

## AGENDA PACKET



**Monday, November 27, 2023 at 5:00 pm**

**Via Zoom Conferencing**

<https://us06web.zoom.us/j/82021886055>

Meeting ID: 820 2188 6055

Dial In: +1 646-876-9923 US (New York)

[WWW.TRICOJIF.ORG](http://WWW.TRICOJIF.ORG)

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

**November 27, 2023 – 5:00 PM  
Via Zoom Conferencing**

**AGENDA**

- I. Meeting called to order by Chairman  
*Identification of all call in phone numbers*
  
- 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
  
- V. 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**
  
- VI. Approval of Minutes
  - A. Motion to adopt the **October 23, 2023** – Executive Claims Committee Meeting Minutes – **Motion – All in Favor**.....Pages 1-3
  - B. Motion to adopt the **October 23, 2023** – Executive Claims Committee Meeting Closed Session Minutes – **Motion – All in Favor**
  - C. Motion to adopt the **October 23, 2023** - Executive Committee Meeting Minutes – **Motion – All in Favor**.....Pages 4-15

*The Closed Session Minutes shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has an opportunity to review them.*
  
- VII. Executive Claims Committee Meeting Report – November 27, 2023.....Verbal
  
- VIII. Executive Director’s Report..... Pages 16-53
  - A. Lost Time Accident Frequency.....Pages 19-20
  - B. Certificates of Insurance.....Pages 21-26
  - C. Financial Fast Track Report.....Page 27
  - D. Regulatory Filing Checklists.....Pages 28-29
  - E. 2022 Safety Incentive Program Awards.....Page 30
  - F. 2023 Optional Safety Budget.....Page 31
  - G. 2023 Wellness Incentive.....Page 32
  - H. 2023 EPL/Cyber Risk Management Budget.....Page 33
  - I. EPL Compliance Status Report.....Page 34
  - J. Statutory Bond Status.....Pages 35-37
  - K. Skateboard Park Approval Status.....Page 38
  - L. Capehart & Scatchard Updates.....Pages 39-40
  - M. Land Use Training Certification.....Page 41

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O.	Elected Officials Training	
P.	Model RFQ 2024 Risk Management Services	
Q.	2024 RMC Resolutions & Agreements	
R.	Dividend Notices	
S.	Website	
T.	New Member Activity	
X.	Solicitor’s Report	
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A.	Activity Report .....	Pages 60-62
XII.	Claims Administrator’s Report	
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A.	Report.....	Pages 64-65
XIV.	Wellness Director Report	
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XV.	Managed Care Report	
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F.	PPO Savings and Penetration Report.....	Pages 73-74
G.	Top 10 Providers & Paid Provider by Specialty.....	Page 75
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XVI.	Technology Risk Services	
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XV.	Treasurer’s Report as of October 31, 2023.....	Pages 79-122
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B.	Investment JCFI	
C.	Loss Run Payment Registers	
D.	Fund Status	
E.	Disbursements	
F.	November Bill List.....	Page 123
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XVI.	Committee Reports	
A.	Strategic Planning Meeting Minutes – October 25, 2023.....	Pages 124-129
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1.	Draft 2024 Nomination Slate.....	Page 133
C.	Finance Committee Meeting Minutes – October 25, 2023.....	Pages 134-137
1.	Motion to Reaffirm the Release of \$1,600,000 in Surplus from Fund Years 2010-2018 as Authorized by Resolution 2023 – 28. <b>Motion – Roll Call</b>	
D.	Finance Committee Meeting Minutes – November 1, 2023.....	Pages 138-144
1.	2024 Budget Message.....	Pages 145-149

2. 2024 Budget Introduction – **Motion to Introduce – Roll Call**.....Pages 150-155
3. 2024 Assessment Allocation Strategy Policy - **Motion to Introduce – Roll Call**....Pages 156-171
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6. Resolution 2023-\_\_\_\_\_ Authorizing the Executive Director to Transfer the 2023 Dividends Received from the Environmental Risk Management Joint Insurance Fund Into the Member Aggregate Excess Loss Contingency Accounts – **Motion – Roll Call**..Page 174
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- A. NJ Cyber JIF Meeting Report – October 19, 2023.....Pages 177-179
- B. Resolution 2023-\_\_\_\_\_ Appointing Michael Razze, Borough of Pitman, as the Fund’s Representative to the MEL/RCF/EJIF/Cyber JIF for 2024 –**Motion – Roll Call**.....Pages 180-181
- C. EJIF Meeting Report – November 8, 2023.....Page 182

XVIII. Miscellaneous Business

<p><b>The next meeting of the TRICO JIF will be held on <b>Monday, December 18, 2023 at 4:00 PM at Pitman Municipal Building</b></b></p>
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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**

**October 23, 2023 – 3:30 PM**

Via Zoom Conferencing  
***EXECUTIVE CLAIMS MEETING MINUTES***

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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 on October 23, 2023 at 3:30 PM, prevailing time. Karen Sweeney, Chair, Wenonah Township, 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, *Chair, Wenonah Borough*  
Bob Diaz, *Secretary, South Harrison Township*  
Doug Hogate, *Elsinboro Township*  
Marjorie Sperry, *Quinton Township*  
Jeff Celebre, *City of Vineland*  
Colette Bachich, *Washington Township*

Also present were:

Paul A. Forlenza, MGA, Executive Director, *RPA – A Division of Gallagher*  
Kamini Patel, MBA, CIC, CPCU, AIDA<sup>®</sup>, Program 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, *The DeWeese Law Firm, P.C.*  
Rob Garish, Asst. Director of Public Sector, *J.A. Montgomery*  
Chris Roselli, Account Manager, *Qual-Lynx*  
Dominic Spaventa, Liability Supervisor, *Qual-Lynx*  
Chris Winter, CPM, Law Enforcement Risk Management Consultant  
Debby Schiffer, Wellness Director, *Targeting Wellness*

Those unable to attend:

Mark Gravinese, *Harrison Township*  
Karen Beatty, Client Services Manager, *Qual-Care*

***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 October 23, 2023 at 5:00 PM.

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

## REOPEN PUBLIC PORTION OF THE MEETING

Ms. Sweeney entertained a motion to reopen the public portion of the meeting.

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

## ***EXECUTIVE DIRECTOR's MONITORING REPORTS;***

***Supervisor Investigation Report:*** Ms. Patel referenced the report included in the agenda noting all seven (7) incidents reported had a Supervisor's Investigation Reports completed. Vineland had Supervisor's Investigation Reports completed on all three (3) of their incidents. Ms. Patel noted this was excellent.

Ms. Patel stated 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, but has noticed these reports seem to be completed more each month, which is great to report to this committee.

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

## ***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. Mr. Roselli reviewed the report in detail with the Committee. In addition, Mr. Roselli noted at this time Qual-Lynx is not fully staffed.

In the Workers Compensation unit, Ms. Langsdoerf hired a Medical Adjuster, and she started on October 2<sup>nd</sup>.

In the Liability Unit, one Adjuster was hired in August, making this unit fully staffed, however, the unit continues to take advantage of Ms. Sultzer's part-time services.

In the Property Unit, Ms. Johnson is fully dedicated to only handling ACM/BURLCO/TRICO Claims. A temp was also hired to begin assisting Ms. Johnson with subrogation files.

Mr. Roselli 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 mentioned that his office still has concerns regarding the turn-over at Qual-Lynx, as well as the file count per Adjuster, but is happy to hear Qual-Lynx has hired a temporary staffer to assist in the Units were needed, and is hopeful the turnover with Adjusters will be ending. Mr. Forlenza stated the Executive Director's office will be closely monitoring this situation going forward and will be meeting with Qual-Lynx in the near future to discuss the ongoing concerns.

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

### ***CLAIMS AUDIT***

Mr. Forlenza stated that his office received the final Claims Audit reports from North Shore Risk Consulting and they were reviewed with the Claims Review Committee Chairs from ACM, BURLCO, TRICO JIFs. Following the meeting, they authorized the Executive Director's office to share the Claims Audit Report with Qual-Lynx and requested a written response from Qual-Lynx to the recommendations and suggestions with a deadline of October 13, 2023. Mr. Forlenza advised the Committee that the Chairs also requested a timeline be provided for implementing those recommend changes. Mr. Forlenza advised the Committee that a request was received from Qual-Lynx seeking an extension on the October 13, 2023 deadline. He indicated the deadline is now extended to October 31, 2023.

Mr. Forlenza mentioned that once a response from Qual-Lynx is received, a meeting will be scheduled to review the response with the Claims Review Committee Chairs of ACM, BURLCO and TRICO JIFs. Subsequently, the Claims Audit and Qual-Lynx's response will be reviewed with each respective Claims Review Committee.

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

### ***CLAIMS WEBINAR***

Mr. Forlenza informed the committee that he requested Mr. Roselli to organize a webinar which will serve as a refresher on how to report claims due to the significant turnover in claims coordinators and the increase in reporting times. Mr. Forlenza mentioned Mr. Roselli submitted a preliminary presentation yesterday, which he and Ms. Patel will review shortly. The objective is to ensure that claims coordinators are well informed about their roles and responsibilities, and to address any questions.

### ***NEXT MEETING***

The next Executive Claims Meeting will be held on **Monday, November 27, 2023 at 3:30 PM** via Zoom Conferencing.

### ***MOTION TO ADJOURN***

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

The meeting was adjourned at 4:10 PM.

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

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***Robert Diaz, Secretary***

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

**October 23, 2023 @ 5:00 pm**

**Gloucester County Library, Mullica Hill**

***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, October 23, 2023 at 5:00 PM, prevailing time. Chair Karen Sweeney, Township of Wenonah, 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.**  
Debbie Pine, *Alternate*, **Elk Twp.**  
Doug Hogate, **Elsinboro Twp.**  
Linda Gonzalez, **Fairfield Twp.**  
Barbara Freijomil, **Franklin Twp.**  
Lisa Jeffers, **Greenwich Twp.**  
Dennis Chambers, **Harrison Township**  
William Pine, **Logan Twp.**  
Kevin Clour, **Lower Alloways Creek Twp.**  
Jennica Bileci, **Mantua Twp.**  
Harry Moore, **Oldmans Twp.**  
Dan Neu, **Pennsville Twp.**  
Melissa Flacker, **Pilesgrove Twp.**  
Sandy McCafferty, *Alternate*, **Pitman Borough**  
Majorie Sperry, **Quinton Twp.**  
Bob Diaz, **South Harrison Twp.**  
Jena Dolbow, **Swedesboro Borough**  
Jeff Celebre **Vineland City**  
Colette Bachich, **Washington Twp.**  
Karen Sweeney, **Wenonah Borough**  
Lee Ann DeHart, **West Deptford**  
Nicole O'Hara, **Westville Borough**

Absent Fund Commissioners/Professionals were:

Stephanie McCaffrey, **East Greenwich Twp.**  
Clark Pierpont, **Glassboro Borough**  
John Hitchner, **Hopewell Twp.**  
Luke Patrick, **Mannington Twp.**  
Pat Mason, **Monroe Twp.**  
Joy Gunn, **National Park Borough**  
Susan Jacabucci, **Paulsboro Borough**  
Anjanette Scott, **Penns Grove Borough**  
Brad Campbell, **Shiloh Borough**  
Jack Cimprich, **Upper Pittsgrove Twp.**



Cassidy Swanson, **Woodbury City**  
Shannon Elton, **Woodbury Heights Borough**  
Jane DiBella, **Woolwich Twp.**  
Karen Beatty, Client Services Manager, *QualCare*

Also present were:

Paul A. Forlenza, MGA, Executive Director, *RPA, A Division of Gallagher*  
Kamini Patel, MBA, CIC, CPCU, AIDA®, Program Director, *RPA – A Division of Gallagher*  
David DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*  
Rob Garish, Assistant Director of Public Sector, *J. A. Montgomery Risk Control*  
Debby Schiffer, *Wellness Director*  
Chris Roselli, Account Manager, *Qual-Lynx*  
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 and others:

Connor Strong & Buckelew  
E. H Sloan Insurance  
Kathy Schools, *Alternate*, Harrison Township

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

***Election of a New Executive Committee Member to Replace Mark Gravinese for the remainder of the 2023 Fund Year***

Chair Sweeney ask for a Motion to nominate Ken Brown, Carneys Point, as a member of the Executive Committee for the remainder of the 2023 Fund Year.

Motion by Mr. Hogate, seconded by Mr. Diaz to nominate Ken Brown as presented

**ROLL CALL**

**Yeas:** Sue Miller, **Clayton Borough**  
Colleen Emmons, **Deptford Twp.**  
Debbie Pine, *Alternate*, **Elk Twp.**  
Doug Hogate, **Elsinboro Twp.**  
Linda Gonzalez, **Fairfield Twp.**  
Barbara Freijomil, **Franklin Twp.**  
Lisa Jeffers, **Greenwich Twp.**  
Dennis Chambers, **Harrison Township**  
William Pine, **Logan Twp.**  
Kevin Clour, **Lower Alloways Creek Twp.**  
Jennica Bileci, **Mantua Twp.**  
Harry Moore, **Oldmans Twp.**  
Dan Neu, **Pennsville Twp.**  
Melissa Flacker, **Pilesgrove Twp.**  
Sandy McCafferty, *Alternate*, **Pitman Borough**  
Majorie Sperry, **Quinton Twp.**  
Bob Diaz, **South Harrison Twp.**  
Jena Dolbow, **Swedesboro Borough**  
Jeff Celebre **Vineland City**  
Colette Bachich, **Washington Twp.**  
Karen Sweeney, **Wenonah Borough**  
Lee Ann DeHart, **West Deptford**  
Nicole O'Hara, **Westville Borough**

*Nays:* None

*Abstain:* None

***Resolution 2023-34 Electing a Member of the Executive Committee***

Chair Sweeney entertained a motion to adopt Resolution 2023-34, Electing a Member of the Executive Committee.

Motion by Mr. Hogate, seconded by Mr. Diaz to approve Resolution 2023-34 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 majority vote.

***Resolution 2023-35 Confirming an Executive Committee for the Remainder of the 2023 Fund Year***

Chair Sweeney entertained a motion to adopt Resolution 2023-35, Confirming an Executive Committee for the Remainder of the 2023 Fund Year

Motion by Mr. Hogate, seconded by Mr. Daiz to approve Resolution 2023-35 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 September 25, 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 September 25, 2023 Executive Committee meeting.

Motion by Mr. Hogate, seconded by Mr. Diaz, to approve the minutes of the September 25, 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 September 25, 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. Diaz to approve the meeting minutes of the September 25, 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 September 25, 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. Diaz to approve the Executive Claims Review Committee Closed Session meeting minutes of September 25, 2023 as presented.

The Executive Claims Review Committee Closed Session minutes of September 25, 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 – October 23, 2023***

Chair Sweeney reported that an Executive Claims Committee Meeting was held on Monday, October 23, 2023 at the Gloucester County Library, Mullica Hill at 3:30pm

The Committee reviewed six (6) claims. Of the claims reviewed, there were two (2) Workers' Compensation, zero (0) General Liability, one (1) Auto, and three (3) Property PARs recommended for approval of settlement or continuing defense.

There were seven (7) Vineland claim(s) reviewed for September that had previously been approved by Vineland.

2022276831  
2023303032  
2024312207  
2020189070  
2023282121  
2024311702  
2021217342

There were zero (0) claim(s) reviewed for abandonment of subrogation attempts for September

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 noted that the certificates of insurance issued in the last month are included in the agenda. He asked members to review and please make sure that these were requested by your municipality and issued properly. Please reach out to Ed Cooney at the Underwriter's office if there are any questions.

Mr. Forlenza stated that SIP, OSB, Wellness and EPL/Cyber balances for 2023 are listed in the agenda. Please do not wait until the end of the year to submit reimbursement requests. Please submit documentation to claim or encumber the funds no later than November 1, 2023. All encumbered funds must be claimed by February 1, 2024.

Mr. Forlenza asked the members to review the list of statutory bonds included in the agenda packet. Please direct any changes to Jonathon Tavares/Rachel Perry at the Underwriter's office. He asked the members to review the checklists on pages 83-85.

Mr. Forlenza reminded members that the MEL's 2024-2025 EPL Risk Management Program was released on May 17, 2023 and is due November 1, 2023. Only a handful of members have submitted the required checklist. He noted that the Police Command Staff and Managers and Supervisor's Training has concluded for the year. All CEU certificates for the Managers and Supervisor's training have been issued with the exception of October 11, 2023, which will be out shortly. He stated that the list of employees that completed the training could be found on the JIF website; half way down on right hand side denoted as "sign in sheets". He also stated that some other JIFs are still holding some Managers and Supervisor's Training. If you have not completed this yet, please reach out to our office for more information.

Mr. Forlenza stated that once the Elected Officials training information is available, it would be sent to all members.

Mr. Forlenza reminded members that on or about September 29, 2023 the model RFQ for Risk Management Services was sent to all Fund Commissioners, Clerks and Risk Managers. If you have any questions, please contact Tracy Forlenza in our office.

Mr. Forlenza stated that on or about October 10, 2023, a memo, sample copies of the JIF Risk Manager Consultant Resolutions, and Agreements were sent to all Risk Managers. He noted that his office must receive executed agreements and resolutions before payments to the Risk Managers can be issued. Please contact our office with questions.

Mr. Forlenza stated that the 3<sup>rd</sup> quarter attendance is included in the agenda. He asked members to review and please reach out to his office if you feel there is an error.

Mr. Forlenza stated his office had a virtual meeting with DOBI, pursuant to their request, to discuss the Fund's request to release \$1.6 million in surplus. The Finance Committee has met, and believes that all the concerns highlighted by DOBI are addressed in the Fund's current process.

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

## **SOLICITOR'S REPORT**

### ***Assignment of New Cases***

Mr. DeWeese reported that there has been one (1) new case(s) assigned since the last meeting:

*Sanchez (a minor) v. City of Vineland*

### ***Assignment of Closed Cases***

Mr. DeWeese reported that there have been three (3) closed case(s) assigned since the last meeting:

*Griess v. Township of Franklin*  
*Clerici v. Township of West Deptford*

*Hahn AKA Marshall v. Township of Monroe*

***General Liability Files***

Mr. DeWeese noted that there are **42** active General Liability files, 14 of which are Police Civil Rights cases. He stated 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 \$2,097,671.71 of potential recoveries on **74** 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 be sure that who you want to have access to the Helpline are listed on this report, as calls can only be fielded from those on the list. He reminded the members that they could 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 whom you would like appointed as the contacts are actually appointed. Please remember appointments can only be made via Resolution to the Executive Directors office. He noted that he is one of the attorneys on the panel so please reach out to him with any Employment Practices questions or issues.

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

**SAFETY DIRECTOR'S REPORT**

Mr. Garish stated that the Safety Director's Report is included in the agenda and is self-explanatory, noting his report covers activities for both July and August. He then highlighted the following:

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 Services, as well as the MSI Now, MSI Live, and DVD Services.

In regards to towns that utilize Crossing Guards, please be sure to reference the updated resources on the MEL website, and if you have any questions, please do not hesitate to reach out to his office.

Mr. Garish noted 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.

Lastly, Mr. Garish stated that there are quite a few festivals and special events going on this time of year, so please be sure to correspond with your RMC to acquire the necessary Certificate of Insurance as well as Facility Use Agreements. There are bulletins as well as a Special Events Handbook online, so please reference those, or reach out to his office with any questions or concerns

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 Learned from Losses this month that emphasized one of the most common causes of employee injuries are attributed to improper lifting or moving something. She noted by utilizing proper techniques, such as taking a moment to assess the best approach or seeking assistance, the number and severity of these claims could be significantly reduced. She stated employees are encouraged to follow the "S.M.A.R.T." lifting techniques.

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, which included activities for September, which 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 he had recent agency visits with one (1) member Police Department. These visits were provided to discuss agency concerns, trends, Accreditation assistance and other requests. L/E RM services were outlined and provided to Chiefs and Command members present. Police agency's with Command changes will be a priority and visited as well. Agency visits are ongoing and being scheduled at this time to continue to build relationships with the Law Enforcement agencies within the TRICO JIF. Mr. Winter stated Activity Reports would be forwarded to the FUND Commissioners upon completion.

Mr. Winter noted that a Report Writing Class had been cancelled due to low registrations; however, Officers that registered had been included in the ACM Training date of 10/25/23.

Mr. Winter noted in regards to the TRICOJIF Law Enforcement Committee, a L/E Committee is being formulated with three (3) Police Chiefs to represent (JIF) police agencies in Gloucester, Salem and Cumberland counties. He will meet with them on a quarterly basis virtually to discuss loss trend concerns, training, policy and procedure assistance, L/E Accreditation guidance etc. This is being developed to maintain an ongoing forum throughout the year as an extension of the County Chiefs Association, to identify areas as previously mentioned and to reduce potential risks. The concept has been well received when discussed with Chiefs. Chiefs from Clayton, East Greenwich, and Mantua PD's have agreed to be a representative to date.

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 and includes activities and planned events for October, highlighting the following items, and referenced some well-being initiatives and activities that towns have currently done, or have planned to do.

Ms. Schiffer reviewed some wellness ideas and initiatives in hopes that towns will consider some of these ideas to utilize their funds which included ideas for Fall such as Holiday cook-offs, healthy holiday desserts, Wellness Day offerings including flu shots and Blood Pressure screenings; fun holiday resiliency challenges as well as Maintain Don't Gain challenges.

Ms. Schiffer noted this quarter's theme is all about reducing Stress. The newsletter will be distributed sometime in October followed by handouts in November and December on how stress affects specific conditions (TBD). Since stress can be at a heightened state as we progress towards the holidays, offering some type of Stress Management initiative at your municipality is highly recommended. Please reach out to her if you need ideas or if you would like her to present (or set up a speaker) on this subject.

Ms. Schiffer reminded the members that any remaining Wellness Funds must be used or encumbered by November 1, 2023, so please reach out to her with any questions.

Ms. Schiffer noted the Wellness Advisory Committee met on September 19, 2023 and the minutes have been approved by the Safety Committee and are included in the agenda for your reference.

Lastly, in regards to Dr. Elias’ Program –Leadership Group Coaching: Crisis Response and Transformational Leadership, Dr. Elias has reached out to 17 Chief’s provided by Keith Hummel. It has been a challenge to get commitment. It was reported that those who attended last year would like to send more of their officers, which is great; however, we still have nine paid spots to fill as the next Cohort starts at the end of October. Please encourage your Chief to reach out to her or Keith if you have an officer interested in trying out this program.

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

**MANAGED HEALTH CARE REPORT**

Mr. Roselli noted he had included the September reports in the agenda and highlighted the following:

**Lost Time v. Medical Only Cases**

Mr. Roselli presented the TRICO JIF *Lost Time v. Medical Only Cases (Intake Report)*.

	<i>September</i>	<i>YTD</i>
<i>Lost Time</i>	<i>0</i>	<i>40</i>
<i>Medical Only</i>	<i>12</i>	<i>173</i>
<i>Report Only</i>	<i>8</i>	<i>147</i>
<i># of New Claims Reported</i>	<i>20</i>	<i>362</i>
<i>Average Days Reported to QL</i>	<i>3.1</i>	<i>5.2</i>

**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.

All Claims: 9.7 days  
 Non-COVID Claims: 8.1 days  
 COVID Claims: 73.4 days

**Transitional Duty Report**

Mr. Roselli presented the Transitional Duty Report that depicts Transitional Duty use by town. The highlights for September YTD are as follows:

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	<i>3,652</i>
<i>Transitional Duty Days Worked</i>	<i>2,388</i>
<i>% of Transitional Duty Days Worked</i>	<i>65%</i>
<i>Transitional Duty Days Not Accommodated</i>	<i>1,264</i>
<i>% of Transitional Duty Days Not Accommodated</i>	<i>35%</i>
<i>\$ Saved by Accommodating</i>	<i>\$242,714</i>
<i>\$ Lost by NOT Accommodating</i>	<i>\$158,606</i>

Mr. Roselli also presented a report that depicts examples of transitional duty assignments that can be utilized for injured employees who are released by the attending physician to return to work in a limited capacity.

**PPO Penetration Report:**

Mr. Roselli presented the PPO Penetration Report that depicts the top provider services along with the number and amount of re-priced bills for September 2023.

<b>PPO Penetration Rate</b>	<b>September</b>
<i>Bill Count</i>	281
<i>Original Provider Charges</i>	\$405,403
<i>Re-priced Bill Amount</i>	\$163,266
<i>Savings</i>	\$242,137
<i>% of Savings</i>	60%

**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 the month, along with how many cases were re-opened for the current month. The attached report depicts the information for September 2023.

**Managed Care Quick Notes:** This month's report depicted a claim scenario where the entire Qual-Lynx team worked together to obtain the best possible outcome for the Claimant and JIF. In this particular scenario, the claimant refused an urgent surgery despite being recommended by two neurosurgeons. Qual-Lynx has requested that the neurosurgeons provide a written document outlining the warning disclosed to the claimant and any potential work restrictions should the claimant continue to refuse surgery.

Mr. Roselli 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, noting that the vulnerability and penetration statuses would be removed from the agenda and the website so bad actors cannot use this to find any potential vulnerable members. Mr. Caruso stated he will bring these reports to meetings and anyone can email him for status.

In regards to the vulnerability and penetration testing, the TRICO JIF is at 100% for those towns participating. 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. He noted there has also been posted a FAQ page, which handles the questions most received to date, and the answers to most of these questions come directly from the Fund Underwriter. A link has been set up on the [www.tricojif.com](http://www.tricojif.com) website for our reference.

Mr. Caruso reported new Wizer Hygiene Training sessions were started in July and that some members already have a 100% completion rate. He noted of the 2,140 invited users, 1,683 have started the training, with 1,666 or 77.85% that have completed the training.

Mr. Caruso stated that now that he has all of the confirmations of receipt of the Tier documentation, he would 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. He also noted that your eligibility for reduced deductibles would be determined at the time of a loss, not when you turn in your form.

Lastly, Mr. Caruso reported this month's bulletin addresses the importance of vulnerability and penetration testing to local government networks. He encouraged members to read this information.



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 the period ending September 30, 2023, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski’s reports are valued as of September 30, 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 \$83,093.17. This generated an average annual yield of 2.86%. However, after including an unrealized net loss of \$173,765.65 in the asset portfolio, the yield is adjusted to -3.12% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$27,112,390.38 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 \$24,580,987.75

**Receipt Activity for the Period**

	<b>Month</b>	<b>YTD</b>
Subrogation Receipts	\$71,621.54	\$415,983.30
Salvage	\$0.00	
Overpayment Reimbursement	\$555.21	
FY 2023 2 <sup>nd</sup> Installment Premium Receipts	\$227,307.77	

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

All Member Balances are now combined in one report and shows that \$1,298.08 in interest has been applied to the existing balances as shown in the attached report totaling \$546,161.48 at months end.

**Loss Run Payment Register for the Period – September 30, 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 \$533,835.22. The claims detail shows 604 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 \$35,068,257.60 to a closing balance of \$34,574,710.02 showing a decrease in the fund of \$493,547.58

**Bill List – October 2023**

For the Executive Committee’s consideration, Mr. Tontarski presented the October 2023 Bill List in the amount of \$207,185.11, which was included in the agenda packet.

Chair Sweeney entertained a motion to approve September 2023 Loss Run Payment Register and the October Bill List in the amount of \$207,185.11, 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 *September Loss Run Payment Register and the October 2023 Bill List* as presented.

**ROLL CALL**

*Yeas:*

Marjorie Sperry, **Quinton Township**  
Doug Hogate, **Elsinboro Township**  
Colette Bachich, **Washington Township**

Jeff Celebre, **Vineland City**  
Bob Diaz, South **Harrison Township**  
Karen Sweeney, **Wenonah Borough**  
Ken Brown, **Carneys Point**

*Nays:* None  
*Abstain:* None

All in favor. Motion carried by unanimous vote.

## **COMMITTEE REPORTS**

### ***Safety Committee Report-September 6, 2023***

Mr. Celebre reported the Finance Committee met on October 5, 2023 via Zoom conferencing. The minutes are self-explanatory and were included in the agenda packet. He then highlighted the following from the meeting noting discussion took place in regards to a revised Wellness program; easier ways to get towns to utilize their Safety Incentive monies, and holding the Safety Breakfast at Auletto Caterers with the roundtables held again via Zoom.

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

### **MEL/RCF/EJIF/CYBER JIF Reports – September 15, 2023**

Mr. Forlenza stated the MEL, RCF and EJIF reports were included in the agenda packet, were self-explanatory, and asked the members to review the letter to DOBI that was also included in the agenda. He noted the letter was from David Grubb, Executive Director of the MEL, to the Department of Banking and Insurance, outlines quite a few issues that the MEL is facing, as well as the JIFs, in regards to local government insurance issues.

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

## **MISCELLANEOUS BUSINESS**

### ***NEXT MEETING***

Chair Sweeney noted that the next meeting of the TRICO JIF will take place on **Monday, November 27, 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 Ms. Bachich 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>Auto Liability</i>	<i>Property</i>
2023300380	2020191041	2023306672
2024311160		2024312181
		2020197911

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

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

*Nays:*                None  
*Abstain:*            None

All in favor. Motion carried by unanimous vote.

***APPROVE ABANDONING SUBROGATION***

Chair Sweeney noted there were zero (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 October 23, 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 5:35 PM.

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**Kris Kristie**, Recording Secretary for

**Robert Diaz**, Fund Secretary



To: Fund Commissioners  
From: Paul Forlenza, MGA, RMC, Executive Director  
Date: November 27, 2023  
Re: **Executive Director's Report**

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**A. Lost Time Accident Frequency Report – (pgs. 19-20)**

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

**B. Certificates of Insurance (pgs. 21-26)**

Summaries of the Certificates of Insurance issued through October 2023 are attached for your review.

**C. Financial Fast Track (pg. 27)**

The Financial Fast Track Report for September 30, 2023 are attached for your review. This report is generated by the Administrative Consultant and provides a “snapshot” of the JIF’s financial status. The JIF’s surplus position as of September 30, 2023 was \$14,788,176.

**D. Regulatory Filing Checklists (pgs. 28-29)**

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. 30)**

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 was November 1, 2023. All encumbered funds had to be claimed by February 1, 2024.**

**F. 2023 Optional Safety Budget (pg. 31)**

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 was November 1, 2023. All encumbered funds have to be claimed by February 1, 2024.**

**G. 2023 Wellness Incentive (pg. 32)**

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 was November 1, 2023. All encumbered funds have to be claimed by February 1, 2024.**

**H. 2023 EPL/Cyber Risk Management Budget (pg. 33)**

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 was November 1, 2023. All encumbered funds have to be claimed by February 1, 2024.**

**I. Employment Practices Liability Compliance Status (pg. 34)**

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. )35-37**

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](mailto:jtavares@connerstrong.com).

**K. Skateboard Park Approval Status (pg. 38)**

Enclosed, please find a spreadsheet depicting the current status of all approved skateboard parks or those currently under construction by a member municipality. 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 BURLCO JIF and MEL provide said 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 (pgs. 39-40)**

John Geaney, Esq. of the law firm of Capehart & Scatchard periodically provides updates on court cases dealing with workers' compensation, ADA, and FMLA issues. Copies of his latest updates are included for your information.

**M. Land Use Training Certification (pg. 41)**

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](mailto:jtavares@connerstrong.com).

**N. 2024-2025 MEL EPL Risk Mgmt Program (pgs. 42-53)**

On or about May 17, 2023, a memorandum outlining the required steps necessary to remain, or come into compliance with, the MEL's EPL Risk Management Program was emailed to all Municipal Clerk's, Fund Commissioners, and Risk Management Consultants. Information pertaining to the availability of the updated policies and procedures, handbooks, required Police Command Staff and Managers and Supervisor's Training was included in the memorandum. Anyone that has questions pertaining to this Program should contact the Executive Director's

Office for assistance. All members are reminded to complete the necessary steps and submit their compliance checklist by November 1, 2023. A status report valued as of November 13, 2023 is included in the agenda for your review. Any questions regarding the status of your compliance with the Program can be directed to Sandra Cantwell at [scantwell@permainc.com](mailto:scantwell@permainc.com).

**O. Elected Officials Training**

Once again, this year, the Fund will be sponsoring Elected Officials training via the MEL Safety Institute website. The MEL will reduce each member's 2024 MEL Assessment by \$250 for each municipal elected official who completes the training. This credit will also be extended to the member's CEO (i.e. Municipal Manager or Administrator) who completes the training. The total credit is limited to 5% of a member's 2024 MEL Assessment. Once information is available regarding the training, a notice will be sent to all members.

**P. Model RFQ 2024 Risk Management Consultant**

On or about September 29, 2023, the model RFQ for Risk Management Services was sent to all Fund Commissioners, Municipal Clerks, and Risk Managers. This model RFQ was developed by the Strategic Planning Committee to assist members in prioritizing the securing of necessary risk management services from an insurance professional instead of the price for these services. Any members with questions regarding these documents can contact Tracy Forlenza at [Tracy.Forlenza@rpadmin.com](mailto:Tracy.Forlenza@rpadmin.com).

**Q. 2024 RMC Resolutions and Agreements**

On or about October 10, 2023, a memo and sample copies of the JIF RMC Resolution and Agreement for the 2024 Fund Year were e-mailed to all Risk Management Consultants. If an RMC represents more than one municipality, we request that the form be copied and one set executed for each municipality represented. Once our office receives this documentation, payment can be issued for the 2024 fees at the February 2024 JIF meeting. Please note that RMC payments cannot be processed until this documentation is received. In addition, if they have not already done so, each RMC is required to execute a Confidentiality Agreement with the JIF and forward it to the Executive Director's office. Each RMC is asked to execute one copy of the Confidentiality Agreement for each member of their staff that might attend the JIF Executive Committee meetings. If you have any questions in this regard, please contact Tracy Forlenza at 856-446-9143 or [Tracy.Forlenza@rpadmin.com](mailto:Tracy.Forlenza@rpadmin.com).

**R. Dividend Release**

On or about September 22, 2023, a request to distribute this year's surplus release of \$1,600,000 was submitted to the Department of Banking and Insurance for approval. Once approval is received, all members who are eligible to receive a share of this year's surplus release will receive a notification from Tracy Forlenza in regards to their balance and options for collecting their portion of the surplus. All members will be asked to respond to Tracy as to the disposition of their portion of the surplus.

**S. Website ([www.tricojif.org](http://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](mailto:Megan_Matro@rpadmin.com).

**T. 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* SIF 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	N/A
Clayton Borough	M	3,200.00	1,000.00				4,200.00										4,200.00	0.00	N/A
Deptford Township	XL	4,500.00	1,000.00				5,500.00										5,500.00	0.00	N/A
East Greenwich Townshi	M	3,200.00	1,000.00					4,200.00									4,200.00	0.00	N/A
Elk Township	S	2,500.00	750.00				3,250.00										3,250.00	0.00	N/A
Elsinboro Township	XS	2,000.00	750.00					2,750.00									2,750.00	0.00	N/A
Fairfield Township	S	2,500.00	0.00					2,500.00									2,500.00	0.00	N/A
Franklin Township	L	3,800.00	500.00				4,300.00										4,300.00	0.00	N/A
Glassboro Borough	XL	4,500.00	750.00				5,250.00										5,250.00	0.00	N/A
Greenwich Township	M	3,200.00	500.00				3,700.00										3,700.00	0.00	N/A
Harrison Township	M	3,200.00	750.00				3,950.00										3,950.00	0.00	N/A
Hopewell Township	S	2,500.00	750.00					3,250.00									3,250.00	0.00	N/A
Logan Township	M	3,200.00	750.00					3,950.00									3,950.00	0.00	N/A
Lower Alloways Creek T	S	2,500.00	250.00				2,500.00	250.00									2,750.00	0.00	N/A
Mannington Township	XS	2,000.00	500.00				2,500.00										2,500.00	0.00	N/A
Mantua Township	L	3,800.00	250.00				4,050.00										4,050.00	0.00	N/A
Monroe Township	XL	4,500.00	750.00				5,250.00										5,250.00	0.00	N/A
National Park Borough	XS	0.00	0.00														0.00	0.00	N/A
Oldmans Township	XS	2,000.00	1,000.00				3,000.00										3,000.00	0.00	N/A
Paulsboro Borough	M	3,200.00	750.00					3,950.00									3,950.00	0.00	N/A
Penns Grove Borough	M	3,200.00	0.00					3,200.00									3,200.00	0.00	N/A
Pennsville Township	L	3,800.00	500.00				4,300.00										4,300.00	0.00	N/A
Pilesgrove Township	XS	2,000.00	1,000.00				3,000.00										3,000.00	0.00	N/A
Pitman Borough	L	3,800.00	1,000.00				4,800.00										4,800.00	0.00	N/A
Quinton Township	XS	2,000.00	1,000.00				3,000.00										3,000.00	0.00	N/A
Shiloh Borough	XS	0.00	0.00														0.00	0.00	N/A
South Harrison Township	XS	2,000.00	750.00				2,750.00										2,750.00	0.00	N/A
Swedesboro Borough	S	2,500.00	1,000.00					3,500.00									3,500.00	0.00	N/A
Upper Pittsgrove Townshi	XS	2,000.00	1,000.00				3,000.00										3,000.00	0.00	N/A
Vineland City	XL	4,500.00	1,000.00				5,500.00										5,500.00	0.00	N/A
Washington Township	XL	4,500.00	750.00				5,250.00										5,250.00	0.00	N/A
Wenonah Borough	XS	2,000.00	750.00				2,750.00										2,750.00	0.00	N/A
West Deptford Township	XL	4,500.00	500.00				5,000.00										5,000.00	0.00	N/A
Westville Borough	M	3,200.00	250.00				3,450.00										3,450.00	0.00	10/18/23
Woodbury City	L	3,800.00	1,000.00				4,800.00										4,800.00	0.00	N/A
Woodbury Heights Boros	M	3,200.00	250.00				3,450.00										3,450.00	0.00	N/A
Woolwich Township	M	3,200.00	1,000.00							4,200.00							4,200.00	0.00	N/A
Total By Line		109,700.00	24,750.00	0.00	0.00	0.00	98,500.00	31,750.00	0.00	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00	134,450.00	0.00	

**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											1,041.00			1,041.00	<b>1,459.00</b>	10/30/23
Clayton Borough	2,500.00									891.19	1,608.81				2,500.00	<b>0.00</b>	N/A
Deptford Township	4,500.00											4,500.00			4,500.00	<b>0.00</b>	N/A
East Greenwich Township	2,500.00					385.79						2,112.47			2,498.26	<b>1.74</b>	10/06/23
Elk Township	1,500.00										1,500.00				1,500.00	<b>0.00</b>	N/A
Elsinboro Township	750.00														0.00	<b>750.00</b>	06/01/23
Fairfield Township	1,500.00					1,500.00									1,500.00	<b>0.00</b>	N/A
Franklin Township	3,500.00										84.15	3,022.00			3,106.15	<b>393.85</b>	10/06/23
Glassboro Borough	4,500.00														0.00	<b>4,500.00</b>	10/26/23
Greenwich Township	3,500.00														0.00	<b>3,500.00</b>	10/11/23
Harrison Township	2,500.00														0.00	<b>2,500.00</b>	10/06/23
Hopewell Township	1,500.00														0.00	<b>1,500.00</b>	10/26/23
Logan Township	2,500.00											2,500.00			2,500.00	<b>0.00</b>	N/A
Lower Alloways Creek Townsh	2,500.00														0.00	<b>2,500.00</b>	10/25/23
Mannington Township	750.00						750.00								750.00	<b>0.00</b>	N/A
Mantua Township	3,500.00														0.00	<b>3,500.00</b>	10/24/23
Monroe Township	4,500.00														0.00	<b>4,500.00</b>	10/10/23
National Park Borough	1,500.00											1,500.00			1,500.00	<b>0.00</b>	N/A
Oldmans Township	750.00														0.00	<b>750.00</b>	10/30/23
Paulsboro Borough	3,500.00											3,500.00			3,500.00	<b>0.00</b>	10/31/23
Penns Grove Borough	3,500.00														0.00	<b>3,500.00</b>	11/01/23
Pennsville Township	3,500.00							868.39				992.96			1,861.35	<b>1,638.65</b>	10/12/23
Pilesgrove Township	750.00														0.00	<b>750.00</b>	10/26/23
Pitman Borough	3,500.00						2,033.00		1,120.00			234.00			3,387.00	<b>113.00</b>	11/01/23
Quinton Township	750.00														0.00	<b>750.00</b>	06/01/23
Shiloh Borough	750.00														0.00	<b>750.00</b>	NONE
South Harrison Township	750.00											750.00			750.00	<b>0.00</b>	10/11/23
Swedesboro Borough	1,500.00											1,500.00			1,500.00	<b>0.00</b>	N/A
Upper Pittsgrove Township	750.00											30.40			30.40	<b>719.60</b>	11/01/23
Vineland City	2,500.00														0.00	<b>2,500.00</b>	10/06/23
Washington Township	4,500.00											4,500.00			4,500.00	<b>0.00</b>	N/A
Wenonah Borough	1,500.00										1,500.00				1,500.00	<b>0.00</b>	N/A
West Deptford Township	4,500.00														0.00	<b>4,500.00</b>	10/06/23
Westville Borough	2,500.00														0.00	<b>2,500.00</b>	10/18/23
Woodbury City	3,500.00									1,447.13		2,052.87			3,500.00	<b>0.00</b>	N/A
Woodbury Heights Borough	2,500.00						2,500.00								2,500.00	<b>0.00</b>	N/A
Woolwich Township	1,500.00											1,477.69			1,477.69	<b>22.31</b>	10/11/23
<b>Total By Line</b>	<b>\$89,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,885.79</b>	<b>\$5,283.00</b>	<b>\$868.39</b>	<b>\$1,120.00</b>	<b>\$2,338.32</b>	<b>\$4,692.96</b>	<b>\$29,713.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,901.85</b>	<b>\$43,598.15</b>	

**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											997.00			997.00	3.00	NONE
Clayton Borough	1,000.00								988.97						988.97	11.03	NONE
Deptford Township	1,500.00											1,500.00			1,500.00	0.00	N/A
East Greenwich Township	1,000.00					360.00						265.00			625.00	375.00	10/06/23
Elk Township	750.00											750.00			750.00	0.00	10/19/23
Elsinboro Township	500.00														0.00	500.00	06/01/23
Fairfield Township	750.00														0.00	750.00	10/31/23
Franklin Township	1,250.00										675.34	574.66			1,250.00	0.00	10/06/23
Glassboro Borough	1,500.00														0.00	1,500.00	10/26/23
Greenwich Township	1,000.00														0.00	1,000.00	10/11/23
Harrison Township	1,000.00														0.00	1,000.00	10/06/23
Hopewell Township	750.00							299.00							299.00	451.00	10/26/23
Logan Township	1,000.00											1,000.00			1,000.00	0.00	N/A
Lower Alloways Creek To	1,000.00										930.00				930.00	70.00	10/25/23
Mannington Township	500.00						500.00								500.00	0.00	N/A
Mantua Township	1,250.00														0.00	1,250.00	10/24/23
Monroe Township	1,500.00														0.00	1,500.00	10/10/23
National Park Borough	500.00														0.00	500.00	10/31/23
Oldmans Township	500.00											492.69			492.69	7.31	NONE
Paulsboro Borough	1,000.00														0.00	1,000.00	10/31/23
Penns Grove Borough	1,250.00														0.00	1,250.00	11/01/23
Pennsville Township	1,250.00														0.00	1,250.00	10/12/23
Pilesgrove Township	500.00			46.74					70.09		111.15				227.98	272.02	10/26/23
Pitman Borough	1,250.00											544.98			544.98	705.02	11/01/23
Quinton Township	500.00														0.00	500.00	06/01/23
Shiloh Borough	500.00														0.00	500.00	NONE
South Harrison Township	500.00														0.00	500.00	10/11/23
Swedesboro Borough	750.00											726.24			726.24	23.76	NONE
Upper Pittsgrove Township	500.00											102.24			102.24	397.76	11/01/23
Vineland City	1,500.00														0.00	1,500.00	10/06/23
Washington Township	1,500.00											1,500.00			1,500.00	0.00	10/18/23
Wenonah Borough	750.00										750.00				750.00	0.00	N/A
West Deptford Township	1,500.00				309.90				563.75			109.50			983.15	516.85	10/06/23
Westville Borough	1,000.00														0.00	1,000.00	10/18/23
Woodbury City	1,250.00									625.00		625.00			1,250.00	0.00	N/A
Woodbury Heights Boroug	1,000.00								1,000.00						1,000.00	0.00	N/A
Woolwich Township	1,000.00							320.00							320.00	680.00	10/11/23
Total By Line	\$35,750.00	\$0.00	\$0.00	\$46.74	\$309.90	\$360.00	\$500.00	\$619.00	\$2,622.81	\$625.00	\$2,466.49	\$9,187.31	\$0.00	\$0.00	\$16,737.25	\$19,012.75	

**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										2,000.00				2,000.00	0.00	N/A
Clayton Borough	2,000.00		245.00								1,755.00				2,000.00	0.00	N/A
Deptford Township	3,000.00											3,000.00			3,000.00	0.00	N/A
East Greenwich Township	2,000.00					2,000.00									2,000.00	0.00	N/A
Elk Township	1,500.00										1,500.00				1,500.00	0.00	N/A
Elsinboro Township	1,000.00														0.00	1,000.00	6/1/2023
Fairfield Township	1,500.00		1,500.00												1,500.00	0.00	N/A
Franklin Township	2,500.00		2,500.00												2,500.00	0.00	N/A
Glassboro Borough	3,000.00														0.00	3,000.00	10/26/2023
Greenwich Township	2,000.00														0.00	2,000.00	10/11/2023
Harrison Township	2,000.00														0.00	2,000.00	10/6/2023
Hopewell Township	1,500.00							721.71				675.00			1,396.71	103.29	10/26/2023
Logan Township	2,000.00											2,000.00			2,000.00	0.00	N/A
Lower Alloways Creek Township	2,000.00														0.00	2,000.00	10/25/2023
Mannington Township	1,000.00									549.12		450.88			1,000.00	0.00	10/31/2023
Mantua Township	2,500.00														0.00	2,500.00	10/24/2023
Monroe Township	3,000.00														0.00	3,000.00	10/10/2023
National Park Borough	1,500.00														0.00	1,500.00	10/31/2023
Oldmans Township	1,000.00											1,000.00			1,000.00	0.00	N/A
Paulsboro Borough	2,000.00											2,000.00			2,000.00	0.00	10/31/2023
Penns Grove Borough	2,500.00														0.00	2,500.00	11/1/2023
Pennsville Township	2,500.00										2,500.00				2,500.00	0.00	N/A
Pilesgrove Township	1,000.00								1,000.00						1,000.00	0.00	N/A
Pitman Borough	2,500.00				2,500.00										2,500.00	0.00	N/A
Quinton Township	1,000.00														0.00	1,000.00	6/1/2023
Shiloh Borough	500.00														0.00	500.00	NONE
South Harrison Township	1,000.00											1,000.00			1,000.00	0.00	10/11/2023
Swedesboro Borough	1,500.00											1,500.00			1,500.00	0.00	N/A
Upper Pittsgrove Township	1,000.00											486.00			486.00	514.00	11/1/2023
Vineland City	3,000.00														0.00	3,000.00	10/6/2023
Washington Township	3,000.00														0.00	3,000.00	NONE
Wenonah Borough	1,500.00										1,500.00				1,500.00	0.00	N/A
West Deptford Township	3,000.00														0.00	3,000.00	10/6/2023
Westville Borough	2,000.00														0.00	2,000.00	10/18/2023
Woodbury City	2,500.00									2,500.00					2,500.00	0.00	N/A
Woodbury Heights Borough	2,000.00			2,000.00											2,000.00	0.00	N/A
Woolwich Township	2,000.00										2,000.00				2,000.00	0.00	N/A
<b>Total By Line</b>	<b>71,500.00</b>	<b>0.00</b>	<b>4,245.00</b>	<b>2,000.00</b>	<b>2,500.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>721.71</b>	<b>1,000.00</b>	<b>3,049.12</b>	<b>11,255.00</b>	<b>12,111.88</b>	<b>0.00</b>	<b>0.00</b>	<b>38,882.71</b>	<b>32,617.29</b>	

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



**To:** Member Municipality Fund Commissioners, Municipal Clerks, & Risk Managers

**From:** Paul A. Forlenza, MGA, RMC, Executive Director

**Date:** May 17, 2023

**Re:** 2024-2025 Employment Practices Liability (EPL) Risk Management Program

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As you are aware, once every two (2) years, the New Jersey Municipal Excess Liability Joint Insurance Fund (MEL) requires all members to update their compliance with the MEL's Employment Practices Liability (EPL) Risk Management Program. Compliance with this program requires all members to complete various steps including the adoption of updated personnel policies and procedures and attendance at, or completion of, various training events.

To assist you in this endeavor, attached, you will find information pertaining to compliance with the EPL Risk Management Program. Below, you will also find additional information regarding the compliance steps and important deadlines.

- 1. Personnel Policies and Procedures:** Attached is a May 10, 2023 memorandum from the MEL that provides an outline of the changes made to the model policies and procedures, hyperlinks to access the revised documents, and compliance checklist. **All checklists must be submitted to the MEL at the address on the bottom of the checklist by November 1, 2023.**
- 2. Managers and Supervisors Training:** Attached is the invitation to the Managers & Supervisor's training which is being held via Zoom. Please note if you serve in multiple municipalities, you only need to attend this course once on behalf of all municipalities where you work. **All Managers and Supervisors need to complete this training by November 1, 2023.**
- 3. Police Command Officer Training:** Attached is the invitation to the Police Command Staff training. Officers with the rank of Chief, Deputy Chief, Captain, Lieutenant, and any officer that is eligible to sit for a Chiefs exam should attend this training. **Police Command staff need to complete this training by November 1, 2023.**
- 4. Employee and Volunteer Training (Other than Managers, Supervisors and Police Command Officers):**
  - **Employment Practices:** A new on-line program is in production and will be available in the MEL Learning Management System shortly. When the program is available on-line, you will receive a notice to send to employees and volunteers. **All non-supervisory employees and volunteers including police (other than Command Officers) must be offered this training by November 1, 2023.**

File: ACM/BURLCO/TRICO/GEN/EPL Plan of Risk Management Tab: 2024-2025  
ACM/BURLCO/TRICO/GEN/SAM Plan of Risk Management Tab: 2024-2025



## Municipal Excess Liability Joint Insurance Fund

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

To: Members - Municipal Excess Liability Joint Insurance Fund  
(Municipalities and Utility Authorities)

From: David N. Grubb, Executive Director

Date: May 10, 2023

Re: **2024 - 2025 Employment Practices Liability (EPL) Program**

**Please allow this memorandum to serve as official notice that the 2024-2025 Employment Practices Liability Program has begun.**

Every two years the MEL reviews applicable laws and regulations to update the Model Personnel Manual, Model Employee Handbook and Model Volunteer Handbook. In addition, members are asked to complete training geared towards Managers & Supervisors, Non-Supervisory Employees and Police Command Staff training. For information, we are attaching a memorandum that outlines the changes made to the current model documents.

95% of MEL members have adopted the MEL's model employment practices risk control program and are eligible for lower deductibles. These programs must be updated every two years to remain eligible.

**Please visit the MEL webpage – [www.njmel.org](http://www.njmel.org) - for downloadable copies of the revised model documents.**  
**OR**

**Click this link to the program: <https://njmel.org/insurance/public-officials/risk-management-program/>**

Members with updated loss control programs receive the standard EPL deductible of \$20,000 per claim plus a 20% co-pay capped at \$50,000 and may be eligible to buy down deductibles and co-insurance caps (See note below concerning members with adverse EPL claims experience).

To qualify for the lower deductibles, have your General Counsel or Employment Attorney complete the one-page form checking the minimum requirements for updating the plan. It is not necessary to attach any further documentation. Mail the completed form to MEL Fund Office, 9 Campus Drive, Suite 216, Parsippany, NJ 07054. (copy attached)

Members submitting the required form by **November 1, 2023** will qualify or continue to qualify for the deductible incentives. Members submitting this form after the deadline will become eligible for the deductible incentive upon approval of the application, but not retroactively.

Members without updated loss control programs will have a deductible of \$100,000 per claim plus a 20% co-pay with no cap. (See note below concerning members with adverse EPL claims experience).

**Members with adverse EPL claims experience:** Members with adverse loss experience will have a deductible of \$75,000 if they have an updated loss control plan and \$150,000 if they do not – in addition to the co-pay (as outlined above). In a few cases, the insurance carrier will establish higher deductibles for members due to exceptionally poor experience.

## Required Elements for the Incentive

1. **Employment Attorney/Advisor:** An Employment Attorney or an Employment Advisor usually provides advice concerning personnel matters. However, the member may designate its General Counsel if experienced in employment matters.
2. **Personnel Policies and Procedures Manual:** To facilitate this process, the MEL has developed a Revised Model Personnel Policies and Procedure Manual that members are free to use at their discretion. Members can adopt the model, take sections from the model and place them in their existing personnel manual, or write their own policies that cover the subjects in the model.
3. **Conscientious Employee Protection Act Notice:** This notice (in both English and Spanish) must be posted on the bulletin board and distributed to all personnel. The notice required by the NJ Department of Labor is included in the Model Personnel Policies and Procedures Manual. (copy can also be found on the MEL webpage – njmel.org)
4. **Employee Handbook:** The handbook must be updated and distributed to all personnel. To facilitate this process, the MEL has developed a Model Employee handbook that members are free to use at their discretion which can be found on the MEL webpage – njmel.org.
5. **Model Local Unit Civil Rights Resolution (municipalities only):** Adopt the model resolution which can be found on the MEL webpage – njmel.org.
6. **Managerial and Supervisory Training:** Court decisions made personnel training for managerial and supervisory "mandatory". A signed acknowledgement that the manager or supervisor has completed training within the last 12 months must be placed in the personnel files. Training is also mandatory for the Municipal Judge, the heads of volunteer emergency service organizations such as Volunteer Fire Departments, EMS units, and the heads of organizations such as Library Boards and Planning Boards, etc., that are involved in personnel matters.
  - a. The MEL has developed a Model Managers & Supervisors training program that will be available be offered as a Live Webinar through the MEL Safety Institute. You will receive directions on how to access this program from you JIF's Executive Director.
7. **Police Chief, Captains and Lieutenants Training:** Because Police Departments are involved in a high percentage of employment related litigation, Police Chiefs and at least one other command officer must complete employment-practices training that takes into consideration the Attorney General's guidelines for police operations.
  - a. J.A. Montgomery's Law Enforcement Unit has already been conducting this training program & will be scheduling more throughout the state.
8. **Training for All Other Personnel:** Court decisions also require employers to offer anti-harassment and related personnel training to all employees.
  - a. The non-supervisory training video is in the final stages. Once available, instructions to access the program will be distributed by your JIF's Executive Director.
9. **MEL EPL Helpline:** The MEL includes a helpline to its members at no additional cost. For information, we are including a copy of the helpline.

For assistance, please contact the MEL office or the office of your local JIF Executive Director.

### Attachments:

- **Synopsis of Changes**
- **Checklist**
- **MEL Helpline**

MATTHEW J. GIACOBBE, Partner  
[mgiacobbe@cgajlaw.com](mailto:mgiacobbe@cgajlaw.com)

Reply to: Oakland Office

To: Member Entities  
 From: Matthew J. Giacobbe, Esq.  
 Nicholas DelGaudio, Esq.  
 Fred Semrau, Esq.

Date: March 13, 2023

Re: Changes to Employee Handbook and Personnel Policies and Procedures Manual

The Municipal Excess Liability Joint Insurance Fund (“MEL”) has made suggested modifications to the Model Employee Handbook and Personnel Policies and Procedures Manual (“PPPM”) for our members’ consideration. Several of the changes made were to make the related policies in the Employee Handbook and PPPM more uniform, while other revisions were made due to changes in law. Below is a brief explanation of the changes that have been made.

- Sick Leave Policy

In accordance with COVID-19-related updates to the Earned Sick Leave Law, an additional reason for which sick leave may be used was added in both the PPPM and Employee Handbook. In addition, a note was added in both the PPPM and Employee Handbook to clarify that employers may choose to require up to seven (7) days’ notice for foreseeable sick leave usage under the Earned Sick Leave Law.

- Alcohol and Drug-Free Workplace

Changes were made in the PPPM to account for the legalization of recreational cannabis, including the addition of language relating to the requirement that there be documentation of physical signs of impairment in addition to a positive drug test in order to subject an employee to adverse action. Language was also added to provide that applicants cannot be denied employment based solely on a pre-employment positive drug test for cannabis, with some listed exceptions. In the Policy Prohibitions section, cannabis was added to the portion discussing alcohol, as it would no longer fit under the illegal drugs portion that precedes it.

Language that is no longer applicable due to the legalization of cannabis was also removed throughout the policy. On the Pre-Employment Consent and Release Form, the language “for certain employment positions” was added after “Cannabinoids” because employers will no longer need to test for cannabis in pre-employment panels for most positions. In the Employee Handbook, the word “unlawful” was removed before “drugs” in order to make clear that the use of cannabis in the workplace is still prohibited.

**Oakland Office: 169 Ramapo Valley Road, UL 105, Oakland, NJ 07436 Tel 973 845-6700 Fax 201 644-7601**  
 Somerville Office: 50 Division Street, Suite 501, Somerville, NJ 08876 Tel 732 583-7474 Fax 201 644-7601  
 Matawan Office: 955 State Route 34, Suite 200, Matawan, NJ 07747 Tel 732 583-7474 Fax 732 290-0753

- Domestic Violence Policy

Letter (E) under the Domestic Violence Reporting Procedures in the PPPM was removed due to it only being applicable to issues between State employees.

- Personal Day Policy

More details were added to the Personal Day Policy in the PPPM in order to match the language included in the same policy found in the Employee Handbook.

- Equal Employment Opportunity Policy and Americans with Disabilities Policy

The protected categories of pregnancy, breastfeeding and childbirth were added to make the policy uniform with the Employee Handbook policy. An additional paragraph regarding breastfeeding accommodations was also added to the Americans with Disabilities Policy to further explain necessary accommodations.

- Family and Medical Leave Policy

Language was added in the PPPM to clarify that the employer may choose to include in their policy that employees are either required to use accrued paid leave during an FMLA-covered leave or may choose to use accrued paid leave. A “utilization of paid leave” section was added to the Employee Handbook to mirror the PPPM. In addition, the Family Temporary Disability section was updated to remove the “six weeks” and “effective July 2020” language.

- New Jersey Family Leave

An additional reason that NJFLA leave may be taken was added in both the PPPM and Employee Handbook, in accordance with COVID-19 related updates to the law. Changes were also made in the PPPM Policy to reinforce and clarify that NJFLA leave may be taken consecutively, intermittently or on a reduced schedule with little restriction, and to clarify the notice requirements for intermittent leave.

- Policy for Use of Employer Vehicles (Non-Law Enforcement)

A provision regarding employees driving their own vehicles for employer business providing the employer with a copy of their current certificate of insurance was added in the PPPM in order to make this policy uniform with the Employee Handbook policy.

- Overtime

The highly-compensated employee overtime exemption was updated from \$100,000 to \$107,432 to reflect current law. In addition, language was added to clarify that the employer may choose to include in its policy that only time actually worked is considered for purposes of determining overtime compensation.

- Hours of Work

In the Employee Handbook’s Attendance and Tardiness section, a change was made to make the suggested time by which an employee must call out match the time found in the PPPM Absenteeism and Tardiness policy.

- Personnel Records

Some additions were made to the Employee Handbook policy in order to mirror the PPPM version of the policy.

The Ethical Conduct Policy and Resignation Policy found in the Employee Handbook were added to the PPPM in order to ensure every policy in the more streamlined Employee Handbook is also contained in the larger manual.

We urge you to consult with your entity's General or Labor Counsel regarding these recommended changes.

**EMPLOYMENT PRACTICES BEST PRACTICES CHECKLIST**

Name of Municipality or Authority: \_\_\_\_\_

**SECTION ONE:**

- Adopt and distribute to managerial/supervisory employees the Personnel Policies and Procedures Manual:

Required Policies to be included in Manual:

1. Equal Employment Opportunity Policy
2. Americans with Disabilities Act Policy
3. Contagious or Life Threatening Illnesses Policy
4. Safety Policy
5. Alcohol and Drug-Free Workplace
6. Workplace Violence Policy
7. Policy Against Harassment
8. Whistle Blower Policy
9. Overtime
10. Confidentiality of Personnel Files
11. Political Activity Policy
12. Performance Evaluation Policy
13. Discipline and Termination Policy
14. Use of Employer Vehicles Policy (Non-Law Enforcement)
15. Computer Use, Electronic Mail, and Internet Policy
16. Family and Medical Leave Act Policy
17. New Jersey Family Leave
18. Military Leave Policy
19. Domestic Violence Abuse Leave Policy
20. Employment Reference
21. Protection and Safe Treatment of Minors

**SECTION TWO:**

- Distribute a notice concerning the Conscientious Employee Protection Act to all personnel
- Adopt and distribute the Employee Handbook:
- Adopt the model civil rights resolution (municipalities only).
- Train managerial and supervisory personnel:
- Have Police Chief, Deputy Chief, Public Safety Director, Captains & Lieutenants complete the special EPL training course (municipalities only)
- Offer Anti-Harassment training to all other personnel:
- Review NJ MEL Helpline for Employment Practices.

I, \_\_\_\_\_, the (check \_\_General Counsel or \_\_Employment Attorney) of (member name)\_\_\_\_\_ hereby certify that the member has verified to me that the above actions have been completed and that I have read the Personnel Policies and Procedures Manual and the Employee Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

**To qualify for the Employment Practices Liability standard policy deductible, this checklist should be returned to the MEL Fund Office (9 Campus Drive, Suite 216, Parsippany, NJ 07054 or [scantwell@permainc.com](mailto:scantwell@permainc.com) as soon as possible. Members submitting this form by November 1, 2023 will qualify or continue to qualify for the deductible. Members submitting this form after the deadline will become eligible for the deductible incentive upon approval of the application, but not retroactively.**





## Questions about employment issues? Call the New MEL Employment Practices Helpline

The MEL Safety Institute is pleased to announce the establishment of a NEW MEL Employment Practices Helpline (EPL), a dedicated resource to guide members on employment related issues.

The MEL EPL Helpline is staffed by attorneys that specialize in New Jersey employment law and understand the MEL JIF system. The three law firms staffing the EPL Helpline are affiliated with local Joint Insurance Funds (JIFs).

**Who can use the EPL Helpline?** MEL member municipalities will select and approve two individuals to use the helpline.

**What hours is the EPL Helpline available?** The helpline will be staffed during normal business hours, 9 a.m. – 5 p.m. Voicemail can be left afterhours for a callback.

**What kinds of issues can be addressed?** Any employment related topics or policies and procedures related to issues such as:

- Hiring
- Termination
- Harassment
- Discrimination
- Promotion/Demotion
- And more...

**What are the MEL EPL Helpline numbers?** MEL members can choose to call any of the MEL EPL Helpline firms listed below.

**MEL EPL HELPLINE:**

**732-583-7474**

Jodi Howlett  
Cleary Giacobbe Alfieri Jacobs LLC  
955 State Route 34, Suite 200  
Matawan, NJ 07747955

**MEL EPL HELPLINE:**

**609-522-5599**

David S. DeWeese  
The DeWeese Law Firm  
3200 Pacific Avenue  
Wildwood, New Jersey 08260

**MEL EPL HELPLINE:**

**973-334-1900**

Fred Semrau  
Dorsey & Semrau  
714 Main Street  
Boonton, NJ 07005

**What happens after the call?** The attorney will provide the member with transcript of the call that includes recommendations. If the issue is beyond the scope of the MEL EPL Helpline the attorney will provide direction to the member on where to get appropriate assistance. All calls are confidential.





**To:** Fund Commissioners, Municipal Clerks, & Risk Management Consultants  
**From:** Paul A. Forlenza, MGA, RMC, Executive Director  
**Date:** May 17, 2023  
**Subject:** Managers & Supervisors – Employment Practices Liability Training

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Beginning in June, the Atlantic County, Burlington County, and Gloucester, Salem Cumberland Counties Municipal Joint Insurance Funds are sponsoring Employment Practices Liability Training for all member Managers & Supervisors. For many years, State & Federal Courts have determined that training of Managers & Supervisors is an essential part of an affirmative defense in an employment related claim. Completion of this training is mandatory for a member municipality to be in compliance with the MEL's Employment Practices Liability Risk Management Program. Member municipalities in compliance with the Risk Management Plan are eligible for lower claim deductibles and coinsurance.

This training is being conducted virtually using Zoom by Armando Riccio, Esq. Among other subjects, this year's training will focus on harassment and discrimination in the workplace, workplace diversity issues, addressing employee complaints and discipline, workplace accommodations, your role and obligations as a supervisor or manager, and the enforcement of municipal policies and procedures.

Attached, please find a listing of the available training dates and times with a hyperlink that can be used to register for the session you wish to attend as well as instructions on how to register. Please note that each session will be the same in the materials covered and each session is limited to 100 participants. An application will be made to the Department of Community Affairs for Continuing Education Units.

**About Zoom Training:**

- A Zoom account is not needed to attend a class. Attendees can log-in and view the presentations from a laptop, smartphone, or tablet.
- Registration is required. Once registered you will receive the webinar link for your class, be sure to save the link on your calendar to access the day of training.

Thank you for your attention to this important matter.

File: ACM/BURLCO/TRICO/GEN/EPL Plan of Risk Management      Tab: 2024-2025

Date	Course Topic - Registration Link	Time
7/13/2023	<a href="#">MEL EPL Risk Management Program - Managers &amp; Supervisors Training - ACM, BURLCO &amp; TRICO JIF's</a>	9:00 - 11:30 am
7/13/2023	<a href="#">MEL EPL Risk Management Program - Managers &amp; Supervisors Training - ACM, BURLCO &amp; TRICO JIF's</a>	1:00 - 3:30 pm
7/27/2023	<a href="#">MEL EPL Risk Management Program - Managers &amp; Supervisors Training - ACM, BURLCO &amp; TRICO JIF's</a>	9:00 - 11:30 am
7/27/2023	<a href="#">MEL EPL Risk Management Program - Managers &amp; Supervisors Training - ACM, BURLCO &amp; TRICO JIF's</a>	1:00 - 3:30 pm
9/11/2023	<a href="#">MEL EPL Risk Management Program - Managers &amp; Supervisors Training - ACM, BURLCO &amp; TRICO JIF's</a>	9:00 - 11:30 am
9/11/2023	<a href="#">MEL EPL Risk Management Program - Managers &amp; Supervisors Training - ACM, BURLCO &amp; TRICO JIF's</a>	1:00 - 3:30 pm
9/27/2023	<a href="#">MEL EPL Risk Management Program - Managers &amp; Supervisors Training - ACM, BURLCO &amp; TRICO JIF's</a>	9:00 - 11:30 am
9/27/2023	<a href="#">MEL EPL Risk Management Program - Managers &amp; Supervisors Training - ACM, BURLCO &amp; TRICO JIF's</a>	1:00 - 3:30 pm
10/11/2023	<a href="#">MEL EPL Risk Management Program - Managers &amp; Supervisors Training - ACM, BURLCO &amp; TRICO JIF's</a>	9:00 - 11:30 am
10/11/2023	<a href="#">MEL EPL Risk Management Program - Managers &amp; Supervisors Training - ACM, BURLCO &amp; TRICO JIF's</a>	1:00 - 3:30 pm

## 2023 Police Command Staff Training Invitation

The 2023 Atlantic County Municipal Joint Insurance Fund, Burlington County Municipal Joint Insurance Fund, Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund Police Command Staff Training will be offered in person on (3) different dates with (2) sessions each day.\*

### Details:

As part of their continuing commitment to Police Command Staff Training, the Atlantic, Burlington, and Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Funds jointly sponsor a seminar on Police Risk Management. The seminar is intended for all Command Staff who manage or supervise other officers within your municipality. This includes but is not limited to Chiefs, Deputy Chiefs, Lieutenants, Captains, Sergeants, and Corporals. Attendance at bi-annual employment practices training is mandatory for Police Command Staff to comply with the MEL's 2024-2025 Employment Practices Liability (EPL) Plan of Risk Management. Failure to attend training can lead to costly litigation and may result in higher co-pays and deductibles for EPL.

Please forward this e-mail to your Police Department for their review and action. If you do not have a Police Department, you can disregard this invitation. Advanced registration is required for these in-person sessions. Each of the three (3) training dates will include AM & PM sessions. Each session is identical in the materials to be covered.

\*If multiple sessions are offered for any specific training, members only need to attend (1) session.

**DATE:** Thursday, June 8, 2023  
**TIME:** 9:00 AM – 11:45 AM (8:15 AM Sign-In; then Breakfast)  
**LOCATION:** Merighi's Savoy Inn, 4940 Landis Ave, Vineland, NJ 08360

**RSVP**

**DATE:** Thursday, June 8, 2023  
**TIME:** 1:00 PM – 3:30 PM (12:00 PM Sign-in, then Lunch)  
**LOCATION:** Merighi's Savoy Inn, 4940 Landis Ave, Vineland, NJ 08360

**RSVP**

**DATE:** Monday, June 12, 2023  
**TIME:** 9:00 AM – 11:45 AM (8:15 AM Sign-In; then Breakfast)  
**LOCATION:** Indian Spring Country Club, 115 S Elmwood Rd, Marlton, NJ 08053

**RSVP**

**DATE:** Monday, June 12, 2023  
**TIME:** 1:00 PM – 3:30 PM (12:00 PM Sign-In; then Lunch)  
**LOCATION:** Indian Spring Country Club, 115 S Elmwood Rd, Marlton, NJ 08053

**RSVP**

**DATE:** Thursday, June 22, 2023  
**TIME:** 9:00 AM – 11:45 AM (8:15 AM Sign-In; then Breakfast)  
**LOCATION:** Auletto Caterers, 1849 Cooper St, Deptford, NJ 08096

**RSVP**

**DATE:** Thursday, June 22, 2023  
**TIME:** 1:00 PM – 3:30 PM (12:00 PM Sign-In; then Lunch)  
**LOCATION:** Auletto Caterers, 1849 Cooper St, Deptford, NJ 08096

**RSVP**

**QUESTIONS?** Melissa Meccariello at 856-470-2070  
[mmeccariello@jamontgomery.com](mailto:mmeccariello@jamontgomery.com)

**J.A. Montgomery**  
CONSULTING

**EPL Checklist as of 11/13/23**

N/A - no police dept  
 Y= attendance confirmed  
 P=checklist received but not accepted, attendance not confirmed.

Name	Checklist Received	Police Chief attend?
Carneys Point Township		
Clayton Borough	Y	Y
Deptford Township	Y	Y
East Greenwich Township		
Elk Township	Y	Y
Elsinboro Township	Y	N/A
Fairfield Township	Y	N/A
Franklin Township	Y	Y
Glassboro Borough	Y	Y
Greenwich Township	Y	Y
Harrison Township	Y	Y
Harrison Township Fire District		N/A
Hopewell Township	Y	N/A
Logan Township		
Lower Alloways Creek Township		
Mannington Township	Y	N/A
Mantua Township	Y	P
Monroe Township	Y	Y
National Park Borough		N/A
Oldmans Township	Y	N/A
Paulsboro Borough	Y	Y
Penns Grove Borough		
Pennsville Township	Y	Y
Pilesgrove Township	Y	N/A
Pitman Borough		Y
Quinton Township	Y	N/A
Shiloh Borough		N/A
South Harrison Township	Y	N/A
Swedesboro Borough	Y	N/A
Upper Pittsgrove Township		N/A
Vineland City	Y	Y
Washington Township	Y	Y
Wenonah Borough	Y	N/A
West Deptford Township	Y	Y
Westville Borough	Y	Y
Woodbury City	Y	P
Woodbury Heights Borough	Y	N/A
Woolwich Township	Y	Y

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

**NOVEMBER 2023**  
**CLOSED CASES**

1.) **Vidovic v. Township of Franklin**-This matter involved the Plaintiff's allegations contained in a Superior Court of New Jersey, Gloucester County Complaint arising from an incident which occurred on January 10, 2019. The Plaintiff, Leonard S. Vidovic, alleged that he was operating an articulated loader that was loading logs onto a trailer on Williamstown Road, located in the Township of Franklin, when a motor vehicle traveling East on Williamstown Road failed to brake in a timely fashion and the vehicle collided with the Plaintiff's vehicle. The Plaintiff alleged that as a result of the accident, he had suffered a fractured right shoulder, a fractured sternum, a fractured skull, a fractured eye socket and fractured ribs. The Plaintiff further alleged that the Township of Franklin was negligent in allowing an alleged dangerous condition of the roadway to exist; specifically, the street lights on Williamstown Road were non-operational. Atlantic City Electric was a Co-Defendant as a result of their ownership and control of the non-operational street light. This matter was assigned to Edward N. Romanik, Esquire on January 25, 2021 and he was instructed to file a Motion to Transfer Venue from the Superior Court of New Jersey, Camden County, to the Superior Court of New Jersey, Gloucester County. Defense Counsel accepted the Assignment and he proceeded with the filing of an Answer to the Complaint on behalf of the insured with the Court on January 28, 2021. Defense Counsel subsequently filed a Motion to Transfer Venue from Camden County to Gloucester County which was ultimately granted on March 5, 2021. Defense Counsel continued with the exchange of Discovery and the completion of Depositions. On February 10, 2023, AmGuard Insurance Company filed a Complaint in Intervention pursuant to Rule 4:33-1, and Defense Counsel filed an Answer to AmGuard's Complaint with the Court on behalf of the insured on March 2, 2023. Plaintiff's Counsel filed a Motion for Leave to File an Amended Complaint which was ultimately granted, and the Plaintiff's Amended Complaint was filed with the Court on August 4, 2023. Four (4) Motions to Extend the Discovery End Date were filed by the various parties which were granted. The Discovery End Date was October 30, 2023. In addition, an Arbitration Hearing was scheduled to be conducted on January 4, 2024. As part of a global settlement demand, the Plaintiff was seeking payment from the insured in the amount of \$50,000.00. The Fund Solicitor opined that a settlement offer should not be entertained until a decision is rendered on Defense Counsel's anticipated filing of a Motion for Summary Judgment. A Settlement Conference before Judge Chell was conducted on October 31, 2023, and a tentative settlement was reached for a payment to the Plaintiff on behalf of the insured in the amount of \$10,000.00 pending TRICOJIF approval.

2.) **Dean v. Borough of Glassboro**-This matter involved the initial pre-suit assignment of Defense Counsel. On September 23, 2015, an ambulance was called to respond to treat a man lying in the middle of High Street, located in the Borough of Glassboro. The Claimant, Taharqu Dean, received medical attention and was placed on a gurney inside the ambulance for transport. The Plaintiff suffered from epilepsy and seizures. He was suffering a seizure when the Officers arrived at the scene. One of the Officers commented on the body cam video that he was aware that Mr. Dean was an epileptic. There were no controlled dangerous substances in his system. The experts in the case opined that it typically takes 25 to 30 minutes for an individual experiencing a seizure to fully regain their cognitive functions.



When Mr. Dean started to regain his functions, while in the ambulance, he began aggressively reacting to his recognition of being strapped to a stretcher in an ambulance. The EMTs contacted the Police and the Police returned to the scene and encountered Mr. Dean acting aggressively toward the EMTs. The body cam video showed Mr. Dean speaking incoherently. Mr. Dean acted aggressively toward the Officers, and they removed Mr. Dean from the ambulance and aggressively took him to the ground, face first. They were holding his face into the asphalt while they are placing him in wrist locks and attempting to handcuff him. He suffered injuries to his face and wrists (injury to the sensory branch of the radial nerve, the dorsal sensory nerve, a triangular fibrocartilage complex tear and a sprain of the scapholunate ligaments), and he was hospitalized for those injuries. The new Glassboro Chief of Police opined, after reviewing all of the reports and the body cam video, that the force used by the Officers was excessive and unnecessary. In addition, it was discovered that Glassboro had missing Internal Affairs files which would have allowed the jury to be instructed by the Judge that there was an adverse inference created that those missing files contained information that would have been detrimental to the Borough's defense. The Claimant was charged with disarming a Police Officer, two counts of Assaulting a Police Officer and Improper Behavior. The case was assigned pre-suit to A. Michael Barker, Esquire of *Barker, Gelfand, James & Sarvas, P.C.* on October 13, 2015. On November 13, 2017, the Borough was served with a formal Complaint. Defense Counsel filed an Answer to the Complaint on behalf of the insured and he attended an Initial Conference before the Court. In addition, Defense Counsel conducted a meeting with a representative from the Borough. Defense Counsel advised that he intended to retain a Police Practices Expert, a Psychiatric Expert, and a Medical Expert. Defense Counsel was advised of the current subrogation claim pending against the Plaintiff in the amount of \$6,763.22. Defense Counsel was in receipt of voluminous documents from the insured and he produced same to all parties. In addition, it was discovered that the Glassboro Police Department was missing at least 30 IA files between the years 2014-2017. It appeared that they were lost as a result of computer issues and a renovation. The Gloucester County Prosecutor's Office was notified and the Borough was waiting to hear back as to how they should proceed. A Status Conference was conducted by Judge Schneider on March 12, 2019 and on April 2, 2019 an Amended Scheduling Order was entered which extended the deadline for the completion of pretrial factual discovery to April 30, 2019. In addition, Plaintiff's Expert Reports were due to Defense Counsel by May 31, 2019 with Defense Counsel's Expert Reports due to Plaintiff's Counsel by June 28, 2019. Dispositive Motions were to be filed no later than August 15, 2019. An Initial Settlement Conference occurred on October 10, 2019 and a subsequent Settlement Conference before Judge Schneider occurred on January 17, 2020 which were unsuccessful in resolving the matter. The Plaintiff's demand for the settlement of this matter was for a payment in the amount of \$895,000.00. Judge Schneider valued the case between \$450,000.00 to \$600,000.00 with the possibility of a jury awarding punitive damages. Defense Counsel appeared before Borough Council on February 6, 2020 to seek approval to extend an Offer of Judgment in the amount of \$350,000.00 to the Plaintiff which was denied. The Fund authorized Defense Counsel to file an Offer of Judgment in the amount of \$75,000.00. Defense Counsel proceeded with the exchange of Discovery and the completion of expert Depositions. Defense Counsel filed a Motion for Summary Judgment on November 9, 2020, and on July 12, 2021, Judge Hillman ultimately entered an Order granting Defense Counsel's Motion in part, and denying Defense Counsel's Motion in part without prejudice. Defense Counsel's Motion was granted as to the Plaintiff's allegations of false arrest, false imprisonment, CR conspiracy, common law torts, punitive damages, and excessive force. Defense Counsel's Motion was denied as to false imprisonment after detention, Monell and super liability, excessive force after handcuffed, and failure to intervene. Defense Counsel subsequently filed a Notice of Appeal of the decision on August 4, 2021.



It was appealable pre-trial only to the extent the decision is based upon a legal application of qualified immunity analysis. Upon filing the Appeal, Defense Counsel was required to Brief the preliminary question of pre-trial appealability of the Summary Judgment Decision. Both sides briefed that issue and a decision had not yet been issued on that preliminary issue. The Third Circuit Court referred the matter to Third Circuit Mediation and an initial Mediation session occurred on December 20, 2021 before Mediator, Penny Conly Ellison, which was unsuccessful in resolving the matter. On July 26, 2022, Defense Counsel's Appeal was issued a USCA case no. and assigned a Case Manager. Defense Counsel subsequently received notice from the Third Circuit that the case was "tentatively listed on the merits for December 7, 2022"; and on March 22, 2023, an Order was entered vacating the July 12, 2021 Order and Remanding the matter for further proceedings. Defense Counsel notes that the Third Circuit Court essentially agreed with his main arguments as to the errors in Judge Hillman's Qualified Immunity analysis. A telephonic Status Conference was conducted on September 20, 2023 to discuss the USCA mandate, and an Order was ultimately entered scheduling the matter for a Settlement Conference to be conducted on October 2, 2023 before Judge Hillman. However, based upon a tentative settlement for a payment to the Plaintiff in the amount of \$350,000.00, on September 27, 2023, an Order was entered Administratively Terminating the matter for sixty (60) days. A proposed Settlement Agreement and Release was prepared and provided to Plaintiff for execution; however, Plaintiff's Counsel found issue with any language concerning the Officers' qualified immunity and demanded that all such references were removed from the settlement papers. The parties were able to resolve those issues, and on October 18, 2023, the MEL approved the settlement in the amount of \$350,000.00, inclusive of Counsel fees.

3.) Dowe v. Keating v. Township of Oldmans (Pedricktown Day Committee)-This matter involved the Third-Party Plaintiff's allegations contained in Superior Court of New Jersey, Salem County Third-Party Complaint arising from an incident which occurred on October 12, 2019. The Plaintiff, Carol Dowe, alleged that she was a lawful attendee at a Pedricktown Day Celebration being held on South Railroad Avenue, located in Pedricktown, in the Township of Oldmans, when she was caused to trip and fall as the result of an alleged dangerous and/or hazardous condition, specifically an alleged defective condition of the curb. The Plaintiff alleged that as a result of the incident, she suffered injuries to her hands, neck and back. The Plaintiff further alleged that a vendor participating in the event was negligent in allowing the dangerous and/or hazardous condition of the curb to exist. The Defendants/Third-Party Plaintiffs, William Keating and Helen Keating, filed this Third-Party Complaint alleging that the Township of Oldmans breached its contractual obligations to defend and indemnify the Defendants/Third-Party Plaintiffs and/or to provide the Defendants/Third-Party Plaintiffs with insurance coverage. The case was assigned to Timothy R. Bieg, Esquire of *Madden & Madden, P.A.*, on May 26, 2023 and he was advised that Pedricktown Day is hosted by the non-profit "Pedricktown Day Committee"; however, it is insured through the Township of Oldmans. Defense Counsel accepted the Assignment and he was advised that Default was entered against the insured on April 28, 2023. Defense Counsel subsequently filed a Motion to Vacate Default Judgment and Restore on June 6, 2023 which was ultimately granted on June 23, 2023. Defense Counsel proceeded with the filing of an Answer to the Third-Party Complaint with the Court on behalf of the insured on July 12, 2023. Defense Counsel subsequently filed a Motion to Dismiss the Complaint on August 30, 2023 based upon the Charitable Immunity Act which was ultimately granted without prejudice on October 12, 2023.

4.) **Hardy v. Borough of Paulsboro**-This matter involved the Plaintiff's allegations in a United States District Court, District of New Jersey, Complaint arising from an incident which occurred on October 14, 2022. The *pro-se* Plaintiff, Frank L. Hardy, III, alleged that members of the Borough of Paulsboro Police Department performed an illegal search of his motor vehicle. The Plaintiff further alleged that the members of the Paulsboro Police Department falsified their reports and that the Plaintiff was charged with five (5) Counts of possession of a firearm which were ultimately dismissed after the Plaintiff spent three and a half (3.5) months in the Salem County Jail. The Plaintiff alleged that as a result of the actions and/or inactions of the members of the Borough of Paulsboro Police Department, he has suffered emotional distress and anguish, physical pain, and that he incurred significant violations of his civil rights. The Plaintiff further alleges that the Borough of Paulsboro was negligent in their duty to properly train and supervise the members of the Borough of Paulsboro Police Department and in ensuring that the Paulsboro Police Department is operated in a lawful manner preserving the rights and privileges of the citizens. The Plaintiff was seeking damages in the amount of \$3,140,000.00. The case was assigned to John C. Grady, Esquire of *Cockerill, Craig & Moore, LLC*, on March 9, 2023. Defense Counsel accepted the Assignment and he proceeded with his initial investigation into the incident. On April 5, 2023, Defense Counsel filed a Motion to Dismiss the *pro-se* Plaintiff's Complaint or in the alternative, for Summary Judgment on behalf of the insured Defendants. On October 16, 2023, District Court Judge O'Hearn entered an Order dismissing the Plaintiff's claims against the Paulsboro Police Department with prejudice. The Plaintiff's claims against Paulsboro Patrolman Andrew Burkhardt were dismissed without prejudice.

5.) **Delaney v. Township of West Deptford**-This matter involved the Plaintiff's allegations in a Superior Court of New Jersey, Gloucester County, Complaint arising from an incident which occurred on February 14, 2021. The Plaintiff, Donald Delaney, alleged that he was walking in the parking area of the Riverwinds Community Center located at 1000 Riverwinds Drive, in the Township of West Deptford, when he was caused to slip and fall as a result of alleged icy conditions of the parking area. The Plaintiff alleged that as a result of the accident, he suffered a fractured left big toe and the Plaintiff underwent open-reduction internal fixation of his left big toe. The Plaintiff further alleged that the Township of West Deptford was negligent in allowing the dangerous and/or hazardous condition of the Community Center parking area to exist. The case was assigned to Timothy R. Bieg, Esquire of *Madden & Madden, P.A.*, on December 8, 2021. Defense Counsel accepted the Assignment and he filed an Answer to the Complaint with Crossclaims with the Court on behalf of the insured on January 11, 2022. Defense Counsel continued with the exchange of Discovery and the completion of Depositions. The Discovery End Date expired on March 7, 2023. The parties proceeded to an Arbitration Hearing on May 24, 2023 and the Arbitrators entered a no cause of action against the insured based upon evidence that the lot was plowed and salted prior to the incident. Plaintiff's Counsel immediately filed a *Trial de Novo*. Defense Counsel subsequently filed a Motion for Summary Judgment with the Court on behalf of the insured on June 9, 2023 based upon the Plaintiff's failure to satisfy the liability and damages threshold as set forth under the New Jersey Tort Claims Act. On July 21, 2023, Judge Ragonese ultimately entered an Order denying the Motion. The Trial scheduled to commence on August 14, 2023 was adjourned. On August 15, 2023, Defense Counsel filed a Motion for Reconsideration of the July 21, 2023 Order denying Summary Judgment. Oral Argument on Defense Counsel's Motion for Reconsideration was conducted on November 3, 2023, and Judge Ragonese ultimately entered an Order granting the Motion and dismissing the Plaintiff claims against the insured with prejudice. Judge Ragonese agreed with Defense Counsel's argument that there was absolutely no palpably unreasonable conduct by the Township sufficient to submit this matter to a jury. Defense Counsel has confirmed that the Plaintiff will not be proceeding with the filing of an Appeal of the Decision.

# 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:** November 7, 2023

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

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

### *LOSS CONTROL SURVEYS*

- Township of Mannington on October 4, 2023
- Township of Quinton on October 4, 2023
- Township of Elk on October 10, 2023
- Township of Franklin on October 10, 2023
- Borough of Wenonah on October 10, 2023
- Township of Woolwich on October 10, 2023
- Township of Mantua on October 11, 2023
- Township of South Harrison on October 11, 2023
- Borough of Shiloh on October 12, 2023
- Township of Franklin on October 13, 2023
- Borough of Glassboro on October 13, 2023
- Township of Washington on October 17, 2023
- Borough of Pitman on October 18, 2023
- Township of East Greenwich on October 20, 2023
- Township of Fairfield on October 23, 2023
- Borough of Paulsboro on October 26, 2023

- Township of East Greenwich on October 27, 2023

#### ***LAW ENFORCEMENT LOSS CONTROL SURVEYS***

- There were no Law Enforcement Loss Control Visits in October

#### ***MEETINGS ATTENDED***

- Executive Safety Committee Meeting on October 5, 2023
- Claims Committee Meeting on October 23, 2023
- Executive Fund Committee Meeting on October 23, 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***

- Training Announcement: Disaster Management, Tuesday, October 10, 2023, from 1:00 PM-2:30 PM
- Post-Storm Clean-up & Recovery Operations Best Practices
- Hayrides – Best Practices
- 2024 Department of Homeland Security Threat Assessment
- MSI EXPO: Toms River Fire Academy, Tuesday, October 17, 2023
- Safety Recall Alert
- Ladder Best Practices
- Brush Collection Operations Best Practices
- Mobile Work Zones Temporary Traffic Best Practices
- Youth Coaches Best Practices
- Understanding Cannabis Integral to Injury Prevention & Employee Wellness On, Wednesday, October 25, 2023, at 9:00 AM
- New LMS
- MSI LIVE Schedule

#### ***MSI LAW ENFORCEMENT***

- Licensing Risk Analysis Update - Planning Considerations for the Law Enforcement Leader
- Maine Mass Shooting Further Reinforces Law Enforcement's Role in Prevention

#### ***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
Carney's Point	1
Elk	1
Monroe	60
Penns Grove	5
Pennsville	3
Pitman	4
Vineland	10
West Deptford	4
Woodbury	13

### *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](mailto:afelip@jamontgomery.com).

# LESSONS LEARNED FROM LOSSES

## MONTHLY NEWSLETTER – NOVEMBER 2023

# LADDER SAFETY

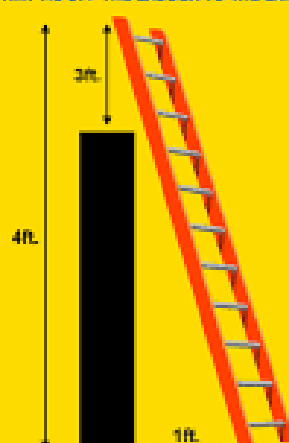
### LADDER RULES

- ✓ Always face ladder when ascending or descending.
- ✓ Always maintain 3 points of contact on the ladder :  
2 feet + 1 hand or  
2 hands + 1 foot
- ✓ Top of ladder should never be used as a step.
- ✓ Ladders should never be moved, shifted or extended while occupied.
- ✓ Never carry an object or load that could cause you to lose your balance.



### 1:4 LADDER RULE

LADDER MUST EXTEND MINIMUM OF 3ft. (0.9m) PAST PLATFORM. TIE OFF THE LADDER TO THE LANDING EDGE.



FOR EVERY 4ft. (1.2m) OF HEIGHT A LADDER EXTENDS, ITS BASE SHOULD BE PLACED 1ft. (0.3m) FROM WHAT THE LADDER LEANS AGAINST.

- MORE THAN 500,000 PEOPLE RECEIVE EMERGENCY ROOM TREATMENT FROM LADDER RELATED INJURIES EVERY YEAR.
  - MORE THAN 300 OF THESE FALLS END UP BEING FATAL.
  - IT IS BELIEVED THAT 100% OF ALL LADDER ACCIDENTS COULD BE PREVENTED IF PROPER ATTENTION TO EQUIPMENT AND TRAINING WERE PROVIDED.
- ✓ KEEP YOUR CENTER OF GRAVITY INSIDE THE LADDER RAILS AT ALL TIMES.
  - ✓ DON'T STAND ON THE TOP TWO RUNGS OF A LADDER.
  - ✓ LIMIT TIME ON THE LADDER TO AVOID FATIGUE.
  - ✓ PLACE LADDER ON STABLE FLAT SURFACE WITH NO POTENTIAL FOR SLIPPING.

**DATE:** November 06, 2023

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

**FROM:** Christopher Winter L/E Risk Management Consultant

**RE:** TRICO Activities (October)

**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:**

Carney's Point PD

Deptford PD

Additional agencies being scheduled.

- Consultative Visits were provided to identify and discuss agency concerns, training, policy and procedures, trends and requests. L/E RMC services were outlined and provided to Chiefs and Command members present. Police agency's with Command changes will be a priority and visited as well. Agency visits are ongoing with an additional 10 scheduled at this time to continue to build relationships with the Law Enforcement agencies within the TRICO JIF. Activity Reports will be forwarded to the FUND Commissioners upon completion.

**3. Training:** The Report Writing Class was canceled due to low response; however, officers scheduled did attend the training at the ACM location on 11/02/23 at the Cape May County Police Academy. The class evaluation summary will be forwarded to the Fund Commissioners.

**4. Law Enforcement Bulletins / Newsletters:** No Bulletins in June posted.

**5. Trico JIF Law Enforcement Committee:** A L/E Committee is being formulated with three (3) Police Chiefs from each county to represent (JIF) police agencies in Gloucester, Cumberland and Salem County. . I will meet with them on a quarterly basis virtually to discuss trends, concerns, training, policy and procedure assistance, L/E Accreditation guidance etc. This is being developed to maintain an ongoing forum throughout the year as an extension of the County Chiefs Association, to identify areas as previously mentioned and to reduce potential risks. The concept has been well received when discussed with Chiefs to date. The Chiefs from Clayton PD and Mantua PD and Carney's Point PD have agreed to be representative's to date. Additional Chiefs will be selected based on future agency visits.

**6. Meetings Attended:**

L/E Consultant Meeting	10/10/2023
TRICO Executive Claim Meeting	10/26/2023
TRICO Executive Meeting	10/26/2023

**Christopher J. Winter, L/E RMC**



**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: November 27, 2023 via Zoom Video Conference  
Contact Information: [debby\\_schiffer@targetingwellness.com](mailto:debby_schiffer@targetingwellness.com) 856-322-1220

**NOVEMBER ACTIVITIES AND PLANNED EVENTS**

Stress is an on-going concern and something we ALL experience to some degree on a daily basis. According to a recent OSHA report, workplace stress is responsible for 120,000 deaths each year and 65% of workers surveyed report being significantly stressed at work. This falls in line with our own employee survey responses showing over 50% reporting being stressed.

This has a direct impact on an employees overall well-being, physically, emotionally and mentally, causing higher risk for co-morbidities. The key question is not “do you feel stressed?” but rather “how do you cope with it?”

Member Municipality Wellness Activities (some that can reduce stress levels):

- Holiday cook offs (Soups, Chili, Healthy holiday desserts, themed dishes, etc.)
- Cooking Demos (Food Bank of South Jersey)
- Wellness Day offering BP screening and flu shots, various local vendors on well-being
- Fun Holiday Resiliency Challenge – offering suggestions on daily stress reducing practices at work and home
- Maintain Don't Gain Challenge
- Holiday Decorating – pumpkins, doors, etc. to incorporate fun, team building, and creativity (you all have some very talented employees!)
- Various presentations on topics such as stress (“starts in the mind”), Diabetes, Conflict Resolution
- Foot Pedals for under the desk
- Refillable Water Coolers for PW, Fire and Police

I continue to share ideas with all of my Wellness Coordinators, combining input from both JIF.

**Reminder: All remaining Wellness Funds were to be encumbered by November 1st and can be used by February 1<sup>st</sup>, 2024. Some towns have already started planning for 2024! Bravo!**

**Dr. Elias' Program** –Leadership Group Coaching: Crisis Response and Transformational Leadership – As you know, it has been somewhat of a challenge to get the 9 remaining slots filled from our original Pilot Program efforts. Chris Winter has also attempted to reach out to all of the Chief's within the JIF to generate some interest and encourage participation.

Some of the Chief's who participated in the Spring/Summer Cohort are indeed interested in sending more of their Offices. The main issue remains to be the on-going challenge of schedules.

Dr. Elias will be moving the next Cohort back to the 1<sup>st</sup> Quarter of 2024 in hopes of giving the Chief's enough time to plan.

**Wellness Advisory Committee**

The first meeting for 2024 will be held during the 1<sup>st</sup> quarter. The date and time yet to be determined.

According to Calorie Control Council, Americans take in 3,000 to 4,500 calories at their Thanksgiving celebrations. Try to stick with controlled portion sizes...

**How did you do this year at Thanksgiving?  
There is still time to plan how you will tackle the next celebration!**



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

	October-23	October-22	YTD October 23	YTD October 22
# of New Claims Reported	33	24	395	433
# of Report Only	8	14	154	173
% Report Only	24%	58%	39%	40%
# of Medical Only	20	8	191	193
# of Lost Time	5	2	48	64
Medical Only to Lost Time Ratio	80:20	80:20	80:20	75:25
Claim Petition	0	0	2	3
COVID-19	0	2	9	3
Average Days Reported To Qual-Lynx (Indemnity, Medical Only, Report Only)	1.8	1.3	5.0	10.8
Average Days Reported To Employer (Indemnity, Medical Only, Report Only)	0.5	0.3	1.6	1.7

<b>Nurse Case Management</b>	October-23	October-22
# of Cases Assigned to Case Management	41	29
# of Cases >90 days	31	23

<b>Savings</b>	October-23	October-22	YTD October 23	YTD October 22
Bill Count	204	146	2278	2416
Provider Charges	\$266,082	\$255,630	\$3,448,760	\$3,995,313
Repriced Amount	\$112,501	\$53,573	\$1,234,561	\$1,385,930
Savings \$	\$153,581	\$202,057	\$2,214,199	\$2,609,382
% Savings	58%	79%	64%	65%

<b>QualCare Network Provider Penetration Rate</b>	October-23	October-22	YTD October 23	YTD October 22
Bill Count	91%	95%	91%	92%
Provider Charges	93%	99%	90%	94%

<b>Exclusive Provider Panel Penetration Rate</b>	October-23	October-22	YTD October 23	YTD October 22
Bill Count	97%	94%	94%	94%
Provider Charges	97%	99%	95%	96%

<b>Transitional Duty Summary</b>		YTD October 23	YTD October 22
% of Transitional Duty Days Worked		68%	69%
\$ Saved By Accommodating		\$285,542	\$306,079
% of Transitional Duty Days Not Accommodated		32%	31%
Cost Of Days Not Accommodated		\$172,211	\$166,943

Technical Risks Services Director

Monthly Executive Report

November 8, 2023



## Summary

On October 10, 2023, the CyberJif issued revised Framework requirements for CyberLoss deductible relief. The current deductible for a member who does meet even the minimum standard of CyberLoss protection is \$50,000 plus a 20% co-payment of the next \$300,000 of loss for a potential loss of \$110,000 in the event of a claim. A loss of this magnitude could be devastating for a small town and threat actors do not care if you are a small town when it comes to Ransomware payments. Furthermore, they do not target *large* towns specifically for their attacks they target *weak* towns. Without the most basic of protections required by the CyberJif framework, yours is a *weak* town.

However, many towns complained that some of the requirements under Minimum Security were too draconian and unattainable within the budgets allotted by small towns. Although the underwriters disagreed, they devised a compromised solution that is fair to all and at least 80-90% effective at the Basic Level.

The Minimum-Security framework has been broken into 2 parts Basic and Intermediate. All of the elements of Minimum are included in parts of either form, no new ones have been added. This means if you qualified for Minimum already you have met the requirements for Basic *and* Intermediate. If you are having trouble with Minimum consider applying for Basic first. You will at least have reduced your deductible to \$35,000 and no co-pay. Two of the Basic requirements are Cyber Hygiene and Vulnerability testing. Your JIF already provides that service for you, all that is required is cooperation with the programs that have been designed.

In addition, those meeting the Intermediate requirement, or full Minimum. Will have a \$20,000 deductible, this has been sweetened by underwriting from \$25,000.

Advanced is unchanged and will reduce your deductible to zero.

If you have filed Minimum or Advanced already and it has been accepted by Underwriting, then no action is required by you. If you have not filed anything to date, please consider getting the Basic form in as soon as possible. You can file the other forms later. This will at least give Underwriting an idea of the level of compliance that is in place.

Remember whatever is on these forms is re-evaluated at the *time of the loss*. So please make sure they are accurate.

Finally, the deadline for submission has been extended to June 30, 2024.

There is an FAQ page which is updated regularly located on your JIF website. We encourage you to use it. If you have questions beyond that please refer them to me.

Jerry Caruso

Technical Risk Services Director



## Cyber Security Bulletin November 2023

### The Importance of Analyzing Emails

When analyzing potentially dangerous emails, consider the following five checks:

1. **Sender Verification:** Confirm that the email comes from a legitimate source. Look for discrepancies in email addresses, such as subtle misspellings or unusual domain names that try to mimic reputable organizations.
2. **Unsolicited Attachments:** Be wary of unexpected attachments, especially those with unusual file types (.exe, .zip, .scr) as they can contain malware.
3. **Links Inspection:** Hover over any links without clicking to verify the URL. Fraudulent links may lead to phishing websites designed to steal personal information.
4. **Language and Content:** Pay attention to poor grammar, spelling mistakes, and urgent or threatening language that pressures the recipient into immediate action – a common tactic in phishing emails.
5. **Request Legitimacy:** Scrutinize any requests for sensitive information, money transfers, or credential verification. Legitimate companies typically do not ask for personal details via email.

Always err on the side of caution and verify any suspicious communications through alternative methods before responding or clicking on anything within the email.

November 18, 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 October 31, 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 \$ 86,065.13. This generated an average annual yield of 3.03%. However, after including an unrealized net loss of \$ 14,071.98 in the asset portfolio, the yield is adjusted to 2.53% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$27,145,632.84 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 \$24,613,066.21.

#### RECEIPT ACTIVITY FOR THE PERIOD

Subrogation Receipts \$ 28,609.59 YTD \$ 444,590.89 (detailed in my report)

Salvage Receipts \$ 0.00

Overpayment Reimbursement \$ 1,214.75

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

All Member Balances are now combined in one report and shows that \$ 1,378.51 in interest has been applied to the existing balances as shown in the attached report totaling \$547,539.99 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 \$ 845,827.28. The claims detail shows 457 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 \$ 34,574,710.02 to a closing balance of \$ 33,627,828.54 showing a decrease in the fund of \$ 946,861.48 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 -November 2023**

<b>Payable To:</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>Appropriation</b>	<b>Description</b>
1 The Actuarial Advantage		433.00	Prof Services/Actuary	Oct 2023 Fees
2 Arthur J. Gallagher Risk Mgmt Services LLC		66,010.00	Prof Services/Administration	Nov 2023 Fees
3 Risk Program Administrators LLC		100.22	Misc/Postage/Copies/Faxes	Oct 2023 Fees
4 Risk Program Administrators LLC		106.56	Misc/Meeting Expense	Zoom subscription split with JIFs-Pd PF Amex
5 David DeWeese		9,961.00	Prof Services/Attorney	Nov 2023 Fees
6 Qual-Lynx		46,103.00	Prof Services/Claims Admin	Nov 2023 Fees
7 Joyce Media		390.00	Misc/JIF Website	Nov 2023 Fees
8 Christopher J. Winter Sr.		2,080.00	Training/Police Risk Services	Law Enforcement Consultant-Nov 2023 Fee
9 Kris Kristie		438.00	Misc/Recording Secretary	Nov 2023 Fees
10 J.A. Montgomery Consulting		19,131.00	Prof Services/Safety Director	Nov 2023 Fees
11 Wintsec Consulting LLC		4,525.00	Prof Services/Technology Risk Ser	Nov 2023 Fees
12 Tom Tontarski		1,245.00	Prof Services/Treasurer	Nov 2023 Fees
13 Conner Strong & Buckelew		1,022.00	Prof Services/Underwriting Manager	Nov 2023 Fees
14 Debby Schiffer		4,966.00	Wellness	Nov 2023 Fees
15 Iron Mountain		102.32	Misc/Records Retention Service	Inv#HYCK475; Storage 11/1-30/23; Service 9/26-10/24/23
16 Postmaster	430.00		Misc/Postage/Copies/Faxes	PO Box 490 Annual Fee 11/30/23-11/30/24
17 Armando Riccio LLC		525.00	Training/Training	10/11/23 Mgrs & Sup training AM/PM sessions (split)
18 Carneys Point Township		997.00	Wellness	snacks, water
19 Carneys Point Township		1,041.00	Optional Safety Budget	mulch and cones
20 Deptford Township		3,000.00	EPL/CYBER/EPL/Cyber Incentive	Cyber security
21 Deptford Township		4,500.00	Optional Safety Budget	FAK kits for Police, safety items
22 Deptford Township		1,500.00	Wellness	sound bed, bio tuning, mini sessions, wellness week
23 East Greenwich Township		2,112.47	Optional Safety Budget	Safety gear for employees
24 East Greenwich Township		265.00	Wellness	chair massages
25 Elk Township		750.00	Wellness	Water coolers for cars
26 Franklin Township		574.66	Wellness	reusable water bottles
27 Franklin Township		3,022.00	Optional Safety Budget	Wearable safety lights
28 Hopewell Township		675.00	EPL/CYBER/EPL/Cyber Incentive	Attorney review of employee manual
29 Logan Township		2,500.00	Optional Safety Budget	pressure fan
30 Logan Township		2,000.00	EPL/CYBER/EPL/Cyber Incentive	IT anti virus
31 Logan Township		1,000.00	Wellness	kits, sun protection, chair massage
32 Mannington Township		450.88	EPL/CYBER/EPL/Cyber Incentive	IT services
33 National Park Borough		1,500.00	Optional Safety Budget	PW safety shirts
34 Oldmans Township		492.69	Wellness	fruit and nuts baskets
35 Oldmans Township		1,000.00	EPL/CYBER/EPL/Cyber Incentive	IT and cyber security
36 Borough of Paulsboro		2,000.00	EPL/CYBER/EPL/Cyber Incentive	Cyber security
37 Borough of Paulsboro		3,500.00	Optional Safety Budget	cones, glasses, safety items
38 Pennsville Township		992.96	Optional Safety Budget	PPE for Water Dept
39 Borough of Pitman		234.00	Optional Safety Budget	Hep B shots
40 Borough of Pitman		544.98	Wellness	Sound bed, chair massage
41 South Harrison Township		1,000.00	EPL/CYBER/EPL/Cyber Incentive	IT services
42 South Harrison Township		750.00	Optional Safety Budget	Fireproof cabinet
43 Borough of Swedesboro		726.24	Wellness	picnic table; gym items; sunblock
44 Borough of Swedesboro		1,500.00	EPL/CYBER/EPL/Cyber Incentive	Cyber security
45 Borough of Swedesboro		1,500.00	Optional Safety Budget	safety gear for employees; crosswalk paint
46 Upper Pittsgrove Township		30.40	Optional Safety Budget	Gloves; eye drops
47 Upper Pittsgrove Township		102.24	Wellness	Fruit; farm GC; sun screen
48 Upper Pittsgrove Township		486.00	EPL/CYBER/EPL/Cyber Incentive	Cloud back up/encryption
49 Township of Washington		4,500.00	Optional Safety Budget	lock out/tag out; safety items
50 Township of Washington		1,500.00	Wellness	BP cuff; blocking panel
51 West Deptford Township		109.50	Wellness	Walktober awards
52 City of Woodbury		625.00	Wellness	Chair massages
53 City of Woodbury		2,052.87	Optional Safety Budget	safety items
54 Woolwich Township		1,477.69	Optional Safety Budget	First aid, safety stuff
<b>Subtotals</b>	<b>430.00</b>	<b>208,150.68</b>		
<b>JIF BILL LIST TOTAL</b>		<b>208,580.68</b>		



## ***STRATEGIC PLANNING COMMITTEE MEETING MINUTES***

***Wednesday, October 25, 2023 – 10:00 AM***

***Via Zoom Conferencing***

A meeting of the Strategic Planning Committee was held on Wednesday, October 25, 2023 at 10:00 AM, via Zoom Conferencing. The Meeting was called to order at 10:04 AM.

Those in attendance were:

Sue Miller, *Chair*, **Clayton Borough**  
Barbara Freijomil, *Vice Chair*, **Franklin Township**  
Michael Razze, **Pitman Borough**  
Kevin Clour, **Lower Alloways Creek**  
Carolyn King-Sammons, **Elk Township**  
Jane DiBella, **Woolwich Township**  
Paul Forlenza, MGA, RMC, Executive Director, **RPA a Division of Gallagher**  
Kamini Patel, MBA, CIC, CPCU, AIDA®, Deputy Executive Director, **RPA a Division of Gallagher**  
Karla Allamby, Account Representative, **RPA a Division of Gallagher**

Those not in attendance:

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

### ***I. Minutes of June 15, 2023 Meeting***

Mr. Forlenza stated that a copy of the June 15, 2023, Strategic Planning Committee Minutes were emailed to all committee members along with the notice for today's meeting on October 11, 2023. He asked if there were any questions. No questions were entertained.

### ***II. 2023 Membership Renewals***

Mr. Forlenza announced that fourteen (14) member municipalities are up for renewal effective January 1, 2024. He reported that all renewing members have submitted their renewal resolutions with the exception of East Greenwich that has made the decision not to renew their membership in the TRICO JIF.

Mr. Forlenza advised the committee, those members who are up for renewal, received their Annual Member Reports during the renewal presentation. For those members who are not up for renewal, hard copies of their Annual Member Reports were mailed on August 20, 2023 with instructions to share the Annual Member Reports with their governing bodies.

Mr. Forlenza mentioned that he, along with Ms. Patel and Mr. Diaz, had a meeting with Mayor Archer of East Greenwich, to discuss their recent choice to leave the TRICO JIF. Mr. Forlenza indicated the discussion focused on coverage comparison, training requirements, defense panel arrangements and assessments. He indicated that there is a misconception that the JIF requires a lot of training; however, there is no JIF required training. Most of the training provided by the JIF are required by the Attorney General's office, State of New Jersey, Supreme Court Decisions and/or PEOSHA. The JIF is providing the training to the membership as a benefit of being a member municipality. This eliminates the need for individual member municipalities to find training



resources to complete the required training. A discussion ensued regarding the misconception and potential re-branding of the training.

Mr. Forlenza indicated the training misconception would be reviewed with the Executive Safety Committee and Safety Director's office. In addition, Mr. Forlenza advised the committee he would be meeting with the Coverage Committee to review the Front/Back Pay coverage and coverage for legal fees pertaining to motions for injunctive relief that is currently not provided by the TRICO JIF. He indicated under the direction of the Finance Committee, the Executive Director's office released an indication to East Greenwich and he reviewed the process that is undertaken by the Finance Committee with respect to member assessments.

Mr. Forlenza further indicated that on the day before East Greenwich made a final decision, the JIF where they will be going reduced their 2024 Assessment by an additional \$10,000, making their proposed assessment equal to the TRICO JIF's proposed assessment. Mr. Forlenza stated that in his opinion this JIF is simply out to "buy" the business and did not complete a thorough underwriting process of East Greenwich.

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

### ***III. Membership Growth***

Mr. Forlenza stated as of now, there are no prospective new members for 2024. He mentioned we will certainly provide updates if that changes.

Ms. Patel asked the committee, what they see as a benefit that should be marketed to non-TRICO JIF members. A discussion ensued regarding training as well as reevaluation of employment practices as potential marketing ideas as many competing JIFs do not provide their members with training and employment practice resources. In addition, the TRICO JIF's membership in the MEL, Cyber JIF and E-JIF are areas of focus as the competing JIFs provide Cyber and Environmental coverage from the Commercial market. After a lengthy discussion, it was determined there are plenty of member benefits that can be utilized to market the TRICO JIF.

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

### ***IV. 2023 Conferences***

Mr. Forlenza stated that the AGRiP Fall Conference took place October 1-3, 2023 in Salt Lake City, UT. There were no TRICO Fund Commissioners that attended this Conference. He further noted that no representatives from the TRICO JIF attended the PRIMA Conference this past June.

Mr. Forlenza reviewed the 2024 conference schedule, noting that the AGRiP Governance Conference will be taking place from March 3-6, 2024 in Nashville, TN and the PRIMA Conference will take place on June 6-9, 2024 in Nashville, TN.

Mr. Forlenza reiterated how informational these conferences are and the TRICO JIF has budgeted for members to attend these conferences. Mr. Razzo highlighted the valuable information obtained during these conferences and emphasized that they serve as an excellent platform for exchanging ideas and enhancing practices.

Mr. Forlenza shared that AGRiP has made changes to their annual conference format. They continue to host three conferences annually, with the AGRiP Governance Conference taking place in the spring, the AGRiP Executive Directors Conference usually in August, and the AGRiP Staff Conference in the fall. Due to the change in conference format, Fund Commissioners will only want to attend the Spring Governance Conference as it is geared toward their role with the JIF. Mr. Forlenza stated notifications would go out in January 2024.

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

**V. *Elected Officials Training***

Mr. Forlenza informed the committee that this year, the Elected Officials Training was conducted online through the MEL Safety Institute. Utilizing the MEL Safety Institute allowed all Elected Officials to complete this training at their convenience. The training was approximately 30 minutes long. The MEL reduced each member's 2023 MEL Assessment by \$250 for each municipal elected official who completed the training session by May 1, 2023. The total credit is limited to 5% of a member's 2023 MEL Assessment.

Mr. Forlenza noted he received a download every week or so of those that had completed the training. A follow-up email was sent from his office to those that completed that training with links they could use to access additional information on the topics covered during the training. Also, included in that email is a hyper-link to a short survey to see how the participants liked the training being available through the MSI system. He also noted that he shared this information with the MEL and recommended that they utilize it as they plan their training for the 2023-2024 cycle.

Mr. Forlenza advised the committee, the survey results reflect the Elected Officials preferred the virtual format and therefore the 2023-2024 elected officials training will be offered through the MSI.

Mr. Forlenza stated that there will be potentially one or two in-person training sessions held at the League of Municipalities in November.

A committee member expressed that he looks forward to in-person meetings as it provides an opportunity to engage in discussions and exchange ideas with other governing body members. Mr. Forlenza mentioned that there have been discussions about incorporating in-person meetings every other year or so, to ensure regular contact with the governing body members. Another committee member proposed the idea of organizing a round table for those interested in sharing best practices or any other relevant information. Mr. Forlenza expressed appreciation for the feedback and assured the committee he will delve deeper into the matter.

**VI. *Annual Planning Retreat***

Mr. Forlenza reminded the committee that the Annual Planning Retreat took place on July 25th and 26th, 2023, at Auletto's Catering. He indicated a survey was sent to the membership following the Retreat. He then directed the committee to pages 1-24 which depicts the survey results from the Retreat. Mr. Forlenza then briefly reviewed the comments and scores for each section of the Retreat. He indicated that the Retreat was well received.

Mr. Forlenza inquired about the format and length of the Retreat. He asked whether it would be beneficial to shorten it to a single day instead of the current day and a half format. He advised the committee, this would be discussed in detail at the next meeting.

Mr. Forlenza asked if the committee would like to hold the Retreat next July, mid-week at Auletto's Catering. The committee indicated they are in agreement with holding the Retreat next July at Auletto's Catering on either Tuesday/Wednesday or Wednesday/Thursday. Mr. Forlenza inquired if they would like the Executive Claims Committee meeting to take place at the end of the first day at 4:00pm. The committee agreed. Mr. Forlenza indicated additional information would be provided at the next meeting.

**VII. *Fund Professional Performance Evaluations***

Mr. Forlenza reminded the committee of the Fund's *Professional Evaluation & RFQ Process Policy*.

He indicated this year, when the RFQs were issued, it was realized that there was a mistake in the timeline for the Executive Directors office. As a result, the RFQ process for the Executive Directors office was rescheduled from 2023 to 2024, in line with the correct cycle that was rectified by Mr. DeWeese and approved by this committee. The RFQ Process for this year comprise of the Fund Auditor, Fund Actuary, Wellness Director, and Administrative Consultant. He then briefly reviewed the evaluation forms for the respective Fund Professionals. In addition, he expressed his concerns regarding the lack of response from the membership in completing the evaluation forms. He asked the committee if this procedure should continue to be followed for 2024. The committee indicated they would like to continue with this procedure for 2024.

**VIII. *December Dinner Meeting***

Mr. Forlenza stated that the December Executive Committee meeting will be held on December 18, 2023, at the municipal building in Pitman Borough at 4:00 PM, and the dinner meeting will take place at Italian Affair at 5:00 PM.

**IX. *Website***

Ms. Patel advised the committee that she and Ms. Matro have started discussions with the Website Manager about creating a members only section of the JIF website; however, it was decided to wait until the Cyber JIF's member portal is launched. She indicated that the MEL might follow suit and create a member's only section as well. Once the MEL moves forward with this decision, it will pave the path for the TRICO JIF to follow suit as well.

**X. *2023 Annual Reports***

Mr. Forlenza advised the committee that the Annual Reports are in the process of being prepared and will be distributed to all members in December. Mr. Forlenza indicated in prior years, our practice has been to provide eight (8) physical copies of the Annual Reports to each member. He indicated that due to the increase in production costs, he would like to propose providing each member with one (1) physical copy and one (1) PDF version of the Annual Report to the Municipal Clerks who will be asked to share the Annual Report with their governing bodies, and a copy will be posted on the website. The committee was in agreement with the proposed changes.

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

**XI. *2024 Executive Committee Meetings***

Mr. Forlenza reviewed the 2024 Executive Committee meeting schedule, which was included in the agenda packet. The schedule consists of a combination of virtual and in-person meetings. He noted that the five (5) virtual meetings would be held via Zoom Conferencing in February, March, May, September, and November. The six (6) in-person meetings will be held at the Gloucester County Library, in January, April, June, July, October and December. He noted, no meeting in August.

The hybrid format was developed based on boosting attendance by offering a mix of virtual and in-person meetings. Mr. Forlenza asked the committee if we should continue with the hybrid format. All agreed it is working and would like to continue with the hybrid format.

A discussion ensued regarding incorporating additional virtual meetings and the option of a true hybrid meeting. Mr. Forlenza highlighted the importance of retaining in-person meetings, especially for tasks like signing documents and public hearings for budget adoption. He emphasized the importance of striking a balance between virtual and in-person interactions to guarantee effective connectivity with members. Mr. Forlenza conveyed his intention to continue exploring

ways to achieve this balance, taking into account both convenience and the need for staying connected with members.

Mr. Forlenza stated that the meeting times would remain unchanged and asked for approval of the committee members, which was granted.

*The 2024 Executive Committee Meeting Schedule is attached for your reference.*

***XII. Next Meeting***

Mr. Forlenza stated the next meeting is to take place in the spring of 2024.

Mr. Forlenza advised Ms. Miller, he would be in touch to finalize the meeting dates for 2024.

There being no further discussion, the meeting adjourned at 11:22 AM.

File: TRICO/2023/Strategic Planning Committee

Tab: 10/25/2023



**GLOUCESTER, SALEM, CUMBERLAND COUNTIES  
MUNICIPAL JOINT INSURANCE FUND  
2024 MEETING SCHEDULE**

**EVERY FOURTH MONDAY OF THE MONTH**

**Claims review Meeting 3:30 PM**

**Executive Committee Meeting 5:00 PM**

**(Unless otherwise noted)**

**LOCATION:**

**Gloucester County Library**

**389 Wolfert Station Road**

**Mullica Hill, NJ**

**856-223-6033**

**(Unless otherwise noted)**

January 22, 2024

April 22, 2024

June 24, 2024

July 22, 2024

**NO AUGUST MEETING**

October 28, 2024

December 16, 2024 (**Third Monday**)

January 27, 2025

**VIRTUAL:**

February 26, 2024

March 25, 2024

May 20, 2024 (**Third Monday**)

September 23, 2024

November 25, 2024



***NOMINATING COMMITTEE MEETING***  
***Thursday, October 26, 2023 at 1:30 PM***  
***Via Zoom***

A meeting of the Nominating Committee of the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund was held on Thursday, October 26, 2023 at 1:30 PM via Zoom. The meeting was called to order at 1:36 PM.

Those in attendance were:

Susan Miller, **Clayton Borough**, *EPL Committee Representative*  
Will Pine, **Logan Township**, *Finance Committee Representative*  
Joy Gunn, **National Park Borough**, *Safety Committee Representative*  
Daniel Neu, **Pennsville Township**, *Coverage Committee Representative*  
Jane DiBella, **Woolwich Township**, *Strategic & Planning Representative*  
Paul A. Forlenza, MGA, Executive Director, **RPA a subsidiary of Gallagher**  
Kamini Patel, MBA, CIC, CPCU, AIDA®, Deputy Executive Director, **RPA a subsidiary of Gallagher**  
Karla Allamby, Account Representative, **RPA a subsidiary of Gallagher**

Those unable to attend were:

Michael Razze, **Pitman Borough**, *Past Fund Chair*

*These Minutes do not necessarily represent the order in which some items were discussed.*

**I. Nominating Committee Meeting Minutes of November 2, 2022**

Mr. Forlenza directed the Committee to the minutes of the November 2, 2022 Nominating Committee meeting, which were located in the appendix of the agenda packet. He explained that the minutes provide a narrative of the process that the Committee followed last year in developing the 2023 Executive Committee Slate.

**II. Nominating Committee Charter – Adopted May 19, 2008**

Mr. Forlenza directed the Committee to a copy of the Committee Charter contained in the agenda packet. Mr. Forlenza explained that the Charter outlines the makeup of the Committee and the process that the Fund follows in developing a slate of candidates for the Executive Committee. He requested the Committee to review the Nominating Committee Charter and inform Executive Directors office of any necessary modifications.

**A. Select Committee Chair**

Mr. Forlenza indicated that the Committee must select a Chairperson as per the Charter. The main responsibility of the Chair will be to present the minutes from today's meeting and submit the Executive Committee Slate to the membership at the November Executive Committee meeting. In addition, the Committee Chair will reach out to individuals nominated for the 2024 Slate to make sure they are comfortable accepting the position for which they have been nominated. After a short discussion, Mr. Neu volunteered to take the position of Nominating Committee Chair. Mr.

Forlenza stated he would provide Mr. Neu with the required contact information of the individuals nominated for the 2024 Slate and the minutes from today's meeting for his review.

### **III. Executive Committee Election Process**

#### **A. Timetable**

Mr. Forlenza directed the Committee to the Executive Committee Election process timeline that was included in the agenda packet. He indicated that normally a draft Nomination Slate is presented to the membership at the November Executive Committee meeting. The election of the 2024 Executive Committee members and Alternates will be held at the January 22, 2024 Reorganization meeting.

#### **B. Development of a Nomination Slate**

Mr. Forlenza then directed the Committee to the Succession Plan Chart located in the Agenda Packet. The chart displayed the current members and alternate members of the Executive Committee.

Mr. Forlenza noted that over the past 15 years or so, the Fund has followed a practice of having the Fund Chair rotate every two years. At the end of the second year, the Chair steps down and the Secretary moves up to the position of Fund Chair, then all other Executive Committee Members move up one spot. This process helps to build the knowledge base of members that will eventually move up to the position of Chair. Mr. Forlenza noted that Ms. Karen Sweeney is starting her second year as Fund Chair; therefore, if the Committee is comfortable continuing with the past practice, Ms. Sweeney would sit as Fund Chair, and Mr. Robert Diaz as Fund Secretary for 2024. The Committee agreed to leave Ms. Sweeney as Fund Chair and Mr. Diaz as Fund Secretary in 2024. He then asked the Committee if they were happy with the first seven (7) Executive Committee members on the Slate as it stands, the Committee agreed. He then asked the Committee if they were in agreement moving everyone up one position for the Executive Committee Alternates to fill those vacancies. The Committee agreed.

Mr. Forlenza indicated there will be a total of four (4) vacancies for the Alternate Executive Committee members that will need to be filled for 2024 Slate. He then asked the Committee members to provide their recommendations and/or suggestions regarding filling the four (4) Alternates vacancies.

The Committee reviewed the list of Fund Commissioners and Alternates including their length of time as Fund Commissioners as well as their attendance records and discussed as to the potential makeup of the 2024 Slate. Following a lengthy discussion, the Committee provided their recommendations for the four (4) vacancies and two (2) Back-Up Alternate Executive Committee members in the event, one of the nominated Fund Commissioners does not wish to service, then all other candidates would move up to fill any vacancies. With that said, it was decided Mr. Harry Moore, Oldsman Township and Ms. Susan Miller, Clayton Borough would be added as Back-Up Alternate Executive Committee members and may fill any vacancies created should the need to move others up occurs.

The Committee recommended the following Nomination Slate for 2024:

Chair: Karen Sweeney, **Wenonah Borough**  
Secretary: Robert Diaz, **South Harrison Township**

Executive Committee Members: (#1) Marjorie Sperry, **Quinton Township**  
(#2) Douglas L. Hogate Sr., **Elsinboro Borough**  
(#3) Colette Bachich, **Washington Township**  
(#4) Jeffre Celebre, **Vineland City**  
(#5) Ken Brown, **Carneys Point Township**

Alternate Executive Committee Members:

(#1) Kevin Clour, **Lower Alloways Creek**  
(#2) Daniel Neu, **Pennsville Borough**  
(#3) Carolyn King – Sammons, **Elk Township**  
(#4) Colleen Emmons, **Deptford Township**  
(#5) Will Pine, **Logan Township**  
(#6) Luke Patrick, **Mannington Township**

Back-Up Alternate Executive Committee Members:

(#7) Harry Moore, **Oldmans Township**  
(#8) Sue Miller, **Clayton Borough**

Mr. Forlenza mentioned again that after the meeting minutes are complete they will be forwarded to Mr. Neu for his review and ask that he report on the Committee's recommendations during the Executive Committee Meeting on November 27, 2023.

Mr. Neu expressed his intention to reach out to the nominated candidates listed above and would contact the Executive Director's office if he came across any problems where in several candidates decided they did not want to serve.

***Attached is the revised Draft Slate of the 2024 Executive Committee & Alternates. \*Following the meeting, and upon the nominees being contacted by Mr. Neu on their positions, the attached revised 2024 Draft Slate reflects changes made per the requests of the nominees.***

Seeing no other business, the meeting adjourned at 2:04 PM.

File: TRICO/2023/Nominating Committee

Tab: 10/26/2023





# REVISED 2024 NOMINATION SLATE

Chair: **Karen Sweeney**, Wenonah Borough

Secretary: **Robert Diaz**, South Harrison Township

Executive Committee: **Marjorie Sperry**, Quinton Township  
**Douglas Hogate**, Elsinboro Borough  
**Colette Bachich**, Washington Township  
**Jeff Celebre**, Vineland City  
**Ken Brown**, Carneys Point Township

Alternates:

- #1 **Kevin Clour**, Lower Alloways Creek
- #2 **Daniel Neu**, Pennsville Township
- #3 **Carolyn King-Sammons**, Elk Township
- #4 **Colleen Emmons**, Deptford Township
- #5 **Will Pine**, Logan Township
- #6 **Sue Miller**, Clayton Borough



*Finance Committee Meeting Minutes  
October 25, 2023 at 1:00 PM  
Via Zoom Conferencing*

A meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund Finance Committee was held on October 25, 2023 at 1:00 PM via Zoom Conferencing.

Those in attendance were:

Doug Hogate, *Committee Chair, Elsinboro Township*  
Stephanie McCaffrey, *Co-Chair, East Greenwich Township*  
Will Pine, **Logan Township**  
Nicole O'Hara, **Westville Borough**  
Cassidy Swanson, **Woodbury City**  
Shannon Elton, **Woodbury Heights**  
Colette Bachich, **Washington Township**  
Paul A. Forlenza, MGA, Executive Director, *RPA a Division of Gallagher*  
Kamini Patel, MBA, CIC, CPCU, Deputy Ex. Director, *RPA a Division of Gallagher*  
Jodi Palmeri, Sr. Financial Analyst, *RPA a Division of Gallagher*

Those unable to attend were:

Jennica Bileci, **Mantua Township**  
Tracy Forlenza, Financial Analyst, *RPA a Division of Gallagher*

*These minutes do not necessarily reflect the order in which these matters were discussed.*

***DOBI Meeting***

Mr. Forlenza explained that this special meeting of the TRICO JIF Finance Committee was called to discuss the concerns raised by the Department of Banking and Insurance (DOBI) and Department of Community Affairs to the proposed release of \$1,600,000 from the Closed Years Account, as authorized by Resolution 2023-33 adopted September 25, 2023. He reminded the Committee that they discussed the release in detail according to the Fund's *Surplus Release Policy* and reviewed several different scenarios in detail at their meeting on September 6, 2023. These discussions resulted in the decision to recommend to the Executive Committee at their September 25, 2023 meeting to release \$1,600,000. He noted this sum is \$400,000 less than the 2022 surplus release. When the required documentation outlining the proposed surplus release was filed with the State Departments on September 27, 2023, DOBI contacted the Executive Director's office via email and requested a meeting.

On October 4, 2023, Mr. Forlenza, Ms. Patel, Ms. Palmeri, and Ms. Forlenza held a conference call with Acting Assistant Commissioner, David Wolf (DOBI), Nick Bennett (DCA), Caroline Chong (DOBI) and Scott Looney on behalf of William Leach (DOBI). Mr. Wolf explained that DOBI would like to go on record that they are looking at the change in Net Position from 2018-2022 and have concerns with the TRICO JIF releasing \$1,600,000 in surplus. He noted that DOBI had the following concerns:

- 1) *Surplus is less than one year of members assessments;*

- 2) *Two out of the most recent three years show a decline in surplus, without considering dividends paid;*
- 3) *Significant rate increases are expected in the reinsurance market specifically in property and general liability;*
- 4) *Potential for increased investment losses due to rising interest rates;*
- 5) *Negative development in prior years;*
- 6) *Significant issues relating to subsequent events (noted in Audited Financials).*

Mr. Forlenza stated that he and his staff verbally addressed their concerns and explained the process that the Finance Committee undertakes in accordance with the *Surplus Release Policy*, which outlines specific items to take into consideration when recommending a release of surplus. Mr. Wolf recommended that the Fund Administrator once again review the proposed release with the membership to determine if they still wished to release \$1,600,000 after reviewing the State's concerns. Mr. Forlenza asked Mr. Wolf to outline DOBI's concerns in writing to the TRICO JIF. He noted that Mr. Wolfe's letter indicates that "if" this request for release of \$1,600,000 was approved, the TRICO JIF net position (inclusive of this release) must improve at 12/31/23 for the State to consider any release of surplus in 2024. Mr. Forlenza also requested that DOBI meet via conference call with the chairs of all three JIF Finance Committees with which he works, if requested. Mr. Wolf indicated that he would meet with the Finance Committee Chairs if requested.

Following Mr. Forlenza's recap of recent events that led to the calling of this special meeting of the Finance Committee, Mr. Forlenza then referenced the agenda packet that was emailed to the members earlier in the day.

### ***Return of Surplus***

Mr. Forlenza reminded the Committee of the recommendation to release \$1,600,000, the approval of the release at the September Executive Committee meeting and reviewed the process his office follows in compliance with State requirements in filing for a release of surplus. He noted that the Actuary also provides a certification noting they have no concerns with the proposed release.

Mr. Forlenza stated that he further explained to Mr. Wolf that failure by the Department to review assessments being offered to members within the TRICO JIF by competing JIFs, while not allowing the TRICO JIF to release surplus, could result in adverse selection and additional members departing. This practice could lead to the TRICO JIF to being left with only poor performing members resulting in significant financial deterioration of the JIF in future years. Mr. Forlenza noted that asked Mr. Wolf to put his concerns in writing (see attached letter).

Mr. Wolfe stated that the Department is evaluating the financial position of all JIFs at this time. Mr. Forlenza informed the Committee that there are several JIFs he is aware of that have significant deficits at this time. Mr. Forlenza stated that he expressed to Mr. Wolfe his frustration that the Department is scrutinizing the TRICO JIF's financials; however, the Department does not seem to be concerned with competing JIFs that are actively under cutting member assessments to garner new members. He asked if the Department was reviewing the actuarial certifications for members that are moving from one JIF to another for better pricing opportunities. Mr. Wolfe indicated that many towns move from one JIF to another each year and the Department is not able to review each move in detail. Mr. Forlenza noted that it is

outlined in the regulations that adding or removing a member requires actuarial certification to show that the loss funding is in line with current exposures.

Mr. Forlenza informed the Committee that the TRICO JIF's surplus has increased by \$3.069 million since 12/31/2022 as noted on the Financial Fast Track noting that the TRICO JIF is in excellent financial condition in comparison to other JIFs around the State. He reported that he informed Mr. Wolf that not allowing the TRICO JIF to release surplus would put the JIF in a difficult position with the members, and their elected officials, since the JIF has \$14.7 million in surplus. He also noted that there is no requirement in state regulations or law that requires a JIF to have surplus on the books. He also reported to Mr. Wolf that if no surplus were released, significant increases would be passed along to members as most members take their share of the annual surplus release as a credit against their next year's assessment. These increases would include the difference in surplus released between 2022 and 2023 as well as any increases in the 2024 Budget, which equates to approximately \$4 million between the \$2.2 million surplus release in 2022 and the \$1.8 million proposed increase in the 2024 budget. Mr. Forlenza inquired of the Committee how the Fund could justify not releasing any surplus when it has \$14.7 million in surplus. He added that pursuant to the Commissioner's request, the Committee could ask the Executive Committee to reaffirm the Resolution to release \$1,600,000 in Surplus at the November meeting.

Mr. Hogate commented that the Finance Committee review's many detailed items and other factors that are outside the JIFs control when planning the next year's budget. He believes the Finance Committee should stick by the hard work they have done over the course of the year to analyze and plan for next year's budget. Mr. Pine added that the State does not understand municipal budgeting and this Finance Committee has been fiscally conservative for years including reducing this year's surplus release recommendation. Ms. Palmeri stated that she explained to DOBI that if they do not allow the surplus release, some municipalities would not be able to fit this potential increase into their budget due to CAP restrictions. Mr. Forlenza added that the State released a Financial Notice recently reminding municipalities needed to place workers compensation & liability increases with their local appropriations CAP in 2024. Mr. Forlenza also reported that Mr. Grubb, Executive Director of the MEL, wrote a letter to the State noting, "the importance of working with the local government services when coordinating your efforts with JIFs".

Mr. Forlenza feels it's important that we arrange a meeting with DOBI and the Finance Committee Chairs, plus any members on the Finance Committee who would like to attend, to help emphasize the impact the Department's decision is having on the members of the JIFs. He stated that some of these folks are not familiar with municipal government finances and the impact of these decisions.

### ***Options***

Mr. Forlenza outlined some options for the members. He noted that the Fund could move forward with the release of the \$1,600,000; remove the \$100,000 MEL funding for future assessments; not release surplus at all; or reduce the confidence level of the 2024 loss funding. Ms. McCaffrey inquired if we should release less surplus. Mr. Forlenza reminded the members that the TRICO JIF has increased their loss funding confidence level over time due to the financial impact of additional perils. He noted the JIF can reduce the loss funding confidence level to "low" which would reduce the loss funding budget by \$839,000 although he does not recommend this since it does not go along with the Committee's fiscal conservative approach.

He noted another option is to not overfund the MEL by \$100,000 in anticipation of Surplus Triggers. He recommended the \$1,600,000 release was based on tenants outlined in the JIF's *Surplus Release Policy* that the Fund has followed for a long time. These factors include the ratio of the current operating budget to total surplus, the development of open fund years, anticipated increases in future budgets and the closed years from which surplus is to be released. These factors drove the decision to cut the recommended surplus release to \$1,600,000.

After further discussion, the Finance Committee decided to move forward with the \$1,600,000 surplus release. Mr. Forlenza commented that since Mr. Wolf references the TRICO JIF Executive Committee in his letter, the members should be notified at the November meeting that the State is pushing back on the surplus release. The Committee directed Mr. Forlenza to respond to DOBI noting that we reviewed all factors and recognize their concerns, but will move forward with the \$1,600,000 release the surplus. Mr. Forlenza suggested a Motion reaffirming their approval to release the \$1,600,000 in surplus at the November Executive Committee meeting. The Committee agreed with the actions.

#### ***Excess Premium Update***

Ms. Palmeri then reminded the Committee that at their September 6, 2023 meeting, she presented preliminary excess and reinsurance figures that anticipated a 5% increase in the Excess WC and Liability premiums and a 25% increase in Excess Property, with no indications of the MEL loss funding layers. She stated that she just received the MEL premiums inclusive of exposure growth. The 2024 Draft Budget now anticipates a 13.6% increase (inclusive of the \$100,000 overfunding) in Excess WC and Liability premiums and a 54.71% increase in Excess Property premiums inclusive of exposure changes. She noted that the WC and Liability is higher than anticipated due to phasing in the new population figures. She noted that with EPL/POL the carrier is more concerned with any members with a loss ratio over 100% for more than three years. In total, we are now anticipating an 8.64% increase in the overall budget. She stated that the removal of East Greenwich and Monroe removing their EMS, are factored into this budget.

#### ***Next Meeting Date – November 1, 2023 at 2PM***

Ms. Palmeri noted the next meeting would consist of the final assessment allocation strategies, revised draft Budget with approved vendor fees and MEL & EPL assessments.

Seeing no other business, the meeting was adjourned at 1:45 pm.

File: TRICO/2023/Finance Committee Tab: 10/25/23



*Finance Committee Meeting Minutes  
November 1, 2023 at 2PM  
Woodbury Council Chambers, Woodbury City Hall, Woodbury, NJ*

A meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund Finance Committee was held on November 1, 2023 at 2PM Woodbury Council Chambers, Woodbury City Hall, Woodbury, NJ.

Those in attendance were:

Stephanie McCaffrey, *Co-Chair, East Greenwich Township*  
Will Pine, **Logan Township**  
Nicole O'Hara, **Westville Borough**  
Cassidy Swanson, **Woodbury City**  
Shannon Elton, **Woodbury Heights**  
Paul A. Forlenza, MGA, Executive Director, *RPA a Division of Gallagher*  
Kamini Patel, MBA, CIC, CPCU, Deputy Ex. Director, *RPA a Division of Gallagher*  
Jodi Palmeri, Sr. Financial Analyst, *RPA a Division of Gallagher*

Those unable to attend were:

Doug Hogate, *Committee Chair, Elsinboro Township*  
Jennica Bileci, **Mantua Township**  
Colette Bachich, **Washington Township**  
Tracy Forlenza, Financial Analyst, *RPA a Division of Gallagher*

*These minutes do not necessarily reflect the order in which these matters were discussed.*

***Draft Resolution to Transfer FY 2019 to RCF***

Ms. Palmeri noted that the draft resolution to transfer 2019 Fund Year to the RCF is included in the agenda packet. Mr. Forlenza then explained the RCF to newer members noting that the RCF is the Residual Claims Fund. He stated that since there is always a possibility that a claim will surface or reopen for an older Fund Year, the MEL JIFs formed the RCF in 1995. Mr. Forlenza stated that the JIF transfers its claim obligations to the RCF 48 months after the close of the Fund Year. He explained that the RCF manages any active claims, any new claims reported after the transfer date that may have occurred in the 2019 Fund Year, and any claim reopeners. Mr. Forlenza explained that at 12/31/2023, a valuation will be completed of the open case reserves and IBNR (Incurred But Not Reported) and a check will be written to the RCF to manage the potential ongoing liability for the 2019 Fund Year claims. Once this process is completed, any remaining cash from the 2019 Fund Year will eligible to be returned to the members. The Committee approved the draft resolution to transfer the 2019 Fund Year to the RCF to be presented at the November Executive Committee meeting.

***Financial Fast Track***

Ms. Palmeri noted that the Financial Fast Track from August 31, 2023 is on page 2 of the agenda. She then stated that the total surplus is \$14,787,396, which is an improvement of \$3,069,484 since 12/31/2022. She further stated that investment income improved by \$623,650.

***Investment Updates-JCMI***

Mr. Forlenza directed the members to the JCMI Investment Update for the third quarter of 2023. He noted that the pie charts shows the breakout of investment vehicles and the total revenue YTD is \$(1,306,496). This includes unrealized losses and the realized loss. He reminded the members that the JCMI sold off some longer term investments earlier this year, prior to them maturing, and, while recognizing a short-term loss, used the proceeds from the sale to purchase short-term notes with higher interest rates. This transaction brought the unrealized losses to fruition; however, the loss will be made up by the interest gains through purchasing short-term higher yielding notes.

***Retrospective Candidate Analysis***

Ms. Palmeri provided the Committee with an update as to the performance of the members participating in the Retrospective Program valued as of 09/30/23. She highlighted that the 2023 Minimum Loss Funding represents 75% of the Loss Funding as it is valued as of 09/30/23. She noted that the members participating in the program are sent quarterly updates to inform them of any potential additional assessments.

***Franklin Township***

Ms. Palmeri reviewed Franklin Township noting their participation in the Program in 2021. She explained that although their loss ratio is 128.7%, their claims paid is below the minimum loss funding, as a result, they will not yet receive an invoice, only their potential liability for that fund year. This will continue to be monitored.

***Harrison Township***

Ms. Palmeri reviewed Harrison Township noting their participation in the Program in 2019, 2020, 2022, and 2023. She explained that she has no concern with the performance in 2019 with a loss ratio of 13.6%. She noted that for 2020 their loss ratio is 593.6% and they have exceed their minimum loss funding. They were invoiced for \$18,571 and it has been paid. Their loss ratio for 2022 is 122.9%. She noted that this quarter is the first where the claims paid exceeded the maximum loss funds so they will be receiving an invoice for \$18,143 after the quarter loss runs are complete and uploaded to Origami. She stated that 2023 is 44.8%. They will continue to be monitored.

***Monroe Township***

Ms. Palmeri reviewed Monroe Township noting their participation in the Program in 2022. She explained that their loss ratio is 140.6%, but the claims paid is below the minimum loss funding, as a result, they will not yet be invoiced. They will continue to be monitored.

***Woolwich Township***

Ms. Palmeri reviewed Woolwich Township noting their participation in the Program in 2019. She explained that she has no concern with the performance of this Fund Year at this time since their loss ratio is 9.1%.

***Surplus Distribution Update***

Ms. Palmeri recapped that when the Release of Surplus for \$1.6 million was filed with the State, DOBI responded with several concerns. All the concerns they outlined are factors that the Finance Committee takes into account each year when deciding on the recommended release of

surplus. She noted that the Committee recommended moving forward with the release of \$1.6 million recognizing that if we do not have an increase in the surplus position after the release as of 12/31/2023, the State will not approve a release next year. She stated that our financials look good as of 9/30/23. She noted that our office would respond to DOBI after the November meeting when a motion to reaffirm the surplus release is reaffirmed. Mr. Forlenza reported that there will be a Motion on the November Executive Committee agenda to reaffirm the original release resolution for \$1.6 million.

### ***2024 Budget Development***

#### ***Loss Funding and Draft Budget***

Ms. Palmeri then directed the Committee to page 5 where the 2024 budget compares 2023 Annualized to 2024 Renewal and net change. She noted that the increase in loss funding is 2.47%, and based on the assessment strategy selected, generated an extra \$859 which will stay in the loss funding budget. She stated there was no change to the operating expenses and the only change to Member Benefits is to Police Risk Services which decreased by \$1,040. In 2023 Woodbury Heights transferred police operations to Woodbury City and should be accounted for since it is a per member allocated fee.

#### ***Budget - Excess Premiums***

Ms. Palmeri then directed the Committee to the Excess Premium section of the draft budget to discuss 2024 excess premiums. She noted that originally the Underwriter forecasted excess premium increases of 25% for Property; 5% for Liability; 2% for WC; 9% for EPL/POL/LU; and 5% MEL wide for Cyber, with no indication of increases in the loss funding portion of the MEL budget.

Ms. Palmeri then directed the Committee to page 6 and the 2024 MEL draft budget. She stated that the MEL is funding at the “high” confidence level for 2024 loss funding which represents approximately 70% confidence instead of the “central” confidence level, which is 55%. Overall the MEL budget is increasing 26.8% inclusive of exposure growth. She noted that page 7 is the MEL rate table which depicts the rates and exposure units used to determine member premiums. At the end of the exposure review period, the MEL applies the new exposures against the new rates to determine member premiums. She noted that the top of the page has various tiers since some JIFs have different SIRs. She reminded the Committee that the TRICO JIF has a \$500,000 SIR for WC and liability and a \$100,000 for property losses. For WC, payroll data is used; for property premiums, TIV is used to calculate the Excess Premiums.

Ms. Palmeri then noted that the MEL 2024 Experience rating modifications (mods) are on page 10. She commented that even though the MEL stopped using the Retrospective Program for individual JIFs, they did maintain the experience-rating factor based upon JIF experience. The TRICO JIF’s MEL 10 year average loss ratio is 70.4%. She reminded the members that they will be negatively experience rated since the TRICO JIF’s loss ratio is above the MEL 10 year average loss ratio of 65.1%. The negative rating will be 5.4% on WC and Liability loss fund dollars within the MEL level. This currently does not include property claims nor is it applied to property premium. Ms. Palmeri noted that her office requested the MEL re-evaluate this process and consider including property losses in the calculation as the MEL has taken on a larger SIR on property claims.



***MEL Financial Fast Track***

Ms. Palmeri noted that the overall MEL surplus position has deteriorated by almost \$2 million. She noted that this is inclusive of the \$1.2 million improvement in investment income. She stated that much of the deterioration is driven by non-COVID related claims in the 2020 Fund Year. She stated that the IBNR has improved from the COVID claims resulting in the reduction of anticipated recoveries for COVID.

***RCF Financial Fast Track***

Ms. Palmeri reported that the RCF has deteriorated by \$8.6 million inclusive of the \$1.4 million improvement in investment income. She noted the year to date changes are broken out by Fund Years, identified by transfer years not date of loss years. For example, the 2007 year is the 2003 Fund Year. The 12/31/22 valuation of the RCF supplemental assessment was recognized on the TRICO JIF financials at 12/31/2022; however, the RCF will be using the 12/31/23 valuation to invoice the JIFs in March 2024. She strongly anticipates the liability increasing due to the deterioration in both the MEL and RCF.

***Cyber JIF***

Ms. Palmeri noted that the Cyber JIF increase was estimated at 5%; however, the 2024 Budget was introduced with a 1.99% increase. This is inclusive of population changes as the results of the 2020 census are phased in over a three-year period. She noted that 2024 is year two of the three-year phase in. She stated the TRICO JIF population remained relatively flat (0.3% increase). She reported that the Cyber JIF has expanded its pricing tiers, from five (5) to 15, which provides relief to the smaller municipalities. Ms. Palmeri also noted that the 2.94% on the Budget is higher than the 1.42% noted on page 19 because the budget separates the premium from the commissions since we have not yet received these figures.

***EPL/POL/Land Use***

Ms. Palmeri noted that at the last meeting, EPL/POL/Land Use premiums were estimated to increase 9%; however, the increase is now 13.62%. She stated that 2024 was the final year of the five (5) year phase in for developing member premiums. She explained that transitioning to the new process for calculating premiums was too significant so the process was phased in gradually over 5 years. The new method ensures that the members are more accurately priced. She advised the Committee that the carrier is concerned with members with a loss ratio over 100% for three years or more over a five-year period. She reminded the Committee that 55% is considered breakeven as this coverage is with a commercial carrier; therefore, a loss ratio of 100% is extremely poor performance. Ms. Palmeri stated that the carrier applied a more significant experience rating to the member's base for those members with three or more years above 100%.

***EPL/POL Deductibles & Co-Insurance***

Ms. Palmeri directed the members to page 16 where the deductibles and co-insurance for EPL and POL claims are broken out by member. She stated that recommendations were made to the deductibles and co-insurance terms for 2024 based on the five year loss ratios. All poor performing municipalities (anyone over 55%), were identified and an analysis was performed on their claims.

Ms. Palmeri explained that Deptford and Franklin Twp.'s terms were already adjusted due to their poor loss experience so they will remain unchanged. Mannington Twp.'s loss ratio of

364.8% is being driven by one claim so the carrier does not feel there is a problem. National Park did not become compliant within six (6) months of their entry into the Fund, so their deductible was raised to \$100,000 and 20% of \$2 million co-insurance until they become compliant with the Program. Once compliant they will revert to the standard deductible & coinsurance requirements. Ms. Palmeri asked the Committee if they felt it appropriate not to charge the surcharge since they were a new member during the same year where EPL Risk Management Program was being updated. If they do not become compliant by 1/1/24, then the surcharge will be applied via budget amendment. The Committee agreed to not apply the surcharge to National Park Borough unless they do not become compliant by 1/1/24.

Ms. Palmeri noted that Pennsville Twp.'s loss ratio of 129.8% is being driven by two claims so it is being recommended that they have the standard deductible & coinsurance terms. Although Swedesboro has only one claim and a loss ratio of 935.1%, based upon the high percentage, it is recommended that the deductible be changed to \$10,000 with a zero co-insurance. She noted that Woolwich was a poor performer with a \$50,000 deductible; however, their five year loss ratio is now 0% so we are recommending their deductible revert to \$20,000 standard and are eligible to buy down their deductible & coinsurance. The Committee agreed with these recommendations.

#### ***EPL Checklist Compliance***

Ms. Palmeri noted that the 2024 EPL Risk management Plan Compliance checklist is on page 17 in the agenda and is valued as of 10/27/23. She will be notifying non-compliant members next week of the 20% surcharge if they do not become compliant by 1/1/24. Any members eligible for buy downs will be notified and all members will be advised of their deductibles and co-insurance terms.

#### ***VDO Change***

Ms. Palmeri reported that the VDO coverage is for Fire and EMS, non-firematic activities. Mr. Forlenza noted that an example is if the trustees of the Fire Company removed a fire fighter without just cause because of his race, religion, etc. It is more of an EPL/POL claim for a volunteer organization. Ms. Palmeri noted that the coverage limits had changed in 2023 when the carrier changed. She noted that prior to 2023, the member could pick between one policy with multiple companies or individual policies for each fire company; however, effective 1/1/2023 all fire/EMS companies share one policy limits. The 2024 VDO allocation is now based upon the number of fire or EMS departments within the municipality; therefore, any town where limits were previously shared with one policy will see a premium increase for 2024.

#### ***E-JIF***

Ms. Palmeri noted that the 2024 E-JIF Budget includes a 1% increase inclusive of the 2020 population phase in noting the impact is 0.56% for the TRICO JIF as the population development was relatively flat.

#### ***Budget Changes***

Ms. Palmeri reported that East Greenwich did not renew their membership with the TRICO JIF as of 1/1/2024, so the loss funding, operating expenses and excess stand-alone premiums are being removed. She also noted that late in 2023, Monroe Twp. notified her office that they are no longer covering their EMS, so this change will be recognized in their 2024 loss funding allocation. Their Risk Manager removed the exposures for this during the exposure review process so their excess/standalone premiums are not affected.

Ms. Palmeri noted with all the changes, the new overall budget increase is 8.64%. After the removal of East Greenwich and the Monroe EMS, the overall budget increase is 6.31%. She noted that this budget would be presented at the November Executive Committee meeting for introduction with the public hearing and adoption scheduled for the December Executive Committee meeting. Mr. Forlenza noted that this budget increase is good compared to other JIF budgets around the State. He also noted that the budget is increasing approximately \$1.5 million and the JIF will be releasing \$1.6 million.

*Ms. Palmeri corresponded with the Committee via email 11/6/23 regarding a discrepancy on claim counts for East Greenwich. The file originally utilized to estimate the average claims for East Greenwich included "report only" claim, which increased the average claim counts per year. The Budget presented included an average of 19 claims; however, the accurate average is 11 per year. Ms. Palmeri adjusted the reduction to the Claims Administration line from a \$12,065 reduction to a \$6,985 reduction. As a result, the remaining \$5,080 was allocated to remaining members. The revised Budget to be presented to the Executive Committee is \$19,025,612 which is a 6.33% increase over the annualized 2023 Budget. The Committee approved the modification via email.*

#### ***E-JIF 2023 Dividend Release***

Ms. Palmeri stated that the E-JIF is releasing \$2.5 million dollars in surplus and the TRICO JIF's share is \$100,977 and the breakout per member can be found on page 22. She noted that the release is from Fund years 2005, 2008, 2009, and 2010, so in order to receive a share, the municipality must have been a member of the TRICO JIF during those years.

Ms. Palmeri reminded the Committee that in years past the JIF directed each member's share of the E-JIF dividend directly into the AELCF. She inquired if the Committee still wished to continue with the practice of depositing the E-JIF dividend into the AELCF. She also noted that the 2023 JIF Dividend Announcement will draw more attention to member's AELCF balances and how it can be used or claimed. The Committee decided to continue to transfer the E-JIF balances into the AELCF, but agreed to highlight available balances to members, and how it can be used as a premium credit against their 2024 assessment. She stated that a Resolution for the E-JIF dividend transfer will be presented at the November meeting. The Committee agreed.

#### ***Assessment Strategy Scenario***

Ms. Palmeri directed the members to Option 3 Assessment Strategy on page 23 of the agenda, which was selected by the Committee at their last meeting. This will be utilized for the 2024 assessments.

#### ***Model OE***

Ms. Palmeri noted that Model OE is presented on pages 24-26. She reminded members that it is a process that allocates operating expenses to all members. She noted that the Model OE allocates operating expenses based upon loss funding, police counts, payroll, etc. as noted in each line item. She reminded the members that the MEL overfunding of \$100,000 is a proportionate share for each member based on the individual MEL premium.

#### ***Assessment Comparison Reports***

Ms. Palmeri then reviewed the Assessment Comparison Report on pages 27 and 28 with the Committee, noting that page 27 is the 2023 versus 2024 assessment comparison with dollar impact and page 28 is the percentage impact. She noted the JIF assessment is inclusive of loss

funding and operating expenses, but does not include RMC fees. She stated that any significant increases over the JIF average were researched by her office and can be explained.

***Miscellaneous***

***Unclaimed Property as of 6/30***

Ms. Palmeri stated that the Fund Treasurer, Mr. Tontarski, has provided a copy of the annual State submission regarding unclaimed property filed by October 27, 2023.

***Administrator/Treasurer/TPA Fidelity Bond***

Ms. Palmeri explained that currently the Fund carries a Fidelity Bond in the amount of \$1,000,000, with a \$10,000 deductible, for an annual premium of \$2,238. She stated that minimum suggested Fidelity Bond amount by the Auditor is approximately \$125,000 for the Fund Treasurer/TPA and the 2023 recommended amount is \$211,000; and the recommended amount for the Administrator is \$200,000-\$225,000. The Committee agreed to leave the current bond limits in place.

***Next Meeting Date – May 2024***

Ms. Palmeri noted the next meeting would be sometime in May 2024.

Seeing no other business, the meeting was adjourned at 2:56 pm.

File: TRICO/2023/Finance Committee Tab: 11/01/23

## 2024 TRICO JIF Budget Message

### **FUND YEAR 2024 DRAFT BUDGET OVERVIEW**

The attached renewal \$18,603,414 JIF, MEL, Cyber JIF, EPL/POL/Land Use, and EJIF budget represents a 8.83% (\$1,509,782) increase over last year's combined annualized budget of \$17,093,632 and is based upon the known renewal data at the time the draft budget was prepared. Monroe Township's loss funding is adjusted to reflect the removal of EMS. In addition, one member (East Greenwich Township) did not renew their membership in the JIF effective 1/1/24. The combined results in a 6.42% increase over expiring. As in years past, individual member assessments will fluctuate above or below the renewal budget increase based on member claims experience as outlined in the attached *JIF Assessment Allocation Policy*. The 2024 draft renewal JIF Budget of \$11,230,000 represents an increase of 1.87% (\$206,612) over last year's \$11,023,388 annualized budget. The 2024 Draft JIF Budget (less non-renewed member) of \$11,004,863 represents a decrease of 1.98% (\$18,525).

Highlights of the 2024 Renewal Budget are as follows:

- Budgeted loss funds increased by \$202,316 (2.47%)
- Operating Expenses (Fund Professional fees, Meeting Expenses, Postage/Copies, etc.) increased \$2,912 (0.15%)
- Member Benefits (Safety Programs, EPL/Cyber Programs, Wellness, etc.) increased \$1,384 (0.16%)
- Excess and Standalone premiums, inclusive of the MEL, Cyber JIF, EPL/POL/Land Use, and EJIF policies increased \$1,303,170 (21.47%)
- The application of the JIF's *Revaluation Program* to the 14 members renewing their membership effective January 1, 2024, resulted in four (4) members qualifying. This program is thoroughly explained in the attached *Assessment Allocation Policy*.
- All members' performance are reviewed for inclusion in the JIF's *Retrospective Program*. No member met the Policy's criteria for inclusion in the Program. This program is thoroughly explained in the attached *Assessment Allocation Policy*.

### **JIF BUDGET FACTORS**

Loss Funds represent money used for the payment of member claims within the Fund's self-insured retention. Assuming no change in the SIR for Fund Year 2024, the Actuary recommended a 2.6% increase in the overall loss funding budget utilizing anticipated exposure growth of 0% for Auto & General Liability and Workers' Compensation and 4% for Property. As customary, the Actuary provided three confidence levels of loss funding: low (40% confidence level), central (55% confidence level), and high (70% confidence level). The Finance Committee opted to fund the central loss funding recommendation as they have done historically. They recognized that failure to fund at the central confidence level could have a negative impact on their surplus position and will result in the possibility of multiple years of large loss funding increases or additional assessments in future years.

The specific JIF coverage lines were impacted as follows:

- **Renewed Workers' Compensation** loss funding increased 2.47% (\$112,038). While there are many factors that are driving this increase including increasing pressure on health care costs (medical inflation), the lingering impact of the pandemic, increasing indemnity costs, and an increase in the overall number of claim "re-openers", there are certain cost drivers identified by the Fund Actuary. This includes \$286,000 in loss funding directly attributable to the "pension offset" regulatory change. Some initiatives the JIF is utilizing to control Workers' Compensation costs include:
  - The use of a PPO & EPO resulted in over 95% of all medical expenses being repriced resulting in a savings of \$2,060,618 or 65% as of September 30, 2023.
  - The use of 65% of available transitional duty days by the members resulted in the savings of \$242,174 as of September 30, 2023.

- The timely reporting of claims, currently averaging 3.4 days of the occurrence of a claim, is considerably better than this time last year. The timely reporting of claims has a direct impact on the ultimate cost of the claim.
  - The continued strong participation in Safety Training by all members.
  - The JIF's Lost Time Accident Frequency is 1.31 as of August 31, 2023, is an indication that the Fund's emphasis on safety training, transitional duty, and management of claims is paying off.
  - The continued funding of a member employee Wellness Program. Numerous national studies indicate that healthy employees are less likely to suffer a workers' compensation claim; and, when they are injured, the injury is less severe and the employee recovers faster.
  - The Fund continues to monitor the potential impact of expanding definitions of compensability, both legislative and court rendered, the aging workforce, and "reopeners" on this line of coverage.
- **Renewed General Liability** loss funding decreased 0.01% (\$100). No increase in this line item is a good sign considering the recent statutory and judicial changes that continue to erode Title 59 immunities that the Fund uses to defend its member municipalities. Some initiatives the JIF is utilizing to control General Liability Claims costs include:
    - Members continue to make good use of the various liability risk control programs offered by the Fund including encouraging members to include model indemnification, defense, and hold harmless language in all municipal contracts including inter-local service agreements.
    - Members continue to use the TULIP (Tenant User Liability Insurance Program) Program that allows private users of municipal facilities to secure short-term, low cost, liability insurance policies over the internet. These policies automatically name the municipality as an *Additional Insured* and provide an added layer of protection to the members.
    - The funding of a Police Risk Management Consultant to assist member Police Departments in the adoption, training, and implementation of the most critical policies as identified by the JIF Defense Panel members who defend police related claims.
    - The Fund's liability claims adjusters and defense panel members are continuing to do a fine job in investigating, settling, and defending liability claims brought against our members with 41 active General & Auto Liability claims as of October 31, 2023 for 36 members.
- **Renewed Auto Liability** loss funding is decreasing 1.22% (\$4,384). At fault automobile accidents, involving Police vehicles continue to be the main factor driving this line of coverage. Some initiatives the JIF is utilizing to control Auto Liability Claims costs include:
    - The Fund's *Safety Incentive Program* includes a requirement that ALL emergency responders complete the S:ERVE Training program.
    - The Fund continues to promote the *Coaching of Emergency Vehicle Operators* training.
    - The Fund continues to promote annual Motor Vehicle Records check of all drivers of municipally owned vehicles.
    - The Fund Administrator is receiving a quarterly report that tracks at fault accidents involving police vehicles to track the costs of these accidents from both a property and workers compensation perspective.
- **Renewed Property** loss funding is increasing 8.96% (\$77,570). This increase is driven by the increasing costs of labor and materials involved in recovering from a property loss. Some initiatives the JIF is utilizing to control Property Claims costs include:
    - Ongoing property appraisals of each member's buildings at least once every four (4) years.
    - An ongoing review of member's property and equipment schedules to ensure that coverage for all municipally owned property is properly designated within Origami.
    - The implementation of the *JIF Preferred Auto Shop Program* to make sure that all auto repair shops working on municipally owned vehicles are following stringent guidelines in regards to documentation of repairs, the use of appropriate aftermarket/OEM parts, the approval process for additional unforeseen repairs, and storage fees.

- **Draft Loss Fund Contingency** funding is at \$0. This line item is utilized by the Finance Committee to prevent the loss funding from decreasing and/or in anticipation of unexpected claims arising from legislative changes.

#### **JIF LOSS FUNDING ASSESSMENT STRATEGY**

In consideration of the aforementioned factors affecting the 2024 JIF Loss Funding Budget, the Finance Committee is recommending that the 2024 JIF loss funding assessments range from a decrease of 8.0% for renewing members, with a six year average loss ratio below 20%, to an increase of 2.46% for newer members who have less than three years loss experience with the TRICO JIF. Members with six-year average loss ratios above 200% will receive an 8.0% increase in their loss funding assessment. Details outlining the assessment strategy are documented in the attached *2024 Assessment Allocation Strategy*.

#### **OPERATING EXPENSES/MEMBER BENEFITS**

Operating Expenses (i.e. Fund Professional fees, Meeting Expenses, Postage/Copies, etc.) represent approximately 10% of the overall JIF budget. Member Benefits (i.e. Safety Programs, EPL/Cyber Programs, Wellness, etc.) represent approximately 4%, of the combined JIF budget. Factors impacting the JIF operating expenses and member benefits include:

- Operating Expenses increased by \$2,912 (0.15%) with increases in professional fees averaging 2.00%. The Claims Auditor line increased \$6,270 (71.82%) as a result of actual payments for the claims audit performed in 2023. Claims Administration line decreased \$36,366 (5.71%) as a result of transitioning from a min/max contract to a flat fee in 2023. The reduction to the Budget was phased in to absorb the 5% fee increase for 2024 without any impact on member allocations.
- Member Benefits increased by \$1,384 (0.16%) due to a 1.95% increase in the Payroll Auditor's fee, a 3.51% fee increase for Right to Know, and a \$1,040 (4.17%) decrease in Police Risk Services based upon the actual towns with a police department in 2024.

#### **RENEWED EXCESS INSURANCE BUDGET - NJMEL**

The 2024 MEL Budget is projecting a 26.8% budget increase (\$15,468,847) over 2023 which is driven by the hard worldwide excess insurance market in addition to funding at the high confidence level for loss funding within the MEL SIR. The JIF is budgeting an increase of \$1,073,982 (29.42%) inclusive of rate increases and exposure growth. Over the last 24 months, the worldwide insurance market has been challenging due to ongoing natural disasters (i.e., hurricanes & wildfires), the lingering effects from the COVID-19 pandemic, the impact of law enforcement related claims, regulatory & statutory changes, and the impact of social inflation. The financial strength of the MEL continues to provide some protection to its members against the ravages of the hardening market. A copy of the proposed 2024 MEL Budget and rate table are attached. Some factors influencing the 2024 JIF MEL Budget include:

- The MEL continues to utilize the experience rating process based on the prior ten years MEL experience for WC and Liability claims funding.
- The TRICO JIF has been a poor performer within the MEL over the prior ten years with a 10-year average loss ratio of 70.4% and will receive a 5.4% experience-rating penalty applied to its WC and Liability claims funding.
- The Finance Committee has opted to fund an additional \$107,189 in premium in anticipation of future MEL Surplus Trigger Assessments which is detailed in the attached *Assessment Allocation Strategy*.

#### **RENEWED CYBER JIF**

In recognition of the difficulty in securing Cyber Liability coverage for public entities in the commercial insurance market, the need for all members to implement stringent cyber security protocols, the volatile nature of cyber related losses and the recent poor loss experience for members in the Cyber line of coverage; the MEL affiliated JIFs formed the Cyber Risk Management Joint Insurance Fund to provide Cyber related services and coverage for all MEL affiliated

JIFs effective January 1, 2023. The Cyber JIF carries a self-insured retention and purchases specific and aggregate excess coverage for each member JIF.

The Cyber JIF premium is allocated to members utilizing population tiers to create size categories, which is detailed in the attached *Assessment Allocation Strategy*. The members with smaller populations will have a lower premium than those members with large populations. This recognizes the complexity of larger towns that may have greater exposures than smaller towns. Effective with the 2024 premium allocation, additional tiers were added to aid smaller members with minimal risk. The Cyber JIF adopted a 1.99% (\$125,743) Budget increase. The JIF impact of rate increases, year 2 of 3 census phase-in, and additional tiers resulted in a Budget increase of 1.42% (\$5,997).

Cyber Liability Coverage consists of loss funds within the Cyber JIF layer and excess coverage with XL Insurance.

- Beginning November 1, 2023, the cyber security standards for compliance with the Cyber JIF's Risk Management Program which were updated to recognizing three tiers of cyber security; a "minimum", "intermediate", and "advanced" set of standards.
- Those members that do not meet the minimum cyber security standards will have a \$50,000 deductible and a 20% coinsurance requirement of the next \$300,000 of a claim, members in compliance with the "minimum" cyber security standards will have a \$35,000 deductible with no coinsurance, members that meet the intermediate standards will have a \$20,000 deductible with no coinsurance, and members that meet the "advanced" cyber security standards will have no deductible assuming compliance with the standards at the time of the incident.
- Members are strongly encouraged to come into compliance with the updated cyber security standards by June 30, 2024 to take advantage of a "grandfathering" provision that will provide members in compliance with Tier 1 a \$15,000 deductible, members in compliance with Tiers 1 & 2, have a \$5,000 deductible and members in compliance with Tiers 1, 2, & 3, will have no deductible assuming compliance with the standards at the time of the incident.

### ***Renewed EPL/POL/Land Use/VDO***

Overall, the JIF Budget for Employment Practices Liability, Public Officials Liability, Land Use, and Volunteers Directors, & Officers Liability Coverage is increasing 13.62% or \$206,067 for 2024.

For Fund Year 2024, the JIF EPL/POL/Land Use/VDO insurer Lexington (AIG) is issuing a 9% statewide premium increase. This increase varies JIF by JIF based upon a revised formula for the pricing of all members that includes their individual exposures, loss performance, and the number of years wherein the member had an incurred loss over the preceding five (5) years. This revised formula was necessary when it was determined that good performing members in poor performing JIFs were paying more premium than necessary while poor performing members in good performing JIFs were not paying enough premium to cover their exposures. Some members will continue to recognize small swings in their premium until the new process is fully implemented. Changes to the allocation for multiple year poor performers were made by the carrier as noted in the attached *Assessment Allocation Policy*.

- The net impact of the premium allocation results in a premium increase of 15% (\$217,227) prior to the application of member deductible Buy Downs and Land Use premium for 2024.
- Volunteer, Directors and Officers Liability Coverage limits changed effective January 1, 2023. As a result, VDO premium will be allocated based on number of Fire/EMS departments as noted in the attached *Assessment Allocation Policy*.

### ***Renewed E-JIF***

Effective May 1, 2005, the JIF became a member of the Environmental Risk Management Joint Insurance Fund (E-JIF). The E-JIF provides its members with a defined Environmental Liability coverage package along with strong risk management programs and other member services including educational and training seminars. The renewed E-



JIF premium for 2024 is increasing \$2,515 (0.65%) over 2023 as a result of the Budget increase of 1.99% inclusive of phasing in the 2020 census results. E-JIF assessments are allocated based upon a member's population.

#### ***CLOSED YEARS ACCOUNT - JIF DIVIDENDS***

The Finance Committee made a recommendation to release varying amounts of surplus from Fund Years 2009 through 2018. In arriving at the amount of surplus to release, the Finance Committee continued its practice of examining the financial development of the most current years to guarantee future consistent releases of surplus to the membership while providing a cushion against unforeseen events. In addition, the Finance Committee also considered the impact of the 12/31/2022 MEL Supplemental Assessment (\$891,500) and RCF Surplus Trigger Assessment (\$535,303) on the overall Surplus position. The MEL and RCF *Surplus Strengthening Programs* are detailed in the attached *Assessment Allocation Strategy*. The TRICO JIF 12/31/2022 financial results include an unrealized loss in investment income of approximately \$2,180,892. After examining its current surplus position and the aforementioned factors, the Committee recommended, and the Fund authorized release of \$1,600,000, which is a 27.27% decrease (\$600,000) over last year's combined release. As in prior years, the members will have the option to receive the dividend as a check, credit against their 2024 premium, or to transfer to the Aggregate Excess Loss Contingency Fund for future use. In response to the TRICO JIF State Filing, the Department of Banking and Insurance (DOBI) responded requesting a meeting to discuss their concerns. A copy of their correspondence is attached. The Finance Committee reviewed the concerns noted by DOBI stating that each of their points have been carefully reviewed and considered prior to recommending the release of surplus (which resulted in the \$600,000 decrease over 2023) with the understanding that DOBI will not approve a dividend release in 2024 if the overall net position does not increase at 12/31/23 inclusive of the surplus release. As a result of these discussions, the Finance Committee will recommend to the Executive Committee at their November meeting that they approve a motion reaffirming the release of \$1,600,000 in surplus.

#### ***RISK MANAGEMENT CONSULTANT FEES***

Members of the Fund contract independently with their respective Risk Management Consultant. The fees associated with these services are built into member assessments and the expense is passed through the Fund budget.

#### ***FUND YEAR 2024 BUDGET***

The attached draft budget is submitted for your consideration and introduction at the November 27, 2023 Executive Committee Meeting. A Budget Hearing will be held at the December 18, 2023 Executive Committee meeting.

File: TRICO/2024/Budget

Tab: Budget Message

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND					
2024 BUDGET FOR ASSESSMENT CALCULATION					
		A	B	B-A	B-A
		BUDGET	BUDGET		
	APPROPRIATIONS	2023 ANNUALIZED	2024 PROPOSED	\$	%
	I. CLAIMS AND EXCESS INSURANCE PREMIUMS			CHANGE	CHANGE
1	CLAIMS				
2	Excess Liability:				
3					
4	To 500K	3,928,658	4,637,992	709,334	18.06%
5	1.5MIL Ex 500K	7,771,872	8,835,143	1,063,272	13.68%
6	3MIL ex 2MIL	2,198,429	2,562,857	364,428	16.58%
7	Excess WC	10,780,825	13,335,548	2,554,723	23.70%
8	Excess Property Claims	7,132,531	11,701,904	4,569,373	64.06%
9	POL/EPL Land Use	1,080,416	1,094,336	13,920	1.29%
10	Aggregate Excess LFC	29,051	30,582	1,531	5.27%
11	JIF Faithful Performance Bond	239,811	237,365	(2,446)	-1.02%
12	Surety Bond	316,751	323,753	7,002	2.21%
13	Sub Total	33,478,343	42,759,480	9,281,137	27.72%
14	PREMIUMS				
15	Optional Excess Liability	3,547,711	4,042,216	494,505	13.94%
16	Optional Excess POL/EPL	2,172,754	2,297,752	124,998	5.75%
17	Excess WC	3,811,613	4,040,508	228,895	6.01%
18	Excess Property	16,363,762	23,944,487	7,580,725	46.33%
19	Equipment Breakdown	0	0	-	
20	Loss Fund Contingency	352,873	361,411	8,538	2.42%
21	Sub Total	26,248,713	34,686,374	8,437,661	32.15%
22	Total Claims & Premiums	59,727,056	77,445,854	17,718,798	29.67%
23					
24	II. EXPENSES				
25	Claims Adjustment	1,115,376	1,137,684	22,308	2.00%
26	Property Adjustment	180,186	183,790	3,604	2.00%
27	Administration	1,417,119	1,445,461	28,342	2.00%
28	Claims Supervision	500,000	510,000	10,000	2.00%
29	Actuary	54,247	55,332	1,085	2.00%
30	Attorney	48,821	49,797	976	2.00%
31	Deputy Attorney	1,629	1,662	33	2.03%
32	Attorney-OPRA	18,378	18,746	368	2.00%
33	Auditor	31,110	31,732	622	2.00%
34	Treasurer	27,505	28,055	550	2.00%
35	Underwriting Manager	62,623	63,875	1,252	2.00%
36	Reinsurance Manager	330,667	337,280	6,613	2.00%
37	Safety and Education Committee	110,455	112,664	2,209	2.00%
38	Computer Services	152,374	155,421	3,047	2.00%
39	Legislative Committee	29,159	29,742	583	2.00%
40	Internal Audit Committee	63,878	65,156	1,278	2.00%
41	Strategic Planning Committee	31,939	32,578	639	2.00%
42	Coverage Committee	42,306	43,152	846	2.00%
43	Communications Committee	131,473	134,102	2,629	2.00%
44	Expense Contingency	822,086	1,055,652	233,566	28.41%
45	Subtotal	5,171,331	5,491,881	320,550	6.20%
46					
47	MEL Safety Institute	1,298,822	1,302,948	4,126	0.32%
48	Total Appropriations	66,197,209	84,240,683	18,043,474	27.26%

MEL RATE TABLES - Municipalities

Current_FY	2024													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14

MEL RATE TABLES - Municipalities

0.0543

CLAIMS & EXPENSES				DRAFT MEL 2024 Rates.xlsx				10.0%				
Attachment Key	Line of Coverage	Layer	RATING BASE	2023	2023 Minimums	2024	Credibility Factor 1 = Low 2 = Select 3 = High	2024 Minimums	CHANGE	CHANGE%	Population >15K Discount	Notes/Links
200	Liability Claims To 500K	300 x 200	Population	1.5316		1.7987	3		0	17.4%	10%	
250		250 x 250		1.1288		1.3416	3		0	18.9%	10%	
300		200 x 300		0.8096		0.9693	3		0	19.7%	10%	
350		150 x 350		0.5529		0.6599	3		0	19.4%	10%	
400		100 x 400		0.3407		0.4002	3		0	17.5%	10%	
500		0 x 500		0.0000		0.0000	3		0	0.0%	10%	
500	Liability Claims 1.5MIL Ex 500K	1,500 x 500	Population	1.4645	1,997	1.6526	3	2,254	0	12.8%	10%	
750		1,250 x 750		1.3315		1.5364	3		0	15.4%	10%	
1,000		1,000 x 1,000		1.2180		1.4257	3		0	17.1%	10%	Camden City Only
1,500		500 x 1,500		1.0105		1.2201	3		0	20.7%	10%	
2,000	Liability Claims 3MIL ex 2MIL	3,000 x 2,000	Population	0.3990	744	0.4595	3	857	0	15.2%	10%	
<b>SPECIAL EXPOSURES</b>												
		WATER UTILITY	Payroll	0.0112		0.0112			0	0.0%		
		ELECTRIC UTILITY(1)	Payroll to 1MIL	0.0195		0.0195			0	0.0%		
		ELECTRIC UTILITY(2)	Payroll over 1MIL	0.0020		0.0020			0	0.0%		
	<u>Allocation to Liability Claims</u>											
	Liability Claims To 500K			67.85%		67.85%			0	0.0%		
	Liability Claims 1.5MIL Ex 500K			32.15%		32.15%			0	0.0%		
<b>SEASONAL SURCHARGE</b>												
ATL	Allocation to Liability Claims is by % of Total		Liability Assessment	6.00%		6.00%			0	0.0%	10%	<a href="#">Seasonal Surcharge Change email.pdf</a>
MON			Liability Claims	6.00%		6.00%			0	0.0%	10%	
CNTRL			Optional Excess Liability	6.00%		6.00%			0	0.0%	10%	
OCE				6.00%		6.00%			0	0.0%	10%	
200	Workers Comp Claims to 2Mil	1,800 x 200	Payroll	0.005393		0.006177	3		0	14.5%		
250		1,750 x 250		0.004318		0.005025	3		0	16.4%		
300		1,700 x 300		0.003510		0.004136	3		0	17.8%		
350		1,650 x 350		0.002877		0.003447	3		0	19.8%		
400		1,600 x 400		0.002388		0.002918	3		0	22.2%		
450		1,550 x 450		0.001992		0.002490	3		0	25.0%		
500		1,500 x 500		0.001665		0.002137	3		0	28.3%		
600		1,400 x 600		0.001192		0.001591	3		0	33.4%		Hackensack/Passaic Valley Water Commis
750		1,250 x 750		0.000759		0.001082	3		0	42.6%		
1,250		750 x 1,250		0.000316		0.000405	3		0	28.3%		Middlesex JIF
2,000				0.000000		0.000000	3		0	0.0%		Camden City
100	Property Claims to 250K	150K x 100K	TIV	0.0240		0.0288	3		0	20.4%		
150		100K x 150K		0.0124		0.0149	3		0	20.4%		
200		50K x 200K		0.0051		0.0061	3		0	20.4%		
250	Property Claims 500K x 250K	250K x 250K	TIV	0.0126		0.0152	3		0	20.4%		
500	Property Claims 500K x 500K	500K x 500K	TIV	0.0085		0.0102	3		0	20.4%		
1,000	Property Claims 1.5MIL x 1MIL	1.5MIL x 1MIL	TIV			0.0113	3					
<b>POLEPL Land Use</b>												
	Cyber Liability Claims	Limits????	Flat Rate	1,805		1,805			0	0.0%		
<b>Aggregate Excess LFC</b>												
	JIF Faithful Performance Bond	Suburban Municipal JIF	FT EE	13,864		14,633			769	5.5%		
	Surety Bond			6,3405		6,3405			0	0.0%		
				Base Limit	Optional Limit	Base Limit		Optional Limit				
0				500	125	500		125	0	0.0%		
3,001				500	125	500		125	0	0.0%		
6,001				500	125	500		125	0	0.0%		
10,001				1,000	250	1,000		250	0	0.0%		
15,001			Population	1,000	250	1,000		250	0	0.0%		
20,001				1,250	313	1,250		313	0	0.0%		
30,001				1,500	375	1,500		375	0	0.0%		
40,001				2,000	500	2,000		500	0	0.0%		
50,001				2,750	688	2,750		688	0	0.0%		3,438
<b>Loss Fund Contingency</b>												
			Population	0.0450		0.0450			0	0.0%	1	LFC Option 1=Flat 2=Increase by 2Mil
<b>Loss Fund Contingency OTHER</b>												
			Total Loss Fund Assmt	0.0392		0.0392			0	0.0%		
<b>MEL Safety Institute</b>												
			FT Ees	32.99		32.99			0	0.0%		
<b>Expense Contingency</b>												
			% of Assessment	0.0933		0.0933			0	0.0%		

MEL RATE TABLES - Municipalities

Attachment Key	Line of Coverage	Layer	RATING BASE	2023	2023 Minimums	2024	Credibility Factor 1 = Low 2 = Select 3 = High	2024 Minimums	CHANGE	CHANGE%	Population >15K Discount	Notes/Links
				2023 Certified Rate	Actual Rates	2023 RENE	Excess Premium FY2024 Estimates as of 8-18-2023.pdf					
<b>PREMIUMS</b>												
	Optional Excess Liability											<u>Change over Certified FY2023</u>
2	2 MIL EX 5 MIL	Population	0.2225	0.2277		0.2505			0	10.0%		12.59%
5	5 MIL EX 5 MIL		0.4485	0.4591		0.5050			0	10.0%		12.59%
10	10 MIL EX 5 MIL		0.6710	0.6868	1,004	0.7555		1,104	0	10.0%		12.59%
15	15 MIL EX 5 MIL		0.7940	0.8127	1,674	0.8940		1,842	0	10.0%		12.59%
	Shared Aggregate (Requires 15 Optional)											
		% of base premium		43%		43%			0	0.0%		
<b>Optional Excess POL/EPL</b>												
1	1MIL Ex 2MIL	Population	0.1477	0.1403	704	0.1544		774	0	10.0%		4.50%
2	2MIL Ex 2MIL		0.2446	0.2323	1,166	0.2556		1,282	0	10.0%		4.50%
3	3MIL Ex 2MIL		0.3146	0.2989	1,499	0.3288		1,649	0	10.0%		4.50%
4	4MIL Ex 2MIL		0.3713	0.3527	1,769	0.3880		1,946	0	10.0%		4.50%
8	8MIL Ex 2MIL		0.7113	0.6757	3,390	0.7433		3,729	0	10.0%		4.50%
<b>Workers Comp Premium</b>												
		Payroll	0.001076	0.0010760		0.0010976			0	2.0%		2.00%
<b>Property Premiums</b>												
	Excess Property	TIV	0.0925	0.10378		0.11956			0	15.2%		29.31%
	Excess Flood - \$25m x \$50 m		0.0048	0.00961		0.01057			0	10.0%		119.02%
	Excess Flood - \$25m x \$75m		0.0025			0.00000			0	0.0%		-100.00%



**State of New Jersey**

DEPARTMENT OF BANKING AND INSURANCE  
DIVISION OF INSURANCE  
OFFICE OF SOLVENCY REGULATION  
PO BOX 325  
TRENTON, NJ 08625-0325

PHIL MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

JUSTIN ZIMMERMAN  
*Acting Commissioner*

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October 11, 2023

Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund  
Executive Committee c/o Paul Forlenza, Executive Director  
6000 Sagamore Drive, Suite 6203  
Marlton, New Jersey 08053

**Re:** Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (“TCMJIF” or “Fund”) – Proposal to Release Closed Year Accounts Surplus

Dear TCMJIF Executive Committee (“Executive Committee”):

The New Jersey Department of Banking and Insurance (the “Department”) received a letter dated, September 27, 2023, from the Executive Director’s Office of the Fund relating to a proposed release of closed year account surplus pursuant to NJAC 11:15-2.21.

On October 4, 2023, the Department met with the Executive Director’s office and mentioned the proposal was under review. By way of this letter, the Department requests the Executive Director to review the Department’s concerns with the Executive Committee before moving forward. Pursuant to N.J.S.A. 40A:10-37, the Executive Committee maintains the full power and authority of the commission of the Fund including the responsibility for determining whether to propose and determine a return of surplus to its members.

Although the Department notes the Fund maintained a surplus position of \$12.7 million at year-end 2022, the Fund’s surplus has depleted rapidly over the past four years:

Surplus YE 2022	Surplus YE 2021	Surplus YE 2020	Surplus YE 2019	Surplus YE 2018
\$12.7 million	\$16.7 million	\$18.3 million	\$21.6 million	\$21.4 million

The decrease in surplus by \$8.7 million over the four-year period was due to \$8.1 million in returned surplus and \$600 thousand in overall operating and investment losses.

The Department expressed the following concerns:

- 1) Surplus after returning \$1,600,000 would stand at less than 70% of recent average annual member assessments (i.e., \$11.1 million of capital versus \$16.0 million in assessments).

- 2) Two of the three most recent fund years declined in surplus, without considering returned surplus to members.
- 3) Significant rate increases are expected in the reinsurance market – especially in property and general liability.
- 4) Potential for additional investment losses in the short term due to on-going increases in interest rates (which may ultimately help the fund to the extent surplus is maintained and invested).
- 5) Adverse claim loss development in prior years and the potential for adverse prior year loss development in the future, especially in workers compensation claims.
- 6) Issues noted by the external auditor in the Audited Financials for YE 2022, including the supplemental assessment by the MEL and Residual Claim Fund and other significant subsequent events.

The Department requests the Executive Committee review the issues noted above in relation to the current and future position of the Fund and inform the Department as to its desire to move forward with the proposal to return of surplus.

To the extent the Fund moves forward with the \$1.600,000 return of surplus, the Fund should consider refraining from future returns in surplus until the change in net position of the Fund in future years reflect an increase in surplus (after such returns). Otherwise, the Department would likely not be in a position to approve such a return of surplus.

We look forward to your reply to this matter.

David Wolf  
Acting Assistant Commissioner, Office of Solvency Regulation  
New Jersey Department of Banking and Insurance

cc: Nick Bennett (DCA), William Leach (DOBI), Carolina Chong (DOBI)

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JIF**  
**FUND YEAR 2024 BUDGET**  
**\$500K SIR (WC/GL/AL) - \$100K SIR (PR)**

	ANNUALIZED BUDGET 2023	RENEWAL BUDGET 2024	CHANGE \$	CHANGE %	East Greenwich 1/1/2024	Monroe EMS 1/1/2024	Proposed BUDGET 2024	CHANGE \$	CHANGE %
<b>PROPERTY</b>	865,299	942,869	77,570	8.96%	(13,148)	(2,666)	927,055	61,756	7.14%
<b>GENERAL LIABILITY</b>	1,196,672	1,196,572	(100)	-0.01%	(14,532)	(5,380)	1,176,660	(20,012)	-1.67%
<b>AUTO LIABILITY</b>	359,639	355,255	(4,384)	-1.22%	(3,225)	(1,071)	350,959	(8,680)	-2.41%
<b>WORKERS' COMPENSATION</b>	4,522,096	4,634,134	112,038	2.48%	(72,450)	(49,847)	4,511,837	(10,259)	-0.23%
<b>DEDUCTIBLE</b>	1,225,358	1,258,029	32,671	2.67%	(18,239)	(10,405)	1,229,385	4,027	0.33%
<b>LOSS FUND CONTINGENCY</b>	15,479	-	(15,479)	0.00%			-	(15,479)	100.00%
<b>TOTAL CLAIM LOSS FUNDS</b>	8,184,543	8,386,859	202,316	2.47%	(121,594)	(69,369)	8,195,896	11,353	0.14%
<b>CLAIMS ADMINISTRATION</b>	636,366	600,000	(36,366)	-5.71%	(6,985)		593,015	(43,351)	-6.81%
<b>PROFESSIONAL SERVICES</b>	484,518	497,665	13,147	2.71%	(8,517)	-	489,148	4,630	0.96%
- Actuary	35,338	36,045	707	2.00%	-		36,045	707	2.00%
- Administrative Consultant	47,662	48,615	953	2.00%	(1,314)		47,301	(361)	-0.76%
- Attorney	119,273	121,658	2,385	2.00%	-		121,658	2,385	2.00%
- Auditor	24,701	25,195	494	2.00%	-		25,195	494	2.00%
- Safety Director	230,444	238,510	8,066	3.50%	(6,868)		231,642	1,198	0.52%
- Treasurer	14,945	15,244	299	2.00%	-		15,244	299	2.00%
- Underwriting Manager	12,155	12,398	243	2.00%	(335)		12,063	(92)	-0.76%
<b>ADMINISTRATION</b>	790,256	810,012	19,756	2.50%	-		810,012	19,756	2.50%
<b>CLAIMS AUDITOR</b>	8,730	15,000	6,270	71.82%	-		15,000	6,270	71.82%
<b>MISCELLANEOUS OPERATING EXPENSES</b>	46,261	46,366	105	0.23%	-	-	46,366	105	0.23%
- Fidelity Bond (Admin/TPA/Treasurer)	2,400	2,400	-	0.00%	-		2,400	-	0.00%
- JIF Website	6,200	6,200	-	0.00%	-		6,200	-	0.00%
- Legal Notices	2,500	2,500	-	0.00%	-		2,500	-	0.00%
- Meeting Expense	6,500	6,500	-	0.00%	-		6,500	-	0.00%
- Office Supplies	2,500	2,500	-	0.00%	-		2,500	-	0.00%
- Other	5,000	5,000	-	0.00%	-		5,000	-	0.00%
- Performance Bond (TPA)	900	900	-	0.00%	-		900	-	0.00%
- Postage/Copies/Fax	5,000	5,000	-	0.00%	-		5,000	-	0.00%
- Printing	8,500	8,500	-	0.00%	-		8,500	-	0.00%
- Record Retention Service	1,500	1,500	-	0.00%	-		1,500	-	0.00%
- Recording Secretary	5,261	5,366	105	2.00%	-		5,366	105	2.00%
<b>TOTAL OPERATING EXPENSES</b>	1,966,131	1,969,043	2,912	0.15%	(15,502)	0	1,953,541	(12,590)	-0.64%
<b>SAFETY PROGRAMS</b>	362,120	363,103	983	0.27%	(9,957)	0	353,146	(8,974)	-2.48%
- Optional Safety Budget	89,500	89,500	-	0.00%	(2,500)		87,000	(2,500)	-2.79%
- Safety Incentive Program	164,925	164,925	-	0.00%	(3,200)		161,725	(3,200)	-1.94%
- <b>Training</b>	107,695	108,678	983	0.91%	(4,257)	-	104,421	(3,274)	-3.04%
- Police Risk Services	24,960	23,920	(1,040)	-4.17%	(1,040)		22,880	(2,080)	-8.33%
- Right To Know	57,619	59,642	2,023	3.51%	(3,217)		56,425	(1,194)	-2.07%
- Training	25,116	25,116	-	0.00%	-		25,116	-	0.00%
<b>EPL/CYBER</b>	221,956	221,956	-	0.00%	(2,000)	-	219,956	(2,000)	-0.90%
- Cyber Risk Services	150,456	150,456	-	0.00%	-		150,456	-	0.00%
- EPL/Cyber Incentive Program	71,500	71,500	-	0.00%	(2,000)		69,500	(2,000)	-2.80%
<b>PAYROLL AUDITOR</b>	20,541	20,942	401	1.95%	(566)		20,376	(165)	-0.80%
<b>PROPERTY APPRAISER</b>	42,118	42,118	-	0.00%	(3,752)		38,366	(3,752)	-8.91%
<b>TECHNOLOGY RISK SERVICES DIRECTOR</b>	75,000	75,000	-	0.00%	(1,372)		73,628	(1,372)	-1.83%
<b>WELLNESS/WELLNESS INCENTIVE</b>	103,496	103,496	-	0.00%	(1,025)		102,471	(1,025)	-0.99%
<b>CONTINGENCY</b>	17,483	17,483	-	0.00%	-		17,483	-	0.00%
<b>MISCELLANEOUS MEMBER BENEFITS</b>	30,000	30,000	-	0.00%	-	-	30,000	-	0.00%
- AGRIP/PRIMA	18,000	18,000	-	0.00%	-		18,000	-	0.00%
- Annual Planning Retreat	12,000	12,000	-	0.00%	-		12,000	-	0.00%
<b>TOTAL MEMBER BENEFITS</b>	872,714	874,098	1,384	0.16%	(18,672)	0	855,426	(17,288)	-1.98%
<b>SUB TOTAL JIF BUDGET</b>	11,023,388	11,230,000	206,612	1.87%	(155,768)	(69,369)	11,004,863	(18,525)	-0.17%
<b>MUNICIPAL EXCESS LIABILITY JIF</b>	3,650,089	4,724,071	1,073,982	29.42%	(116,429)	-	4,607,642	957,553	26.23%
- MEL Excess WC & Liability	2,218,909	2,522,250	303,341	13.67%	(64,610)		2,457,640	238,731	10.76%
- <b>MEL Excess Property</b>	1,431,180	2,201,821	770,641	53.85%	(51,819)	-	2,150,002	718,822	50.23%
- Property	1,408,468	2,179,109	770,641	54.71%	(51,540)		2,127,569	719,101	51.06%
- Fidelity	22,712	22,712	-	0.00%	(279)		22,433	(279)	-1.23%
<b>CYBER JIF Premium</b>	416,343	428,581	12,238	2.94%	(13,888)		414,693	(1,650)	-0.40%
<b>CYBER JIF Commission - RPA</b>	3,287		(3,287)	-100.00%			-	(3,287)	-100.00%
<b>CYBER JIF Commission - CSB</b>	3,287		(3,287)	-100.00%			-	(3,287)	-100.00%
<b>EPL/POL/LU Premium</b>	1,512,751	1,718,818	206,067	13.62%	(44,284)		1,674,534	161,783	10.69%
<b>EPL/POL/LU Commission - RPA</b>	49,781	56,712	6,931	13.92%	(1,461)		55,251	5,470	10.99%
<b>EPL/POL/LU Commission - CSB</b>	49,781	56,712	6,931	13.92%	(1,461)		55,251	5,470	10.99%
<b>EPL/POL Surcharge</b>	-	1,080	1,080	0.00%			1,080	1,080	0.00%
<b>ENVIRONMENTAL JIF</b>	384,925	387,440	2,515	0.65%	(10,520)		376,920	(8,005)	-2.08%
<b>SUB TOTAL PREMIUMS</b>	6,070,244	7,373,414	1,303,170	21.47%	(188,043)	-	7,185,371	1,115,127	18.37%
<b>SUB TOTAL JIF &amp; EXCESS BUDGET</b>	17,093,632	18,603,414	1,509,782	8.83%	(343,811)	(69,369)	18,190,234	1,096,602	6.42%
<b>RISK MANAGEMENT CONSULTANTS</b>	799,408	835,378	35,970	4.50%			835,378	35,970	4.50%
<b>TOTAL JIF BUDGET</b>	17,893,040	19,438,792	1,545,752	8.64%	(343,811)	(69,369)	19,025,612	1,132,572	6.33%

# GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND

## ASSESSMENT ALLOCATION STRATEGY

Prepared By:  
Risk Program Administrators, LLC  
Fund Administrator

Revised: December 2023



# BUDGET DEVELOPMENT

## BUDGET PROCESS

The TRICO JIF begins in July each year when the Risk Management Consultants (RMCs) are asked to update their member **exposures** (e.g. insurable property values, vehicle lists, appropriations, payrolls, etc.). This data is required by the Actuary in order to calculate the **loss fund** demands for the new budget year. Beginning with the 2013 Renewal process, the Fund implemented an on-line exposure data management system that provides members and their Risk Management Consultants with real time direct access to their exposure data. The system allows members to update their exposure data throughout the year and complete the Annual Renewal Process in a fraction of the time compared to prior years. The system also allows Fund Professionals direct access to the exposure information and will increase the accuracy of the Fund's Underwriting data.

Beginning in 2012, the Fund adopted a rotating process of issuing Requests for Qualification (RFQ) or Proposals (RFP) for approximately 1/3 of the Fund Professionals whose annual fee exceeds the \$17,500 State established bid threshold. This process ensures that each vendor is subject to a public review at least once every three years. Those Fund Professionals who are not subject to an RFQ or RFP, and those Fund Professionals whose annual fee does not meet the bid threshold, are invited to submit renewal proposals for the upcoming Fund Year. The Finance Committee, or designated Committee with jurisdiction over the a Fund professional reviews these proposals for acceptance, negotiation, and/or other action. The Committees then make their recommendations regarding contract renewal or professional appointment to the Executive Committee.

## BUDGET COMPONENTS

The budget consists of six major categories that are described below:

A. **Loss Funds** - Portion of budget developed by an actuarial review based upon the JIF's aggregate exposures, claims history, and risk factors. It takes into account all costs associated with the payment of members' claims on an accrual basis. The JIF fully funds losses to "Ultimate" expected payout.

Each year the Finance Committee evaluates the overall Fund performance and claims counts within both the Fund's SIR and the MEL layer. Based on the positive performance in the Fund's SIR and the MEL layers directly above the Fund's SIR, the Committee felt it was time to increase the SIR from \$300K to \$500K for Workers' Compensation and Liability claims beginning with the 2018 Budget.

**B. Operating Expenses** - Pays all expenses associated with operating the Fund (fund professionals, meeting expenses, printing expenses, etc.), member benefits (payroll audits, property appraisals, various training programs, etc.), and member reimbursement programs (Wellness, Safety Incentive Program, etc.).

**C. MEL Assessment** – The JIF belongs to the Municipal Excess Liability Joint Insurance Fund (MEL). The MEL provides excess property, liability and workers' compensation coverage beyond the JIF SIR. This budget item is developed by the MEL and transmitted to the JIF in October.

**D. Cyber JIF** – In recognition of the difficulty in securing Cyber Liability coverage for public entities in the commercial insurance market, the need for all members to implement stringent cyber security protocols, the volatile nature of cyber related losses and the recent poor loss experience for members in the Cyber line of coverage; in the Fall of 2022, the MEL affiliated JIFs formed the Cyber Risk Management Joint Insurance Fund to provide Cyber related services and coverage for all MEL affiliated JIFs. The Cyber JIF will carry a self-insured retention and purchase specific and aggregate excess coverage for each member JIF.

**E. EPL/POL Premiums** – In recognition of the ongoing statewide poor loss experience for members in the Employment Practices Liability line of coverage, in the Fall of 2010, the MEL, who had previously provided this coverage, decided to place this coverage in the commercial market. While the MEL acts as the lead negotiator with the commercial market to provide uniform coverage terms on behalf of the MEL affiliated JIF's, the Fund Administrator will bind the coverage on behalf of the Fund. The premium for this coverage will be collected as part of each member's assessment and will be paid directly to the commercial insurer by the JIF.

**F. E-JIF Assessment** – The JIF is a member of the Environmental Risk Management Joint Insurance Fund (E-JIF). The E-JIF provides first and third party liability coverage to its members. The E-JIF provides training and strong risk management programs in the area of environmental hazards. E-JIF assessments are based upon a per capita rate.

## ASSESSMENT ALLOCATION STRATEGY

Once the JIF budget is developed, a formula for allocating individual members' shares must be developed. For an assessment allocation formula to be successful it must be

easily understood, easy to administer, and perceived as fair and equitable by the members. The Finance Committee meets each year and establishes the formula that will be used.

The JIF currently uses a loss ratio methodology to allocate the annual loss funding budget. Each member’s expiring assessment is adjusted by a set percentage that correlates to a range of loss ratios. Loss ratio is defined as the ratio that loss dollars incurred bears to the member loss funding contributions. During the Fall of 2010, the Fund Administrator and Actuary recommended utilizing a six-year average loss ratio rather than the three-year average loss ratio used in prior years to depict a better overall picture of a member’s Loss Ratio performance. The six-year loss ratio (excluding the current year), valued as of June 30<sup>th</sup> of the current year, is used in the formula for determining a member’s percentage increase in loss funds for the upcoming year. Members with lower loss ratios will receive a lower percentage increase than members with higher loss ratios. This percentage will vary each year based upon the percentage increase in the JIF budget. Members with less than three years’ experience may receive an increase equivalent to the overall JIF budget increase. An anomaly loss, which is one loss that accounts for more than 50% of a member’s total losses for the five-year period, would have their proposed assessment dropped by one category. Members with anomaly losses are usually small members and the reduction of a single category does not have an impact on the assessment strategy.

Beginning with Fund Year 2011, the Fund implemented a Reward/Revaluation Program for Renewing Members who over the past six years (excluding the current year) have been a net giver to the Fund. This concept is more fully discussed on **pages 6 and 7**.

Beginning with Fund Year 2013, the Finance Committee opted to introduce a Retrospective Assessment Program that identifies those members that are the driving force behind the Loss Funding increases year to year and remove the risk they place on the Fund by capping these members in a min/max contract. This concept is more fully discussed on **pages 8 and 9**.

The following table is indicative of the current strategy:

6 Year Average Loss Ratio				Increase in Loss Funds	Members Affected
<b>RETROSPECTIVE PROGRAM</b>				N/A	0
ABOVE	200%			8.00%	0
BETWEEN	150%	and	200%	7.00%	4
BETWEEN	110%	and	150%	5.20%	6
BETWEEN	90%	and	110%	3.55%	4
<b>NEW MEMBERS LESS THAN 3 YEARS</b>				2.46%	1
BETWEEN	60%	and	90%	2.30%	12
BETWEEN	40%	and	60%	0.50%	2
BETWEEN	20%	and	40%	-0.75%	1
BELOW	20%			-2.00%	2

RENEWING MEMBERS WITH LR BETWEEN 40%-60%	-3.00%	1
RENEWING MEMBERS WITH LR BETWEEN 20%-40%	-6.00%	3
RENEWING MEMBERS WITH LR BELOW 20%	-8.00%	0
		36

Risk Management Consulting Fees are negotiated individually by each member and are added to the member’s assessment after the above factors are applied.

The following pages present a history of past Assessment Allocation Strategies.

**THE EARLY YEARS - EQUALIZATION**

During its early years, the JIF allocated assessments using a simple formula called "equalization". Under this scenario each member's renewal assessment rose by approximately the same amount as the JIF budget regardless of changes in their operations or their claims experience. Many pools use this approach during their formative years and the TRICO JIF was no exception.

**EXPOSURES** - In comparing the JIF's membership data over time, however, it became apparent that some members' exposures were changing at a different rate than others. For example a growing municipality may have had to build a new municipal building while another member eliminated their entire police department. The result was that growing members received subsidies at the expense of the other members. This concept is more fully discussed on **pages 13 and 14**.

**EXPERIENCE** - A review of the members' claims histories also revealed the potential for inequities. One member, for example, may have incurred a relatively low ratio of claims compared to their budgeted assessment while others incurred higher claims ratios. Clearly, the “Equalization” strategy offered no inducement to control losses and, in fact, may have rewarded members with poor experience. This issue is more fully discussed on **page 14**.

After several years of “Equalization” the Finance Committee realized that if this strategy continued, inequities would develop and the JIF could lose members. Unfortunately, the first to leave the JIF would be those members whose good experience was subsidizing the JIF.

**1993 - COMBINED ALLOCATION STRATEGY**

In 1992, after reviewing all of the above facts, the Finance Committee recommended that an Assessment Allocation Strategy be adopted which incorporated both an Exposure Allocation and Experience Rating strategy taking all of the above factors into consideration. This strategy took effect with the 1993 Fund Year.

**1997 – EXPERIENCE BASED ALLOCATION STRATEGY**

In the Fall of 1996, the Finance Committee again examined the relationship between members’ assessments and their claims experience. The Committee agreed that the

Combined Allocation strategy did not place enough weight upon a members' claims history. The Committee therefore recommended that a more simplified assessment allocation method be adopted in which members' renewal assessments are modified based upon their preceding three full years' claims experience. The Finance Committee recommended that the chart, which appears on **page 14**, be simplified and that members' **overall** three-year claims experience be used in lieu of individual lines of coverage. That is the strategy in effect today.

### **2006 – MODEL OPERATING EXPENSES**

In the Fall of 2005, the Finance Committee examined the way JIF Operating Expenses were allocated to the members. While the above "Experience Based Allocation Strategy" appeared equitable, it was recognized that members' share of JIF Operating Expenses should not be affected by their loss ratio. Therefore, in consultation with the Fund Administrator, The Finance Committee adopted an Assessment Allocation Strategy that applies the above "Experience Based Allocation Formula to **LOSS FUNDS ONLY** and proposes that a members' Operating Expenses be allocated more in line with their actual cost to the Fund. Therefore, those expenses that are directly attributable to a member (Direct Expenses) e.g. Optional Safety Budget, EPL Consulting Service, Loss Control Service, etc. will be charged to a member's assessment. Those expenses that cannot be directly attributable to a member (Indirect Expenses) such as Actuarial Fees, Claims Audit Fees, Financial Audit Fees, etc. shall be charged to a member's assessment in the same proportion that their Loss Fund Contributions, Property Values, or Payroll figures, whichever bases is most appropriate, bear to the entire JIF. Thus, if a member contributes 5% to the JIF Loss Fund budget, they will receive a 5% share of a specified JIF Indirect Operating Expense.

### **2011 – SIX-YEAR LOSS RATIO & REWARD / REVALUATION PROGRAM**

In the fall of 2010, the Finance Committee undertook an in depth analysis to determine whether the Three Year Average loss ratio was still a good indicator of a member's exposure to the Fund. The Fund Actuary reviewed the current process utilized to decide member loss funding assessments and rendered an opinion that even though the Three Year loss ratio was a good indicator of a member's overall performance the utilization of a longer time period, six or nine years, would be a more accurate indicator of a member's long term performance in the Fund. Based upon this analysis, the Finance Committee decided to utilize a six year average loss ratio when determining the Fund's Assessment Allocation Strategy and adjustments to member's assessments on an annual basis.

In conjunction with this change, the Finance Committee also decide to implement a program that allows the Fund to reduce a good performing member's loss funding budget if they have been a "net giver" to the Fund over the same six year period. Beginning with the 2011 Fund Year, the Finance Committee examined each member

during their Renewing Year to make sure that their assessment accurately reflects their exposure to the Fund. In cases where a good performing member is a net giver to the Fund over the preceding six year period (not inclusive of the current year), the Finance Committee will consider reducing the member's loss funding assessment to better reflect their exposure to the Fund. The Finance Committee recognizes that failure to provide financial relief to the good performing members will cause them to become over assessed and an attractive member to a competing Fund. The Fund recognizes that if good members leave the Fund a greater financial burden will be placed on the remaining members. This process continues to repeat itself until all the good members have left the Fund leaving the Fund with only poor performing members resulting in "adverse selection." This program allows for the Fund to remain competitive in the pricing of the good performing members.

### **2011 – 2019 - EPL/POL PREMIUM ALLOCATION**

Due to the deteriorating performance in this line of coverage over the prior years, the MEL, on behalf of its member JIF's, negotiated EPL/POL coverage with a private insurer.

In prior years, the MEL allocated member premiums strictly as a rate (police vs. non-police) multiplied by employee counts. In addition, members that were poor performers in this line of coverage were surcharged by the MEL. These surcharges carried through to the specific members during the 2011-2012 JIF Premium assessment with the private insurer.

For the 2013 Fund Year, in an effort to transition to a process that emphasized recent claims experience, the Finance Committee decided to allocate fifty percent (50%) of the JIF premium across the membership based on a rate (police vs. non-police) multiplied by employee counts and the remaining fifty percent (50%) allocated based on the member's six year loss experience for these lines of coverage. For the 2014 Fund Year, the Finance Committee allocated twenty-five percent (25%) of the JIF premium across the membership based on a rate (police vs. non-police) multiplied by employee counts and the remaining seventy-five percent (75%) allocated based on the member's six year loss experience. For the 2015 Fund Year, the Finance Committee fully transitioned to an allocation based on the member's five year loss experience.

Finally, it should be noted that beginning in 2013, Volunteer, Directors and Officers Liability (optional) was transitioned from the MEL coverage to a commercial carrier. Also in 2013, Cyber Liability Coverage was added also through a commercial carrier.

### **2012 – EXCESS PROPERTY PREMIUM ALLOCATION**

The Finance Committee undertook an in depth analysis of the allocation of Excess Property Premiums. Excess Property Premiums have been included in the JIF Loss Funding portion of the budget; so therefore, members receive a proportionate share

of the Excess Property Premiums based on their proportionate share of the JIF Loss Funding Budget. During the analysis, significant variances arose when comparing the Excess Property Premiums to those determined by the MEL (rate times exposure based). In preparation for the 2012 Budget, the Finance Committee opted to remove the Excess Property from the Loss Funding portion of the Budget and include it with the Excess Coverages. In doing so, the Finance Committee elected to transition from the proportionate share allocation to the MEL allocation by utilizing one fourth of the MEL Premium and allocating the remaining funds based on a proportionate share of Loss Funds (as done in years past). It will take four years to transition to the MEL's allocation process.

### **2013 – RETRO ASSESSMENT PROGRAM**

Beginning in 2013, the Finance Committee also opted to introduce a *Retrospective Assessment Program* that identifies those members that are the driving force behind the Loss Funding increases year to year and remove the risk they place on the Fund by capping these members in a min/max contract.

Each year the Fund performs an analysis of the each member's performance over the prior three and six year periods to determine those members that are having the greatest negative impact on the Fund's surplus position. Once these members are identified, the Fund Actuary re-prices these members as if they were standalone members in the Fund. The Fund can then reduce the amount of the Loss Funding Budget by the difference between the member's loss funding assessment and the Actuary's loss funding assessment or a percentage amount as determined by the Finance Committee. Each remaining member of the Fund is then slotted into their appropriate assessment increase/decrease category based upon their performance.

Those members in the *Retrospective Assessment Program* are then given an increase equal to the increase in the loss funding budget had they remained in the original loss funding formula. The difference between the Actuary's standalone pricing, or a percentage amount as determined by the Committee, and the poor performer(s) pricing with the standard increase becomes the obligation of the poor performing member(s) should the funding be needed to offset losses incurred by this member. Members participating in the *Retrospective Assessment Program* are required to adopt a resolution and accompanying Policy Endorsement that outlines the member's minimum and maximum loss funding allocation under the program.

Those members in the *Retrospective Assessment Program* have their incurred losses evaluated at 18, 30, and 42 months after the inception of the Fund Year to determine if they are obligated to pay any the additional loss funding between the amount the originally contributed to the Fund and their maximum loss funding assessment as determined by the Finance Committee. Any additional loss funding due from a member enrolled in this program can be billed to the member at any

time following the conclusion of the Fund Year. All additional loss funds due and owing under this program must be paid to the Fund at the time the Fund transfers the obligations of the Fund Year to the Residual Claims Fund or the member leaves the Fund.

The *Retrospective Assessment Program* benefits both the good and poor performing members of the Fund. Poor performing members benefit in that they are able to spread potentially large increases in loss funding over a number of years easing a potential burden on their local budget, providing them time to address claims and loss issues, and providing a financial incentive to improve their performance. Good performing members of the Fund also benefit in that they are no longer supplementing the poor performing members since the Actuary reduces the loss funding budget by the total amount between the minimum and maximum obligations of those members in the *Retrospective Assessment Program*. As a result, the assessment allocation strategy for the good performing members is lower than it would be if the poor performing members were included in the strategy.

### **2013 – EXCESS PREMIUM ALLOCATION**

Beginning in 2013, the MEL implemented several changes to how excess premiums are calculated. Population is used by the MEL as the basis for the allocation of Liability premiums. Beginning in 2013, the MEL phased in changes in population from the 2000 census to the 2010 census data over a three year period (1/3 each year for 3 years). The TRICO JIF members experienced an increase in population in excess of 11% which had an impact on member assessments. Also, beginning in 2013, the MEL began experience rating member JIFs based upon the JIF's performance over the prior five years at the MEL level. As the TRICO JIF has had a negative impact on the MEL over the prior five years, the JIF was impacted by an experience factor subject to change on an annual basis.

### **2016 EXCESS PREMIUM ALLOCATION**

Beginning in 2016, the MEL implemented a *Retrospective Program* on all JIFs in the MEL System in addition to continuing to experience rate JIFs based on the prior ten years' MEL experience for WC and Liability claims funding. As the TRICO JIF has been a net taker to the MEL over the prior ten years, the JIF will see an experience rating increase in their WC and Liability claims funding. Under the Retrospective Program, each JIF will be invoiced 85% of WC and Liability claims funding while being contractually bound to a value (100% to 125%) based on the prior ten years' MEL experience. Each JIF will be contractually bound to the *Retrospective Program* for the respective Fund Year for ten (10) years.



## **2020 – EPL/POL/Land Use Premium Allocation**

In the Fall of 2019, an EPL/POL Task Force was created at the MEL level consisting of Executive Directors of the MEL affiliated JIFs. As noted for Fund Years 2011-2019, the MEL affiliated JIFs premiums were increased or decreased based on the JIF's performance in the MEL program. The goal of the Task Force is to ensure the EPL/POL premium is allocated on a JIF by JIF basis in a fair and equitable manner. The Task Force recognizes that the current structure for allocating JIF premiums was not fair and equitable. As a result, good performing members in poor performing JIFs were paying more premium than necessary while poor performing members in good performing JIFs were not paying enough premium to cover their exposures. To combat this trend, the Task Force removed the JIF performance factor and created a process that allows each member to be priced individually based upon their exposures and performance. Member premiums are now created by determining a base premium for all members based on their individual exposures (population for POL, and FTE, PTE, Seasonal, and Volunteers for EPL) times applicable rates per the attached rate table. Each individual member will have an experience rating factor per the attached utilizing five years' experience with claims capped at \$400,000 gross incurred, valued as of June 30th. Another experience-rating factor of the Statewide increase is also applied to each member's premium. The JIF total premium is determined by the sum of the individual member premiums. In an effort to phase in the new allocation process over five (5) years, there are several smoothing factors applied: such as capping individual member decreases, capping overall JIF premium decreases, and preventing poor performing members with an average loss ratio of 75% or higher from having a premium decrease.

## **2020 – SURPLUS STRENGTHENING MEL & RCF**

Due to recent changes in State Law, public entities now have a potential exposure to claims that might have occurred many years ago. The first statutory change enacted, in July 2019, indicates that fire fighters that meet certain service criteria, and develop one of a number of cancers that are prevalent in fire fighters, will have a presumption that the cancer developed as a result of their fire fighter activities and will be eligible for workers' compensation benefits.

The second statutory change that went into effect in December 2019, increases a public entities potential exposure to liability resulting from sexual abuse and molestation claims. This new State law allows claimants to file liability claims for incidents previously barred by the statute of limitations, clarifies that public entities are responsible for claims resulting from negligent hiring, and emphasizes that Title 59 immunities cannot be applied in the defense of these claims.

In recognition of the potential financial impact these statutory changes could have on the MEL & RCF, the MEL and the RCF have developed a mechanism to ensure the

overall financial stability of the two Funds. The claims generated by the Cancer Presumption law will be paid through the RCF and billed back to MEL affiliated JIFs for all expenses incurred based on established rates for Fire Fighters: full time, part time, and volunteers. However, depending on the Sexual Abuse and Molestation claims loss date, these claims will either be paid as a standard GL claim for occurrences in open Fund Years or they will be handled by the RCF if the Fund Year where the incident occurred has been transferred to the RCF. The difference between these two types of claims is that there was never WC coverage for the cancer presumption claims whereas claims of sexual abuse and molestation have always been covered under the JIF's GL policy. As a result, sexual abuse claims will go through the JIF & MEL retention, or will be handled directly by the RCF depending on the loss date.

To guarantee the ongoing financial viability of these two Funds, the MEL and RCF, with the assistance of the Fund Actuary, have developed the Surplus Strengthening Program. This Program includes the implementation of a "Surplus Floor" of 12.5% representing the ratio of surplus to the open reserves. If at any time this ratio drops below 12.5%, the shortfall will be addressed via the issuance of an additional assessment to the member JIFs.

Specific to the RCF, the 12/31/19 valuation did not meet the 12.5% surplus floor ratio; therefore, the RCF issued an additional assessment based upon deficit Fund Years at the same time they issue invoices for the transfer of the 2016 Fund Year into the RCF. The issuance of the additional assessment will guarantee compliance with the surplus floor requirements, address deficit Fund Years in the RCF, bolster the overall surplus position of the RCF, and free up additional cash to be utilized to fund fire fighter cancer presumption claims. An annual analysis and/or assessment is performed to ensure the 12.5% surplus floor ratio is maintained.

Specific to the MEL, the 12/31/20 valuation did not meet the 12.5% surplus floor ratio; therefore, the MEL issued an additional assessment based upon deficit Fund Years. The issuance of the additional assessment will guarantee compliance with the surplus floor requirements, address deficit Fund Years in the MEL, bolster the overall surplus position of the MEL, and free up additional cash. An annual analysis and/or assessment is performed to ensure the 12.5% surplus floor ratio is maintained.

In recognition of the significant financial impact that the COVID-19 pandemic, the changes to the Sexual Abuse & Molestation statutes, the adoption of the firefighters cancer presumption legislation, the adoption of the "pension offset" regulatory changes, the continuing judicial and legislative degradation of Title 59 immunities, and increased number of workers' compensation claim "re-openers" the MEL decided to suspend the 12.5% surplus floor in 2022. Instead, each year, the MEL Actuary will be asked to provide a recommended surplus position for the MEL based upon factors such as the total amount of cash, total reserves, and IBNR factors.

## **2022 – EXCESS PREMIUM ALLOCATION**

Beginning with the 2022 Fund Year, the MEL removed the Retrospective Program. With the implementation of the Surplus Strengthening program referenced above, the MEL did not feel the need for both programs. Thorough analysis was done in regards to the impact of the Retrospective Program and it was determined that had the MEL invoiced the full 100% of premium rather than the 85% there would not have been a need to invoice for the 12/31/20 Surplus Strengthening Assessment. The experience rating process will continue to reward good performing JIFs and penalize poor performing JIFs and the Surplus Strengthening Program will ensure the financial stability of the MEL.

## **2023 – Cyber JIF – 2020 Census**

As noted earlier, in recognition of the difficulty in securing Cyber Liability coverage for public entities in the commercial insurance market, the need for all members to implement stringent cyber security protocols, the volatile nature of cyber related losses and the recent poor loss experience for members in the Cyber line of coverage; the MEL affiliated JIFs formed the Cyber Risk Management Joint Insurance Fund to provide Cyber related services and coverage for all MEL affiliated JIFs effective January 1, 2023. The Cyber JIF will carry a self-insured retention and purchase specific and aggregate excess coverage for each member JIF.

The Cyber JIF premium is allocated to members utilizing population tiers to create size categories. The members with smaller populations will have a lower premium than those members with large populations. This recognizes the complexity of larger towns that may have additional exposures than smaller towns.

Beginning with the 2023 Fund Year, the results of the 2020 Census will be phased in over a three (3) year process. The phase-in of the 2020 Census will affect the MEL, POL, and Cyber premiums over this three (3) year span.

## **2024 – EPL/POL/Land Use Premium Allocation**

Beginning with the 2023 Fund Year, Lexington (AIG) replaced QBE as the carrier for EPL/POL/LU coverage. Coverage limits for Volunteers, Directors, and Officers Liability (VDO) was amended to a shared limit per municipality rather than each separate entity having its own limit and deductible terms. In the Fall of 2023, the process for allocating VDO was updated. Previously members with multiple fire/EMS entities under one policy paid one premium with shared limits and members with separate policies for each entity paid for each policy with individual policy limits. The current process allocates a flat rate as determined annually by the number of fire/EMS entities listed for VDO coverage within the MEL affiliated JIFs.

In the Fall of 2023, the Fund Underwriter was advised by the carrier that members with multiple years (3 or more) with negative experience (loss ratio above 100% where 55% is considered breakeven) need to be more heavily experience rated than

those members with less than 3 years negative experience. As a result, the EPL/POL Task Force modified the member experience rating accordingly. Members with a 0% loss ratio benefitted due to the additional premium generated by poor performers with 3 or more years negative performance.

### **EXPOSURE ALLOCATION STRATEGY**

An "exposure" unit is a measure of the magnitude of a loss exposure. For example property values are a measure of the risk of fire. The greater a member's property values, the greater the potential loss.

Appropriations, on the other hand, are traditionally viewed as the measure of liability risk for municipalities. The greater the appropriations, the more activities there are and the higher the likelihood of injury and thus the more likely a law suit to develop.

The exposure unit, therefore, serves as a yardstick to measure the cost of risk and can be easily measured and utilized used to allocate assessment contributions.

The JIF self-insures four areas of risk:

1. Property
2. Liability
3. Automobile
4. Workers' Compensation

Each of these areas of risk is easily measured through the use of exposure units.

### **PROPERTY**

The Finance Committee recommended that total insurable values be used to allocate property insurance costs. Neither the actuary nor the excess carriers differentiate between buildings, contents, equipment, etc. and we have seen no trend in our losses to weight any one item more heavily than the other. The following example describes how the formula actually works.

*Example: If the JIF members have a total of \$100,000,000 in insurable property values and member "A" has \$10,000,000 in insurable values then Member "A" will be allocated 10% of the property loss funds.*

### **LIABILITY**

In allocating liability costs, the Finance Committee elected to use appropriations. Both the actuary and other JIFs rate on this basis. Neither the actuary nor other JIFs charge for any special exposures such as Police, Fire, etc. Our review of liability claims supports this approach.

*Example: If the JIF members have total appropriations of \$100,000,000 and member "A" has appropriations of \$5,000,000 then member "A" will be allocated 5% of the liability loss funds.*

## **AUTOMOBILE**

In this area, vehicle counts were used. Again, neither the actuary nor the excess carriers differentiate between types of vehicles. Our instinct tells us that police cars should have a greater potential for loss, however, further analyses indicates that this affects the potential *value* of the loss not the *frequency*, and is therefore more of an issue for the excess carrier than it is for us.

*Example: If the JIF members own 500 vehicles and member "A" owns 25 vehicles then member "A" will be allocated 5% of the automobile loss funds.*

## **WORKERS' COMPENSATION**

Traditionally, workers' compensation payrolls have been separated into categories of employment with different rates for each; "police", "Clerical, etc. Our analyses and recommendation was to support this more traditional approach. The Committee, therefore decided to accept the Workers' Compensation Rating bureau "relativities" and assign these weights to the workers' compensation assessment allocation formula.

*Example: If the "Manual" Workers' Compensation premium for the JIF as a whole is \$2,000,000 and member "A" has a "Manual" Workers' Compensation premium of \$200,000 then member "A" will be allocated 10% of the workers' compensation loss funds.*

## **EXPERIENCE RATING**

For any assessment allocation to be successful it must recognize the potential for some members to incur more claims than others relative to their assessments. Addressing this issue can eliminate the problems associated with the perception that the Fund is subsidizing some members' claims experience at the expense of others.

One method, studied by the Fund, is a simplified experience-rating program that does not impose harsh penalties on members but recognizes adverse claims experience over time. This is accomplished through the application of an experience adjustment factor. The experience adjustment factor is determined from a chart that lists the appropriate factor for a given loss ratio in each line of coverage offered by the JIF. The experience adjustment factor is applied to the member's assessment by line of coverage. The proceeding chart illustrates this concept:

Line of Coverage	Assessment	Experience Factor	Modified Assessment
Property	\$ 2,500.00	.90	\$ 2,250.00
Liability	\$15,000.00	.95	\$14,250.00
Automobile	\$12,000.00	.94	\$11,280.00
Workers' Comp.	\$20,000.00	1.02	\$20,400.00
Total	\$49,500.00	N/A	\$48,180.00

Since it takes several years for claims to develop to their full potential, the Committee may decide to defer experience rating on members until they have been in the JIF for three full years.

### **OPERATING EXPENSE ALLOCATION**

The JIF's operating expenses are broken down into two categories:

- A. Allocated - These expenses can be directly attributed to a specific member's participation in the JIF. An example of this type of expense is the Safety Director who charges a fee based upon the size of the member.
- B. Unallocated - These expenses that cannot be directly attributable to a member (Indirect Expenses) shall be charged to a member's assessment in the same proportion that a member's individual exposure relates to the Fund total. Examples of exposure data that are used to distribute unallocated operating expenses across the membership include Loss Fund Contributions, Property Values, and Payroll figures, whichever basis is most appropriate. Thus, if a member has 5% of the total property values for the Fund, this member will pay 5% of the total property appraisal costs for that year.

Under this assessment strategy, the JIF charges allocated operating expenses directly to the members. Unallocated expenses are spread across the membership based upon the individual member's share of the exposure to the total for the Fund.

### **Risk Management Consulting Fees**

Risk Management Consulting Fees are negotiated individually by each member and are added to the members' assessment after all of the above factors and the Cap Strategy (described below) are applied.

### **CAP STRATEGY**

The Finance Committee realized that one of the major reasons member municipalities formed a JIF was to avoid the harsh cycles associated with the traditional insurance market. Without some type of capping mechanism in place, members' assessments could swing wildly from one year to the next. That is why a capping strategy was developed.

A capping strategy begins with a decision to set an upward percentage limit on the amount of any individual member's assessment increase. Naturally, the imposition of a cap on individual members' assessments will create some compression within the overall assessment allocation strategy. This must be addressed in order for the sum of the members' assessments to equal the budget figure for the JIF. In some cases this could mean that a member whose assessment formula results in a decrease

could actually receive a modest increase in their assessment. The trade-off in this scenario is that all members know that they are being protected from large increases should their experience turn sour in a particular year.

**TRICO JIF - 2024 Budget  
Assessment Certification**

<b>Carneys Point Township</b>	<b>353,101</b>
<b>Clayton Borough</b>	<b>469,358</b>
<b>Deptford Township</b>	<b>1,334,943</b>
<b>Elk Township</b>	<b>200,408</b>
<b>Elsinboro Township</b>	<b>44,757</b>
<b>Fairfield Township</b>	<b>149,420</b>
<b>Franklin Township</b>	<b>867,623</b>
<b>Glassboro Borough</b>	<b>1,332,415</b>
<b>Greenwich Township</b>	<b>410,566</b>
<b>Harrison Township</b>	<b>491,390</b>
<b>Hopewell Township</b>	<b>125,357</b>
<b>Logan Township</b>	<b>368,966</b>
<b>Lower Alloways Creek Township</b>	<b>234,965</b>
<b>Mannington Township</b>	<b>53,404</b>
<b>Mantua Township</b>	<b>795,771</b>
<b>Monroe Township</b>	<b>1,731,423</b>
<b>National Park Borough</b>	<b>117,525</b>
<b>Oldmans Township</b>	<b>90,004</b>
<b>Paulsboro Borough</b>	<b>421,110</b>
<b>Penns Grove Borough</b>	<b>491,999</b>
<b>Pennsville Township</b>	<b>628,973</b>
<b>Pilesgrove Township</b>	<b>80,637</b>
<b>Pitman Borough</b>	<b>601,257</b>
<b>Quinton Township</b>	<b>98,624</b>
<b>Shiloh Borough</b>	<b>34,419</b>
<b>South Harrison Township</b>	<b>78,106</b>
<b>Swedesboro Borough</b>	<b>219,468</b>
<b>Upper Pittsgrove Township</b>	<b>81,547</b>
<b>Vineland City</b>	<b>1,648,326</b>
<b>Washington Township</b>	<b>1,925,831</b>
<b>Wenonah Borough</b>	<b>117,156</b>
<b>West Deptford Township</b>	<b>1,394,700</b>
<b>Westville Borough</b>	<b>371,959</b>
<b>Woodbury City</b>	<b>861,002</b>
<b>Woodbury Heights Borough</b>	<b>279,208</b>
<b>Woolwich Township</b>	<b>519,894</b>
<b>36</b>	<b>19,025,612</b>



**RESOLUTION NO. 2023-**

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES  
MUNICIPAL JOINT INSURANCE FUND  
TO TRANSFER TO MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND**

**WHEREAS**, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,

**WHEREAS**, the Executive Committee of the **Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund** determined that membership in the Residual Claims Fund is in the best interests of the member local units and joined the Residual Claims Fund in 1995.

**NOW, THEREFORE, BE IT RESOLVED** that the Executive Committee of the **Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund** does hereby resolve and agree to transfer the following residual risks:

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>JIF Member Fund S.I.R.</u>
2019	WC/GL/AL	\$500,000

**BE IT FURTHER RESOLVED** that the actual transfer of liabilities and premium to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 12/31/23  
Less Net Claim Payments from 01/01/24 to the date of closure

Net claim Payments are defined as claim payments, less voids, refunds and recoveries. All voids, refunds, and recoveries received after the date of closure for the closed fund years shall be paid to the Municipal Excess Liability Residual Claims Fund as well.

This resolution was duly adopted by the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund at a public meeting held on November 27, 2023.

BY: \_\_\_\_\_

CHAIRPERSON

ATTEST: \_\_\_\_\_

SECRETARY

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES  
MUNICIPAL JOINT INSURANCE FUND  
RESOLUTION #2023-\_\_**

**RESOLUTION AUTHORIZING THE FUND TREASURER TO DEPOSIT THE 2023  
DIVIDENDS RECEIVED FROM THE ENVIRONMENTAL RISK MANAGEMENT  
JOINT INSURANCE FUND INTO MEMBER AELCF ACCOUNTS IN ACCORDANCE  
WITH N.J.A.C. 11:15-2.23**

**WHEREAS**, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) has been organized pursuant to N.J.S.A. 40A:10-36 et seq.; and

**WHEREAS**, the TRICO JIF is a member of the Environmental Risk Management Joint Insurance Fund (E-JIF); and

**WHEREAS**, on November 27, 2017, the Executive Committee approved Resolution 2017-32 Authorizing the Executive Director to establish individual member accounts within the Fund's Aggregate Excess Loss Contingency Account in accordance with N.J.A.C 11:15-2.23; and

**WHEREAS**, the TRICO JIF was recently notified that they were entitled to receive a dividend from the EJIF for 2023 in the amount of **\$100,977**;

**WHEREAS**, over the last several years the TRICO JIF Finance Committee has encouraged members to place a portion of their annual dividend from the TRICO JIF into the Aggregate Excess Loss Contingency Fund to provide financial resources for future needs; and

**WHEREAS**, while preparing the 2023 Fund Budget and reviewing the 2023 Annual TRICO JIF Dividend release, the Finance Committee decided to recommend to the membership that each members' share of the 2023 E-JIF Dividend be deposited into the individual members account within the Aggregate Excess Loss Contingency Account; and

**WHEREAS**, the Finance Committee is hopeful that this recommendation will encourage all members to place a portion of their future TRICO JIF and E-JIF dividends into the Aggregate Excess Loss Contingency Account.

**NOW THEREFORE BE IT RESOLVED** by the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund that the Fund Treasurer is hereby authorized to deposit each member's share of the 2023 E-JIF Dividend into each member's account within the Aggregate Excess Loss Contingency Account; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution be provided to the Fund Administrator, Fund Treasurer, and Fund Solicitor for their information and necessary action.

This Resolution was duly adopted by the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund at a public meeting held on November 27, 2023.

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

Attest: \_\_\_\_\_  
Robert Diaz, Secretary

By: \_\_\_\_\_  
Karen Sweeney, Chairperson

Date: November 27, 2023

# Gloucester, Salem, & Cumberland Counties Municipal Joint Insurance Fund

## A Resolution Amending the 2023 Risk Management Plan

**WHEREAS**, the Gloucester, Salem, & Cumberland Counties Municipal Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et. seq.*; and

**WHEREAS**, the Gloucester, Salem, & Cumberland Counties Municipal Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund to provide insurance coverage to its member municipalities; and

**WHEREAS**, the Plan of Risk Management is being amended based on the recommendations of the Finance and Coverage Committees; and

**WHEREAS**, the Finance Committee has recommended the following amendments to Section 9, subsection d-g, of the 2023 Plan of Risk Management are amended as follows:

- d.) A former member may apply to the Fund's governing body for a return of that member's remaining share of the closed Fund year account when five (5) years have passed since the last Fund year in which the member participated has been closed. ~~The Fund's governing body will decide on the former member's request after evaluating whether the statute of limitations as contained in P. L. 2019 C. 156 the "Thomas P. Canzanella Twenty First Century First Responders Protection Act" and/or the statute of limitations contained in P. L. 2019 C. 120 have been exhausted thereby eliminating the likelihood of any additional assessments from the RCF.~~ Prior to release of any former member's balance in the closed years account, the Fund Administrator shall complete an analysis of the request to determine that the following criteria has been met.
- 1) All claims for the Fund Year from which surplus is being released are closed; and;
  - 2) All outstanding payments due and owing from the prior member of the Fund have been paid in full, including any payments due pursuant to a Retrospective Agreement, as certified by the Fund Treasurer; and;
  - 3) An analysis has been completed to determine the likelihood of an additional assessment from the Municipal Excess Liability Joint Insurance Fund (MEL JIF) and/or the Residual Claims Fund Joint Insurance Fund (RCF JIF) due to statutory, regulatory, and/or other external factors that could trigger an additional assessment for a Fund Year where the prior member was a member of the Fund.
- e.) Upon completion of the analysis of the request by the Fund Administrator, it shall be reviewed by the Fund's Finance Committee who shall make a recommendation to the Executive Committee as to the request to release the former member's balance in the closed years account.
- f.) All dividends from the RCF will be deposited in the closed Fund year account on a member-by-member basis.

**Gloucester, Salem, & Cumberland Counties  
Municipal Joint Insurance Fund**

g.) The Fund will retain all records in accordance with the Fund's record retention program; and

**WHEREAS**, the Coverage Committee has recommended adding First Party Property Damage Coverage for Drones with a sublimit of \$25,000 with a \$1,000 deductible; and

**WHEREAS**, the Coverage Committee has recommended the following amendment to Section 2., subsection h., of the 2023 Risk Management Plan:

h.) **Property** (effective 12:01 A.M. December 1, 2023) –

The Fund covers \$100,000 per occurrence (Property & Time Element combined) less applicable member deductibles:

- o Flood for locations wholly or partially within 100-year flood zone
- o Boiler and Machinery
- o Named Storm (Flood & Wind)
- o Owned Unmanned Aircraft -first party property coverage with a sublimit of \$25,000 with a \$1,000 deductible

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Gloucester, Salem, & Cumberland Counties Municipal Joint Insurance Fund that the above recommendations from the Finance and Coverage Committees are hereby approved.

This Resolution was duly adopted by the Gloucester, Salem, & Cumberland Counties Municipal Joint Insurance Fund at a public meeting held on November 27, 2023.

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

Attest: \_\_\_\_\_ By: \_\_\_\_\_  
Fund Secretary Fund Chair

Date: November 27, 2023



## NEW JERSEY CYBER RISK MANAGEMENT FUND

9 Campus Drive – Suite 216

Parsippany, NJ 07054

Tel 201.881.7632

**Date:** Thursday, October 19, 2023

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

**From:** Commissioner Razze

**2024 Budget:** The 2024 proposed budget was presented for the NJ Cyber JIF totaling \$6,448,842, representing a 2% increase. A motion was passed to schedule a public hearing on November 20, 2023, via audio / video teleconference. A summary of proposed assessments was also presented. The proposed budget and assessments are included in this report.

**Cybersecurity Risk Control Framework:** In response to requests made by members, the Board asked the Risk Control Committee to revisit the components of the Cyber Risk Control program. The Committee recommended the revisions drafted by the Underwriting Manager extracting a sub-set of requirements as a basic standard. The motion was passed to provide three levels of compliance: Basic, Intermediate and Advanced with revised deductibles and co-pays accordingly.

**JIF Reimbursements:** Risk Control Committee recommended a program to provide reimbursement for Joint Insurance Funds already engaged in contracts to provide either Training/Phishing and/or External Vulnerability Scanning. The motion was passed with the agreement to provide the NJ Cyber JIF's attorney oversight on any renewed contracts outside the NJ Cyber JIF program.

**Request for Membership:** The New Jersey Counties Excess Liability JIF requested membership in the NJ Cyber JIF and the Risk Control Committee recommended we revisit this request in the latter part of 2024 after the training program is fully established.

**NJ Cyber Webpage:** Princeton Strategic Communications (PSC) is building the 'Members Only' section for protection of the NJ Cyber JIF membership and PSC anticipates this will be ready to launch by November 1, 2023.

**Chertoff Group Report:** Underwriting Manager provided a verbal review of the results of the Technology State Questionnaire completed by members. The goal of the questionnaire was to obtain a more detailed insight of the technology stacks of our members to tailor the cybersecurity framework and provide broadscale advice to the members. Once the NJ Cyber webpage is updated for a "members only" section, a summary of the information will be posted to the webpage.

**Fund Professionals:** The Actuary, Auditor, Attorney, QPA and Underwriting Manager were appointed as a professional service to a one-year term for 2023. The Board agreed to reappoint these professionals as a professional service for a one-year term for 2024 and consider issuing competitive contract RFPs for these positions starting with 2025. Executive Director, Deputy Executive Director, Planning Consultant and Local JIF Executive Director, Claims Administrator and Treasurer were appointed following a competitive contracting RFP process with terms through the end of 2025.

**Next Meeting:** The next Fund meeting is scheduled for Monday, November 20, 2023 at 2:00 PM. to be held as a video / audio teleconference call.

<b>Cyber Risk Management Fund</b>								
<b>Proposed FY2024 Budget</b>								
						<b>Change</b>		
	Ex	Annualized FY2023	Proposed Limits	Proposed FY2024	\$	%		
<b>Claims Fund</b>								
1		Retained Claims	300K x 50K	\$ 2,379,986	\$ 2,447,086	\$ 67,100	2.82%	
2		Excess Insurance		\$ 1,915,883	\$ 1,954,201	\$ 38,318	2.00%	
3		Loss Fund Contingency		\$ 151,269	\$ 151,269	\$ -	0.00%	
4		<b>Total Claims Fund</b>		<b>\$ 4,447,138</b>	<b>\$ 4,552,556</b>	<b>\$ 105,418</b>	<b>2.37%</b>	
5								
<b>Expenses</b>								
7		Risk Control Services						
8		Cyber Training/Phishing/Testing		\$ 622,227	\$ 634,672	\$ 12,445	2.00%	
9		External Scanning		\$ 274,083	\$ 279,565	\$ 5,482	2.00%	
10		Consulting		\$ 60,710	\$ 61,924	\$ 1,214	2.00%	
11		Local JIF Coordination		\$ 151,771	\$ 154,806	\$ 3,035	2.00%	
12		<b>Sub Total Risk Control</b>		<b>\$ 1,108,791</b>	<b>\$ 1,130,967</b>	<b>\$ 22,176</b>	<b>2.00%</b>	
13		Administration						
14		Executive Director		\$ 125,000	\$ 127,500	\$ 2,500	2.00%	
15		Deputy Ex Director		\$ 50,000	\$ 51,000	\$ 1,000	2.00%	
16		Planning Consultant		\$ 30,000	\$ 30,600	\$ 600	2.00%	
17		Attorney		\$ 50,000	\$ 51,000	\$ 1,000	2.00%	
18		Underwriting Manager		\$ 50,000	\$ 51,000	\$ 1,000	2.00%	
19		Treasurer		\$ 25,000	\$ 25,500	\$ 500	2.00%	
20		Actuary		\$ 25,000	\$ 25,500	\$ 500	2.00%	
21		Auditor		\$ 25,000	\$ 25,500	\$ 500	2.00%	
22		Claims Adjuster		\$ 25,000	\$ 25,500	\$ 500	2.00%	
23		QPA		\$ 15,000	\$ 15,300	\$ 300	2.00%	
24								
25		<b>Sub Total Administration</b>		<b>\$ 420,000</b>	<b>\$ 428,400</b>	<b>\$ 8,400</b>	<b>2.00%</b>	
26								
27		General Contingency		\$ 347,170	\$ 336,919	\$ (10,251)	-2.95%	
28								
29		<b>Total Expenses &amp; Contingency</b>		<b>\$ 1,875,961</b>	<b>\$ 1,896,286</b>	<b>\$ 20,325</b>	<b>1.08%</b>	
30								
31		<b>Total Budget</b>		<b>\$ 6,323,099</b>	<b>\$ 6,448,842</b>	<b>\$ 125,743</b>	<b>1.99%</b>	

**Cyber Risk Management Fund**

**PROPOSED ASSESSMENTS BASED ON POPULATION**

	Per Member Rates	# of Members	Fund	Total Cyber Premium	FY2023 Annualized Assessment	Diff \$	Diff %	
NJUA	8,160	41	ATL	447,866	458,519	(10,653)	-2.32%	
NJPHA	9,500	38	BER	486,556	442,855	43,701	9.87%	
FRESP	6,500	28	BURL	329,404	317,924	11,480	3.61%	
All Other	8,160	38	CAM	443,107	433,063	10,044	2.32%	
		16	CNTRL	243,845	197,769	46,076	23.30%	
Population Banding	Rate	34	FRESP	221,000	271,966	(50,966)	-18.74%	
0	7,000	41	MON	449,042	455,799	(6,757)	-1.48%	
1,500	7,500	45	MOR	577,265	529,278	47,987	9.07%	
3,000	9,097	31	OCE	353,543	356,442	(2,899)	-0.81%	
4,500	10,694	5	PMM	65,166	53,892	11,274	20.92%	
6,000	12,291	23	SBER	317,168	278,040	39,128	14.07%	
9,000	13,888	10	SBMU	128,679	118,948	9,731	8.18%	
12,000	14,762	11	SBEX	149,655	137,428	12,227	8.90%	
20,000	15,636	13	MID JERSEY	176,238	158,007	18,231	11.54%	
28,000	16,510	79	NJPHA	750,500	811,156	(60,656)	-7.48%	
36,000	17,384	5	NJSI	68,082	60,563	7,519	12.42%	
44,000	18,258	72	NJUA	603,840	591,167	12,673	2.14%	
52,000	19,132	38	TRICO	428,581	422,584	5,997	1.42%	
60,000	20,006	21	PAIC	209,305	227,698	(18,393)	-8.08%	
68,000	20,006							
76,000	20,006	600		6,448,842	6,323,098	125,744	1.99%	
84,000	20,006							

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

RESOLUTION 2023-\_\_\_\_

APPOINTING MICHAEL RAZZE AS THE FUND'S REPRESENTATIVE TO THE  
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND, THE RESIDUAL CLAIMS  
JOINT INSURANCE FUND, THE ENVIRONMENTAL LIABILITY RISK MANAGEMENT  
JOINT INSURANCE FUND, AND THE NEW JERSEY CYBER RISK MANAGEMENT  
JOINT INSURANCE FUND FOR THE 2024 FUND YEAR

**Whereas**, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund has been organized pursuant to NJSA 40A:10-36, et seq.; and

**Whereas**, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund is a member of the Municipal Excess Liability Joint Insurance Fund, the Residual Claims Joint Insurance Fund, the Environmental Liability Risk Management Joint Insurance Fund, and the New Jersey Cyber Risk Management Joint Insurance Fund; and

**Whereas**, as a member of each of these Funds, the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund actively participates in the meetings and operations of each of these Funds through the appointment of a representative to each Fund; and

**Whereas**, the appointment of the representative to each of these Fund's is at the discretion of the Fund Chair of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund; and

**Whereas**, Michael Razze, Fund Commissioner from the Borough of Pitman has served as the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund's representative to the Municipal Excess Liability Joint Insurance Fund, the Residual Claims Joint Insurance Fund, the Environmental Liability Risk Management Joint Insurance Fund, and the NJ Cyber Risk Management Joint Insurance Fund during the 2023 Fund Year.

**Whereas**, the Fund Chair has determined that it is in the best interest of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund to appoint Michael Razze, Fund Commissioner for the Borough of Pitman, as the Fund's representative to the Municipal Excess Liability Joint Insurance Fund, the Residual Claims Joint Insurance Fund, the Environmental Liability Risk Management Joint Insurance Fund and the New Jersey Cyber Risk Management Joint Insurance Fund for the 2024 Fund Year.

**Now, Therefore, Be it Resolved by the Fund Commissioners of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund** that Michael Razze, Fund Commissioner from the Borough of Pitman, is hereby appointed as the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund's representative to the Municipal Excess Liability Joint Insurance Fund, the Residual Claims Joint Insurance Fund, the Environmental Liability Risk Management Joint Insurance Fund, and the New Jersey Cyber Risk Management Joint Insurance Fund for the 2024 Fund Year; and

**Be it Further Resolved** that these appointments shall be effective January 1, 2024; and



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

**Be it Further Resolved** that a fully executed copy of this resolution be forwarded to the Municipal Excess Liability Joint Insurance Fund, the Residual Claims Joint Insurance Fund, the Environmental Liability Risk Management Joint Insurance Fund, and the New Jersey Cyber Risk Management Joint Insurance Fund.

This resolution was duly adopted by the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund at a public meeting held on November 27, 2023.

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

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
CHAIRPERSON SECRETARY

Date: \_\_\_\_\_



**New Jersey Municipal Environmental  
Risk Management Fund**

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

DATE: November 8, 2023  
TO: Gloucester, Salem & Cumberland Counties Municipal Joint Insurance Fund  
FROM: Commissioner Razze  
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

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**2023 DIVIDEND:** The EJIF 2023 dividend distribution of \$2,500,000, approved by the Executive Committee at the September meeting, was reviewed by the Department of Banking and Insurance and they noted a slight difference in the amount of surplus available for return in certain years. This resulted in minor adjustments to amounts released from the selected years. The total amount for distribution remains the same at \$2,500,000 and the Executive Committee adopted resolution #28-23 which approved the adjusted total amounts by fund year. The resolution will then be forwarded to the State for final approval.

**APPOINTMENT OF EXCESS CARRIER** – The Executive Committee adopted Resolution #29-23 appointing Ascot Specialty Insurance Company as the E-JIF Excess Carrier for Fund Year 2024.

**NOMINATING COMMITTEE-** The Nominating Committee will meet to discuss the 2024 slate. Their recommended slate will be presented at the Fund's January reorganization meeting.

**MEMBERSHIP PRESENTATION:** On October 18, 2023 the Executive Director, Fund Attorney, Underwriting Manager and Environment Engineer gave a presentation of EJIF services to the Atlantic JIF to discuss possible membership.

**2024 MEETING PLATFORM** – The Fund office will be using Microsoft Teams as the default option for audio or video conferencing beginning January 2024.

**NEXT MEETING:** The next meeting of the EJIF will be the 2024 Reorganization and will follow the MEL change to Monday, January 8, 2024, at the same time and location.