

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

February 26, 2024 @ 5:00 pm

Via Microsoft Teams

EXECUTIVE COMMITTEE MEETING

OPEN SESSION MINUTES

The meeting of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund (TRICOJIF) was held via Microsoft Teams on February 26, 2024 at 5:00 PM, prevailing time. Chair Karen Sweeney, Wenonah Borough, presiding. The meeting was called to order at 5:00 PM.

FLAG SALUTE

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT

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

ROLL CALL

Ken Brown, **Carneys Point Twp.**
Sue Miller, **Clayton Borough**
Colleen Emmons, **Deptford Twp.**
Carolyn King-Sammons, **Elk Twp.**
Doug Hogate, **Elsinboro Twp.**
Mike Burden, *Alternate*, **Fairfield Twp.**
Barbara Freijomil, **Franklin Twp.**
Clark Pierpont, **Glassboro Borough**
Lisa Jeffers, **Greenwich Twp.**
Kathy Schools, *Alternate*, **Harrison Township**
William Pine, **Logan Twp.**
Kevin Clour, **Lower Alloways Creek Twp.**
William Pine, **Logan Twp.**
Luke Patrick, **Mannington 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, *Fund Secretary*, **South Harrison Twp.**
Jena Dolbow, **Swedesboro Borough**
Jack Cimprich, **Upper Pittsgrove Twp.**
Jeff Celebre **Vineland City**
Lee Ann DeHart, **West Deptford**
Nicole O'Hara, **Westville Borough**
Bradley Pennypacker, *Alternate*, **Woodbury City**
Jane DiBella, **Woolwich Twp.**
Karen Sweeney, *Fund Chair*, **Wenonah Borough**
Shannon Elton, **Woodbury Heights Borough**

Absent Fund Commissioners/Professionals were:

John Hitchner, **Hopewell Twp.**
Harry Moore, **Oldmans Twp.**
Brad Campbell, **Shiloh Borough**
Colette Bachich, **Washington Twp.**

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*
Karen Beatty, Client Services Manager, *QualCare*
Tom Tontarski, *Treasurer*
Chris Winter, *Law Enforcement Risk Service Director*
Jerry Caruso, *Technology Risk Services Director*...after roll call

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

Barclay Insurance
Cettei & Connell
Conner Strong & Buckelew
Len Eckman Insurance
Hardenbergh Insurance
Henry D Young Insurance

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

Recording Secretary Kristie asked for a motion to move up Kevin Clour, Lower Alloways Creek, Alternate #1, in the absence of Colette Bachich, Washington Township, to the Executive Committee for voting purposes.

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

APPROVAL OF THE MINUTES – Executive Committee Meeting

Chair Sweeney presented the minutes of the January 22, 2024 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 January 22, 2024 Executive Committee meeting.

Motion by Ms. Sperry, seconded by Mr. Brown, to approve the minutes of the January 22, 2024 Executive Committee meeting. All in Favor. Motion carried.

APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting

Chair Sweeney presented the minutes of the January 22, 2024 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. Brown, to approve the minutes of the January 22, 2024 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 January 22, 2024 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. Celebre, to approve the Executive Claims Review Committee Closed Session meeting minutes of January 22, 2024 as presented.

The Executive Claims Review Committee Closed Session minutes of January 22, 2024 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 – February 26, 2024

Chair Sweeney reported that an Executive Claims Committee Meeting was held on Monday, February 26, 2024 at 3:30 PM via Microsoft Teams.

The Committee reviewed eighteen (18) claims. Of the claims reviewed, there were nine (9) Workers' Compensation, two (2) General Liability, one (1) Auto, and six (6) Property PARs recommended for approval of settlement or continuing defense.

There were zero (0) claim(s) reviewed for January that had previously been approved by Vineland.

There was one (1) claim(s) reviewed for abandonment of subrogation attempt for January.

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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 stated a notification was sent out last week by his office requesting that all Members take a moment to review the recently updated directories on the JIF websites. Kindly navigate to the directories pull-down menu and carefully examine the information provided. Specifically, we need to ensure the accuracy of contact details such as email addresses and phone numbers. Given the turnover of members and the appointment of new Fund Commissioners during the months of December, January, and February, it is crucial that we have up-to-date and reliable information. This information serves as the primary means of communication with the membership. Should there be any revisions needed, please contact his office

Mr. Forlenza referenced the Certificates of Insurance report included in the agenda and asked the members to please review to be sure the certificates were ordered by you, and are correct.

Mr. Forlenza noted details regarding the allocation of funds for the Optional Safety budget, EPL/Cyber budget, and Wellness Incentive funds for 2024 can be found on pages 38, 39, and 40 of the agenda, respectively. It is important to note that a combined notification letter was sent out on or about February 13, providing information on the allotted funds for each program. He requested that members review this information and ensure that you are aware of the funds allocated to your respective programs for this year. He emphasized the importance of timely reimbursement for any purchases made under these programs. If you have already made purchases and are seeking reimbursement, he urged the members not to wait until

the November 1, 2024 deadline to claim and request reimbursement from his office. You can simply submit the necessary information to his office, and we will process it for payment on the next bill list.

Mr. Forlenza noted the latest update on the statutory bonds, which can be found on pages 42-44 of the agenda. He noted the importance of verifying the inclusion of any newly bonded individuals, particularly in cases where retirements occurred at the end of December. Please ensure that the individuals who have been bonded through this program are accurately listed on the aforementioned pages. If you come across any discrepancies or if an individual's name is missing despite their application for underwriting and bonding, He strongly recommends reaching out to Jonathan Tavares in the Fund Underwriters Office. Alternatively, his office is readily available to assist you with any inquiries or concerns you may have.

In regards to the Elected Officials Training, Mr. Forlenza directed the members to pages 49-50, where there is pertinent information regarding the Elected Officials training for the 2023-2024 cycle. It is important to note that the instructions provided have been updated this year due to the implementation of a new MSI platform. Should you require any clarification or guidance regarding this process, please do not hesitate to contact his office. In addition, he noted his office receives a download of individuals who have completed the training approximately every two weeks. A follow-up email is sent to those who have successfully completed the training, and also published is an attendee/participants list on the JIF websites. To access this list, visit the JIF website and navigate to the "Sign-In Sheets" section, located approximately halfway down on the right-hand side.

Mr. Forlenza noted that the 2025 renewal process has been initiated. As part of this process, it is crucial to conduct payroll audits. You should have received a letter from his office last week regarding the completion of the payroll audit process for this year. Kindly remember it is important that all Members update and upload their payroll data for the 2023 fund year into Bowman's portal, by March 12, 2024. Detailed instructions on how to upload the data into Bowman's portal were provided in the email sent on February 15. Should you have any inquiries or concerns regarding this process, please do not hesitate to contact his office for assistance.

In addition, Mr. Forlenza stated the Property Appraisal process for this year has been initiated. A formal notification was sent out from his office last week, requesting the active participation of all Risk Management Consultants and Members in reviewing the property listings in Origami. It is important to ensure the accuracy and completeness of the property listing, and he asked that members who will be receiving a physical appraisal this year promptly notify AssetWorks once the review process has been completed.

In regards to the Police Accreditation Program, an announcement went out from his office in late January. He stated that if you have a Police Department, please forward that information to them. He also noted there are funds available to help offset the cost of the accreditation, or re-accreditation process.

Lastly, Mr. Forlenza stated his office is in the process of setting up and planning the 2024 Safety Kickoff Breakfast, which will be held on April 2, 2024 at Auletto's Caterers. More information and invitations will be sent out approximately 30 days prior to the Breakfast.

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

SOLICITOR'S REPORT

Assignment of New Cases

Mr. DeWeese reported that there have been two (2) new case(s) assigned since the last meeting:

*Hyman v Township of Franklin
Eckrich v Borough of Paulsboro*

Assignment of Closed Cases

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

- Ingram v. Borough of Clayton*
- Cakir (minor) v. Township of Oldmans*
- Anna v. Township of Pennsville*

General Liability Files

Mr. DeWeese noted that there are **40** active General Liability files, thirteen (13) 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 \$2,187,167.06 of potential recoveries on **77** files.

MEL EPL Helpline & Authorized Contact List – Mr. DeWeese emphasized to 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.

2012-2023 Subrogation Totals Report

Mr. DeWeese referenced a report in the agenda that depicted a summary of subrogation collection efforts to date. He stated that through the cooperative efforts of his office and Qual-Lynx, over the past 11 years, \$3.3 million dollars have been collected in subrogation monies, which is an average of \$301,000 per year.

Resolution 2024-18 Amending the 2024 Risk Management Plan

Mr. DeWeese referenced Resolution 2024-18 included in the agenda for consideration. He noted in collaboration with Mr. Forlenza and Ms. Patel, they had the opportunity to review the Risk Management Plan and noted some recommendations for amendments, of which Mr. DeWeese reviewed with the members. Mr. DeWeese asked if there were any questions. No questions were entertained.

Chair Sweeney entertained a motion to approve Resolution 2024-18 Amending the 2024 Plan of Risk Management.

Motion by Ms. Sperry, seconded by Mr. Brown to approve Resolution 2024-18 as presented.

ROLL CALL **Yeas:** Marjorie Sperry, **Quinton Township**
 Doug Hogate, **Elsinboro Township**
 Jeff Celebre, **Vineland City**
 Ken Brown, **Carneys Point**
 Robert Diaz, *Fund Secretary*, **South Harrison Twp.**
 Karen Sweeney, *Fund Chair*, **Wenonah Borough**
 Kevin Clour, **Lower Alloways Creek**

Nays: None
Abstain: None

Motion carried by unanimous vote.

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 January. He then highlighted the following:

Mr. Garish noted his report encompasses a comprehensive overview of the activities conducted during the month of January. These activities include, but are not limited to, member visits, attendance at various meetings, completion of safety director bulletins and messages, as well as utilization of the MSI Live and MSI Now training platforms.

As a reminder, anyone who has new employees, volunteers, or part time employees please be sure to have them register in the new learning management system.

Mr. Garish reminded everyone of the upcoming deadlines and requirements. The signed 2024 SIP Program, along with the Safety Committee dates for the year, should be submitted by the end of next week. Additionally, the OSHA 300A logs, which provide a summary of work-related injuries and illnesses from the previous year, must be posted in all locations where our employees are present by February 1.

Mr. Garish noted he is pleased to announce the upcoming MSI Expo, which offers employees the opportunity to participate in in-person training sessions. The next expo is scheduled for March 13 at the Atlantic Cape Community College. Various training tracks and topics will be covered during the expo, including excavation, trenching and shoring, flagger safety, blood borne pathogens, driver safety, fire safety, and practical leadership. Detailed information regarding these tracks can be found on the JIF or MSI website.

In order to ensure a smooth transition and successful implementation of safety protocols, Mr. Garish requested that any new employees assuming the role of Safety Coordinator notify his office promptly. The Safety Director's office is more than willing to arrange a meeting, either in person or via Zoom, to provide the necessary materials and guidance to fulfill their responsibilities effectively.

Mr. Garish asked if there were any questions at this time. No questions were entertained.

CLAIMS ADMINISTRATOR'S REPORT

Lessons Learned from Losses

During this month's Lessons Learned from Losses, Mr. Roselli emphasized the importance of following safety measures when operating trucks. He discussed the significance of maintaining three points of contact when entering and exiting trucks, wearing bright colored vests, staying alert, watching for blind spots, and listening for back-up alarms.

Mr. Roselli further exemplified instances where employees could have easily prevented injuries and mitigated expensive claims by following essential safety guidelines. For instance, an employee suffered a broken arm after neglecting to maintain three points of contact while disembarking from the truck. Similarly, another employee failed to wear a brightly colored vest, which resulted in the employee being injured by a reversing truck. The final example was an employee's inattentiveness while operating a truck resulted in a regrettable accident.

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

LAW ENFORCEMENT LIABILITY CONSULTANT REPORT

Mr. Winter reviewed this report, which was included in the agenda, noting it is mostly self-explanatory, and highlighted the following.

Mr. Winter reported 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 has completed one (1) Police agency visits this month with several more agency visits currently scheduled. These visits were provided to discuss agency concerns, claims 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 and stated Activity Reports would be forwarded to the FUND Commissioners upon completion.

Mr. Winter reported no training is scheduled at this time; however, the Report Writing Class and the Management of Aggressive Behavior will be repeated on a selected date based on Police Chief input. Additionally, a course is being discussed to assist agency Resiliency Officers, to be conducted by Dr. Kelly, and a survey document have been distributed to Police Chiefs in an effort to plan and strategize for the upcoming year.

Lastly, Mr. Winter noted in regards to the TRICOJIF Law Enforcement Ad-Hoc Committee, the Ad-Hoc Committee is being formulated with three (3) Police Chiefs to represent (JIF) police agencies in Gloucester, Salem, & Cumberland Counties. Mr. Winter will meet with them virtually on a quarterly basis to discuss loss 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. Chiefs selected to date are from Mantua PD, Clayton PD and Carney's Point PD for Cumberland County with an initial meeting being coordinated at this time for early March

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

WELLNESS DIRECTOR'S REPORT

Ms. Schiffer stated her report, which is included in the agenda packet, provides a detailed overview of the activities and planned events for February. She then highlighted a range of well-being initiatives and activities that towns have either already implemented or have planned for the near future.

Ms. Schiffer noted she is in the process of reaching out to all of the Wellness Coordinators to initiate plans for 2024. As activities for 2023 are being wrapped up, she stated she was very happy to be met with great enthusiasm from them.

Ms. Schiffer also emphasized the importance of utilizing the Wellness funds effectively throughout the year. These meetings serve as a jumpstart to generate ideas on how she can engage our employees in wellness initiatives. She has listed a few ideas that either have been implemented in January or are currently being planned.

She also noted that some towns have found it advantageous to work in small groups or committees rather than placing the entire burden on one person. This collaborative approach has yielded positive results.

Ms. Schiffer noted just recently they had the first Wellness Advisory Committee meeting, and once the minutes are approved, she will share them with the Safety Committee and subsequently with the Executive Committee. She noted her newsletter, which has a different format, was also released in February and can be found on pages 68-61 of the agenda. She stated she would appreciate any feedback or circulation of the newsletter within your municipality.

Lastly, Ms. Schiffer noted a new section on the JIF website called "Multimedia by Debby" under the Wellness dropdown menu. She started posting mindful minutes, which include short mindfulness meditations or tips. The latest post focused on changing habits, and she will continue to incorporate various lifestyle pillars in future posts.

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 November 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)*.

	January	YTD
<i>Lost Time</i>	2	2
<i>Medical Only</i>	20	20
<i>Report Only</i>	22	22
<i># of New Claims Reported</i>	44	44
<i>Average Days Reported to QL</i>	2.1	2.1

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 2024.

All Claims: 2.1 days
 Non-COVID Claims: 2.0 days
 COVID Claims: 7.0 days

Transitional Duty Report

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

Transitional Duty Summary Report	YTD
<i>Transitional Duty Days Available</i>	269
<i>Transitional Duty Days Worked</i>	147
<i>% of Transitional Duty Days Worked</i>	55%
<i>Transitional Duty Days Not Accommodated</i>	122
<i>% of Transitional Duty Days Not Accommodated</i>	45%
<i>\$ Saved by Accommodating</i>	\$10,495
<i>\$ Lost by NOT Accommodating</i>	\$13,080

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 January 2024.

PPO Penetration Rate	January
<i>Bill Count</i>	137
<i>Original Provider Charges</i>	\$105,214
<i>Re-priced Bill Amount</i>	\$43,124
<i>Savings</i>	\$62,091
<i>% of Savings</i>	59%

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 claims by member where a nurse case manager has been appointed and whether the nurse has been assigned longer than 90 days. The attached report depicts the information for January 2024.

Prescription Benefit Program

A report depicting the 2023 year-end statistics for the Prescription Benefit Management Program was included in the agenda. Ms. Beatty reviewed the report with the members outlining the year-end script count, utilizing patients count, opioid cost percentage, opioid script percentage, generic utilization percentage, cost per patient and cost per script.

Managed Care Quick Notes

Ms. Beatty reported this month on concussions in the workplace, explaining what a concussion is, what can cause a concussion, and different symptoms associated with a concussion including mood, sleep disturbance and thinking difficulties.

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 highlighting the activities during the month of January.

This report provides a comprehensive overview of the progress made in improving hygiene standards in towns, as well as the successful completion of training by over 90% of TRICO members. Additionally, it highlights the commencement of new training focused on phishing email detection, which has proven to be a challenging yet valuable exercise.

On the D2 front, the report highlights the commendable achievement of D2 in not penetrating any networks of TRICO members last month. Furthermore, the introduction of a new portal allowing towns to update their IP addresses has resulted in over 90% of towns reporting their addresses, ensuring accurate and up-to-date information for D2.

Mr. Caruso notes his report also emphasizes the availability of cyber framework forms on the Cyber JIF website, enabling the completion of basic, intermediate, and advanced forms. The immediate goal is to guide all members towards meeting the basic requirements, which include implementing robust backup systems, enforcing password policies, maintaining network diagrams, and utilizing inventory software.

Lastly, Mr. Caruso addressed the critical issue of protecting personally identifiable information (PII) in light of the growing ransomware threat. It highlights the alarming trend of ransomware infiltrating sensitive information and leveraging it for extortion. To mitigate this risk, the report provides comprehensive guidance on identifying and safeguarding PII, including the secure deletion or shredding of unnecessary data.

In conclusion, this report serves as a valuable resource for towns to enhance their hygiene standards, strengthen cybersecurity measures, and safeguard their communities against the ever-evolving threats posed by ransomware and data breaches.

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 January 31, 2024, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski’s reports are valued as of November 30, 2023 for Closed Fund Years 1991 to 2019, and Fund Years 2020, 2021, 2022, 2023 and 2024.

Investment Interest

Interest received or accrued for the reporting period totaled \$70,585.07. This generated an average annual yield of 2.58%. However, after including an unrealized net gain of \$35,163.49 in the asset portfolio, the yield is adjusted to 3.87% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$28,022,380.34 vs. the amount we have invested.

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

The JCFI Portfolio has a current market value of \$25,478,682.71

Receipt Activity for the Period

	Month	YTD
Subrogation Receipts	\$29,980.09	\$29,980.09
Salvage	\$0.00	
Overpayment Reimbursement	\$322.00	
EJIF Closed Year Dividend		\$100,969.00

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

All Member Balances are now combined in one report and shows that \$1,182.41 in interest has been applied to the existing balances as shown in the attached report totaling \$100,969.00 at months end.

Loss Run Payment Register for the Period – January 31, 2024

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 \$247,659.36. The claims detail shows 305 claims payments issued.

Cash Activity for the Period

Mr. Tontarski stated that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$31,028,604.26 to a closing balance of \$34,556,425.08 showing an increase in the fund of \$3,527,820.82

Bill Lists – February 2024 and the RMC Bill List

For the Executive Committee’s consideration, Mr. Tontarski presented the February Bill List in the amount of \$1,168,250.20, as well as the RMC Bill List in the amount of \$304,105.00.

Chair Sweeney entertained a motion to approve January 2024 Loss Run Payment Register, the February Bill List in the amount of \$1,168,250.20, and the RMC Bill List in the amount of \$304,105.00 as presented.

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

Motion by Ms. Sperry, seconded by Mr. Brown to approve the *January Loss Run Payment Register, the February Bill List in the amount of \$1,168,250.20, as well as the RMC Bill List in the amount of \$304,105.00*

as presented.

ROLL CALL

Yeas:

- Matjorie Sperry, **Quinton Township**
- Doug Hogate, **Elsinboro Township**
- Jeff Celebre, **Vineland City**
- Ken Brown, **Carneys Point**
- Kevin Clour, **Lower Alloways Creek**

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

Nays: None
Abstain: None

All in favor. Motion carried by unanimous vote.

COMMITTEE REPORTS

Finance Committee Report

Mr. Forlenza stated on pages 122 and 123 of the agenda, is a revised *Budget Amendment Policy*. This policy was previously discussed by the Finance Committee last fall but unfortunately was not included on the agenda for adoption. The purpose of this policy is to outline the process for charging/removing excess insurance premiums and loss funding from member assessments mid-year.

Mr. Forlenza explained while the JIF cannot change the MEL portion of a member's assessment because it remains fixed once adopted, the JIF does have the ability to control and reduce a Member's loss funding portion midway through the year. This policy revision acknowledges this situation.

Chair Sweeney asked for a *Motion to Adopt the Revised Budget Amendment Policy* as presented.

Motion by Ms. Sperry, seconded by Mr. Brown to Adopt the Revised Budget Amendment Policy as presented. All in Favor. Motion carried.

MEL/RCF/EJIF/CYBER Reports

Mr. Razze stated that included in the agenda on page 124 is a "Save the Date" regarding the MEL's annual educational seminar, scheduled for April 19 and 26th, consisting of two 3-hour sessions. To date he has not seen an official registration notification. The "Save the Date" advises individuals to register by visiting the MEL website. Mr. Forlenza stated he will follow-up with the MEL, so watch for more information. Mr. Razze stated if you require continuing education units, they are available at the seminar. The licensed positions and titles that qualify for continuing education units are listed in the "Save the Date".

Mr. Razze noted a revised report from the RCF's January 8, 2024 Reorganization meeting is also provided in the agenda and includes the necessary details that were initially omitted.

Lastly, on January 18, the Cyber JIF held their 2024 Reorganization meeting, which lasted approximately half an hour and included the appointment of professionals for the 2024 Fund year

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

MISCELLANEOUS BUSINESS

Motion to Authorize Paul Forlenza, Executive Director, as the Funds Primary Representative to AGRiP

Chair Sweeney entertained a motion to *Authorize Paul Forlenza, Executive Director, as the Funds Primary Representative to AGRiP*.

Motion by Ms. Sperry, seconded by Mr. Brown, to *Authorize Paul Forlenza, Executive Director, as the Funds Primary Representative to AGRiP*. All in favor. Motion carried.

NEXT MEETING

Chair Sweeney noted that the next meeting of the TRICO JIF would take place on **Monday, March 25, 2024 at 5:00 PM via Microsoft Teams**.

PUBLIC COMMENT

Open Public Comment

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

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

APPROVE CLAIMS PAYMENTS

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

<i>Workers Compensation</i>	<i>General Liability</i>	<i>Property</i>	<i>Auto</i>
2021225591	2021224925	2024321533	2021209621
MLT-2021227859	2024311419	2024316122	
2021227856		2024313639	
2024321516		2024323072	
2023300380		2024324465	
2024319174		2021218257	
2023292119			
2022255148			
2022242339			
2021236459			

Motion by Ms. Sperry, second by Mr. Brown, to approve Claims Payments, as presented

ROLL CALL

Yeas: Marjorie Sperry, **Quinton Township**
 Doug Hogate, **Elsinboro Township**
 Jeff Celebre, **Vineland City**
 Ken Brown, **Carneys Point**
 Robert Diaz, *Fund Secretary*, **South Harrison Twp.**
 Karen Sweeney, *Fund Chair*, **Wenonah Borough**
 Kevin Clour, **Lower Alloways Creek**

Nays: None

Abstain: None

All in favor. Motion carried by unanimous vote

APPROVE ABANDONING SUBROGATION

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

2023283220

Chair Sweeney entertained a motion for the **Authorization for the Abandonment of Subrogation on file 2023283220** as presented.

Motion by Ms. Sperry, second by Mr. Brown, for the authorization for the abandonment of Subrogation on file **2023283220** as presented.

ROLL CALL

Yeas: Marjorie Sperry, **Quinton Township**
 Doug Hogate, **Elsinboro Township**
 Jeff Celebre, **Vineland City**
 Ken Brown, **Carneys Point**
 Robert Diaz, *Fund Secretary*, **South Harrison Twp.**
 Karen Sweeney, *Fund Chair*, **Wenonah Borough**
 Kevin Clour, **Lower Alloways Creek**

Nays: None

Abstain: None

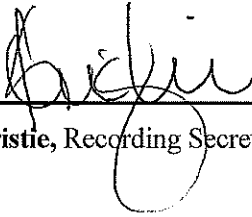
All in favor. Motion carried by unanimous vote

MOTION TO ADJOURN

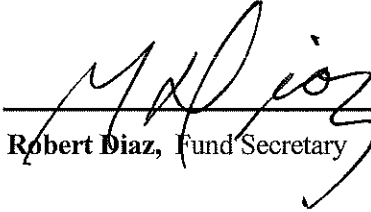
There being no further business, Chair Sweeney entertained a *Motion to Adjourn* the February 26, 2024 Executive Committee Meeting of the TRICO JIF.

Motion by Ms. Sperry, second by Mr. Brown. All in Favor. Motion carries.

The meeting was adjourned at 5:56 PM.



Kris Kristie, Recording Secretary for



Robert Diaz, Fund Secretary