

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

February 26, 2024 – 3:30 PM

Microsoft Teams
EXECUTIVE CLAIMS MEETING MINUTES

The Executive Claims Committee Meeting of the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF) was held via Microsoft Teams on February 26, 2024 at 3:30 PM, prevailing time. Karen Sweeney, Fund Chair, Wenonah Borough, presiding.

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

Notice of this meeting was given by: (1) sending sufficient notice herewith to *South Jersey News*, of Mullica Hill and the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the TRICO Municipal Joint Insurance Fund, and (3) posting notice on the public bulletin boards of all member municipalities of the TRICO Municipal Joint Insurance Fund.

Those in attendance were:

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

Also present were:

Paul A. Forlenza, MGA, Executive Director, *RPA – A Division of Gallagher*
Kamini Patel, MBA, CIC, CPCU, AIDA®, Deputy Executive Director, *RPA – A Division of Gallagher*
Kris Kristie, Senior Account Manager, *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*
Karen Beatty, Client Services Manager, *Qual-Care*
Chris Winter, CPM, Law Enforcement Risk Management Consultant
Debby Schiffer, Wellness Director, *Targeting Wellness*

Those unable to attend:

Colette Bachich, *Washington Township*

EXECUTIVE SESSION PORTION OF MEETING

Chair 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 February 26, 2024 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

Chair 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.

SOLICITOR REPORT

Nothing for OPEN session

EXECUTIVE DIRECTOR'S MONITORING REPORTS

Due to time constraints, this section was tabled to next month

QUAL-LYNX REPORT;

Mr. Roselli referenced his OPEN/CLOSED Analysis reports included in the agenda packet. He explained that these reports are two separate depictions of each Unit's (WC, Property, and Liability) Claims Counts per Adjuster.

He noted at this time Qual-Lynx continues to interview for a new workers compensation lost time adjuster. In regards to the Liability Unit, they continue to utilize the part-time services of Ms. Sulzer.

Lastly, Mr. Roselli reported that Ms. Oliva and Ms. Johnson are now handling only ACM/BURLCO/TRICO Claims in the Property unit and continue to handle subrogation/salvage files.

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

QUAL-LYNX STAFFING CONCERNS

Mr. Forlenza agreed that Mr. Roselli's report was accurate, but he continues to have concerns about the staffing situation at Qual-Lynx, which has been a persistent problem for a long time. Mr. Forlenza noted that as Mr. Roselli mentioned earlier, there is currently a vacancy in the workers compensation unit, which needs to be filled as soon as possible, but he is happy to see the Liability Unit has been fully staffed for the last several months. Mr. Forlenza noted he has completed an analysis regarding the adjuster file counts for 2023 and will be sharing that information with the Claims Committee and discussing the situation with Qual Lynx.

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

CLAIMS AUDIT

Mr. Forlenza reported he received the final supplementary response from Qual-Lynx regarding the claims audit findings, which was the focal point of a meeting with the Chairs of the Claims Review Committees for the ACM, BURLCO, & TRICO JIFs. After reviewing the supplemental response, the Committee Chairs directed Mr., Forlenza to correspond with Ms. Lihou at Qual Lynx and outline a number of recommended changes and request ongoing reports providing evidence of the implemented changes. Mr. Forlenza stated both himself and Ms. Sweeney anticipate providing a comprehensive overview of the audit findings and outlining the future plans during the upcoming March meeting. Mr. Forlenza asked if there were any questions. No questions were entertained.

MICROSOFT TEAMS

Ms. Patel asked the committee if they would like to receive meeting invites for the entire year, all at one time, or would they like to receive the meeting invites as the meetings come up monthly. The Committee stated they would like to continue to receive the Microsoft Teams calendar invites monthly.

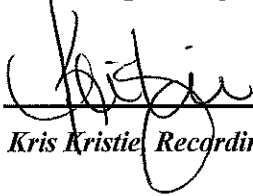
NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, March 25, 2024 at 3:30 PM** via Microsoft Teams.

MOTION TO ADJOURN

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

The meeting was adjourned at 4:47 PM.



Kris Kristie, Recording Secretary for



Robert Diaz, Secretary