

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

November 27, 2023 @ 5:00 pm

Via Zoom Conferencing

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICOJIF) was held via Zoom Conferencing on Monday, November 27, 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

Mr. Forlenza took a moment to verify all phone numbers and participants.

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.**
Stephanie McCaffrey, **East Greenwich Twp.**
Carolyn King-Sammons, **Elk Twp.**
Doug Hogate, **Elsinboro Twp.**
Linda Gonzalez, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Valerie Villano, *Alternate*, **Glassboro Borough**
Lisa Jeffers, **Greenwich Twp.**
Dennis Chambers, **Harrison Township**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
Jennica Bileci, **Mantua Twp.**
Pat Mason, **Monroe Twp.**
Joy Gunn, **National Park Borough**
Susan Jacabucci, **Paulsboro Borough**
Anjanette Scott, **Penns Grove Borough**
Dan Neu, **Pennsville Twp.**
Melissa Flacker, **Pilesgrove Twp.**
Michael Razze, **Pitman Borough**
Majorie Sperry, **Quinton Twp.**
Bob Diaz, **South Harrison Twp.**
Jeff Celebre **Vineland City**
Colette Bachich, **Washington Twp.**
Karen Sweeney, **Wenonah Borough**
Lee Ann DeHart, **West Deptford**
Nicole O'Hara, **Westville Borough**
Cassidy Swanson, **Woodbury City**
Shannon Elton, **Woodbury Heights Borough**
Jane DiBella, **Woolwich Twp.**

Absent Fund Commissioners/Professionals were:

Sue Miller, **Clayton Borough**
Colleen Emmons, **Deptford Twp.**

John Hitchner, **Hopewell Twp.**
Luke Patrick, **Mannington Twp.**
Harry Moore, **Oldmans Twp.**
Brad Campbell, **Shiloh Borough**
Jena Dolbow, **Swedesboro Borough**
Jack Cimprich, **Upper Pittsgrove Twp.**
Kamini Patel, MBA, CIC, CPCU, AIDA®, Program Director, *RPA – A Division of Gallagher*

Also present were:

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

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

Barclay Insurance
Cetti & Connell
Connor Strong & Buckelew
E. H Sloan Insurance
Len Eckman Insurance
Henry D. young Insurance

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

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Sweeney presented the meeting minutes of the October 23 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 October 23, 2023 Executive Committee meeting.

Motion by Ms. Sperry, seconded by Mr. Hogate, to approve the minutes of the October 23, 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 October 23, 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 Ms. Sperry, seconded by Mr. Hogate to approve the meeting minutes of the October 23, 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 October 23, 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 Ms. Sperry, seconded by Mr. Hogate to approve the Executive Claims Review Committee Closed Session meeting minutes of October 23, 2023 as presented.

The Executive Claims Review Committee Closed Session minutes of October 23, 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 – November 27, 2023

Chair Sweeney reported that an Executive Claims Committee Meeting was held on Monday, November 27, 2023 via Zoom Conferencing at 3:30pm

The Committee reviewed twelve (12) claims. Of the claims reviewed, there were four (4) Workers' Compensation, two (2) General Liability, one (1) Auto, and five (5) Property PARs recommended for approval of settlement or continuing defense.

There were also three (3) claim(s) reviewed for October that had previously been approved by Vineland.

2024318258

2023305178

2023306808

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 noted the allowance reports for the OSB, Wellness, and EPL/Cyber Risk Management Budget balances are included in the agenda. Notices were emailed to all members on February 14, 2023, in one inclusive letter, which noted your balances and how to collect the funds. The SIP Award notification was emailed to all members on April 5, 2023 which also included balances and how to collect your SIP award. He noted that all funds must be claimed or encumbered by November 1, 2023, with encumbered funds needing to be claimed by February 1, 2024. He reminded everyone to please utilize your funds and submit your vouchers for reimbursement as soon as possible as there will be no more reminders emailed.

Mr. Forlenza referenced the Statutory Bond listing in the agenda noting that if you wish to secure their replacement's statutory Bond through the MEL Program, please submit the application as soon as possible as there is an Underwriting process that needs to be completed as the Bond is for the individual, not the

position. He also reminded the members that those towns that are up for renewal effective January 1, 2024, should have received notice from the Fund Underwriter's office that the statutory position that the MEL provides a Bond that would need to be re-underwritten. The MEL started this process a few years ago. The year a town is up for Renewal, the MEL will re-underwrite the Statutory Bonds positions, so please watch for a notice coming directly from the Fund Underwriter regarding this process if you have not received one already. Please direct any changes to Jonathon Tavares/Rachel Perry at the Underwriter's office. He asked the members to review the checklists included in the agenda packet.

Mr. Forlenza reminded members that on or about May 17, 2023, a memorandum outlining the 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 were reminded to complete the necessary steps and submit their compliance checklist by November 1, 2023. If there were any questions, please contact the Executive Directors office.

Mr. Forlenza stated that once the Elected Officials training information is available, it would be sent to all members, but will be available as an online training again through the MSI system

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 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. 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 distribution of their portion of the surplus.

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

SOLICITOR'S REPORT

Assignment of New Cases

Mr. DeWeese reported that there have been four (4) new case(s) assigned since the last meeting:

Maenner v. Township of Mantua
Clark v. City of Vineland
Webster v. City of Vineland
Ianelli v. Township of Washington

Assignment of Closed Cases

Mr. DeWeese reported that there have been five (5) closed case(s) assigned since the last meeting:

Vidovic v. Township of Franklin
Dean v. Borough of Glassboro
Dowe v. Keating v. Township of Oldmans

Hardy v. Borough of Paulsboro
Delaney v. Township of West Deptford

General Liability Files

Mr. DeWeese noted that there are 41 active General Liability files, 11 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 \$2,101,386.62 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. Mr. DeWeese stated as calls come in regularly, the Executive Directors office will be sending out reminder emails in late December to all Fund Commissioners, Clerks, and RMC's to review these lists, and update if needed. He also 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 October. He then highlighted the following:

Mr. Garish reminded all members to enroll all new employees, part time and volunteers, for training. If you need assistance on submitting these employees, tutorial videos can be found on the new management-learning platform.

Mr. Garish noted that as the winter approaches, there would be special events that members usually hold. He reminded the members to consult with the Risk Managers, obtain the COIs, utilize the existing bulletins for events specifically the fire departments, and review the special event handbooks. Any additional information can be obtained by contacting JA Montgomery.

Mr. Garish stated that the MEL Leadership Academy registration is December 1-22, 2023 and can be accessed through the ACM JIF or MEL JIF websites.

Mr. Garish also requested that any member with new Safety Coordinators, please contact his office and update their lists as well as meeting with them individually.

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

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

During this month's Lessons Learned from Losses review, Mr. Roselli emphasized the significance of ladder safety protocols. He highlighted the alarming number of claims associated with ladder accidents, which often result in severe injuries. He mentioned that these accidents occur because individuals either disregard safety precautions or try to perform tasks without proper assistance. Mr. Roselli shared a custodian claim as an example of a million-dollar-plus claim, which resulted from an employee attempting

to handle a heavy load without waiting for assistance, leading to a serious injury. It was noted that implementing good ladder safety practices could substantially reduce the number and severity of such claims. The meeting participants had a detailed discussion regarding ladder safety and the importance of following proper safety protocols.

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.

He noted that 19 members took the Report Writing Class on October 25, 2023 from 8:30am-12pm at Cape May County Police Academy. Surveys were completed by participants and a summary will be sent to members on Friday.

Mr. Winter noted he assisted the Wellness Director's with the Dr. Elias project in an effort to reach the chiefs regarding interest for a February 2024 training.

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 November, 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 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 challenge.

Ms. Schiffer noted this quarter's theme is all about reducing Stress. The newsletter was distributed in October, followed by handouts in November and December on how stress impacts specific conditions. 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 had to be used or encumbered by November 1, 2023, so please reach out to her with any questions.

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 in February 2024. Please encourage your Chief to reach out to her or Keith if he/she is 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

Ms. Beatty noted she had included the October reports in the agenda and highlighted the following:

Lost Time v. Medical Only Cases

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

	October	YTD
<i>Lost Time</i>	5	48
<i>Medical Only</i>	20	191
<i>Report Only</i>	8	154
<i># of New Claims Reported</i>	33	395
<i>Average Days Reported to QL</i>	1.8	5.0

Claims Report by Type

This report depicts the number of claims and average number of days to report a claim to Qual-Lynx by individual members YTD 2023.

All Claims: 9.0 days
 Non-COVID Claims: 7.5 days
 COVID Claims: 73.4 days

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	4,255
<i>Transitional Duty Days Worked</i>	2,894
<i>% of Transitional Duty Days Worked</i>	68%
<i>Transitional Duty Days Not Accommodated</i>	1,361
<i>% of Transitional Duty Days Not Accommodated</i>	32%
<i>\$ Saved by Accommodating</i>	\$285,542
<i>\$ Lost by NOT Accommodating</i>	\$172,211

PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report that depicts the top provider services along with the number and amount of re-priced bills for October 2023.

PPO Penetration Rate	October
<i>Bill Count</i>	204
<i>Original Provider Charges</i>	\$266,082
<i>Re-priced Bill Amount</i>	\$112,501
<i>Savings</i>	\$153,581
<i>% of Savings</i>	58%

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 October 2023.

Managed Care Quick Notes: Ms. Beatty reported that a 61-year-old heavy equipment operator with multiple health issues and obesity had injured his back while removing a tire from a truck. The nurse case manager helped to schedule an MRI, which revealed a new L2-3 disc extrusion. The claimant underwent surgery after obtaining cardiac clearance. The nurse case manager followed up post-surgery to ensure proper care, and work hardening was ordered three months later. The claimant was discharged with permanent restrictions that the employer could not accommodate and he retired. The Qual-Lynx team worked closely with all parties involved to achieve the best possible outcome.

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

TECHNOLOGY RISK SERVICES REPORT

Mr. Caruso referenced his reports included in the agenda; however, he reminded the members that the Phishing, Vulnerability and Penetration status and Cyber JIF Framework Compliance reports have been removed. He reiterated this was done to prevent information being available to bad actors. With that said, Mr. Caruso noted he has that information, and should anyone want those reports, please contact him and he will provide them to you.

Mr. Caruso noted in regards to the Cyber Awareness Training, the TRICOJIF is currently at 80%, which is very good, but we have been at that point for several months and he would like to see those towns up over 80% by the end of the year.

Mr. Caruso reported in regards to the vulnerability and penetration testing by D2, the TRICO JIF is at 100%, which means all of the VSA and KYC forms have been completed and associated IP addresses recorded. He reported there were no towns in the TRICOJIF with any vulnerability issues, however there were a few towns where D2 was able to breach their network. Had this been your town, they would have notified you accordingly. He then reported that there were no critical vulnerabilities were discovered during the monthly vulnerability scan for the membership.

Mr. Caruso reminded the members that the Cyber JIF has revised the Cybersecurity Framework requirements and corresponding deductibles. He then reviewed the deductibles for the various standards with the membership. He noted that smaller towns are more vulnerable to attacks from a bad actor and could potentially face large deductibles if they do not come into compliance with the Cyber Security Framework.

Lastly, Mr. Caruso reported this month's bulletin addresses the importance of analyzing emails, and reviewed the five (5) things to check for before you open or click an email. He noted the bulletin is very informative, is a very important part of what we are doing, and encouraged everyone to read it.

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 October 31, 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 \$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.

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 \$24,613,066.21

Receipt Activity for the Period

	Month	YTD
Subrogation Receipts	\$28,609.59	\$444,590.89
Salvage	\$0.00	
Overpayment Reimbursement	\$1,214.75	

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

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 months end.

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

Mr. Tontarski stated the net claim activity during the reporting period for claims paid by the Fund and claims payable by the Fund at period end is \$845,827.28. The claims detail shows 457 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 \$34,574,710.02 to a closing balance of \$33,627,828.54 showing a decrease in the fund of \$946,861.48

Bill List – November 2023

For the Executive Committee’s consideration, Mr. Tontarski presented the November 2023 Bill List in the amount of \$208,580.68, which was included in the agenda packet.

Chair Sweeney entertained a motion to approve October 2023 Loss Run Payment Register and the November Bill List in the amount of \$208,580.68, 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 *October Loss Run Payment Register and the November 2023 Bill List* as presented.

ROLL CALL

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Strategic Planning Meeting Minutes – October 25, 2023

Mr. Forlenza reported the Strategic Planning Committee met on October 25, 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 discussions took place regarding Membership Renewals and potential membership growth, of which there are currently no candidates. There was a brief discussion on conferences, both AGRiP and PRIMA, noting that invitations will be sent out in January to those members who have first right of refusal. In addition, discussions took place on Elected Officials training, which will be conducted online again next year through the MSI, and the Annual Planning Retreat which is scheduled for July. The Committee also continued its ongoing discussions regarding the Fund Professional evaluation process and the need for members to complete this process on time. Mr. Forlenza noted that the December Dinner meeting invitations should be going out in the next day or so. Lastly a discussion on the distribution of the Annual Reports took place explaining that due to the increasing cost, the Municipal Clerk will receive one copy of the report this year rather than several. The report will also be emailed to all Municipal Clerks and be uploaded to the website so if any member wishes to obtain more copies, they can access them from the website to print and distribute.

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

Nominating Committee Meeting Minutes – October 26, 2023

Mr. Neu asked the members to review the minutes from the October 26, 2023 meeting, which are included in the agenda packet and thanked the Committee for their time and participation. He noted they discussed the Committee Charter, eligible Fund Commissioners for the Nomination slate, noting both the history and the attendance records, in preparation for the 2024 Executive Committee draft slate. He then noted the 2024 Nomination Slate is as follows, and will be presented for adoption in January:

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 Jeffre Celebre , Vineland City Ken Brown , Carneys Point Township
Alternates:	#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 Sue Miller , Clayton Borough

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

Finance Committee Meeting Minutes – October 25, 2023

Mr. Hogate reported the Finance Committee met on October 25, 2023 via Zoom conferencing. The minutes are self-explanatory and were included in the agenda packet. Mr. Hogate noted it was important to review the Budget Message included in the agenda and then stated we would need a motion to reaffirm the release of the \$1.6 million in surplus from the Fund in order to proceed.

Chair Sweeney asked for a Motion to reaffirm the release of \$1.6 million in Surplus from Fund Years 2010-2018 as authorized by Resolution 2023-28.

Motion by Ms. Sperry, seconded by Mr. Hogate to reaffirm the release of \$1.6 million in surplus.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote.

Finance Committee Meeting Minutes – November 1, 2023

Mr. Hogate reported the Finance Committee met on November 1, 2023 in person. The minutes are self-explanatory and were included in the agenda packet.

MOTION TO INTRODUCE 2024 BUDGET

Chair Sweeney entertained a motion to introduce the 2024 Budget.

Motion by Ms. Sperry, second by Mr. Hogate, to introduce the 2024 Budget as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote

MOTION TO INTRODUCE 2024 ASSESSMENT ALLOCATION STRATEGY

Chair McMahon entertained a motion to introduce the 2024 Assessment Allocation Strategy.

Motion by Ms. Sperry, second by Mr. Hogate, to introduce the 2024 Assessment Allocation Strategy as presented.

ROLL CALL ***Yeas:*** Marjorie Sperry, **Quinton Township**
Doug Hogate, **Elsinboro Township**
Colette Bachich, **Washington Township**
Jeff Celebre, **Vineland City**

Ken Brown, **Carneys Point**
Bob Diaz, **South Harrison Township**
Karen Sweeney, **Wenonah Borough**

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote

MOTION TO INTRODUCE 2024 ASSESSMENT CERTIFICATION

Chair Gural entertained a motion to introduce the 2024 Assessment Certification.

Motion by Ms. Sperry, second by Mr. Hogate, to introduce the 2024 Assessment Certification as presented.

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

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote

Resolution 2023-36 Authorizing Transfer of 2019 to the MEL Residual Claims Fund

Chair Sweeney entertained a motion to adopt Resolution 2023-36 *Authorizing the Transfer of the 2019 Fund Year to the MEL Residual Claims Fund.*

Motion by Ms. Sperry, second by Mr. Hogate, to adopt Resolution 2023-36 Authorizing the Transfer of the 2019 Fund Year to the MEL Residual Claims Fund as presented.

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

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote

Resolution 2023-37 Authorizing the Fund Treasurer to Deposit the 2023 Dividends Received from the Environmental Risk Management Joint Insurance Fund into Member AELCF Accounts

Chair Sweeney entertained a motion to adopt Resolution 2023-37 Authorizing the Fund Treasurer to Deposit the 2023 Dividends Received from the Environmental Risk Management Joint Insurance Fund into Member AELCF Accounts

Motion by Ms. Sperry, second by Mr. Hogate, to adopt Resolution 2023-37, as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote

Resolution 2023-38 Amending the 2023 Risk Management Plan

Chair Sweeney entertained a motion to adopt Resolution 2023-38 Amending the 2023 Plan of Risk Management, as presented

Motion by Ms. Sperry, second by Mr. Hogate, to adopt Resolution 2023-38, as presented.

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote

MEL/RCF/EJIF/CYBER JIF Reports – October 19, 2023

Mr. Razze stated Cyber JIF met on October 19th, 2023, and again on November 13th, 2023. That was the last meeting of the year, as they will then be meeting bi-monthly starting in 2024. The report of October 19th is included in the agenda packet and is self-explanatory, and the November 13th meeting report will be included in the December agenda. Mr. Razze highlighted that the Cyber JIF has contracted with D2 Cyber

Security to provide the employee cyber hygiene training, phishing, and external network vulnerability scanning. He reported the onboarding process is ongoing.

Mr. Razze noted the Cyber JIF members only section of the website is up and everyone should have received their credentials.

Lastly, Mr. Razze noted there is a Resolution for consideration, appointing himself as the TRICOJIFJIF representative to the MEL/RCF/EJIF/Cyber JIF. Ms. Sweeney thanked Mr. Razze for taking on these rolls again.

Resolution 2023-39, Appointing Michael Razze, Borough of Pitman, as the Funds Representative to the MEL/RCF/EJIF/Cyber JIF for 2024

Chair Sweeney entertained a motion to adopt Resolution 2023-39 ***Appointing Michael Razze, Borough of Pitman as the Funds Representative to the MEL/RCF/EJIF/Cyber JIF for 2024***

Motion by Ms. Sperry, second by Mr. Hogate, to adopt resolution 2023-39, as presented

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

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote

MISCELLANEOUS BUSINESS

NEXT MEETING

Chair Sweeney noted that the next meeting of the TRICO JIF would take place on **Monday, December 18, 2023 at 4:00 PM at the Pitman Municipal Building**

PUBLIC COMMENT

Open Public Comment

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

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

Close Public Comment

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

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

APPROVE CLAIMS PAYMENTS

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

<i>Workers Compensation</i>	<i>Auto Liability</i>	<i>General Liability</i>	<i>Property</i>
<i>MLT-2022247967 (2022247967)</i>	<i>2021311874</i>	<i>2019169803</i>	<i>2024317621</i>
<i>20239296112</i>		<i>2021224925</i>	<i>2024318278</i>
<i>2023293464</i>			<i>2024316122</i>
<i>2021229863</i>			<i>2024318275</i>
			<i>2024308897</i>

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**
Ken Brown, **Carneys Point**
Bob Diaz, **South Harrison Township**
Karen Sweeney, **Wenonah Borough**

Nays:

None

Abstain:

None

All in favor. Motion carried by unanimous vote

APPROVE ABANDONING SUBROGATION

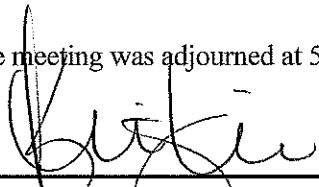
Chair Sweeney noted there were zero (0) claim(s) reviewed for abandonment of subrogation attempt since the last meeting:

MOTION TO ADJOURN

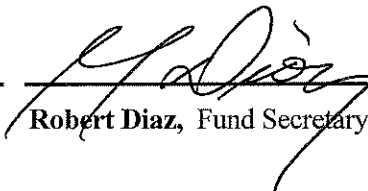
There being no further business, Chair Sweeney entertained a *Motion to Adjourn* the November 27, 2023 Executive Committee Meeting of the TRICO JIF.

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

The meeting was adjourned at 5:50 PM.



Kris Kristie, Recording Secretary for



Robert Diaz, Fund Secretary