris Kristie, Recording Secretary for



Robert Diaz, Secretary