

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

June 26, 2023 @ 5:00 pm

Gloucester County Library, Mullica Hill, NJ

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICOJIF) was held at the Gloucester County Library, Mullica Hill on Monday, June 26, 2023 at 5:00 PM, prevailing time. Acting Chair Robert Diaz, **Township of South Harrison**, 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**
Colleen Emmons, **Deptford Twp.**
Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammons, **Elk Twp.**
Linda Gonzalez, **Fairfield Twp.**
Doug Hogate, **Elsinboro Twp.**
Lisa Jeffers, **Greenwich Twp.**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek 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.**
Melissa Flacker, **Pilesgrove Twp.**
Sandy McCafferty, *Alternate*, **Pitman Borough**
Majorie Sperry, **Quinton Twp.**
Bob Diaz, **South Harrison Twp.**
Jeffre Celebre, **Vineland City**
Colette Bachich, **Washington Twp.**
Karen Sweeney, *Fund Chair*, **Wenonah Borough**
Lee Ann DeHart, **West Deptford**
Nicole O'Hara, **Westville Borough**
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners/Professionals were:

Barbara Freijomil, **Franklin Twp.**
Clark Pierpont, **Glassboro Borough**
Mark Gravinese, **Harrison Twp.**
Hopewell Twp.
Luke Patrick, **Mannington Twp.**

Brad Campbell, **Shiloh Borough**
Jena Dolbow, **Swedesboro Borough**
Jack Cimprich, **Upper Pittsgrove Twp.**
Cassidy Swanson, **Woodbury City**
Shannon Elton, **Woodbury Heights Borough**
Kamini Patel, MBA, CIC, CPCU, Deputy Executive Director, *RPA, A Division of Gallagher*

Also present were:

Paul A. Forlenza, MGA, Executive Director, *RPA, A Division of Gallagher*
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*
Keith Hummel, Safety Director, *J.A. Montgomery Risk Control*
Rob Garish, Assistant Director of Public Sector, *J. A. Montgomery Risk Control*
Debby Schiffer, *Wellness Director*
Dominic Spaventa, Liability Supervisor, *Qual-Lynx*
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*
Linda Gomez, *Alternate, Vineland*

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

Barclay Insurance
Conner Strong & Buckelew
E. H Sloan Insurance
Len Eckman Insurance

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

Recording Secretary Kristie asked for a motion to move up Ken Brown, Carneys Point, in the absence of Mark Gravinese to the Executive Committee for voting purposes.

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

Election of a New Executive Committee Member to Replace Leo Selb for the remainder of the 2023 Fund Year

Chair Sweeney ask for a Motion to nominate Jeffre Celebre, City of Vineland, as a member of the Executive Committee for the remainder of the 2023 Fund Year.

Motion by Mr. Diaz, seconded by Ms. Sperry to nominate Jeffre Celebre as presented

ROLL CALL

Yeas: Ken Brown, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Colleen Emmons, **Deptford Twp.**
Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammons, **Elk Twp.**
Linda Gonzalez, **Fairfield Twp.**
Doug Hogate, **Elsinboro Twp.**

Lisa Jeffers, **Greenwich Twp.**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek 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.**
Melissa Flacker, **Pilesgrove Twp.**
Sandy McCafferty, *Alternate*, **Pitman Borough**
Majorie Sperry, **Quinton Twp.**
Bob Diaz, **South Harrison Twp.**
Jeffre Celebre, **Vineland City**
Colette Bachich, **Washington Twp.**
Karen Sweeney, *Fund Chair*, **Wenonah Borough**
Lee Ann DeHart, **West Deptford**
Nicole O'Hara, **Westville Borough**
Jane DiBella, **Woolwich Twp.**

Nays: None

Abstain: None

Resolution 2023-27 Electing a Member of the Executive Committee

Chair Sweeney entertained a motion to adopt Resolution 2023-27, Electing a Member of the Executive Committee.

Motion by Mr. Diaz, seconded by Ms. Sperry to approve Resolution 2023-27 as presented

ROLL CALL

Yeas: Majorie Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Township**
Colette Bachich, **Washington Township**
Bob Diaz, *Fund Secretary*, **South Harrison Township**
Karen Sweeney, *Fund Chair*, **Wenonah Township**
Ken Brown, **Carneys Point**

Nays: None

Abstain: Jeff Celebre, **City of Vineland**

All in favor. Motion carried by majority vote.

Resolution 2023-28 Confirming an Executive Committee for the Remainder of the 2023 Fund Year

Chair Sweeney entertained a motion to adopt Resolution 2023-28, Confirming an Executive Committee for the Remainder of the 2023 Fund Year

Motion by Mr. Diaz, seconded by Ms. Sperry to approve Resolution 2023-28 as presented

ROLL CALL *Yeas:* Majorie Sperry, **Quinton Township**
 Doug Hogate, **Elsinboro Township**
 Colette Bachich, **Washington Township**
 Jeff Celebre, **City of Vineland**
 Bob Diaz, *Fund Secretary*, **South Harrison Township**
 Karen Sweeney, *Fund Chair*, **Wenonah Township**
 Ken Brown, **Carneys Point**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Sweeney presented the meeting minutes of the May 22, 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 May 22, 2023 Executive Committee meeting.

Motion by Mr. Diaz, seconded by Ms. Sperry, to approve the minutes of the May 22, 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 May 22, 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. Diaz, seconded by Ms. Sperry to approve the meeting minutes of the May 22, 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 May 22, 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. Diaz seconded by Ms. Sperry to approve the Executive Claims Review Committee Closed Session meeting minutes of May 22, 2023 as presented.

The Executive Claims Review Committee Closed Session minutes of May 22, 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 – June 26, 2023

Chair Sweeney reported that an Executive Claims Committee Meeting was held earlier today, in-person at 3:30 pm

The Committee reviewed thirteen (13) claims. Of the claims reviewed, there were eight (8) Workers' Compensation, one (1) General Liability, zero (0) Auto, and four (4) Property PARs recommended for approval of settlement or continuing defense.

There were two (2) claim(s) reviewed this month that had previously been approved by Vineland.

2023288136
2023294286

There were four (4) claim(s) reviewed for abandonment of subrogation attempt since the last meeting:

MLT-2021234379 (01-05)

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 May 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 that 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 that all funds should either be claimed or encumbered by November 1, 2023, with encumbered funds needing to be claimed by February 1, 2024.

Mr. Forlenza stated in regards to the EPL Compliance Status report, as everyone should be aware, we will be updating our Employee Practices Risk Management Program this year. An email was sent to all members on May 17, 2023 in regards to the program specifics. Attached to that email was a memorandum the MEL previously issued that includes hyperlinks and information on how to access the updated model Policies and Procedures. There are a number of significant updates and changes. Also included in the email were several invitations including the Managers and Supervisors Training, which is a key component of compliance with the MEL Program. This training is offered as 12 separate sessions over the course of the next few months via Zoom and presented by Armando Riccio, Esq. Also included in that invite was the Police Command Staff Training Invitation, which were held in person during June, with the last session being June 22, 2023 at Auletto's Caterers, Deptford. Lastly, the training module that is to be made available to all employees is not yet available. It is anticipated to be available on the MEL MSI Website soon. Once that is available, his office will send out memorandum on how to access that training directly for your employees. Even though the employees are not required to take this training, it is important you document the process in how you made this training available to your employees.

Mr. Forlenza referenced the Statutory Bond listing in the agenda, stating that many towns will see retirements June 30th. If you wish to secure their replacement's statutory Bond through the MEL Program,

please submit the application as soon as possible as there is an Underwriting process that needs to be completed as the Bond is for the individual, not the position. He also noted those towns that are up for renewal effective January 1, 2024, will receive notice from the Fund Underwriter's office that the statutory position that the MEL provides a Bond for will need to be re-underwritten. The MEL started this process a few years ago. The year a town is up for Renewal, the MEL will re-underwrite the Statutory Bonds positions, so please watch for a notice coming directly from the Fund Underwriter regarding this process.

Mr. Forlenza noted as a reminder, coverage for fireworks displays is **not** automatic. MEL Bulletin 2023-05 outlines the requirements and the hold harmless & indemnification agreement language to be provided by the contractor for coverage to be granted to the municipality. A Fireworks *Checklist* can be found along with the MEL Bulletin on the MEL website to assist members. Please submit the Fireworks *Checklist*, along with all required documents as outlined in the checklist and Bulletin to the MEL Underwriter. Submissions must be received one week prior to the event.

Mr. Forlenza stated the Annual Planning Retreat has been scheduled for Tuesday and Wednesday, July 25th & 26th, 2023 at Auletto's Catering in Deptford. A Save the Date was sent out to all Fund Commissioners, Claims Coordinators, Safety Coordinators and RMC's on May 23, 2023. An Invitation and RSVP will be sent in the next week or so. Please note the July Executive Committee Meeting will be held on Tuesday, July 25th at 4:00 PM following that days Retreat sessions.

Lastly, Mr. Forlenza noted that beginning last month, a Representative from the Executive Director's office contacted those members up for renewal this year to schedule an appointment with the Fund Commissioner, Risk Management Consultant, and Representatives of the Governing Body, and are currently underway. These appointments are an opportunity to discuss the member's participation in the JIF and the many programs available to them. 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.

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 three (3) new case(s) assigned since the last meeting:

Roberts (Peter C DiPietro Foreign Trust) v. Township of Elk
Garlic v. Township of Monroe
Dowe v. Keating v. Township of Oldmans (Pedricktown Day Committee

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 \$2,320,599.12 of potential recoveries on 71 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. Mr. DeWeese reported that so far for 2023 he has received 26 Helpline phone calls regarding EPL issues, and has completed 26 memos in regards to those calls.

Mr. DeWeese referenced a Resolution included in the agenda packet that he has prepared for consideration this evening. It confirms and accepts the resignation of Defense Panel member Cooper Levenson. They have requested to be removed from the panel based upon our Conflict of Interest policy and the prohibitions against them handling land use matters, as they have a large section of their firm that handle Land Use matters and they have determined it is not financially feasible for them to continue on the panel.

Resolution 2023-29 Confirming and Accepting the Resignation of Cooper Levenson as Assigned Defense Counsel

Chair Sweeney entertained a motion to approve Resolution 2023-29 as presented

Motion by Mr. Diaz seconded by Ms. Sperry to approve Resolution 2023-29 as presented.

ROLL CALL **Yeas:** Majorie Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Township**
Colette Bachich, **Washington Township**
Jeff Celebre, **City of Vineland**
Bob Diaz, *Fund Secretary*, **South Harrison Township**
Karen Sweeney, *Fund Chair*, **Wenonah Township**
Ken Brown, **Carneys Point**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

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

SAFETY DIRECTOR'S REPORT

Mr. Garish stated his report is included in the agenda packet and is self-explanatory, and then highlighted the following:

Mr. Garish stated that the loss control services and bulletins sent are listed in his report. He reminded members that these are also on the TRICOJIF.org and MEL websites and can be viewed on the MEL mobile app. He stated that ALL MSI communications would be sent through the MEL app, which has been recently updated. He encouraged all members to download the MEL mobile app. Mr. Garish noted each member town should have held two (2) Safety Committee meetings by this point.

Mr. Garish noted in regards to fireworks, parades and other July 4th activities, please utilize his office to do a Safety Inspection of the areas to be used for any of these activities.

Mr. Garish noted the new LMS (Learning Management System) has been updated as of May 1 by the new vendor BIS and is up and running. The training administrators are assigned to each member and are

responsible to make sure all employees have access to the system and are registered. If that has not been done yet, please make sure to complete that. If you have any questions, please reach out to his office. If you experience any issues, please contact J.A. Montgomery or BIS helpline directly.

Mr. Garish asked if there were any questions. No other questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

Mr. Roselli reviewed the Lessons from Losses this month, which focuses on Hurricane Preparedness. He referenced the importance of having a flood policy in place for any property that is situated in the Special Flood Hazard Areas A or V. In addition, he stressed the importance of submitting a flood claim to both Qual-Lynx and FEMA at the same time as FEMA will request a copy of the claim denial letter from the JIF before processing the claim on their end. He noted that it is important to appoint one person at your municipality to be the point person for a catastrophic event. Mr. Roselli also directed the Committee to the Hurricane Season Preparedness bulletin, which is available through the MEL Safety Institute (MSI).

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 May 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 training has been outlined for a Report Writing Class and was scheduled for July 6 at the Burlington County Emergency Training Center. The seminar provided report writing guidelines for officers to write a more clear/concise report. Topics included a review of the basic report writing principles; Common pitfalls of report writing; advance writing techniques; BWC Recording; Police investigation report critiques; and overviews of the NJ AG Guidelines pertaining to note taking and video recordings, review and reporting.

Mr. Winter noted visits are being scheduled at this time with agencies that have experienced the recent retirement of their Chief. He noted these visits being a priority to provide JIF information.

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

WELLNESS DIRECTOR'S REPORT

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

Ms. Schiffer reported she has met with 25 towns so far this year, at least once, and is still setting up meetings with her Wellness Coordinators, as well as attending members Safety Meetings. Ms. Schiffer then referenced a Visits Report included in the agenda that she provides to the Executive Directors office each month. She noted her objective is to work with each town early in 2023 and to lay out a plan for utilizing wellness funds to support initiatives and activities that will span throughout the entire year in order to avoid the end-of-year, one-item purchases. She continues to share ideas with all of her Wellness Coordinators on what different towns are doing in hopes it will help generate their own ideas.

Ms. Schiffer noted the Wellness Advisory Committee met on May 16 at 9:30 AM via Zoom and the minutes were approved at the June 1 Safety Committee Meeting and are included in the agenda for your review. She noted two main areas addressed at the meeting were sharing revisions to the Wellness Program and the plans for distributing a new Employee survey that has been completed and distributed.

Ms. Schiffer reviewed some wellness ideas and initiatives in hopes that towns will consider some of these ideas to utilize their funds.

Other resources/ideas available: Reiki, chair yoga, meditation, nutrition, hypnotherapy, therapy for joint pain, walking challenge healthy potluck exchange and healthy snack day are some other ideas.

Ms. Schiffer noted Dr. Elias’s Transformational Leadership Group Coaching Program for Law Enforcement still has some spots left from the original pilot testing. She is working with Dr. Elias to get these spots filled and will provide an update as it becomes available.

Lastly, Ms. Schiffer noted this quarters Newsletter theme focuses 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.

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

MANAGED HEALTH CARE REPORT

Lost Time v. Medical Only Cases

Ms. Beatty presented the TRICO JIF *Lost Time v. Medical Only Cases (Intake Report)* for May 2023 and YTD.

	<i>May</i>	<i>YTD</i>
<i>Lost Time</i>	4	23
<i>Medical Only</i>	19	105
<i>Report Only</i>	16	92
<i># of New Claims Reported</i>	39	221
<i>Average Days Reported to QL</i>	3.3	7.2

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: 7.2 days
 COVID Claims: 5.6 days
 All Claims: 11.7 days

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	1,844
<i>Transitional Duty Days Worked</i>	1,105
<i>% of Transitional Duty Days Worked</i>	60%
<i>Transitional Duty Days Not Accommodated</i>	739
<i>% of Transitional Duty Days Not Accommodated</i>	40%
<i>\$ Saved by Accommodating</i>	\$112,775
<i>\$ Lost by NOT Accommodating</i>	\$95,210

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 May 2023.

PPO Penetration Rate	May
<i>Bill Count</i>	234
<i>Original Provider Charges</i>	\$164,563
<i>Re-priced Bill Amount</i>	\$72,527
<i>Savings</i>	\$92,035
<i>% of Savings</i>	56%

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 May 2023.

Managed Care Quick Notes: Ms. Beatty reviewed a claim that showed a delay in treatment potentially lead to symptoms worsening. Ms. Beatty referenced that the claimant rolled his ankle while directing traffic. The claimant and supervisor completed an accident report on the date of loss. The claimant declined treatment at that time. The claimant was experiencing swelling, tightness, and pain shortly afterward and then received medical treatment. Ms. Beatty stated that because of a delay in medical treatment the probability of symptoms might have worsened. Ms. Beatty mentioned that employees should be aware if symptoms such as swelling and pain occur that a medical evaluation is recommended as Qual-Lynx’s nurse case managers are available to review symptoms and make recommendations.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Caruso referenced his reports included in the agenda, including the WIZER testing and phishing report. He noted there were no employees who fell for the phishing emails and the clicking rate was very low, except for one town that had 29 clicks, but again, not actually opened.

In regards to the vulnerability and penetration testing there are only a few towns left who have not submitted their KYC/VSA, so he will be working with them to secure. He also noted there is a MEL Cyber JIF Framework status report, which depicts the minimum and advanced security levels that the TRICO JIF members will need to meet in 2024 for our Cyber Liability Insurance. He noted if you do not meet even the minimal standards, you would have a very high deductible and co-insurance.

Mr. Caruso reported the Wizer Training for the first half of 2023 is winding down and he is reviewing the next training videos with the developers, which should prove to be as informative as they are entertaining. Exact dates of the rollout are to be announced shortly. He noted now would also be a good time to review your rosters and if you have less than five changes you can just send to him via email, but if you have over five he would prefer a spreadsheet, which he can use to do mass imports.

Mr. Caruso stated that now that he has all of the confirmations of receipt of the Tier documentation, he will turn his attention on proper completion of these forms so that each of you will have a realistic understanding of your deductible in the unfortunate case that you have a cyber-loss. Remember, this is VERY IMPORTANT, there can be no "NO" answers on these questionnaires. They are all REQUIREMENTS for your deductible reduction. If you have any questions about a particular requirement, you can refer them to him. In addition, an FAQ page can be reached from the JIF website.

Finally, this month's bulletin is a plain English analysis of how Artificial Intelligence could assist local government in the performance of their roles for their constituents. He encouraged everyone to read it as; AI can be a game changer if it is deployed properly.

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

Investment Interest

Interest received or accrued for the reporting period totaled \$55,442.80. This generated an average annual yield of 2.23%. However, after including an unrealized net loss of \$88,196.45 in the asset portfolio, the yield is adjusted to- 3.55% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$27,165,225.29 vs. the amount we have invested.

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

The JCFI Portfolio has a current market value of \$24,650,461.88

Receipt Activity for the Period

	Month	YTD
Subrogation Receipts	\$73,399.52	\$265,927.91
Salvage	\$0.00	
Overpayment Reimbursement	\$2,062.89	

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

All Member Balances are now combined in one report and shows that \$1,219.99 in interest has been applied to the existing balances as shown in the attached report totaling \$541,437.51 at months end.

Loss Run Payment Register for the Period – May 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 \$404,993.11. The claims detail shows 547 claims payments issued.

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$31,118,326.20 to a closing balance of \$28,544,413.94 showing a decrease in the fund of \$2,573,912.26

Bill List – June 2023

For the Executive Committee’s consideration, Mr. Tontarski presented the June 2023 Bill List in the amount of \$448,121.53, which was included in the agenda packet for approval.

Chair Sweeney entertained a motion to approve the May 2023 Loss Run Payment Register and the June 2023 Bill List, as presented.

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

Motion by Ms. Sperry, seconded by Mr. Hogate to approve the *May 2023 Loss Run Payment Register and the June 2023 Bill List*, as presented.

ROLL CALL

Yeas: Majorie Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Township**
Colette Bachich, **Washington Township**
Jeff Celebre, **City of Vineland**
Bob Diaz, *Fund Secretary*, **South Harrison Township**
Karen Sweeney, *Fund Chair*, **Wenonah Township**
Ken Brown, **Carneys Point**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Safety Committee Meeting Minutes – June 1, 2023

Mr. Celebre stated the minutes of June 1, 2023 were included in the agenda and are self-explanatory, noting the following:

Mr. Celebre thanked both Mr. Garish and Ms. Schiffer for their continued Wellness and Safety knowledge provided during these meetings and there were a lot of good topics and discussions during the meeting.

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

Finance Committee Meeting Minutes – June 14, 2023

Mr. Hogate reported the Finance Committee met in person on June 14th to review the 12/31/2022 Financials and the detailed minutes were a handout at today’s meeting and are self-explanatory.

Mr. Hogate stated that in regards to the Audit, there were no findings or recommendations, which is good, and a nice testament to our Fund and the interworking's of our organization. He noted the TRICOJIF is in good financial position; however, there was an increase in liability and assets, but an overall decrease in operating expenses. He stated issues affecting this budget are Workers Comp claims and reopeners; PTSD claims; Compensability; and increases in Cyber and Property market.

Mr. Hogate noted there were several Resolutions on the agenda for this evening for approval. With that said, Chair Sweeney entertained a motion to approve the following Resolutions:

Resolution 2023-30 Accepting the Annual Audit Report for the Period Ending December 31, 2022

Resolution 2023-31 Authorizing an Intrafund Transfer of \$300,000 from the 2022 Deductible line to the 2022 Property Line; \$420,000 from the 2020 Deductible line to the 2020 Auto line; and \$300,000 from the 2020 Deductible line to the 2020 WC line.

Resolution 2023-32 Authorizing the Creation of the Residual Claims Fund Supplemental Assessment Account

Motion by Ms. Sperry, seconded by Mr. Hogate, to approve ***Resolutions 2023-30; Resolution 2023-31, and Resolution 2023-32 as presented***

ROLL CALL

Yeas:

Majorie Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Township**
Colette Bachich, **Washington Township**
Jeff Celebre, **City of Vineland**
Bob Diaz, *Fund Secretary*, **South Harrison Township**
Karen Sweeney, *Fund Chair*, **Wenonah Township**
Ken Brown, **Carneys Point**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Strategic Planning Committee Meeting Minutes – June 15, 2023

Ms. Miller stated the minutes of June 15, 2023 were a handout at today's meeting and are self-explanatory, and highlighted the following:

Ms. Miller noted in regards to renewing towns, there are 14 members up for renewal this year in the TRICOJIF, with 39 across all three JIFs.

In regards to the Elected Officials training, the training seemed to go well with approximately 300 participants in total, with approximately 47 survey results received.

Ms. Miller noted the focus was on the Annual Retreat, which will be held this year on Tuesday-Wednesday July 25-26th, with the Executive Committee Meeting being held on Tuesday at 4pm at Auletto's Caterers.

Ms. Miller advised the members to watch for Fund Professional evaluations as the advertisements for RFQ's for Auditor, Actuary, Administrative Consult and Wellness Director will be release early July with responses due back in August. If you have any questions on which Committee is responsible for which Fund Professional, please don't hesitate to contact herself or the Executive Directors office.

In regards to the December Dinner Meeting, the Executive Committee meeting will again be held at the Pitman Municipal Building at 4pm, with a reception following at An Italian Affair.

Lastly, Ms. Miller noted there was a short discussion on adding a "Members Only" section to the website, but more discussion will be had on that later in the year.

Ms. Miller asked if there were any questions. No questions were entertained.

MEL/RCF/EJIF/CYBER JIF Reports

In Mr. Razzo's absence, Mr. Forlenza noted the MEL/RCF/EJIF met on June 2, 2023 and those detailed reports were included in the agenda packet and were self-explanatory, noting the main action items for each of those meetings was the adoption of the 12/31/22 Audits

Mr. Forlenza also noted included in the agenda were the May 9, 2023 and the June 22, 2023 NJ Cyber JIF Reports for your reference. He stated the May 9 meeting was a special meeting held to reject all of the proposals received for the Cyber Hygiene Training, Phishing, and Network Scanning and the June 22 meeting was held to authorize the reissuance of the Cyber RFQ's.

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 **Tuesday, July 25, 2023 at 4:00 PM** at Auletto's Caterers, Deptford, NJ following that days Retreat session.

PUBLIC COMMENT

Open Public Comment

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

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

Close Public Comment

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

Motion by Ms. Sperry, seconded by Mr. Hogate 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>General Liability</i>	<i>Property</i>
2022251631	2022255534	2023298919
2021220915		2023289669
2023297307		2022255794
2021220530		2023301842

2019176786		
2020193983		
2023302555		
2023298255		

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

ROLL CALL

Yeas:

Majorie Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Township**
Colette Bachich, **Washington Township**
Jeff Celebre, **City of Vineland**
Bob Diaz, *Fund Secretary*, **South Harrison Township**
Karen Sweeney, *Fund Chair*, **Wenonah Township**
Ken Brown, **Carneys Point**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

APPROVE ABANDONING SUBROGATION

Secretary Diaz noted there was one (1) claim(s) reviewed for abandonment of subrogation attempt since the last meeting:

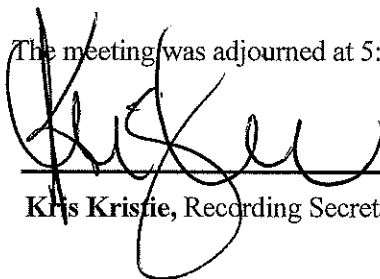
MLT-2021234379 (01-05)

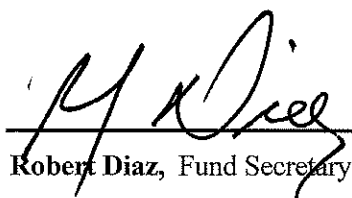
MOTION TO ADJOURN

There being no further business, Chair Sweeney entertained a *Motion to Adjourn* the June 26, 2023 Executive Committee Meeting of the TRICO JIF.

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

The meeting was adjourned at 5:43 PM.


Kris Kristie, Recording Secretary for


Robert Diaz, Fund Secretary