



AGENDA PACKET



Monday, May 22, 2023 at 5:00 pm

<https://us06web.zoom.us/j/85221873852>

Meeting ID: 852 2187 3852

Telephone Access: 646-876-9923 US (New York)

WWW.TRICOJIF.ORG

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND (TRICOJIF)**

**May 22, 2023 – 5:00 PM
Via Zoom Conferencing**

AGENDA

- I. Meeting called to order by Chairman
- II. Flag Salute
- III. Statement of Compliance with Open Public Meetings Act
 - A. Notice of this meeting was given by:
 - 1. Sending sufficient notice herewith to the *South Jersey News*, Mullica Hill, New Jersey 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 JIF; and
 - 3. Posting notice on the public bulletin boards of all member municipalities of the TRICOJIF.
- IV. Roll Call
 - A. Fund Commissioners
 - B. Fund Professionals
 - C. Risk Management Consultants
 - D. Move up Alternates (*if necessary*) Motion to move up _____, _____ and _____ in the absence of _____, _____ and _____ to the Executive Committee for voting purposes – **Motion – All in Favor**
- V. Approval of Minutes
 - A. Motion to adopt the **April 24, 2023** – Executive Claims Committee Meeting Minutes – **Motion – All in Favor**.....Pages 1-6
 - B. Motion to adopt the **April 24, 2023** – Executive Claims Committee Meeting Closed Session Minutes – **Motion – All in Favor**
 - C. Motion to adopt the **April 24, 2023** - Executive Committee Meeting Minutes – **Motion – All in Favor**.....Pages 7-19

The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has an opportunity to review them.
- VI. Executive Claims Committee Meeting Report – May 22, 2023.....Verbal
- VII. Executive Director’s Report..... Pages 20-41
 - A. Lost Time Accident Frequency.....Pages 23-24
 - B. Certificates of Insurance.....Pages 25-27
 - C. Financial Fast Track Reports.....Page 28
 - D. Regulatory Filing Checklists.....Pages 29-30
 - E. 2022 Safety Incentive Program Awards.....Page 31
 - F. 2023 Optional Safety Budget.....Page 32
 - G. 2023 Wellness Incentive.....Page 33
 - H. 2023 EPL/Cyber Risk Management Budget.....Page 34
 - I. EPL Compliance Status Report.....Page 35
 - J. Statutory Bond Status.....Pages 36-38
 - K. Skateboard Park Approval Status.....Page 39
 - L. Capehart & Scatchard Updates
 - M. Land Use Training Certification.....Page 40
 - N. Elected Officials Training Information.....Page 41
 - O. Managerial & Supervisory Training
 - P. Police Command Staff Training
 - Q. Financial Disclosure Statement Filing

- R. Special Law Enforcement Training.....Page 42
- S. Membership Renewal Visits
- T. Website
- U. New Member Activity

- VIII. Solicitor’s Report
 - A. MEL Helpline and Contact List.....Pages 43-44

- IX. Safety Director’s Report
 - A. Activity ReportPages 45-47

- X. Claims Administrator’s Report
 - A. Lessons Learned from LossesPage 48

- XI. Law Enforcement Risk Management Report
 - A. Report.....Pages 49-50
 - B. LE Bulletin.....Pages 51-53

- XII. Wellness Director Report
 - A. Monthly Activity Report.....Pages 54-55
 - B. Wellness Visits Report.....Page 56

- XIII. Managed Care Report
 - A. TRICOJIF Summary.....Page 57
 - B. Average Days to Report.....Page 58
 - C. Claims Reported by Type.....Page 59
 - D. Nurse Case Management Reports.....Page 60
 - E. PPO Savings and Penetration Reports.....Pages 61-62
 - F. Top 10 Providers & Paid Provider by Specialty.....Page 63
 - G. Transitional Duty Report\Example AssignmentsPages 64-65
 - H. Prescription Benefit Report.....Page 66
 - I. Quick Notes.....Page 67

- XIV. Technology Risk Services
 - A. Reports.....Pages 68-75

- XV. Treasurer’s Report as of April 30, 2023Pages 76-112
 - A. Investment Report
 - B. Investment JCFI
 - C. Loss Run Payment Registers
 - D. Fund Status
 - E. Disbursements
 - F. May Bill List.....Page 113
 - Motion to approve the Payment Register & Bill List– **Motion – Roll Call**

- XVI. Committee Reports
 - A. Strategic Planning Committee Meeting Minutes – April 24, 2023.....Pages 114-118
 - 1. Motion to approve revised Strategic Planning Committee Charter – **Motion-All in Favor**.....Pages 119-120
 - 2. Motion to Approve Sub-Committee Meeting Quorums Policy – **Motion – All in Favor**.....Page 121

- XVII. MEL/RCF/EJIF Reports
 - A. MEL JIF Report – May 8, 2023.....Pages 122-123
 - B. RCF JIF Report – May 8, 2023.....Page 124

XVIII. Miscellaneous Business

- A. Motion Authorizing the Executive Director's to Prepare, Advertise, and Receive Requests For Qualifications for the Position of Fund Auditor, Actuary, Wellness Director, and Administrative Consultant – **Motion – All In Favor**
- B. Motion Authorizing the Fund Solicitor to Prepare, Advertise, and Receive Requests For Qualifications for the Position of Fund Administrator – **Motion – All In Favor**
- C. Motion Authorizing the Executive Director to Re-Advertise the July Executive Committee Meeting from Wednesday, July 26, 2023 at 4:00 PM to Tuesday, July 25, 2023 at 4:00 PM – **Motion – All In Favor**

The next meeting of the TRICOJIF will be held on Monday, June 26, 2023 at 5:00 PM at the Gloucester County Library, Mullica Hill

XIX. Public Comment

- A. Motion to Open Meeting to Public Comment – **Motion - All in Favor**
- B. Motion to Close Meeting to Public Comment – **Motion – All in Favor**

XX. **Closed Session** (*if necessary*) – Resolution 2023- _____ A request shall be made to go into Closed Session to discuss matters affecting the protection of safety and property of the public and to discuss pending or anticipated litigation and/or contract negotiations -**Motion – Roll Call**

- A. Professionals' Reports
 - 1. Claims Administrator's Report
 - 2. Executive Director's Report
 - 3. Safety Director's Report
 - 4. Solicitor's Report
- B. Reopen Public Portion of Meeting (*if necessary*) – **Motion – All in Favor**

XXI. Approval of Claims Payments - **Motion – Roll Call**

XXII. Authorization to Abandon Subrogation (*if necessary*) - **Motion – Roll Call**

XXIII. Motion to Adjourn Meeting **Motion – All in Favor**

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

**Gloucester County Library, Mullica Hill
April 24, 2023 – 3:00 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 April 24, 2023 at 3:00 PM, prevailing time. Karen Sweeney, Fund Chair, 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 Chair, Wenonah Borough*
Bob Diaz, **South Harrison Township**
Doug Hogate, **Elsinboro Township**
Leo Selb, **Hopewell 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*
Karla Allamby, Account Rep, *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

Those unable to attend:

Mark Gravinese, **Harrison Township**
Marjorie Sperry, **Quinton Township**
Colette Bachich, **Washington Township**
Debby Schiffer, Wellness Director, *Targeting Wellness*
Kamini Patel, MBA, CIC, CPCU, AIDA®, Program Director, *RPA – A Division of Gallagher*

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 April 24, 2023 at 5:00 PM.

Motion by Mr. Hogate, seconded by Mr. Selb 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 Mr. Hogate, seconded by Mr. Selb to reopen the public portion of the meeting. All in favor.
Motion carried.

RECOMMENDATION OF APPROVAL OF CLAIMS PAYMENTS

There were five (5) claim(s) reviewed this month that had previously been approved by Vineland.

2023298062
2020198419
2023288136
2021211405
2019168984

There was zero (0) claim(s) reviewed for abandonment of subrogation attempt since the last meeting

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 two (2) case(s) closed since the last meeting:

Grant v. Borough of Glassboro
Hernandez Estate v. Township of Lower Alloways Creek

Lastly, Mr. DeWeese stated there is a proposed *Memorandum of Understanding* (MOU) between municipal police departments and Ascenda, which is circulating amongst some Gloucester County municipalities. It relates to providing mental health experts who will respond to calls for service with participating Police Department's Officers for assistance related to suicides, mental health checks, welfare checks, etc. Mr. DeWeese noted, what appears to have happened is Gloucester County entered into a common contract with Ascenda to provide mental health experts to local participating police departments to assist with these types of incidents. Ascenda is now requesting that municipalities enter into this *Memorandum of Understanding* which was recently provided to the Executive Director's office. Mr. DeWeese noted some concerns he has with the current *Memorandum of Understanding*.

He noted he is not sure how many municipalities have already executed the MOU to date; however, he will discuss it again at the 5:00 pm Executive Committee meeting so everyone is aware. Mr. DeWeese noted one of the issues is the MOU is an agreement between Ascenda and the municipal Police Department. Police Departments are not "entities" so they cannot enter into contracts or agreements so the agreement would need to be between the municipality and Ascenda as authorized by Resolution authorizing the appropriate municipal officials to execute the MOU. Mr. DeWeese notes another issue is the MOU does not adequately address the insurance and liability issues. He

noted that the contract between Gloucester County and Ascenda addresses insurance and liability issues for the County indicating that Ascenda will provide Certificates of Insurance and name the County as the additional insured; however, the MOU does not provide the same protections to the participating municipalities. Mr. DeWeese strongly recommended that the Municipal Solicitors review and edit the MOU to be certain the municipality has the appropriate protection in place. Mr. DeWeese stated that Municipal Solicitors are welcome to reach out to him in regards to these issues and he will be happy to assist them.

A discussion ensued. Mr. Winter suggested emailing a notice to all members highlighting his concerns and noted this may be a good topic to discuss at the upcoming Police Ad-Hoc meetings. Mr. Winter noted he can also inquire of the Police Chiefs when he is out on his visits.

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

EXECUTIVE DIRECTOR's MONITORING REPORTS;

Supervisors Incident Report

Mr. Forlenza referenced the current report included in the agenda noting there were two (2) cases where a Supervisor's Investigation Report was not completed out of twenty-one (21) incidents, which is very good, and there were no incidents in Vineland where a Supervisors Incident report was not completed, so that is excellent.

Mr. Forlenza reminded the Committee that 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. He reviewed the reports in detail, noting a new Liability Manager had been hired and was starting today. Mr. Roselli stated that once he gets settled in over the next few months, he will ask him to attend a Claims Committee Meeting to be introduced. He also indicated that a new Senior Liability Adjuster had been hired as well and had started on April 10, 2023.

For details, please see referenced report attached.

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 March 2023 and YTD.

	<i>March</i>	<i>YTD</i>
<i>Lost Time</i>	<i>5</i>	<i>17</i>

<i>Medical Only</i>	20	68
<i>Report Only</i>	18	58
<i># of New Claims Reported</i>	43	141
<i>Average Days Reported to QL</i>	3.5	9.0

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 2023.

Non-COVID Claims: 3.5 days
 COVID Claims: 0 days
 All Claims: 3.5 days

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	1,029
<i>Transitional Duty Days Worked</i>	580
<i>% of Transitional Duty Days Worked</i>	56%
<i>Transitional Duty Days Not Accommodated</i>	449
<i>% of Transitional Duty Days Not Accommodated</i>	44%
<i>\$ Saved by Accommodating</i>	\$55,375
<i>\$ Lost by NOT Accommodating</i>	\$58,118

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 March 2023.

PPO Penetration Rate	March
<i>Bill Count</i>	270
<i>Original Provider Charges</i>	\$450,494
<i>Re-priced Bill Amount</i>	\$214,483
<i>Savings</i>	\$236,010
<i>% of Savings</i>	52%

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 March 2023.

Managed Care Quick Notes: This report depicts a claim scenario where comorbidities impacted recovery of the Claimant. Ms. Beatty noted the Claimant suffered complications due to unknown comorbidities, which were discovered at the time of the claim. The Claimant's recovery will be prolonged due to several comorbidities.

AUTOMOBILE REPAIR PROGRAM

Mr. Forlenza referenced an email included in the agenda from Mr. Leo Petetti at 1st Alert Appraisals indicating that major insurers have increased their Auto Body Repair labor rate. Mr. Petetti noted in his email he will utilize the NJM's labor rate for JIF member's vehicles going forward, which equates to a \$2.00 difference per hour, going from \$54.00 per hour labor rate to \$56.00 per hour labor rate.

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

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. He noted he was happy to see an experienced Adjuster had been hired, as well as a Manager for the Liability unit, but he is hoping they will have a clear understanding of Title 59. Mr. Forlenza noted Mr. DeWeese will be meeting with the Adjusters to educate them on that Statute. Mr. Forlenza advised the Committee that he along with Mr. DeWeese will continue to monitor the situation.

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

CLAIMS AUDIT

Mr. Forlenza noted that Mr. Lynch from NorthShore Consulting has started the audit which includes an analysis of claims files as well as a review of adjuster training efforts, ongoing education, and adjuster file counts. He is reviewing these items in the Liability, Property, and Workers Compensation Unit to be sure the adjusters are staying on diaries and have the ability to adjust the file. He noted that limits on the number of files is important, which is one of the reasons why the Fund has stringent file count guidelines built into its Professional Services Contract with Qual-Lynx. Mr. Forlenza noted Mr. Lynch is looking at close to 600 files.

Mr. Forlenza asked Mr. Roselli if he has heard anything from Mr. Lynch, as he has reached out to his office several times in regards to questions on various procedures. Mr. Roselli noted he has not heard anything since the last report which was good, but will keep the Committee advised as to the progress of the audit. Mr. Forlenza noted he is expecting a complete draft report by the end of June.

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

NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, May 22, 2023** at **3:30 PM** via Zoom

At the time of these minutes there had been a decision made by the Claims Committee members to move the start time of the meeting back to 3:30pm.

MOTION TO ADJOURN

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

The meeting was adjourned at 4: 39 PM.

Kris Kristie, Recording Secretary for

Robert Diaz, Secretary

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

**Gloucester County Library, Mullica Hill
April 24, 2023 @ 5:00 pm**

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICOJIF) was held via Zoom conferencing on Monday, April 24, 2023 at 5:00 PM, prevailing time. Chair Sweeny, **Wenonah 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

Ken Brown, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammons, **Elk Twp.**
Doug Hogate, **Elsinboro Twp**
Barbara Freijomil, **Franklin Twp.**
Lisa Jeffers, **Greenwich Twp.**
Leo Selb, **Hopewell Twp.**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Luke Patrick, **Mannington Twp.**
Jennica Bileci, **Mantua Twp.**
Pat Mason, **Monroe Twp.**
Joy Gunn, **National Park Borough**
Harry Moore, **Oldmans Twp.**
Susan Jacabucci, **Paulsboro Borough**
Anjanette Scott, **Penns Grove Borough**
Dan Neu, **Pennsville Twp.**
Sandy McCafferty, *Alternate*, **Pitman Borough**
Bob Diaz **South Harrison Twp.**
Jack Cimprich, **Upper Pittsgrove Twp.**
Jena Dolbow, **Swedesboro Borough**
Jeffre Celebre, **Vineland City**
Colette Bachich, **Washington Twp.**
Karen Sweeney, **Wenonah Borough**
Lee Ann DeHart, **West Deptford**
Cassidy Swanson, **Woodbury City**
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners/Professionals were:

Colleen Emmons, **Deptford Twp.**
Linda Gonzalez, **Fairfield Twp.**
Clark Pierpont, **Glassboro Borough**
Mark Gravinese, **Harrison Twp.**
Melissa Flacker, **Pilesgrove Twp.**

Majorie Sperry, **Quinton Twp.**
Brad Campbell, **Shiloh Borough**
Nicole O'Hara, **Westville Borough**
Shannon Elton, **Woodbury Heights Borough**
Kamini Patel, MBA, CIC, CPCU, Program Administrator, *RPA, A Division of Gallagher*
Debby Schiffer, *Wellness Director*

Also present were:

Paul A. Forlenza, MGA, Executive Director, *RPA, A Division of Gallagher*
Karla Allamby, Account Representative, *RPA, A Division of Gallagher*
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Rob Garish, Assistant Director of Public Sector, *J. A. Montgomery Risk Control*
Chris Roselli, Account Manager, *Qual-Lynx*
Karen Beatty, Client Services Manager, *QualCare*
Tom Tontarski, *Treasurer*
Chris Winter, *Law Enforcement Risk Service Director*
Jerry Caruso, *Technology Risk Services Director*

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

Assured Partners
Barclay Insurance
Chesney-Stanton Insurance
E. H Sloan Insurance
Hardenbergh Insurance Group
Len Eckman Insurance

These minutes do not necessarily reflect the order in which some items were discussed.

Chair Sweeney asked for a motion to move Jeff Celebre, Vineland City, and Ken Brown, Carneys Point, in the absence of Mark Gravinese, Harrison Township, and Majorie Sperry, Quinton Township, to the Executive Committee for voting purposes.

Motion by Mr. Hogate, seconded by Mr. Selb, to move up the Committee members as presented. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Sweeney presented the meeting minutes of the March 27, 2023 Executive Committee meeting for approval.

Chair Sweeney asked members for their questions at this time. No questions were entertained.

Chair Sweeney entertained a motion to approve the minutes of the March 27, 2023 Executive Committee meeting.

Motion by Mr. Hogate, seconded by Mr. Selb, to approve the minutes of the March 27, 2023 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Sweeney presented the meeting minutes of the March 27, 2023 Executive Claims Review Committee Meeting for approval.

Chair Sweeney asked members for their questions at this time. No questions were entertained.

Chair Sweeney entertained a motion for approval of the Executive Claims Review Committee meeting minutes.

Motion by Mr. Hogate, seconded by Mr. Selb to approve the meeting minutes of the March 27, 2023 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session

Chair Sweeney presented the Executive Claims Review Committee Closed Session meeting minutes of March 27, 2023 for approval.

Chair Sweeney asked members for their questions at this time. No questions were entertained.

Chair Sweeney entertained a motion for approval of the Executive Claims Review Committee Closed Session meeting minutes.

Motion by Mr. Hogate, seconded by Mr. Selb to approve the Executive Claims Review Committee Closed Session meeting minutes of March 27, 2023 as presented.

The Executive Claims Review Committee Closed Session minutes of the March 27, 2023 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 – April 24, 2023

Chair Sweeney reported that an Executive Claims Committee Meeting was held earlier today, in-person at 3:00 pm

The Committee reviewed nine (9) claims. Of the claims reviewed, there were six (6) Workers' Compensation, zero (0) General Liability, zero (0) Auto, and three (3) Property PARs recommended for approval of settlement or continuing defense.

There were five (5) claim(s) reviewed this month that had previously been approved by Vineland.

2023298062
2020198419
2023288136
2021211405
2019168984

There was zero (0) claim(s) 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 the report:

Mr. Forlenza referenced a report showing the Certificates of Insurance issued for March, and asked that members please review for accuracy.

Mr. Forlenza noted the allowance reports for the OSB, Wellness, and EPL/Cyber Risk Management Budget balances are included in the agenda. Notices were emailed to all members on February 14, 2023, in one inclusive letter which noted your balances and how to collect the awards. The SIP Award notification was emailed to all members on April 5, 2023, which also included balances and how to collect your SIP award. He noted all funds need to either be claimed or encumbered by November 1, 2023, with encumbered funds needing to be claimed by February 1, 2024.

Mr. Forlenza reminded the members that Elected Officials Training is being conducted online through the MEL Safety Institute and will allow all Elected Officials to complete this training at their convenience and is approximately 30 minutes long. The MEL will reduce each member's 2023 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member's 2023 MEL Assessment. An email including instructions on how to access this training was sent to all Fund Commissioners, Municipal Clerks, and Risk Management Consultants on or about February 24, 2023. He noted to please check with your Elected Officials to see if they have taken the training. Mr. Forlenza stated he receives weekly reports as to who had taken the training, so you can look for them to be posted to the TRICOJIF website for you to reference, however, as of last week, the MSI Website has been taken down for updates, so the system will be locked for the next two weeks. An official notification from his office will be forthcoming, but the deadline of May 1, 2023 has been extended to May 31, 2023. Additional information will be sent out to all members once the site is up and available again.

Mr. Forlenza noted the TRICO JIF, in conjunction with the ACM and BURLCO JIFs, will be sponsoring Managers & Supervisor's Employment Liability Training sessions which will be held via Zoom. These trainings will be presented by Armando Riccio, Esq. Participation by your managers & supervisors in this training is required for compliance with the 2024-2025 MEL EPL Plan of Risk Management. Additional information will be forthcoming once dates have been secured.

Mr. Forlenza noted the TRICO JIF, in conjunction with the ACM and BURLCO JIFs, will be sponsoring in-person Police Command Staff training. Completion of this training by the members of your Police Department's Command Staff is a required element for compliance with the MEL's 2024-2025 Employment Practices Liability Plan of Risk Management. Additional information will be forthcoming once dates and venues have been secured.

Mr. Forlenza noted that again this year his office will be holding New Fund Commissioner Orientation sessions in conjunction with the ACM and BURLCO JIFs, for those Fund Commissioners, Alternates, RMC's or anyone else that would like to learn more about the JIF. An email was sent from his office to all three JIFs on February 24, 2023 to gauge who would be interested in attending these sessions, which will be done virtually. We received 52 responses in total. With that said, he will be holding two (2) identical virtual sessions on April 27 @ 1:00 pm and another on May 2, @ 10:00am. Both sessions will be generic and identical. An additional email from his office with links to RSVP for the specific sessions were sent to those who had initially showed interest on March 29, 2023.

Mr. Forlenza noted in regards to Financials Disclosure Filing, each Fund Commissioner has been assigned a unique PIN # for which to file for their position of Fund Commissioner with the JIF. Newly appointed Fund Commissioners receive their Filing PIN # from our office once we are notified of their appointment. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office should contact Kris Kristie at Kristi_Kristie@rpadmin.com. Additional information on

how to file was released by the Department of Community Affairs and emailed out from our office on April 17, 2023. Please note the deadline to file is April 30, 2023.

Lastly, Mr. Forlenza directed the members to the 1st Quarter attendance records for the 2023 Fund Year included in the agenda, and noted the attendance is taken directly from the Recording Secretary's minutes. If you have any questions, please contact Kris Kristie at Kristi_kristie@RPAdmin.com.

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 two (2) new case(s) assigned since the last meeting:

Pierce & Bruno v Township of Fairfield
Buck v. Township of Pilesgrove

Closed Cases

Mr. DeWeese noted that there were two (2) case(s) closed since the last meeting:

Grant v. Borough of Glassboro
Hernandez Estate v. Township of Lower Alloways Creek

General Liability Files

Mr. DeWeese noted that there are **41** active General Liability files and if a member would like a synopsis of their town's cases sent to them, please contact him.

Subrogation Files

Mr. DeWeese stated that there are collection efforts being made on \$2,291,300.16 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 also noted when adding a person, please indicate, if any, current member you wish to have removed as well. Mr. DeWeese noted he is one of the attorneys on the panel so please reach out to him with any Employment Practices questions or issues.

Lastly, Mr. DeWeese presented a Resolution for consideration and approval authorizing the release of Fund Year 2022 Closed Session Executive Claims Committee Meeting minutes. Mr. DeWeese noted his letter or recommendation in regards to redactions was attached to the resolution

Chair Sweeney entertained a motion to ***Resolution 2023-25 Authorizing the Release of Fund Year 2022 Closed Session Executive Claims Committee Meeting Minutes*** as presented.

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

Motion by Mr. Hogate, seconded by Mr. Selb to approve ***Resolution 2023-25*** as presented;

ROLL CALL

Yeas: Doug Hogate, **Elsinboro Township**
 Leo Selb, **Hopewell Township**
 Colette Bachich, **Washington Township**
 Bob Diaz, *Secretary*, **South Harrison Township**
 Karen Sweeney, *Chair*, **Wenonah Borough**
 Jeff Celebre, **City of Vineland**
 Ken Brown, **Carneys Point**

Nays: None
Abstain: None

Lastly, Mr. DeWeese stated there is a proposed *Memorandum of Understanding* (MOU) between municipal police departments and Ascenda, which is circulating amongst some Gloucester County municipalities. It relates to providing mental health experts who will respond to calls for service with participating Police Department's Officers for assistance related to suicides, mental health checks, welfare checks, etc. Mr. DeWeese noted, what appears to have happened is Gloucester County entered into a common contract with Ascenda to provide mental health experts to local participating police departments to assist with these types of incidents. Ascenda is now requesting that municipalities enter into this *Memorandum of Understanding* which was recently provided to the Executive Director's office and Mr. DeWeese noted some concerns he has with the current *Memorandum of Understanding* during the Claims Committee meeting.

He noted he is not sure how many municipalities have already executed the MOU to date, noting one of the issues is the MOU is an agreement between Ascenda and the municipal Police Department. Police Departments are not "entities" so they cannot enter into contracts or agreements so the agreement would need to be between the municipality and Ascenda as authorized by Resolution authorizing the appropriate municipal officials to execute the MOU. Mr. DeWeese notes another issue is the MOU does not adequately address the insurance and liability issues. He noted that the contract between Gloucester County and Ascenda addresses insurance and liability issues for the County indicating that Ascenda will provide Certificates of Insurance and name the County as the additional insured; however, the MOU does not provide the same protections to the participating municipalities. Mr. DeWeese strongly recommended that the Municipal Solicitors review and edit the MOU to be certain the municipality has the appropriate protection in place. Mr. DeWeese stated that Municipal Solicitors are welcome to reach out to him in regards to these issues and he will be happy to assist them.

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:

Mr. Garish noted his report included a list of the Safety Director Bulletins and Safety Announcements, including Law Enforcement messages issued during the month via the NJ MEL App and Loss Control Surveys, as well as the MSI Now, MSI Live, and DVD Services. MSI will continue to be presented through the Zoom Webinar format and there will be a limited number of in-person trainings offered as part of the training expos being conducted this year.

Mr. Garish reminded the members that they keep the list of MSI Training Administrators up to date, so if you know of any changes, or you need to appoint a new Training Administrator, please advise Andrea Felip in his office.

Mr. Garish noted the first of two free regional training sessions was held last week on *Safe Material Handling* via Zoom and the second will be held tomorrow at the Claims, Safety and Wellness Coordinator Roundtable, again via Zoom. If you have any questions, please reach out to him and he will be happy to answer them for you.

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, which focuses on building /office safety. He reviewed some housekeeping items which can assist in the prevention of slips and falls. In addition, he reviewed some slip and fall claim examples. He asked if there were any questions. No questions were entertained.

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 March that was included in the agenda noting it is mostly self-explanatory, and highlighted the following.

Mr. Winter noted that Policy and Procedure requests have been received and will be forwarded to requesting agencies that will contain current L/E best practices, NJ AG Guidelines and L/E Accreditation requirements.

Mr. Winter noted that a future training has been outlined for a Report Writing Class and is currently being finalized. Notice of this class will be provided at a later date. He also noted an Advanced Resiliency Officer training class is being prepared that will include Dr. Kelly later this year, and a Use of Force and Control Techniques course is in review to be discussed further at the next L/E Consultant meeting.

Mr. Winter noted future agency visits are being scheduled at this time and a Law Enforcement Bulletin on Automated License Plate Recognition was distributed to all Police Departments on March 31 and was also included in the agenda packet for reference.

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

WELLNESS DIRECTOR'S REPORT

In the absence of Ms. Schiffer, Mr. Forlenza stated her report is included in the agenda packet, highlighted the following items, and referenced some well-being initiatives and activities.

Mr. Forlenza reports the Wellness Advisory Committee will be meeting again on May 16 at 9:30 AM via Zoom and the Claims, Safety, and Wellness Coordinator Roundtable will be meeting on April 25 via Zoom.

Mr. Forlenza reviewed *Medical Essentials Diagnostics* noting Ms. Schiffer shared this information with many towns upon her visits during Safety Committee Meetings or wellness coordinators. Some towns have scheduled an onsite visits from MED to share this information with either department heads or wellness committee members. If you would like her to reach out to them on your behalf or if you would like more information on what they are all about, please reach out to Ms. Schiffer. Their closest clinic is in Marlton NJ.

Department of Addiction with Cooper Health Systems – A representative will conduct a presentation on Addictions – defining, types, stigma and treatments. In addition, they offer educational materials, resources and slide pdf. If you are interested in learning more, please reach out to Ms. Schiffer. There is a fee but it would be a great use of your Wellness Funds.

Other resources available: Reiki, chair yoga, meditation, nutrition, hypnotherapy, therapy for joint pain

Lastly, Mr. Forlenza noted this quarters Newsletter theme will be focusing on Exercise and Physical activity, so please print out and distribute her newsletter to all employees. The comorbidities to be highlighted next quarter will be Hypertension and Cholesterol.

Mr. Forlenza 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 February 2023 and YTD.

	March	YTD
<i>Lost Time</i>	5	17
<i>Medical Only</i>	20	68
<i>Report Only</i>	18	58
<i># of New Claims Reported</i>	43	141
<i>Average Days Reported to QL</i>	3.5	9.0

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 2023.

Non-COVID Claims: 3.5 days
 COVID Claims: 0 days
 All Claims: 3.5 days

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	1,029
<i>Transitional Duty Days Worked</i>	580
<i>% of Transitional Duty Days Worked</i>	56%
<i>Transitional Duty Days Not Accommodated</i>	449
<i>% of Transitional Duty Days Not Accommodated</i>	44%

<i>\$ Saved by Accommodating</i>	<i>\$55,375</i>
<i>\$ Lost by NOT Accommodating</i>	<i>\$58,118</i>

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 March 2023.

PPO Penetration Rate	March
<i>Bill Count</i>	<i>296</i>
<i>Original Provider Charges</i>	<i>\$306,424</i>
<i>Re-priced Bill Amount</i>	<i>\$100,519</i>
<i>Savings</i>	<i>\$205,905</i>
<i>% of Savings</i>	<i>67%</i>

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 March 2023.

Managed Care Quick Notes: This report depicts a claim scenario where comorbidities impacted recovery of the Claimant. Ms. Beatty noted the Claimant suffered complications due to unknown comorbidities, which were discovered at the time of the claim. The Claimant’s recovery will be prolonged due to several comorbidities.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Caruso referenced his reports that were a handout for today’s meeting and explained he is still missing KYC & VSA information from 19 members, and will be contacting those members again. He noted the Wizer phishing is going on currently and he received information back that some people that were phished did not get a pop-up indicating that they were phished. He noted that pop-up should be happening, so he will be looking into that to find out why it hasn’t been working.

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

TREASURER’S REPORT

Mr. Tontarski presented an overview of the Treasurer's Report for March 2023, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski’s reports are valued as of March 31, 2023 for Closed Fund Years 1991 to 2018, and Fund Years 2019, 2020, 2021 and 2022 and 2023.

Investment Interest

Interest received or accrued for the reporting period totaled \$53,145.89. This generated an average annual yield of 1.96%. However, after including an unrealized net gain of \$438,088.49 in the asset portfolio, the

yield is adjusted to 7.07% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$27,208,976.98 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 JCMI Portfolio has a current market value of \$24,694,222.57

Receipt Activity for the Period

	Month	YTD
Subrogation Receipts	\$115,904.77	\$149,094.81
Salvage	\$0.00	
Overpayment Reimbursement	\$0.00	
FY 2023 Premium Assessment Receipts	\$137,914.00	
FY 2022 Appropriation Refund	\$0.00	

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

All Member Balances are now combined in one report and shows that \$878.93 in interest has been applied to the existing balances as shown in the attached report totaling \$537,000.27 at months end.

Loss Run Payment Register for the Period – March 31, 2023

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 \$528,285.15. The claims detail shows 608 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 \$33,275,135.34 to a closing balance of \$31,637,708.65 showing a decrease in the fund of \$1,637,426.69

Bill List – April 2023

For the Executive Committee’s consideration, Mr. Tontarski presented the April 2023 Bill List in the amount of \$303,368.09, which was included in the agenda packet for approval.

Chair Sweeney entertained a motion to approve the March 2023 Loss Run Payment Register and the April 2023, as presented.

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

Motion by Mr. Hogate, seconded by Mr. Selb to approve the *March 2023 Loss Run Payment Register and the April 2023 Bill List*, as presented.

ROLL CALL

Yeas: Doug Hogate, **Elsinboro Township**
 Leo Selb, **Hopewell Township**
 Colette Bachich, **Washington Township**
 Bob Diaz, *Secretary*, **South Harrison Township**
 Karen Sweeney, *Chair*, **Wenonah Borough**
 Jeff Celebre, **City of Vineland**
 Ken Brown, **Carneys Point**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

EPL/Technology Liability Committee Meeting Minutes – March 27, 2023

Mr. Brown stated that the EPL/Technology Liability Committee met via Zoom on March 27, 2023 and the report is included in the agenda and is self-explanatory. He noted many topics were discussed and thanked Mr. Pierpont for volunteering for the role of Vice Chair of the Committee.

He noted AIG took over as the JIF's EPL claims insurance carrier as of 1/1/2023. He noted they look at a 5 year Loss Ratio of under 55% and the TRICO JIF was at 52.4% as of the end of 2022. Mr. Brown noted there are currently no towns that are being looked at for any extensive claims issues, and the Cyber JIF is off to a very slow start.

Lastly, he stated the Committee reviewed the committee Charter and have one recommendation that will be discussed and presented for approval at the May Executive Committee meeting.

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

Finance Committee Report

2023 Budget Amendment Hearing – Motion to Open

Chair Sweeney entertained a motion to open the *2023 Budget Amendment Public Hearing*.

Motion by Mr. Hogate, seconded by Mr. Selb to open the *2023 Budget Amendment Public Hearing*. All in favor. Motion carried.

Chair Sweeney asked if there were any questions. No questions were entertained.

2023 Budget Amendment Hearing – Motion to Close

Chair Sweeney entertained a motion to close the *2023 Budget Amendment Public Hearing*.

Motion by Mr. Hogate, seconded by Mr. Selb, to close the *2023 Budget Amendment Public Hearing*. All in favor. Motion carried.

2023 Amended Budget Adoption

Chair Sweeney entertained a motion to adopt the *2023 Amended Budget* as presented.

Motion by Mr. Hogate, seconded by Mr. Selb, to adopt the *2023 Amended Budget* as presented.

ROLL CALL

Yeas: Doug Hogate, **Elsinboro Township**
Leo Selb, **Hopewell Township**
Colette Bachich, **Washington Township**
Bob Diaz, *Secretary*, **South Harrison Township**
Karen Sweeney, *Chair*, **Wenonah Borough**
Jeff Celebre, **City of Vineland**
Ken Brown, **Carneys Point**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

2023 Amended Assessment Certification Adoption

Chair Sweeney entertained a motion to adopt the *2023 Amended Assessment Certification* as presented.

Motion by Mr. Hogate, seconded by Mr. Selb, to adopt the *2023 Amended Assessment Certification* as presented.

ROLL CALL	<i>Yeas:</i>	Doug Hogate, Elsinboro Township Leo Selb, Hopewell 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 Ken Brown, Carneys Point
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Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

MEL/RCF/EJIF/CYBER JIF Reports

In the absence of Mr. Razze, Mr. Forlenza reported the MEL, RCF, and EJIF met on March 24, 2023 in-person and the reports are included in the agenda and are self-explanatory noting the reports cover items discussed at those meetings. He then asked that everyone please note the memorandum included with those reports regarding Public Entity Websites, which talks about the State of NJ Division on Discrimination is looking at these public websites to be sure the language on applications is generic in nature.

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

MISCELLANEOUS BUSINESS

NEXT MEETING

Chair Sweeney noted that the next meeting of the TRICO JIF will take place on **Monday, May 22, 2023 at 5:00 PM** via Zoom Conferencing

PUBLIC COMMENT

Open Public Comment

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

Motion by Mr. Hogate, seconded by Mr. Selb 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 Mr. Hogate, seconded by Mr. Selb 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 Executive Claims Review Committee.

<i>Workers Compensation</i>	<i>Property</i>
2022264323	2023293697
2023289053	2023298947
MLT-2023295147	2022255794
2021223164	
2022246520	
2023294529	

Motion by Mr. Hogate, seconded by Mr. Selb, to approve Claims Payments, as presented

ROLL CALL

Yeas: Doug Hogate, **Elsinboro Township**
Leo Selb, **Hopewell Township**
Colette Bachich, **Washington Township**
Bob Diaz, *Secretary*, **South Harrison Township**
Karen Sweeney, *Chair*, **Wenonah Borough**
Jeff Celebre, **City of Vineland**
Ken Brown, **Carneys Point**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

Secretary Diaz noted there were no (0) claim(s) reviewed for abandonment of subrogation attempt since the last meeting

MOTION TO ADJOURN

There being no further business, Chair Sweeney entertained a *Motion to Adjourn* the April 24, 2023 Executive Committee Meeting of the TRICO JIF.

Motion by Mr. Hogate, seconded by Mr. Selb All in Favor. Motion carries.

The meeting was adjourned at 5:34 PM.



To: Fund Commissioners
From: Paul Forlenza, MGA, RMC, Executive Director
Date: May 22, 2023
Re: **Executive Director's Report**

A. Lost Time Accident Frequency Report – (pgs. 23-24)

The March 2023 Lost Time Accident Frequency Summary and the Statewide Recap March 2023 are attached for your review.

B. Certificates of Insurance (pgs. 25-27)

Summaries of the Certificates of Insurance issued from during April 2023 are attached for your review.

C. Financial Fast Track (pg. 28)

The Financial Fast Track Report as of March 31, 2023 is attached for your review. The report is generated by PERMA and provides a “snapshot” of the JIF’s financial status. The JIF’s surplus position as of March 31, 2022 was **\$13,258,852**

D. Regulatory Filing Checklists (pgs. 29-30)

Enclosed please find two regulatory filing checklists that we provide each month as part of our due diligence reporting on behalf of the JIF. These checklists provide an outline of required reporting to the Departments of Banking and Insurance and Community Affairs on an annual and a monthly basis, and the status of the items outlined.

E. 2022 Safety Incentive Program (pg. 31)

A letter from our office describing how to collect your 2022 Safety Award Money was emailed out to all members on or about April 5, 2023. If you have any questions on how to collect your 2022 Safety Incentive Program Awards, please contact our office. **Please note that the deadline to claim or encumber these funds is November 1, 2023. All encumbered funds had to be claimed by February 1, 2024.**

F. 2023 Optional Safety Budget (pg. 32)

A consolidated announcement letter including instructions on how to collect your 2023 Optional Safety Money was emailed to all members on or about February 14, 2023. If you have any questions on how to collect your 2023 Optional Safety Budget allowance, please contact our office **Please note that the deadline to claim or encumber these funds is November 1, 2023. All encumbered funds have to be claimed by February 1, 2024.**

G. 2023 Wellness Incentive (pg. 33)

A consolidated announcement letter including instructions on how to collect your 2023 Wellness Incentive Program Allowance was emailed to all members on or about February 14, 2023. If you have any questions on how to collect your 2023 Wellness Incentive Program Allowance, please contact our office. **Please note that the deadline to claim or encumber these funds is November 1, 2023. All encumbered funds have to be claimed by February 1, 2024.**

H. 2023 EPL/Cyber Risk Management Budget (pg. 34)

A consolidated announcement letter including instructions on how to collect your 2023 EPL/Cyber Risk Management monies was emailed to all members by the end of February. If you have any questions on how to collect your 2023 EPL/Cyber Risk Management allowance, please contact our office **Please note that the deadline to claim or encumber these funds is November 1, 2023. All encumbered funds have to be claimed by February 1, 2024.**

I. Employment Practices Liability Compliance Status (pg. 35)

A report regarding each member's compliance status with the MEL EPL/POL Risk Management Plan is attached for your review. Each member should review this report carefully to insure its accuracy. If you believe the report to be inaccurate regarding your town, please contact PERMA directly.

J. Statutory Bond Status (pgs. 36-38)

The latest listing of Statutory Bonds issued by the MEL for JIF members is included for your review. This list should be reviewed for accuracy. Please note that these bonds are written for the individual NOT the position to be bond. All applicants for a bond must complete an underwriting application and submit it to the Fund Underwriter for approval. Any questions on the status of an application or a bond listed on the report should be directed to Jonathon Tavares at 856-614-4493 or jtavares@connerstrong.com.

K. Skateboard Park Approval Status (pg. 39)

The MEL has established a process, outlined in MEL Coverage Bulletin **2023-06**, which must be followed by all members who wish to construct a skateboard park and have the TRICO JIF and MEL provide the facility with coverage. Any member with a park currently under construction or in the review process should review the enclosed spreadsheet to be sure that it accurately depicts the status of your facility. All members considering construction of a skateboard park should contact the Executive Director's office prior to moving forward.

L. Capehart & Scatchard Blog

There are no new updates at this time.

M. Land Use Training Certification (pg. 40)

Attached for your review is a list of members that have provided a certification to the Fund Underwriter indicating that at least some of their Board Members have completed the Optional Land Use Training Program. Land Use Board members that complete the training program will be eligible for enhanced coverage should they be personally named in a Land Use claim. Please note that only these Board members that have completed the training are eligible for the enhanced coverage. If you would like additional copies of the Land Use Liability Training Booklets, please contact the Executive Director's office. If you have any questions regarding the individuals that have completed the training, please do not hesitate to contact Jonathon Tavares at 856-614-4493 or jtavares@connerstrong.com.

N. Elected Officials Training Information (pg. 41)

This year, the Elected Officials Training is being conducted online through the MEL Safety Institute. Utilizing the MEL Safety Institute will allow all Elected Officials to complete this training at their convenience and is approximately 30 minutes long. The MEL will reduce each member's 2023 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by May 1, 2023. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member's 2023 MEL Assessment. Due to an update to the MSI platform, revised instructions on how to enroll and complete the training was sent to all members on May 9, 2023. In addition, the deadline to complete the training was extended to **May 31, 2023**. Approximately once a week a report indicating who has completed the Elected Officials Training is posted to the JIF website

for your reference. If you have any questions, or need assistance with the training, please contact the MSI Helpline at 866-661-5120

O. Managerial & Supervisory Training

In 2023 the TRICO JIF, in conjunction with the ACM and BURLCO JIFs, will be sponsoring Managers & Supervisor's Employment Liability Training sessions. These trainings will be presented by Armando Riccio, Esq., via Zoom conferencing. Participation by your managers & supervisors in this training is required for compliance with the 2024-2025 MEL EPL Plan of Risk Management. Additional information will be forthcoming.

P. Police Command Staff

In 2023 the TRICO JIF, in conjunction with the ACM and BURLCO JIFs will be sponsoring Police Command Staff training in June. Completion of this training by the members of your Police Department's Command Staff is a required element for compliance with the MEL's 2024-2025 Employment Practices Liability Plan of Risk Management. Additional information will be forthcoming.

Q. Financial Disclosure Statement Filing

The Division of Local Government Services utilizes an "on line" process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file for their position of Fund Commissioner with the JIF and newly appointed Fund Commissioners receive their Filing PIN # from our office once we are notified of their appointment. An email was sent to all Fund Commissioners on April 17, 2023 along with LFN 2023-08 stating the Financial Annual Filing platform was open for filing and the deadline to file without penalty was April 30, 2023. Additional email reminders were sent to those whose status in our system indicated they had not filed on April 26 and again on April 28, 2023. If you have confirmation of your filing, please be sure to keep it should the Executive Directors office receive notice of non-filer status.

R. Special Law Enforcement Officer Training (pg. 42)

The Annual SLEO Training will be provided in two (2) sessions; one on May 24, 2023 at Cape May Police Academy County Complex and another on May 25, 2023 at Atlantic County Policy Academy. Both sessions run from 6:00-10:00pm. Kris Kristie sent an invitation with registration information to all Clerks, Fund Commissioners, and RMCs on March 27, 2023.

S. Membership Renewal Visits

Beginning 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: Deptford Township, East Greenwich Township, Fairfield Township, Glassboro Borough, Greenwich Township, Harrison Township, Mannington Township, Mantua Township, Monroe Township, Quinton Township, South Harrison Township, Swedesboro Borough, West Deptford Borough, and Woolwich Township.

T. Website (www.tricojif.org)

Please take a moment to explore the website, which contains a plethora of information in an easy to read format and navigate site. If you have any questions, comments, or feedback, please contact Megan Matro at 856-446-9141 or Megan_Matro@rpadmin.com.

U. New Member Activity

Nothing to report

**Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund
2022 Safety Incentive Program Awards**

Member Municipality	Size	Opening Balance	"Additional" SIP Funds	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sept. 2023	October 2023	Nov. 2023	Dec. 2023	Paid 2024	Total Paid	Ending Balance	Date Encumber
Carneys Point Township	M	3,200.00	1,000.00					4,200.00									4,200.00	0.00	
Clayton Borough	M	3,200.00	1,000.00				4,200.00										4,200.00	0.00	
Deptford Township	XL	4,500.00	1,000.00				5,500.00										5,500.00	0.00	
East Greenwich Township	M	3,200.00	1,000.00					4,200.00									4,200.00	0.00	
Elk Township	S	2,500.00	750.00				3,250.00										3,250.00	0.00	
Elsinboro Township	XS	2,000.00	750.00					2,750.00									2,750.00	0.00	
Fairfield Township	S	2,500.00	0.00					2,500.00									2,500.00	0.00	
Franklin Township	L	3,800.00	500.00				4,300.00										4,300.00	0.00	
Glassboro Borough	XL	4,500.00	750.00				5,250.00										5,250.00	0.00	
Greenwich Township	M	3,200.00	500.00				3,700.00										3,700.00	0.00	
Harrison Township	M	3,200.00	750.00				3,950.00										3,950.00	0.00	
Hopewell Township	S	2,500.00	750.00					3,250.00									3,250.00	0.00	
Logan Township	M	3,200.00	750.00					3,950.00									3,950.00	0.00	
Lower Alloways Creek Tc	S	2,500.00	250.00				2,500.00	250.00									2,750.00	0.00	
Mannington Township	XS	2,000.00	500.00				2,500.00										2,500.00	0.00	
Mantua Township	L	3,800.00	250.00				4,050.00										4,050.00	0.00	
Monroe Township	XL	4,500.00	750.00				5,250.00										5,250.00	0.00	
National Park Borough	XS	0.00	0.00														0.00	0.00	
Oldmans Township	XS	2,000.00	1,000.00				3,000.00										3,000.00	0.00	
Paulsboro Borough	M	3,200.00	750.00					3,950.00									3,950.00	0.00	
Penns Grove Borough	M	3,200.00	0.00					3,200.00									3,200.00	0.00	
Pennsville Township	L	3,800.00	500.00				4,300.00										4,300.00	0.00	
Pilesgrove Township	XS	2,000.00	1,000.00				3,000.00										3,000.00	0.00	
Pitman Borough	L	3,800.00	1,000.00				4,800.00										4,800.00	0.00	
Quinton Township	XS	2,000.00	1,000.00				3,000.00										3,000.00	0.00	
Shiloh Borough	XS	0.00	0.00														0.00	0.00	
South Harrison Township	XS	2,000.00	750.00				2,750.00										2,750.00	0.00	
Swedesboro Borough	S	2,500.00	1,000.00					3,500.00									3,500.00	0.00	
Upper Pittsgrove Townsh	XS	2,000.00	1,000.00				3,000.00										3,000.00	0.00	
Vineland City	XL	4,500.00	1,000.00				5,500.00										5,500.00	0.00	
Washington Township	XL	4,500.00	750.00				5,250.00										5,250.00	0.00	
Wenonah Borough	XS	2,000.00	750.00				2,750.00										2,750.00	0.00	
West Deptford Township	XL	4,500.00	500.00				5,000.00										5,000.00	0.00	
Westville Borough	M	3,200.00	250.00				3,450.00										3,450.00	0.00	
Woodbury City	L	3,800.00	1,000.00				4,800.00										4,800.00	0.00	
Woodbury Heights Borou	M	3,200.00	250.00				3,450.00										3,450.00	0.00	
Woolwich Township	M	3,200.00	1,000.00														0.00	4,200.00	
Total By Line		109,700.00	24,750.00	0.00	0.00	0.00	98,500.00	31,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130,250.00	4,200.00	

Must be claimed by November 1, 2023. All Encumbered Funds must be claimed by February 1, 2024

**Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund
2023 Optional Safety Budget**

Member Municipality	Opening Balance	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Paid 2024	Total YTD Expenses	Remaining Balance	Date Encumbered
Carneys Point Township	2,500.00														0.00	2,500.00	
Clayton Borough	2,500.00														0.00	2,500.00	
Deptford Township	4,500.00														0.00	4,500.00	
East Greenwich Township	2,500.00					385.79									385.79	2,114.21	
Elk Township	1,500.00														0.00	1,500.00	
Elsinboro Township	750.00														0.00	750.00	
Fairfield Township	1,500.00					1,500.00									1,500.00	0.00	
Franklin Township	3,500.00														0.00	3,500.00	
Glassboro Borough	4,500.00														0.00	4,500.00	
Greenwich Township	3,500.00														0.00	3,500.00	
Harrison Township	2,500.00														0.00	2,500.00	
Hopewell Township	1,500.00														0.00	1,500.00	
Logan Township	2,500.00														0.00	2,500.00	
Lower Alloways Creek Townsh	2,500.00														0.00	2,500.00	
Mannington Township	750.00														0.00	750.00	
Mantua Township	3,500.00														0.00	3,500.00	
Monroe Township	4,500.00														0.00	4,500.00	
National Park Borough	1,500.00														0.00	1,500.00	
Oldmans Township	750.00														0.00	750.00	
Paulsboro Borough	3,500.00														0.00	3,500.00	
Penns Grove Borough	3,500.00														0.00	3,500.00	
Pennsville Township	3,500.00														0.00	3,500.00	
Pilesgrove Township	750.00														0.00	750.00	
Pitman Borough	3,500.00														0.00	3,500.00	
Quinton Township	750.00														0.00	750.00	
Shiloh Borough	750.00														0.00	750.00	
South Harrison Township	750.00														0.00	750.00	
Swedesboro Borough	1,500.00														0.00	1,500.00	
Upper Pittsgrove Township	750.00														0.00	750.00	
Vineland City	2,500.00														0.00	2,500.00	
Washington Township	4,500.00														0.00	4,500.00	
Wenonah Borough	1,500.00														0.00	1,500.00	
West Deptford Township	4,500.00														0.00	4,500.00	
Westville Borough	2,500.00														0.00	2,500.00	
Woodbury City	3,500.00														0.00	3,500.00	
Woodbury Heights Borough	2,500.00														0.00	2,500.00	
Woolwich Township	1,500.00														0.00	1,500.00	
Total By Line	\$89,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,885.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,885.79	\$87,614.21	

All Funds must be claimed or encumbered by November 1, 2023. All encumbered funds must be claimed by February 1, 2024

**Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund
2023 Wellness Incentive Program**

Member Municipality	Opening Balance	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Paid 2024	Total YTD Expenses	Ending Balance	Date Encumbered
Carneys Point Township	1,000.00														0.00	1,000.00	
Clayton Borough	1,000.00														0.00	1,000.00	
Deptford Township	1,500.00														0.00	1,500.00	
East Greenwich Township	1,000.00					360.00									360.00	640.00	
Elk Township	750.00														0.00	750.00	
Elsinboro Township	500.00														0.00	500.00	
Fairfield Township	750.00														0.00	750.00	
Franklin Township	1,250.00														0.00	1,250.00	
Glassboro Borough	1,500.00														0.00	1,500.00	
Greenwich Township	1,000.00														0.00	1,000.00	
Harrison Township	1,000.00														0.00	1,000.00	
Hopewell Township	750.00														0.00	750.00	
Logan Township	1,000.00														0.00	1,000.00	
Lower Alloways Creek Tov	1,000.00														0.00	1,000.00	
Mannington Township	500.00														0.00	500.00	
Mantua Township	1,250.00														0.00	1,250.00	
Monroe Township	1,500.00														0.00	1,500.00	
National Park Borough	500.00														0.00	500.00	
Oldmans Township	500.00														0.00	500.00	
Paulsboro Borough	1,000.00														0.00	1,000.00	
Penns Grove Borough	1,250.00														0.00	1,250.00	
Pennsville Township	1,250.00														0.00	1,250.00	
Pilesgrove Township	500.00			46.74											46.74	453.26	
Pitman Borough	1,250.00														0.00	1,250.00	
Quinton Township	500.00														0.00	500.00	
Shiloh Borough	500.00														0.00	500.00	
South Harrison Township	500.00														0.00	500.00	
Swedesboro Borough	750.00														0.00	750.00	
Upper Pittsgrove Township	500.00														0.00	500.00	
Vineland City	1,500.00														0.00	1,500.00	
Washington Township	1,500.00														0.00	1,500.00	
Wenonah Borough	750.00														0.00	750.00	
West Deptford Township	1,500.00				309.90										309.90	1,190.10	
Westville Borough	1,000.00														0.00	1,000.00	
Woodbury City	1,250.00														0.00	1,250.00	
Woodbury Heights Boroug	1,000.00														0.00	1,000.00	
Woolwich Township	1,000.00														0.00	1,000.00	
Total By Line	\$35,750.00	\$0.00	\$0.00	\$46.74	\$309.90	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$716.64	\$35,033.36	

All Funds must be claimed or encumbered by November 1, 2023. All encumbered funds must be claimed by February 1, 2024

Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund

2023 EPL/Cyber Risk Management Budget

Member Municipality	Opening Balance	Jan 2023	Feb 2023	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	Paid in 2024	Total YTD Expenses	Ending Balance	Date Encumbered
Carneys Point Township	2,000.00														0.00	2,000.00	
Clayton Borough	2,000.00		245.00												245.00	1,755.00	
Deptford Township	3,000.00														0.00	3,000.00	
East Greenwich Township	2,000.00					2,000.00									2,000.00	0.00	
Elk Township	1,500.00														0.00	1,500.00	
Elsinboro Township	1,000.00														0.00	1,000.00	
Fairfield Township	1,500.00		1,500.00												1,500.00	0.00	
Franklin Township	2,500.00		2,500.00												2,500.00	0.00	
Glassboro Borough	3,000.00														0.00	3,000.00	
Greenwich Township	2,000.00														0.00	2,000.00	
Harrison Township	2,000.00														0.00	2,000.00	
Hopewell Township	1,500.00														0.00	1,500.00	
Logan Township	2,000.00														0.00	2,000.00	
Lower Alloways Creek Tow	2,000.00														0.00	2,000.00	
Mannington Township	1,000.00														0.00	1,000.00	
Mantua Township	2,500.00														0.00	2,500.00	
Monroe Township	3,000.00														0.00	3,000.00	
National Park Borough	1,500.00														0.00	1,500.00	
Oldmans Township	1,000.00														0.00	1,000.00	
Paulsboro Borough	2,000.00														0.00	2,000.00	
Penns Grove Borough	2,500.00														0.00	2,500.00	
Pennsville Township	2,500.00														0.00	2,500.00	
Pilesgrove Township	1,000.00														0.00	1,000.00	
Pitman Borough	2,500.00				2,500.00										2,500.00	0.00	
Quinton Township	1,000.00														0.00	1,000.00	
Shiloh Borough	500.00														0.00	500.00	
South Harrison Township	1,000.00														0.00	1,000.00	
Swedesboro Borough	1,500.00														0.00	1,500.00	
Upper Pittsgrove Township	1,000.00														0.00	1,000.00	
Vineland City	3,000.00														0.00	3,000.00	
Washington Township	3,000.00														0.00	3,000.00	
Wenonah Borough	1,500.00														0.00	1,500.00	
West Deptford Township	3,000.00														0.00	3,000.00	
Westville Borough	2,000.00														0.00	2,000.00	
Woodbury City	2,500.00														0.00	2,500.00	
Woodbury Heights Borougl	2,000.00			2,000.00											2,000.00	0.00	
Woolwich Township	2,000.00														0.00	2,000.00	
Total By Line	71,500.00	0.00	4,245.00	2,000.00	2,500.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,745.00	60,755.00	

All Funds must be claimed or encumbered by November 1, 2023. All encumbered funds must be claimed by February 1, 2024

2022-2023 ELECTED OFFICIALS RISK MANAGEMENT SEMINAR

This course details ways to control workers' compensation and liability insurance costs. Municipal elected officials, authority commissioners and a member's CEO (i.e., municipal manager / administrator or executive director) who completes this course by **the extended deadline of May 31, 2023**, may qualify for a \$250 credit (capped at approx. 5% of MEL assessment) in their local unit 2023 assessment.

1. To log into the MSI's New Learning Management System for the first time, you will need to **receive an activation email with code** by contacting your agencies Training Administrator or Andrea Felip at the MSI office at 856-552-4740 or Afelip@jamontgomery.com.
2. **Once you receive your activation code via email**, follow the link and one-time instructions to activate your account. The activation process will give you a **new username** and allow you to create a password.
3. Once logged into the LMS, navigate to the **'Request Training' button** on the upper right portion of your Home Screen.
4. **Find and select the 2022-2023 Elected Officials Risk Management Seminar** in the dropdown and click submit at the bottom of the screen.
5. The course will now show in the **Assigned section** in the center of your Home screen.
6. **Click the title to launch** the course.
7. **For additional help** if needed, this video will walk you through the steps to enroll in online learning. [How to Register for Online Learning](#)

2023 SPECIAL POLICE OFFICER PATROL PRACTICES UPDATE



Four Hour Pre-Season Training

Instructed by: Chief Denis E. Connell, Retired

TOPICS:

- | | |
|----------------------------------|--------------------------------|
| 1. Service Animals: | NJSA 10: 5-29 |
| 2. NJ LAD: | Bathroom Access Issues |
| 3. Immigrant Trust Directive: | Policy Review |
| 4. L E Social Media: | Evidence and OPRA Implications |
| 5. L E Computer Systems: | Confidentiality |
| 6. Case Law Update: | State v Carter/State v. Keaton |
| 7. Duty to Provide Medical Help: | State-Created Danger Theory |

2 Sessions Offered

Wednesday, May 24, 2023

CLASS CAPACITY: 90

6 pm - 10 pm

Cape May Police Academy
County Complex

Thursday, May 25, 2023

CLASS CAPACITY: 40

6 pm - 10 pm

Atlantic County Police Academy
5033 English Creek Road
Mays Landing

The course is designed for newly appointed Special Officers Class I, Class II and Veteran Special Officers assigned to seasonal police duty.

NOTE

All in-person training is conducted at COVID-compliant academy facilities. State regulations applicable at the time of training will be enforced.

These training seminars are provided free of charge to ACM, BURLCO and TRICO JIF Members on a first come - first serve basis. Register your personnel today!

[CLICK HERE TO REGISTER](#)

PLEASE DO NOT CALL THE ACADEMY TO REGISTER

Questions? Contact Kristi Kristie:
Email: Kristi_Kristie@RPAdmin.com



SAFETY DIRECTOR REPORT

Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Keith Hummel, JIF Safety Director
DATE: May 3, 2023

J. A. MONTGOMERY CONSULTING SERVICE TEAM & LOSS CONTROL ACTIVITIES

Keith Hummel Associate Public Sector Director khummel@jamontgomery.com Office: 856-552-6862 Fax: 856-552-6863	Robert Garish Assistant Director Public Sector rgarish@jamontgomery.com Office: 856-552-4650 Cell: 609-947-9719	John Saville Assistant Director Public Sector jsaville@jamontgomery.com Office: 732-736-5009 Cell: 609-330-4092
Thomas Reilly Risk Control Consultant treilly@jamontgomery.com Office: 856-446-9205	Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18 th Floor Camden, NJ 08102 P.O. Box 99106 Camden, NJ 08101	Melissa Meccariello Administrative Assistant mmeccariello@jamontgomery.com Office: 856-479-2070 Cell: 609-756-7333

LOSS CONTROL SURVEYS

- Township of Fairfield on April 10, 2023
- Township of Washington on April 11, 2023
- Township of Carneys Point on April 18, 2023
- Township of Harrison on April 19, 2023

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- Township of Harrison on April 27, 2023

MEETINGS ATTENDED

- Back Safety Material Training – Regional Training on April 19, 2023
- Claims Committee Meeting on April 24, 2023
- Executive Fund Committee Meeting on April 24, 2023
- Safety, Claims, and Wellness Coordinator Roundtable on April 25, 2023

MEL SAFETY INSTITUTE (MSI)

All MSI communications will be distributed exclusively through the NJ MEL app, and an MSI Newsletter will be emailed to summarize the communications sent through the app.

If you would like to receive communications from MEL and MSI related to your position or operations, follow the directions to select from the list of available Push Notification “subscriptions.” Click here for [NJ MEL App Directions](#).

MSI SAFETY DIRECTOR

- How to Receive Push Notifications on the NJ MEL Mobile App?
- New LMS: New MSI LMS – Training Administrator Overview/New MSI LMS – Student (Learner) Overview
- Safe Exchange Zone Best Practices
- CDL Entry-Level Driver Trainer Best Practices
- CDL Controlled Substances & Alcohol Use Testing Policies For New Jersey Public Agencies
- CDL – Designated Employer Representative (DER) Best Practices
- National Work Zone Awareness Week
- MSI EXPO – Bergen County Law & Public Safety Institute
- Fall Protection at Treatment Plants, Pump Stations, & Wells Best Practices
- Tornado Best Practices
- New MSI Learning Management System Launch – Reminder and Resources
- MSI LIVE Schedule
- MSI Toolkit

MSI Fire & EMS

- Fire Protection Equipment & System Impairment Best Practices
- Firefighters – Facial Hair & Fit Testing

MSI LAW ENFORCEMENT MESSAGES

- Law Enforcement’s Role in Active Shooter Response & Prevention – MSI LE Bulletin
- Police Decision Making

MSI NOW

[MSI NOW](#) provides on-demand streaming videos and online classes that can be viewed 24/7 by our members. Topics pertain to many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes.

MSI NOW	
Municipality	Number of Videos
-0-	-0-

MSI LIVE

[MSI LIVE](#) features real-time, instructor-led in-person, and virtual classes. Experienced instructors provide an interactive experience for the attendee on a broad spectrum of safety and risk control topics. Most MSI LIVE offerings have been awarded continuing education credits for municipal designations and certifications. The MSI LIVE catalog provides a description of the course, the intended audience, and available credits.

The [MSI LIVE Schedule](#) is available for registration. Please register early, under-attended classes will be canceled.

To maintain the integrity of the MSI classes and our ability to offer CEUs, we must abide by the rules of the State agency that issued the designation. Chief among those rules is the attendee of the class must attend the whole session. **Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion.**

For virtual classes, the MSI utilizes the Zoom platform to track the time each attendee logs in and logs out. Also, we can track participation, to demonstrate to the State agency the student also participated in polls, quizzes, and question & answer activities during the class. The MSI maintains these records to document our compliance with the State agency.

If you need assistance using the MSI Learning Management System, please call the MSI Helpdesk at 866-661-5120.

NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes or deletions, or you need to appoint a new Training Administrator, please advise Andrea Felip at afelip@jamontgomery.com.

LESSONS LEARNED FROM LOSSES

MONTHLY NEWSLETTER – MAY 2023

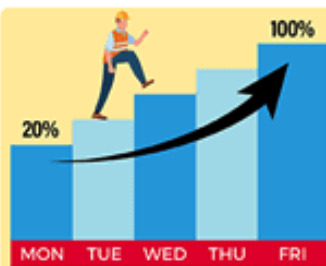


EVERY YEAR WE SEE MANY HEAT RELATED CLAIMS FOR WORKERS THAT ARE ENTIRELY PREVENTABLE. MANY OF THEM ARE MINOR, BUT OUR OFFICE HAS HANDLED CLAIMS IN NEW JERSEY INVOLVING FATAL INJURIES TO EMPLOYEES FROM THE HEAT. IT CAN HAPPEN. A TOLERANCE TO THE HEAT CAN BE BUILT, SEE OSHA DOCUMENT BELOW. ALSO PLEASE SEE THE LINK BELOW TO EXCELLENT INFORMATION ON THE MEL'S SAFETY INSTITUTE WEBSITE ABOUT SAFETY FOR YOUR EMPLOYEES DURING THE HEAT OF SUMMER.

[HTTPS://NJMEL.ORG/MEL-SAFETY-INSTITUTE/BULLETINS/SUMMER-HEAT-SAFETY/](https://njmel.org/mel-safety-institute/bulletins/summer-heat-safety/)



Prevent Heat Illness at Work



Ease into Work. Nearly 3 out of 4 fatalities from heat illness happen during the first week of work.

Build a tolerance to heat by increasing intensity by 20% each day.



Drink cool water even if you are not thirsty



Rest for long enough to recover from the heat



Take breaks in a shady or cool area



Wear a hat and dress for the heat



Watch out for each other



Verbally check on workers wearing face coverings



DATE: May 08, 2023

TO: The Members of the Executive Board of the TRICO Municipal JIF

FROM: Christopher Winter L/E Risk Management Consultant

RE: TRICO Activities (April)

1. Policy/Procedures: Policy and Procedure requests have been received and will be forwarded to requesting agencies that will contain current L/E best practices, NJ AG Guideline and L/E Accreditation requirements.

2. Agency Visits:

Agency Visits are being scheduled at this time.

3. Training: Training classes are being considered and / or prepared in the following areas and will be announced in the near future to the agencies and Fund Commissioners:

(1) Report Writing (Class is schooled for 06/27/23 at the Vineland Police Department) 8:30-1200.

(2) Advanced Skills and Strategies for Resiliency Officers

4. Law Enforcement Bulletins / Newsletters: See Bulletin 23-03 attached..



5. Meetings Attended:

L/E Consult. Meeting	04/14/2023
TRICO Executive Claim Meeting	04/23/2023
TRICO Executive Meeting	04/23/2023

Respectfully Submitted,

Christopher J. Winter Sr. CPM
Law Enforcement Risk Management Consultant
ACM, BURLCO, and TRICO JIF
609-780-4769
chriswinter1429@gmail.com



TO: All TRICO JIF Police Departments

FROM: Christopher J. Winter, L/E Risk Management Consultant

DATE: April 30, 2023

SUBJECT: Acenda Inc. Mental Health Service Provider / Cooperative Outreach Police Exchange Program.

L/E Bulletin: 23-03

DISCUSSION: The following information was brought to the attention of the JIF Executive Director and reviewed by the Fund Professionals including the Fund Solicitor. Acenda Inc. which is a Mental Health Service Provider, has established a Police Exchange Program to provide joint participation in the Cooperative Outreach Police Exchange (COPE) aka: the Program”) to enhance and support law enforcement and their response to certain behavioral health crisis calls, within the guidelines mutually understood by both parties and agreed upon. To date, it appears three (3) Police Departments in the Gloucester County region have agreed to a “Pilot Program” that ends on or about September of 2023.

Based on the above-mentioned information, the following recommendations are provided to municipalities and police departments as it relates to personnel involved, the Memorandum of Understanding (MOU), implementation and certain personnel restrictions pertaining to the civilian personnel utilized by Acenda Inc.

- ❖ MOU information: The particular document should be completed and agreed upon by the Municipality as the Police Departments are NOT an entity that can enter into such an agreement.
- ❖ All agreements should be approved by Resolution of the Governing Body of the Municipality.
- ❖ The program information should be reviewed by the Chief of Police and the Municipal Solicitor.
- ❖ Behavioral Health Crisis Calls are to be handled as emergency “Calls for



Service” received by the jurisdictional 911 system or by the MHSP which involve:

- Behavioral/Mental Health;
- Confused/Disoriented person;
- Welfare Check;
- Suicide; and
- Other categories the Chief of Police deems appropriately related to behavioral health identified during the agreed Program.
- **An agency policy** should be prepared and provided for personnel guidance that includes appropriate definitions for understanding by all involved.
- Consider methods of travel by civilian personnel.
- Attire to be worn by all involved. Ex: Sworn personnel, uniform or non-uniform; business attire for civilian personnel.
- “On scene” involvement and limitations.
- Frequency as to when the program will be implemented based on the volume of behavioral health crisis calls for service as determined by the Chief of Police and Acenda personnel.
- Data Collection and Evaluation.
- Police Department Responsibilities
- Mental Health Service Provider Responsibilities.
- Program Funding
- Liabilities of all involved, Duration, Withdrawal and Termination guidelines.



- ❖ Based on the outlined information, if any agency has further inquiries with this type of program you are recommended to contact your Municipal Solicitor or the JIF Solicitor (Mr. DeWeese), for further information with this type of program.

Disclaimer: The materials provided in this correspondence are for general informational and educational purposes only and are not intended to be and should not be considered legal advice or opinions. Prior to making any policy or rule changes, seek the advice of your municipal attorney or County Prosecutor.

**GLOUCESTER, SALEM AND CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND
WELLNESS DIRECTOR'S REPORT**

TO: Municipal Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Debby Schiffer, JIF Wellness Director
DATE: May 22, 2023 via Zoom Video Conferencing
Contact Information: debby_schiffer@targetingwellness.com 856-322-1220

MAY- ACTIVITIES AND PLANNED EVENTS

Member Municipality Visits:

Five (5) towns visited in the month of April.

- East Greenwich (Stress presentation)
- Glassboro (Wellness day)
- Greenwich (SCM on 4/27)
- Harrison (SCM)
- Logan (Wellness on 4/27))

Towns not yet visited and no appointment scheduled yet:
Elsinboro, Mantua, Paulsboro, Oldmans, Shiloh, Vineland,
South Harrison, Woodbury Heights, Woolwich

At the time of writing this report, I have six (6) towns lined up for May:

- Deptford (SCM)
- Elk (SCM)
- Fairfield (SCM)
- Hopewell (Wellness)
- Monroe (SCM)
- Wenonah (SCM)
- Westville (SCM)

I have been providing Paul and Kamini with my visit report, which you will see in your agenda packet. This continues to be updated so the version you see may already be outdated.

I already have visits planned for June and July. There are a few towns that I have not heard from yet or have been unable to meet with me due to schedule changes.

Here are some wellness ideas/initiatives already done or available for your contemplation:

- Chair massage, somatic release, or Reiki all aimed to reduce stress
- ShopRite Monthly Delivery of Fruit
- Stress management presentation
- Walking, Step or Hydration Challenges
- Sleep presentation
- Wellness Challenge – Plant Based Eating
- National Meditation Day (May 31)
- Walking, Step or Hydration Challenges
- Healthy Snack Day
- Nutrition Awareness presentation
- Understanding Addictions Presentation (Cooper)
- Employee/Co-worker Appreciation Day
- Healthy Weight Loss Challenge
- "Give a Flower to Someone" Day

I continue to ideas with all of my Wellness Coordinators of what different towns are doing that may help them with generating their own ideas (or copying!)

Related Meetings and Announcements:

- Wellness Advisory Committee – Next meeting is scheduled for May 16th at 9:30am via Zoom

New Resources:

Medical Essentials Diagnostics – I have shared this information with many towns upon my visits during Safety Committee Meetings or wellness coordinators.

Department of Addiction with Cooper Health Systems – A representative will conduct a presentation on Addictions – defining, types, stigma and treatments. In addition, they offer educational materials, resources and slide pdf. If you are interested in learning more, please reach out. There is a fee and would be a wonderful use of your Wellness Funds!

Other resources available: Reiki, chair yoga, meditation, nutritionist, therapy for joint pain, stretching demos

Dr. Elias Transformational Leadership Group Coaching Program for Law Enforcement: we still have some spots left from our original pilot testing. I am working with Dr. Elias to get these spots filled and will provide an update as it becomes available.

Targeting Wellness Newsletter – Reminder of the New Approach:

This quarter's theme will be focusing on **Exercise and Physical Activity**. Please be sure to print or distribute it to all of your employees. As always, if you have any questions, comments or suggestions, please do not hesitate to reach out to me.

Here is a reminder of the planned themes for 2023:

Quarter 1 – Nutrition

Quarter 2 – Physical Activity/Movement

Quarter 3 – Sleep

Quarter 4 – Stress Management

The comorbidities to be highlighted in quarter two will be

Hypertension (high blood pressure) – May

Cholesterol – June

Your feedback is always welcomed and your support in getting this information out to all employees is greatly appreciated!

May National Wellness Observances:

National Physical Fitness and Sports Month

Arthritis Awareness Month

Global Employee Health and Fitness Month

Mental Health Awareness Month

National High Blood Pressure Education Month

National Osteoporosis Awareness Month

National Stroke Awareness Month

National Women's Health Week (5/14-5/20)



**Gloucester, Salem, Cumberland Counties Municipal JIF
Managed Care Summary Report
2023**

	April-23	April-22	YTD April 22	YTD April 22
# of New Claims Reported	38	34	180	162
# of Report Only	19	18	76	48
% Report Only	50%	53%	42%	30%
# of Medical Only	18	13	86	80
# of Lost Time	1	3	17	31
Medical Only to Lost Time Ratio	95:05	81:19	83:17	72:28
Claim Petition	0	0	1	3
COVID-19	0	1	6	28
Average Days Reported To Qual-Lynx (Indemnity, Medical Only, Report Only)	3.4	18.4	7.7	15.9
Average Days Reported To Employer (Indemnity, Medical Only, Report Only)	1.9	1.7	2.7	0.9

Nurse Case Management	April-23	April-22	
# of Cases Assigned to Case Management	41	35	
# of Cases >90 days	30	28	

Savings	April-23	April-22	YTD April 22	YTD April 22
Bill Count	220	372	883	1190
Provider Charges	\$297,888	\$657,908	\$1,407,566	\$2,125,233
Repriced Amount	\$106,183	\$190,062	\$523,664	\$717,923
Savings \$	\$191,705	\$467,846	\$883,902	\$1,407,310
% Savings	64%	71%	63%	66%

QualCare Network Provider Penetration Rate	April-23	April-22	YTD April 22	YTD April 22
Bill Count	94%	95%	89%	91%
Provider Charges	97%	97%	92%	94%

Exclusive Provider Panel Penetration Rate	April-23	April-22	YTD April 22	YTD April 22
Bill Count	96%	95%	91%	87%
Provider Charges	98%	96%	93%	98%

Transitional Duty Summary		YTD April 22	YTD April 22
% of Transitional Duty Days Worked		61%	66%
\$ Saved By Accommodating		\$83,316	\$82,743
% of Transitional Duty Days Not Accommodated		39%	34%
Cost Of Days Not Accommodated		\$72,865	\$56,657

Technical Risks Services Director

Monthly Executive Report

May 8, 2023



Summary

Welcome to the new reporting format. Each month the CyberLiability report will consist of this executive summary of the past month's work plus the plans for the next month. And finally, maybe a tidbit or two on safety. This month's is about outlawed cameras and should be read carefully as you may have illegal cameras in your facilities.

The CyberLiability documentation portion of the report can be broken down into three parts.

User Training-These are the Wizer reports for the month

Vuln/pentesting- These are the D2 reports for the month

MEL Cyber JIF- This is the Cyber insurance Tier level documentation

This past month we have been putting together a program to streamline the document process for Cyber Training/vulnerability/MEL. This task can be quite daunting and frustrating to many of you as well as our staff. Hopefully we will produce a process that is both meaningful, accurate and as painless as possible so your time is not wasted digging up forms from old emails that you may have missed.

We have also narrowed the focus on our user training / network testing documents so we can get those tasks completed.

However, the most important task over the next few months will be the completion of the MEL questionnaire. For 2024 MEL has changed the rule for "Tiering" from 3 to just two. Hopefully all of you will qualify for the lowest tier now called Simple. The higher tier is now called Advanced. Many of you will make it here as well.

Our approach will be to get everyone to Simple as soon as possible. Then to revisit those members who wish to really drive their deductible down at Advanced.

You will soon receive an email from MEL@wintseconsulting.com. MEL will describe the process in further detail. However if you want to get a jump on MEL, below is the link to the MEL CyberLiability page with the requirements and questionnaires. Go over it carefully with your staff and technicals.

We look forward to your cooperation.

Stay Cybersafe

Jerry Caruso

Link to MEL Cyber JIF

<https://njmel.org/mel-safety-institute/resource-center/public-officials/public-officials-cyber-risk-control/cyber-jif/>

Training-Phishing Campaign Last 30 Days

Member	recipients	sent	opened	clicked	phished	reported
Carneys Point Township	60	59	15	1	0	0
Clayton Borough	40	39	14	3	0	0
Deerfield Township	1	1	0	0	0	0
Deptford Township	114	111	52	5	0	0
Elk Township	15	13	3	0	0	0
Elsinboro Township	1	1	0	0	0	0
Fairfield Township	11	11	3	0	0	0
Franklin Township	54	53	5	0	0	0
Greenwich Township	63	61	8	0	0	0
Harrison Township	1	1	0	0	0	0
Hopewell Township	16	15	13	1	0	0
Logan Township	2	2	0	0	0	0
Lower Alloways Creek Township	1	1	0	0	0	0
Mannington Township	15	15	2	0	0	0
Mantua Township	58	58	11	2	0	0
Monroe Township	1	1	0	0	0	0
Oldmans Township	1	1	0	0	0	0
Paulsboro Borough	11	11	0	0	0	0
Pennsville Township	6	6	2	0	0	0
Pilesgrove Township	3	3	0	0	0	0
Quinton Township	4	4	1	0	0	0
Swedesboro Borough	10	10	1	0	0	0
Upper Pittsgrove Township	1	1	0	0	0	0
Vineland City	687	674	214	29	0	0
Washington Township	156	154	59	5	0	0
Wenonah Borough	5	5	3	0	0	0
West Deptford Township	108	106	39	4	0	0
Westville Borough	36	36	6	1	0	0
Woodbury City	97	95	30	2	0	0
Woolwich Township	1	1	0	0	0	0

1

Active Trainings

2,112

Invited Users

1,687

Started Training

1,678

Completed Training

79.45%

4.28

Rating

2023 Cyber Awareness Training - Part 1

Department	Invited Users	Started Training	Completed Training	%	Rating
Borough of National Park	8	5	5	62.50%	4.33
Carneys Point Township	56	55	55	98.21%	4.27
Clayton Borough	40	35	35	87.50%	4.41
Deptford Township	114	87	85	74.56%	4.36
East Greenwich Township	42	39	39	92.86%	4.42
Elk Township	11	11	11	100.00%	4.27
Elsinboro Township	7	4	4	57.14%	4.60
Fairfield Township	9	6	6	66.67%	4.70
Franklin Township	52	51	51	98.08%	4.42
Greenwich Township	61	56	56	91.80%	4.21
Harrison Township	21	20	20	95.24%	4.48
Hopewell Township	16	14	14	87.50%	4.55
Logan Township	42	27	26	61.90%	4.31
Lower Alloways Creek Township	27	20	20	74.07%	4.10
Mannington Township	11	11	11	100.00%	4.16
Mantua Township	57	37	36	63.16%	4.34
Monroe Township	197	115	114	57.87%	4.13
Oldmans Township	8	8	8	100.00%	4.25
Paulsboro Borough	12	12	12	100.00%	4.41
Penns Grove Borough	26	16	16	61.54%	4.71
Pennsville Township	70	63	63	90.00%	4.29
Pilesgrove Township	11	11	11	100.00%	3.83
Pitman Borough	32	20	19	59.38%	4.39
Quinton Township	15	11	11	73.33%	4.24
Shiloh Borough	6	3	3	50.00%	4.67
South Harrison Township	10	7	7	70.00%	4.50
Swedesboro Borough	9	9	9	100.00%	4.71
Upper Pittsgrove Township	7	3	3	42.86%	4.14
Vineland City	681	530	527	77.39%	4.19
Washington Township	157	145	145	92.36%	4.37
Wenonah Borough	13	8	8	61.54%	4.43
West Deptford Township	109	108	108	99.08%	4.31
Westville Borough	33	33	33	100.00%	4.42
Woodbury City	98	78	78	79.59%	4.19
Woodbury Heights Borough	18	15	15	83.33%	4.31
Woolwich Township	51	39	39	76.47%	4.20

Comments

Messages	Rating	Created_at
The course was interesting and thorough.	5	19 April 2023
very informative. Made me look at what I do on line.	4	13 April 2023
This is my first course and seemed fine to me.	4	11 April 2023
Good training	4	05 April 2023
Good training	5	03 April 2023
great class	5	30 March 2023
I would not download the pdf.	4	29 March 2023
Nice Refresher!	4	29 March 2023
Very good. All employees need this	5	29 March 2023
Great	5	27 March 2023
Great tips on how to protect yourself even personally!!	4	22 March 2023
Good info	4	22 March 2023
Information are valuable and good.	4	21 March 2023
fantastic. Thank you	5	21 March 2023
it was good	4	20 March 2023
very informative	4	20 March 2023
Good!	4	18 March 2023
Great	5	16 March 2023
very informative	5	15 March 2023
Good refresher, thanks	5	14 March 2023
Great	4	14 March 2023
great course	5	13 March 2023
The course was excellent. I would have appreciated more detailed descriptions of some of their suggested security procedures.	5	13 March 2023
Better than the others	4	09 March 2023
Nice	5	09 March 2023
Interesting and informative.	5	09 March 2023
very well done and lots of helpful info.	5	09 March 2023
It was very informative.	4	08 March 2023
good deal	4	08 March 2023
very informative	5	28 February 2023
Great	4	28 February 2023
Good info	4	27 February 2023
very informative	4	27 February 2023
Great	4	27 February 2023
very informative	5	30 October 2022
very informative	4	26 October 2022
very informative	5	30 September 2022
Great	5	19 August 2022
Great	5	09 June 2022
very informative	5	28 October 2021
Great	5	29 September 2021

3

Active Campaigns

3,678

Sent

1184

Opened

173

Clicked

4.70%

Clicked Rate

Active Phishing Campaigns Stats

Department	Sent	Opened	Clicked	Clicked Rate	Last Sent
Carneys Point Township	142	39	6	4.23%	05 May 2023
Clayton Borough	104	44	7	6.73%	05 May 2023
Deptford Township	304	142	16	5.26%	05 May 2023
Elk Township	32	5	1	3.13%	05 May 2023
Elsinboro Township	2	1			12 April 2023
Fairfield Township	26	7			20 April 2023
Franklin Township	133	38	5	3.76%	05 May 2023
Greenwich Township	158	25	1	0.63%	05 May 2023
Harrison Township	3				03 May 2023
Hopewell Township	36	28	4	11.11%	05 May 2023
Logan Township	6	3			05 May 2023
Lower Alloways Creek Township	4				04 May 2023
Mannington Township	28	3	1	3.57%	05 May 2023
Mantua Township	147	32	4	2.72%	05 May 2023
Monroe Township	3	1			21 April 2023
Oldmans Township	3				25 April 2023
Paulsboro Borough	31	5	2	6.45%	05 May 2023
Pennsville Township	6	1			02 May 2023
Pilesgrove Township	4				02 May 2023
Quinton Township	10	3	1	10.00%	04 May 2023
Swedesboro Borough	26	3			01 May 2023
Upper Pittsgrove Township	3				27 April 2023
Vineland City	1,472	476	80	5.43%	05 May 2023
Washington Township	414	139	20	4.83%	05 May 2023
Wenonah Borough	14	7	1	7.14%	02 May 2023
West Deptford Township	288	109	12	4.17%	05 May 2023
Westville Borough	89	25	3	3.37%	05 May 2023
Woodbury City	252	62	10	3.97%	05 May 2023
Woodbury Heights Borough	1	1			02 May 2023
Woolwich Township	2	1			02 May 2023

Vulnerability and Penetration Testing

Member	KYC&VSA Received	Vulnerability	Pentest
Carneys Point Township	X	X	
Clayton Borough	X	X	
Deptford Township			
East Greenwich Township	X	X	X
Elk Township	X	X	
Elsinboro Township			
Fairfield Township			
Franklin Township	X	X	X
Glassboro Borough	X	X	X
Greenwich Township			
Harrison Township	X	X	
Hopewell Township	X		
Logan Township			
Lower Alloways Creek Township	X	X	
Mannington Township	X	X	
Mantua Township	X	X	
Monroe Township	X	X	
National Park			
Oldmans Township	NOT PARTICIPATING		
Paulsboro Borough			
Penns Grove Borough			
Pennsville Township	X	X	
Pilesgrove Township			
Pitman Borough			
Quinton Township	X	X	
Shiloh Borough			
South Harrison Township	X	X	
Swedesboro Borough	X	X	
Upper Pittsgrove Township			
Vineland City	X	X	
Washington Township	X		
Wenonah Borough	X		
West Deptford Township	X		
Westville Borough	X	X	
Woodbury City	X	X	
Woodbury Heights Borough			
Woolwich Township	X	X	
Percentage Completed	64%	53%	8%

MEL Cyber JIF Framework Status

Member	Approval Status - Minimum	Approval Status - Advanced
Carneys Point Township		
Clayton Borough		
Deptford Township		
East Greenwich Township		
Elk Township		
Elsinboro Township		
Fairfield Township		
Franklin Township		
Glassboro Borough		
Greenwich Township		
Harrison Township		
Hopewell Township		
Logan Township		
Lower Alloways Creek Township		
Mannington Township		
Mantua Township		
Monroe Township		
National Park Borough		
Oldmans Township		
Paulsboro Borough		
Penns Grove Borough		
Pennsville Township		
Pilesgrove Township		
Pitman Borough		
Quinton Township		
Shiloh Borough		
South Harrison Township		
Swedesboro Borough		
Upper Pittsgrove Township		
Vineland City		
Washington Township		
Wenonah Borough		
West Deptford Township		
Westville Borough		
Woodbury City		
Woodbury Heights Borough		
Woolwich Township		

Cyber Security Bulletin May 2023

In recent years, certain Chinese video surveillance and telecommunications equipment manufacturers have come under scrutiny because of the potential security risks they pose to U.S. security. These manufacturers include familiar industry names, and their subsidiaries and affiliates. The U.S. Government has taken actions restricting the purchase of this equipment by Federal agencies and grant recipients, as well as prohibiting the marketing and sale of these products to certain markets. These actions include section 889 of the National Defense Authorization Act (NDAA) and the Secure Equipment Act of 2021 (SEA), the requirements of which were recently implemented by the Federal Communications Commission (FCC).

What are the NDAA and the SEA?

The NDAA is legislation that Congress passes annually to set out priorities for national defense policy and funding. Section 889 of the NDAA generally prohibits the use of federal funds (including grant funds) to buy certain telecommunications equipment or services from **Huawei, ZTE, or Hytera Communications Corporation, or video surveillance equipment or services from Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company** (or any subsidiary or affiliate of such entities).

The SEA directed the FCC to adopt rules that clarify that it would no longer review or approve any application for equipment authorization for equipment that is on the FCC's list of telecommunications and video surveillance equipment deemed a threat to national security. The FCC implemented this mandate by adopting rules that prohibit the marketing and sale of broadband capable telecommunications and video surveillance equipment manufactured by these companies and their affiliates and subsidiaries to certain markets, e.g., **government facilities**, critical infrastructure. These rules became effective on **February 6th, 2023**.

Why were these laws passed?

Both Section 889 and the SEA reflect growing concerns by the federal government about the security threat posed by equipment provided by certain Chinese manufacturers. As video cameras and telecommunications hardware have become increasingly smarter and better connected, related cybersecurity risks have grown in likelihood and threat level.

A camera or broadband-enabled radio might not seem like the most likely candidate for a cybersecurity breach. But networked devices or any devices in the Internet of Things (IoT) can be used as a "back door" by hackers to enter larger networks or obtain user data. These risks are heightened by the fact that Chinese manufacturers tend to make these devices available at low price points and most tend not to be as rigorously secured as laptops or servers.

What's more, many newer models contain System on a Chip (SoC) technology. This gives a great deal of computing power to devices like cameras but also makes them a much more likely risk vector for hackers.

These threats could be catastrophic for any business, but the stakes are even higher when these devices are used by the federal government or in the public safety environment. If devices were hacked, the possibility of eavesdropping on classified conversations, accessing confidential information, or disrupting essential services could have enormous repercussions, both nationally and globally.

This legislation will push many security companies and service providers who work with the U.S. government to carry out thorough due diligence of all their equipment, services and relationships to ensure they are compliant.

Conclusion

NDAA regulation not only prevents federal agencies from installing cameras made by companies on the black list, but also prohibits them from doing business with any organization that uses them. This means that as a security leader, integrator, or facility manager you don't want to take the risk of installing non-NDAA compliant security systems for both compliance and cybersecurity reasons.

If you plan to work with government agencies or install security cameras on government property, you need to make sure that your video surveillance products are NDAA compliant. Additionally, it is strongly recommended that organizations use NDAA-compliant hardware as a general best practice and in an abundance of caution.

The best way to make sure that your security cameras are NDAA compliant is to seek the advice of your Technical advisor. You can also forward any information to me at jerry@wintsecconsulting.com and I will obtain the answer for you. Please review your current equipment to make sure it is NDAA compliant and if it's not make plans to replace the equipment.

For more information and further reading of these articles:

<https://www.securitymagazine.com/articles/98980-why-have-the-ndaa-and-fcc-banned-certain-security-cameras>

<https://www.fcc.gov/document/fcc-bans-authorizations-devices-pose-national-security-threat>

<https://getsafeandsound.com/2022/06/what-is-ndaa-compliant-security-cameras/>

May15, 2023

To the Members of the
Executive Board of the
Salem, Cumberland, Gloucester Counties
Municipal Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the one month period ending April 30, 2023 for Closed Fund Years 1991 to 2018, and Fund Years 2019, 2020, 2021, 2022 and 2023. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST & INVESTMENTS:

Interest received or accrued for the reporting period totaled \$ 70,774.48. This generated an average annual yield of 2.71%. However, after including an unrealized net gain of \$ 14,110.25 in the asset portfolio, the yield is adjusted to 3.25% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$27,272,774.46 vs. the amount we have invested.

Our asset portfolio with Wilmington Trust and consists of 1 obligation with maturities less than one year.

Our JCMF Portfolio has a current market value of \$24,758,011.05.

RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 43,433.58 YTD \$ 192,528.39 (detailed in my report)

Salvage Receipts \$ 0.00

Overpayment Reimbursement \$ 677.01

A.E.L.C.F. MEMBER PARTICIPANT BALANCES:

All Member Balances are now combined in one report and shows that \$ 1,217.34 in interest has been applied to the existing balances as shown in the attached report totaling \$540,217.52. at month end.

LOSS RUN PAYMENT REGISTER FOR THE PERIOD: (Action Item)

The enclosed report shows net claim activity during the reporting period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$348,381.88. The claims detail shows 388 claims payments issued.

CASH ACTIVITY FOR THE PERIOD:

The enclosed reconciliation report details that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 31,644,865.31 to a closing balance of \$ 31,115,707.50 showing a decrease in the fund of \$ 529,157.81 A detailed reconciliation of this change, including its affect on our banking instruments, is included in my report.

BILL LIST FOR THE PERIOD:

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list at the end of my report.

The information contained in this cover report is a summary of key elements related to activity during the reporting period. Other detailed information is contained in the attached documents and, if desired, a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JIF
BILL LIST -MAY 2023**

	Payable To:	FY 2023	FY 2022	Clsd Yrs	Appropriation	Description
1	Actuarial Advantage	3,960.00			Prof Services/Actuary	April fees
2	Arthur J. Gallagher Risk Mgmt Services, Inc.	66,010.00			Prof Services/Administration	May 2023 Fees
3	Arthur J. Gallagher Risk Mgmt Services, Inc.	82.81			Misc/Postage/Copies/Faxes	April 2023 Fees
4	David DeWeese	9,961.00			Prof Services/Attorney	May 2023 Fees
5	David DeWeese			209.30	Closed Years -Other Income	Killen associated fees DKT#GLO-2053-10
6	Qual-Lynx	46,103.00			Prof Services/Claims Admin	May 2023 Fees
7	Qual-Lynx	691.00			Misc/Performance Bond (TPA)	Inv#052702 Annual fee 1/1/23-12/31/23
8	Joyce Media	390.00			Misc/JIF Website	May 2023 Fees
9	Christopher J. Winter Sr.	2,080.00			Training/Police Risk Services	Law Enforcement Consultant-May 2023 Fee
10	Kris Kristie	438.00			Misc/Recording Secretary	May 2023 Fees
11	J.A. Montgomery Consulting	19,131.00			Prof Services/Safety Director	May 2023 Fees
12	Wintsec Consulting LLC	4,525.00			Prof Services/Technology Risk Ser	May 2023 Fees
13	Tom Tontarski	1,245.00			Prof Services/Treasurer	May 2023 Fees
14	Conner Strong & Buckelew	1,022.00			Prof Services/Underwriting Manager	May 2023 Fees
15	Debby Schiffer	4,966.00			Wellness	May 2023 Fees
16	Municipal Excess Liability JIF	528,176.50			MEL	MEL 2023 WC & Excess Liability - 2nd installment
17	Municipal Excess Liability JIF	3,862.00			Faithful Performance/Fidelity Bon	MEL 2023 Fidelity Bond - 2nd installment
18	Municipal Excess Liability JIF	349,398.50			Property Claims and Premium	MEL 2023 Property claims & prem. -2nd installment
19	Municipal Excess Liability JIF			849,602.22	Transfer to RCF	2022 Assessment to RCF for FY 2018
20	NJ Cyber Risk Management Fund	221,290.00			Cyber JIF	Excess Cyber payment - claims and premium-2nd installmt
21	Iron Mountain	98.51			Misc/Records Retention Service	"Inv#HMLG083; Storage 5/1-31/23; Service 3/29/23-4/25/23
22	Carneys Point Township		4,200.00		Safety Incentive Program	Direct check for SIP
23	Carneys Point Township		1,000.00		EPL/CYBER/EPL/Cyber Incentive	Endpoint protection-Approved -missed in 10-22
24	East Greenwich Township		4,200.00		Safety Incentive Program	Direct check for SIP
25	East Greenwich Township	385.79			Optional Safety Budget	Safety shirts
26	East Greenwich Township	360.00			Wellness	Plant based demo and tasting
27	East Greenwich Township	2,000.00			EPL/CYBER/EPL/Cyber Incentive	EPL legal bill
28	Elsinboro Township		2,750.00		Safety Incentive Program	Direct check for SIP
29	Fairfield Township		2,500.00		Safety Incentive Program	Direct check for SIP
30	Fairfield Township	1,500.00			Optional Safety Budget	AED items
31	Hopewell Township		3,250.00		Safety Incentive Program	Direct check for SIP
32	Logan Township		3,950.00		Safety Incentive Program	Direct check for SIP
33	Lower Alloways Creek Township		250.00		Safety Incentive Program	Direct check for SIP bonus award
34	Borough of Paulsboro		3,950.00		Safety Incentive Program	Direct check for SIP
35	Borough of Penns Grove		3,200.00		Safety Incentive Program	Direct check for SIP
36	Borough of Swedesboro		3,500.00		Safety Incentive Program	Direct check for SIP
	Subtotals	1,267,676.11	32,750.00	849,811.52		
	JIF BILL LIST TOTAL			2,150,237.63		



STRATEGIC PLANNING COMMITTEE MEETING MINUTES

***Monday, April 24, 2023 – 1:30 PM
Gloucester County Library, Mullica Hill***

A meeting of the Strategic Planning Committee was held on Monday, April 24, 2023 at 1:30 PM, Gloucester County Library, Mullica Hill. The Meeting was called to order at 1:40 PM.

Those in attendance were:

Sue Miller, Chair, **Clayton Borough**
Michael Razze, **Pitman Borough**
Jane DiBella, **Woolwich Township**
Paul Forlenza, MGA, Executive Director, **RPA a Division of Gallagher**
Kristi Kristie, Sr. Account Representative, **RPA a Division of Gallagher**
Karla Allamby, Account Representative, **RPA a Division of Gallagher**

Those not in attendance:

Kevin Clour, **Lower Alloways Creek**
Carolyn King-Sammons, **Elk Township**
Barbara Freijomil, **Franklin Township**

These minutes may not represent the order in which some matters were discussed.

I. Minutes of September 22, 2022 Meeting

Mr. Forlenza stated that a copy of the September 22, 2022, Strategic Planning Committee Minutes were emailed to all Committee members along with the notice for today's meeting on April 10, 2023. There are a number of follow up items from the Committee's last meeting on today's agenda.

II. Committee Vice Chair

Mr. Forlenza explained that during the Annual Committee Chairs Meeting that took place in early January, the creation of Committee Vice Chairs was discussed to assist in the absence of a Committee Chair and for purposes of perpetuation of Committee Chairs. He then advised the Committee that the Committee Vice Chair would be responsible for chairing the meeting and providing an update at the monthly Executive Committee meeting in the absence of the Committee Chair. Ms. DiBella volunteered to act as the Committee Vice Chair. The Committee thanked Ms. DiBella.

III. 2023 Membership Renewals

Mr. Forlenza stated that for a number of years, his office has been reaching out to those members up for Renewal that year to inquire if they are interested in a "Renewal Visit Presentation" to their Governing Body at one of their meetings. This is an opportunity for a representative from the Executive Director's office to talk directly to the decision makers in the municipality and discuss with them how the JIF is doing, the programs offered, and all the resources that are available to them as members of the Fund.

Mr. Forlenza stated that his approach this year will be to offer to visit each renewing member, but not force any member, unless we feel there is a concern with the municipality. He also noted that the booklets that are produced and distributed on an individualized basis are a considerable expense. Mr. Forlenza then asked the Committee how they feel about the Executive Director's office emailing the presentation materials to the municipal clerk prior to the meeting asking that they be forwarded to the governing body members. Ms. DiBella stated that many municipalities are paperless so sending the presentation materials via email prior to the meeting might be a better option for most towns.

Mr. Forlenza recapped the Committee's discussions stating that a renewal visit and presentation will be offered to all renewing members. In regards to the printing of the presentation booklets, his office will email them to the Clerks and ask the Municipal Clerk to either print them or distribute electronically to the governing body.

Mr. Forlenza then directed the Committee to a spreadsheet contained in the agenda packet that included each renewing member's six year average loss ratio as well as the JIF's overall results valued as of 12/31/2022. He then briefly reviewed the individual results by year by member. Following a brief discussion, Mr. Forlenza stated that his office will be sending out the renewal notices in early June.

IV. *Membership Growth – Prospects for 2024*

Mr. Forlenza stated that at this time he is unaware of any potential new members for 2024.

V. *2023 Conferences*

Mr. Forlenza stated his office sent emails in early March to those Fund Commissioners that have first right of refusal to attend both the AGRiP and PRIMA Conferences.

Mr. Forlenza explained both conferences are very informative with AGRiP being geared towards Risk Pool operations and PRIMA being geared towards general risk management for public entities.

The PRIMA Conference will be held June 4-7, 2023 in Long Beach, CA, noting that no members have shown an interest in attending. Mr. Forlenza stated that the Spring AGRiP Conference was held on March 5-8, 2023 in Orlando, FL. He noted that Leo Selb, Hopewell Township, attended. Mr. Forlenza then stated that the AGRiP Fall Conference will be held October 1-3, 2023 in Salt Lake City, UT. He stated that currently, there is not much interest in attending these Conferences, but Mr. Forlenza reiterated how informational these conferences are and if you would like to attend please send him an email. The TRICO JIF has budgeted for members to attend these conferences.

VI. *Membership - Professional Organizations*

Mr. Forlenza mentioned that the Fund's membership in PRIMA was renewed in February 2023, and the AGRiP membership renewal has changed and moved to a calendar year. The renewal was in January of this year and we continue to have our relationship with them. Mr. Forlenza asked if anyone had any concerns with the Fund renewing its current memberships. The Committee did not have any concerns.

VII. *2023 Executive Committee Meeting Times/Format/Location*

Mr. Forlenza reminded the Committee that the 2023 Executive Committee Meeting Schedule was recommended last year by the Strategic Planning Committee and approved by the Executive Committee. He noted that there will be five (5) virtual meetings held via Zoom Conferencing

(February, March, May, September, November) and six (6) in-person meetings (January, April, June, July(Auletto) October and December) at the Gloucester County Library, Mullica Hill. July's meeting will be held at Auletto as part of the Annual Planning retreat. This hybrid format was developed at the members' request and should help to boost Executive Committee meeting attendance by the members.

Mr. Forlenza stated his office will develop a draft 2024 meeting schedule for review at the Committee's next meeting.

VIII. Fund Commissioner Orientation

Mr. Forlenza noted that again this year his office will be holding New Fund Commissioner Orientation sessions for those Fund Commissioner, Alternates, RMCs or anyone else that would like to learn more about the JIF.

An email was sent to the Fund Commissioners for all three JIFs at the end of February to gage who would be interested in attending these sessions, which will be done virtually. His office received 13 responses from the TRICO JIF, with 52 responses in total from all three JIFs. As a result, Mr. Forlenza has scheduled two (2) identical virtual session; one on April 27 @ 1:00 pm and the other on May 2, @ 10:00am. Both sessions will be generic and identical. An email with links to RSVP for the specific sessions was sent out from his office on March 29th to those who had originally responded they were interested in participating.

IX. Fund Commissioner Attendance

Mr. Forlenza directed the Committee to the 2022 Executive Committee Attendance spreadsheet included in the agenda packet. He noted that overall attendance in 2022 was 78% with Fund Commissioner Attendance at 74%. Mr. Forlenza then reminded the Committee that per their direction, on November 9, 2022, his office sent letters to thirteen (13) members that did not meet the JIF attendance guidelines as of September 2022. He noted that these members' RMC also received notification on behalf of their client.

Mr. Forlenza stated that there is an unwritten standard which was established by the TRICO JIF which seeks 75% overall attendance and 50% attendance by the Fund Commissioner. Those members who do not meet these guidelines are sent a letter outlining the importance of attendance at the JIF Executive Committee meetings. Mr. Forlenza mentioned that his office will begin to review the attendance records following our September 2023 Executive Committee Meeting.

X. Annual Planning Retreat

Mr. Forlenza stated the Annual Planning Retreat has been scheduled for July 26th & 27th (Wednesday & Thursday), 2023 at Auletto's Catering. He noted the Invitation will be emailed to all members in early July. He then asked the Committee for suggested topics that they would like to see discussed. The following topics were suggested; municipal lead paint inspections for rental units, shared service agreements, storm water regulation updates (EJIF), mandated replacement of lead water supply pipes, and recreational marijuana. Mr. Forlenza thanked the Committee for the suggested topics noting that he would also be reviewing the JIF, MEL, & RCF Finances during the Retreat.

With regard to the Executive Committee Meeting, Mr. Forlenza briefly reviewed the July meeting format/locations with the Committee:

- Claims – July 24, 2023 – @ 3:00 PM via Zoom
- Regular – July 26, 2023 – @ 4:00 PM in person

Following the Strategic Planning Committee Meeting, it was determined that the Retreat will be held at Auletto's Catering on Tuesday July 25th & Wednesday July 26, 2023.

XI. *Elected Officials Training*

Mr. Forlenza informed the Committee that this year, the Elected Officials Training is being conducted online through the MEL Safety Institute. Utilizing the MEL Safety Institute will allow all Elected Officials to complete this training at their convenience. He noted that the training is approximately 30 minutes long. The MEL will reduce each member's 2023 MEL Assessment by \$250 for each municipal elected official who attends one of the training sessions by May 1, 2023. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) again this year. The total credit is limited to 5% of a member's 2023 MEL Assessment. Mr. Forlenza then directed the Committee to an email, including instructions on how to access this training, which was sent to all Fund Commissioners, Municipal Clerks, and Risk Management Consultants by Megan Matro on or about February 24, 2023.

Mr. Forlenza then advised the committee that early last week he was advised the MEL Learning Management System platform would be down for 2 weeks for upgrades and the site would be offline for training during that time. An email from his office was sent to all Fund Commissioners and Clerks on or about April 18, 2023 advising of this pause. As a result, the deadline for your Elected Officials to complete the training has changed from May 1 to May 31, 2023. Additional information will be sent to all members once the MSI platform is open again for training.

Lastly, Mr. Forlenza noted he receives a download every week or so of those that have participated and completed the training. A follow-up email is sent from his office to those that completed that training with links they can use to access additional information on the topics covered during the training. Also, included in that email is a short questionnaire to see how the participants liked the training being available through the MSI system. He noted that the results of the survey will assist in the planning of future training sessions.

XII. *Fund Professional Performance Evaluations*

Mr. Forlenza reminded the committee that the Fund Professional Performance Evaluations are on a three (3) year rotating cycle with certain Professionals subject to an RFQ each year. For Fund Year 2023 those professionals are: Fund Administrator, Auditor, Actuary, Wellness Director & Administrative Consultant. Mr. Forlenza stated that last year the Committee had a pretty extensive conversation on the Fund Professional evaluation process that was not working due to the fact that the Fund Commissioners assigned to the Committee responsible for evaluating RFQ responses were not completing the required evaluation forms. Pursuant to the Committee's discussions, last year his office was charged with reviewing the proposals received and making a recommendation to the Committee regarding the appointment of various Fund Professionals. Following this procedure, the members of each Committee would still need to complete the evaluation process of the proposals received. Mr. Forlenza noted that last year his office evaluated the RFQ responses and offered their recommendations to the committees responsible for evaluating the proposals received. Unfortunately, it still took three attempts to get a majority of the Fund Commissioners to complete the required evaluation forms.

Mr. Forlenza then asked for the Committee's recommendation for completing this process in 2023 noting his concern that the members need to comply with their own policy for evaluating Fund Professionals. Following a lengthy discussion, the Committee decided to follow the current *Fund Professional Performance Evaluation Policy* requiring the Fund Commissioners to complete the evaluation of proposals received. If the Committee members continue to not complete the evaluation forms, it was suggested that the Committee members complete the evaluations at a Committee meeting called specifically to complete the evaluation forms.

Mr. Forlenza noted that his office would be seeking authorization to issue the RFQ's for the above referenced professionals at the May Executive Committee meeting.

XIII. Committee Charter

Mr. Forlenza noted the Committee Charter was emailed out to all members prior to today's meeting for review and referenced the Committee Charter included in the agenda packet. He noted his office has a policy to review the Charter at the first meeting of each sub-Committee each year to make sure everyone still feels it represents the Committee's specific duties and responsibilities. Mr. Forlenza noted the Committee Charter included in the agenda packet includes a proposed revision which states that the Strategic Planning Committee would be responsible for the Performance Evaluations of the Fund Administrator, Administrative Consultant, Recording Secretary, Website Manager and/or any other Fund Professional requested by the Executive Committee.

He then asked that everyone please review the Charter and should you have any recommendations or questions, please contact him as he will be asking for a Motion to approve the revised Charter at the May Executive Committee Meeting.

For more detail, please see the Strategic Planning Committee Charter attached.

XIV. Sub-Committee Meeting Quorums

Mr. Forlenza referenced a draft *Sub-Committee Meeting Quorum Policy* included in the agenda packet. Mr. Forlenza explained that in order to comply with the New Jersey Open Public Meetings Act, the Executive Director's office monitors the presence of Executive Committee members at sub-committee meetings.

Mr. Forlenza explained that the proposed Policy outlines the protocol that would be used by his office in the event that members of the Executive Committee arrive unannounced at a scheduled sub-committee meeting of the Fund that has not been properly advertised resulting in four or more Executive Committee members being present. Mr. Forlenza noted that this could be particular issue for the EPL/Technology Liability Committee since this Committee is comprised of subcommittee chairs that are also members of the Executive Committee in accordance with the Committee Charter. All members agreed with the adoption of this policy. Mr. Forlenza noted that he would attach the Policy to the minutes of today's meeting for approval at the May Executive Committee meeting.

For more detail, please see the Sub-Committee Meeting Quorum Policy attached. .

XV. Remaining Meetings

Mr. Forlenza reviewed the remaining meeting dates/times/formats for the Strategic Planning Committee for the remainder of the year with the Committee, noting the remaining meetings are as follows:

- A. June 15, 2023 – 10:00am – Zoom
- B. October 25, 2023 – 10:00am – Zoom

There being no further discussion, the meeting was adjourned at 2:51 PM.

File: TRICO/2023/Strategic Planning Committee

Tab: 04/24/2023

Strategic Planning Committee Charter

The Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICOJIF) Executive Committee hereby constitutes and establishes an Strategic Planning Committee:

Composition

1. Members of the committee shall be appointed by the Chair at the annual reorganization meeting and shall serve at the pleasure of the Chair.
2. The committee shall be appointed by the Chair of the Executive Committee. A member of the Executive Committee shall serve on the committee.
3. Also, serving on the committee as necessary shall be a representative from the Administrator's office.

Authority and Responsibility

The Strategic Planning Committee is to serve as the focal point for communication between the Administrator, the Fund Commissioners, and any other professionals regarding long range strategies which should be pursued in order to ensure the integrity, growth, and viability of the Joint Insurance Fund. The Strategic Planning Committee shall advise the Executive Committee regarding long term strategies and planning considerations.

Strategic Planning Committee Bylaws

The Strategic Planning Committee of the TRICOJIF was established by charter approved by motion of the JIF's Executive Committee on January 25, 1999. The committee's operational guidelines are set down herein and may be amended by majority vote of the Executive Committee.

Meetings

The committee is to meet as many times per year as the Committee Chair deems necessary, at the discretion of the Chair.

Attendance

Members of the committee are to be present at all meetings. As necessary or desirable, the Chair may request that other Fund Commissioners, Fund Professionals or consultants attend to participate in discussions of particular issues.

A representative of the Administrator's office shall attend all meetings and shall serve as staff to the Strategic Planning Committee.

Minutes

Minutes of each meeting are to be prepared and approved by the committee members and provided to the Executive Committee.

Specific Duties

The Strategic Planning Committee is to:

- (1) Develop a plan for implementation of long term strategies for the Fund.
- (2) Report to the Executive Committee on the progress regarding selection and implementation of the plan and monitor strategy for implementation.
- (3) Identify long range planning issues which need to be discussed, acted upon, and eventually implemented in order to ensure the viability, growth, and integrity of the Joint Insurance Fund.
- (4) Review the collective organizational structure of the JIF and its servicing agents to assure that it represents a balance of values including flexibility, participation, efficiency and effectiveness which should be weighed in maintaining a healthy organizational structure.
- (5) Apprise the Executive Committee, through minutes and special presentations as necessary, of significant developments in the course of performing the above duties.
- (6) Report at least annually to the Executive Committee on the discharge of the above responsibilities.
- (7) Evaluate the performance of the Fund Professionals under the jurisdiction of the Strategic Planning Committee including the Fund Administrator, Administrative Consultant, Recording Secretary, Website Manager and/or any other Fund Professional requested by the Executive Committee.
- (8) Perform additional duties as assigned by the Executive Committee related to this Charter and the discharge of duties as assigned above.

**GLOUCESTER, SALEM AND CUMBERLAND
COUNTIES MUNICIPAL
JOINT INSURANCE FUND
Administrative Polices & Procedures**

Date Adopted:_____

POLICY: Sub-Committee Meeting Quorums

PURPOSE: To comply with the Open Public Meetings Act (NJSA 10:4-6)

In order to comply with the New Jersey Open Public Meetings Act, the Executive Director's office will monitor the presence of Executive Committee members at sub-committee meetings and will adhere to the following protocol in the event that a "De Facto" quorum develops.

In the event that members of the Executive Committee arrive unannounced at a scheduled sub-committee meeting of the Fund that has not been properly advertised in accordance with NJSA 10:4-18, resulting in four or more Executive Committee members being present, the proceedings shall be suspended immediately and the following protocol shall be followed:

1. Executive Committee members, who are members of the sub-committee that is meeting, shall have first priority to remain at the meeting in question.
2. A request for volunteers from among the remaining Executive committee members shall be requested.
3. In the event that volunteers are not requested then the Executive Director shall ask Executive Committee members to leave on the basis of who the last to arrive thus constituting the quorum situation.
4. Should the number of Executive Committee members required to eliminate the quorum refuse to voluntarily leave the meeting, under the protocol described above, the meeting shall be immediately adjourned.

Alternate Fund Commissioners shall not be included for purposes of determining a quorum under the Open Public Meeting's Act.

When a quorum of Executive Committee members have been invited to attend a Fund sub-committee meeting, notice of the meeting shall be provided to the official Fund newspapers in accordance with NJSA 10:4-18.



Municipal Excess Liability Joint Insurance Fund

9 Campus Drive – Suite 216
Parsippany, NJ 07054
Tel (201) 881-7632
Fax (201) 881-7633

Date: Monday May 8, 2023

To: Gloucester, Salem & Cumberland Counties Municipal Joint Insurance Fund

From: Commissioner Razze

Subject: Special MEL JIF meeting

MEL and RCF Financials: A special meeting was called to review and consider a resolution authorizing a supplemental assessment for 2020 and 2021 Fund Years Workers' Compensation and Liability. The Board of Commissioners adopted a resolution authorizing supplemental JIF assessments. Please see attached exhibit.

Marketing Consultant: In 2019, the MEL added a Marketing Consultant to support local JIFs in retaining and adding members. The Atlantic, Trico and Burlco JIFs have recently experienced fluctuations in membership and submitted correspondence asking the MEL to consider adding another Marketing Consultant to market in South Jersey. MEL Management Committee met on April 27, 2023, reviewed a proposal from Paul Miola of PJM Consultants LLC with an annual fee not to exceed \$44,000 and made a recommendation to award a 1-year contract. The Board of Fund Commissioners agreed with the recommendation and adopted a resolution awarding services.

MEL May Report - Exhibit

2020 MEL Additional Assesment at 12/31/2022	4,500,000	1,700,000	500,000	6,700,000
	Liability	WC	Property	Total
ATL	228,919	107,630	43,450	379,999
BER	347,878	144,332	45,813	538,023
BURL	222,497	58,053	17,025	297,575
CAM	367,216	118,052	28,974	514,242
CNTRL	339,063	150,161	28,053	517,277
FRESP	26,672	24,490	9,049	60,211
MID JERSEY	169,023	63,928	15,372	248,323
MON	319,374	123,085	35,990	478,449
MOR	460,148	169,525	52,128	681,801
NJPHA	240,499	22,927	70,054	333,480
NJSI	96,080	49,226	10,126	155,432
NJUA	118,173	61,453	-	179,626
OCE	483,809	185,526	35,842	705,177
PAIC	180,377	54,394	12,528	247,299
PMM	97,943	35,459	10,001	143,403
SBER	305,958	127,950	31,800	465,708
SBEX	130,283	60,697	12,101	203,081
SBMU	122,624	57,700	12,738	193,062
TRICO	243,464	85,414	28,955	357,833
Total	4,500,000	1,700,002	499,999	6,700,001

2021 MEL Additional Assessment	1,500,000	1,300,000	6,500,000	9,300,000
	Liability	WC	Property	Total
ATL	84,860	81,894	593,890	760,644
BER	108,153	100,234	594,471	802,858
BURL	75,280	47,320	230,741	353,341
CAM	126,529	90,365	375,816	592,710
CNTRL	125,798	123,154	440,551	689,503
FRESP	10,413	12,791	91,558	114,762
MID JERSEY	55,033	49,156	196,187	300,376
MIDLSEX	-	5,025	-	5,025
MON	106,337	91,059	458,842	656,238
MOR	153,542	131,526	658,573	943,641
NJPHA	69,005	16,801	891,281	977,087
NJSI	28,145	31,506	129,057	188,708
NJUA	36,654	49,575	-	86,229
OCE	153,638	144,302	449,650	747,590
PAIC	56,402	39,634	156,250	252,286
PMM	33,023	27,418	141,100	201,541
SBER	99,179	98,325	401,758	599,262
SBEX	45,375	49,564	154,765	249,704
SBMU	39,041	42,654	163,133	244,828
TRICO	93,593	67,697	372,377	533,667
Total	1,500,000	1,300,000	6,500,000	9,300,000



Municipal Excess Liability Residual Claims Fund

9 Campus Drive – Suite 216
 Parsippany, New Jersey 07054
 Tel (201) 881-7632
 Fax (201) 881-7633

May 8, 2023

Memo to: Gloucester, Salem, & Cumberland
 Municipal Joint Insurance Fund

From: Commissioner Razze

Re: RCF May 8, 2023 Meeting Summary

A special meeting was called to review and consider Resolution 13-23 Authorizing Supplement Assessments for the 2007, 2008, 2011, 2012, and 2013 Fund Years Workers' Compensation. The Board of Commissioners adopted the resolution which included the following schedule:

RCF ADDITIONAL ASSESSMENT - December 31, 2022

Fund Year	2007	2008	2011	2012	2013	Total
Additional Assessment	3,378,126	1,033,027	4,188,238	3,882,479	1,574,856	14,056,726
Fund_ID						
Atlantic	251,943	85,124	236,250	276,206	106,932	956,455
Bergen	73,497	41,970	103,689	79,005	40,784	338,945
BMEL	-	-	-	-	-	-
Burlco	36,036	16,637	24,643	52,694	28,622	158,632
Camden	82,776	15,910	146,808	154,336	49,951	449,781
Central	183,030	59,489	175,261	161,518	92,618	671,916
MEL	1,609,319	502,473	2,110,609	2,163,590	789,306	7,175,297
Monmouth	171,504	47,329	215,833	146,590	66,181	647,437
Morris	138,227	33,501	201,417	174,082	94,889	642,116
NJPHA	134,154	42,981	139,018	63,657	19,162	398,972
NJUA	42,603	22,419	60,813	63,704	26,446	215,985
Ocean	231,265	73,837	293,011	205,434	124,628	928,175
PMM	41,471	12,209	37,481	30,387	6,475	128,023
South Bergen	96,719	23,729	84,778	60,923	23,760	289,909
Suburban Essex	93,802	14,183	136,093	101,049	34,357	379,484
Suburban Municipal	52,628	802	25,460	42,973	18,433	140,296
Trico	139,152	40,434	197,074	106,331	52,312	535,303
Totals	3,378,126	1,033,027	4,188,238	3,882,479	1,574,856	14,056,726

The next meeting is scheduled for Friday, June 2, 2023 at 10:30AM at the Forsgate Country Club.