

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

June 24, 2024 – 3:30 PM

Gloucester County Library
EXECUTIVE CLAIMS MEETING MINUTES

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 on June 24, 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*
Ken Brown, *Carneys Point*
Marjorie Sperry, *Quinton Township*
Doug Hogate, *Elsinboro Township*
Jeff Celebre, *City of Vineland*
Stephanie McCaffrey, *East Greenwich (only present for her towns specific PAR)*

Also present were:

Paul A. Forlenza, MGA, RMC Executive Director, *RPA – A Division of Gallagher*
Kamini Patel, MBA, RMC, 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.*
Chris Roselli, Account Manager, *Qual-Lynx*
Tammy Langsdoerf, Workers Compensation Supervisor, *Qual-Lynx*
Rob Garish, Assistant Director of Public Works, *J.A. Montgomery*
Keith Hummel, Safety Director, *J.A. Montgomery*
Dominic Spaventa, Liability Supervisor, *Qual-Lynx*
Christine Gallagher, Client Service 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 June 24, 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

Resolution Adopting the Revised Litigation Management Conflict of Interest Policy

Mr. DeWeese stated that when he revised the Litigation Management Guidelines, he noted that the TRICOJIF's existing Conflict of Interest Policy required updates. The revised policy was included in last month's agenda for all of the Fund Commissioners to review, and he received no questions or comments. He noted that the reasons for the most significant revisions to the Policy were the recent NJ Supreme Court and Supreme Court Advisory Committee professional ethics opinions, which were incorporated into the Policy.

As discussed, he will be presenting the Resolution to adopt the revised Litigation Management Conflict of Interest Policy to the Executive Committee at tonight's Executive Committee meeting utilizing the resolution that is included in the agenda packet.

Mr. DeWeese asked the Committee if they agreed with his recommendation as presented. The Committee agreed.

Resolution Appointing an Additional Approved Associate

Mr. DeWeese presented a Resolution to the committee requesting that Julianne Affanato, Esq. with the law firm of Affanato Murut, LLC, be added as an Approved Associate for the TRICOJIF Defense Panel.

Mr. DeWeese noted he has met Ms. Affanato, who has been working in her father's law firm since high school and she is very familiar with the firm and its practices. Mr. DeWeese noted that if the committee agrees with his recommendation, he will present the Resolution at this evening's Executive Committee Meeting. The Committee agreed.

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 and the contractual file count obligations are reflected on the report. In addition, Mr. Roselli noted that Mr. Lisciandri has resigned effective 5/20/24 and Mr. Roselli will be managing the Property Unit on an interim basis until a replacement is hired. There is currently an internal candidate being considered, and Mr. Roselli stated he will keep the committee updated.

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

EXECUTIVE DIRECTOR'S MONITORING REPORTS

A. Supervisor Investigation Report

Ms. Patel referenced the reports included in the agenda noting that five (5) out of twenty-one (21) incidents reported did not have a Supervisor's Investigation Reports completed. Vineland had one

(1) out of eleven (11) incidents where a Supervisor's Investigation Reports was not completed on Ms. Patel noted this is very good.

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.

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

CLAIMS AUDIT FOLLOW-UP

Mr. Forlenza noted he, Ms. Patel, and Mr. DeWeese met with Qual-Lynx to discuss adjuster file counts and other issues addressed in the Claims Audit on May 13, 2024. He noted it was a good meeting, and they will continue to meet quarterly to be sure the issues and recommendations in the Claims Audit are being followed up on carried out. Mr. Forlenza noted he sent a follow-up email to Ms. Lihou on May 20th recapping the discussions, which included:

- Potential changes to the Night Audit process
- Changes in reserve practices
- Defense Panel Breakfast scheduled for the Fall for both the EPL, and GL and WC Attorneys
- In person meetings for the Adjusters quarterly, as well as regular training
- Revise reports to include valuable information
- OPRA requests and importance of following the OPRA Roadmap
- Closing of Liability files inclusive of time stamping of final bills, collection of final paperwork and providing copies of relevant documents to the municipality upon closing of the file.
- Conflict letters to Mr. DeWeese so he can review and advise.
- Adjuster File counts
- Providing quarterly updates on these issues.

He noted that the first update is due in July and he will provide an update to the Committee once received.

NEXT MEETING

The next Executive Claims Meeting will be held on **Monday, July 22, 2024 at 3:30 PM** via Microsoft Teams.

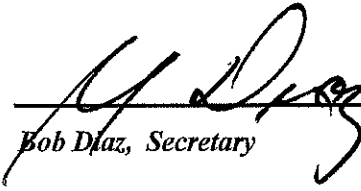
MOTION TO ADJOURN

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

The meeting was adjourned at 4:40 PM.



Kris Kristia, Recording Secretary for



Bob Diaz, Secretary