

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

**April 22, 2024 @ 5:00 pm**

**Gloucester County Library, Mullica Hill, NJ**

***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, NJ on April 22, 2024 at 5:00 PM, prevailing time. Acting Chair Robert Diaz, South Harrison Township presiding. The meeting was called to order at 5:03 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.**  
Barbara Freijomil, **Franklin Twp.**  
Lisa Jeffers, **Greenwich Twp.**  
Kathy Schools, **Alternate, Harrison Township**  
William Pine, **Logan Twp.**  
Kevin Clour, **Lower Alloways Creek Twp.**  
Rick Eber, **Mannington Twp.**  
Jennica Bileci, **Mantua Twp.**  
Don Darcangelo, **Monroe Twp.**  
Joy Gunn, **National Park Borough**  
Harry Moore, **Oldmans Twp.**  
Susan Jacabucci, **Paulsboro Borough**  
Scott Hourigan, **Alternate, 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.**  
Linda Gomez, **Alternate, Vineland City**  
Colette Bachich, **Washington Twp.**  
Lee Ann DeHart, **West Deptford**  
Nicole O'Hara, **Westville Borough**  
Lois Yarrington, **Woolwich Twp.**  
Shannon Elton, **Woodbury Heights Borough**

Absent Fund Commissioners/Professionals were:

Mike Burden, **Fairfield Twp.**  
Clark Pierpont, **Glassboro Borough**  
John Hitchner, **Hopewell Twp.**  
Anjanette Scott, **Penns Grove Borough**

Brad Campbell, **Shiloh Borough**  
Karen Sweeney, *Fund Chair*, **Wenonah Borough**  
Cassidy Swanson, **Woodbury City**  
Chris Roselli, Account Manager, *Qual-Lynx*  
Jerry Caruso, *Technology Risk Services Director*

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, *The DeWeese Law Firm, P.C.*  
Rob Garish, Assistant Director of Public Sector, *J. A. Montgomery Risk Control*  
Debby Schiffer, *Wellness Director*  
Karen Beatty, Client Services Manager, *QualCare*  
Christine Gallagher, Client Services Manager, *QualCare*  
Tom Tontarski, *Treasurer*  
Chris Winter, *Law Enforcement Risk Service Director*

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

Barclay Insurance  
Hardenbergh Insurance

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

Recording Secretary Kristie asked for a motion to move Robert Diaz, South Harrison Township to Acting Chair in the absence of Chair Karen Sweeney, Wenonah Borough; Marjorie Sperry, Quinton Township to Acting Secretary; Kevin Clour, Lower Alloways Creek, Alternate #1, and Carolyn King-Sammons, Elk Township, Alternate # 3 in the absence of Jeff Celebre, Vineland City to the Executive Committee for voting purposes.

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

#### ***APPROVAL OF THE MINUTES – Executive Committee Meeting***

Acting Chair Diaz presented the minutes of the March 25, 2024 Executive Committee meeting for approval.

Acting Chair Diaz asked members for their questions at this time. No questions were entertained.

Acting Chair Diaz entertained a motion to approve the minutes of the March 25, 2024 Executive Committee meeting.

Motion by Ms. Sperry, seconded by Mr. Hogare, to approve the minutes of the March 25, 2024 Executive Committee meeting. All in Favor. Motion carried.

#### ***APPROVAL OF THE MINUTES – Executive Claims Review Committee Meeting***

Acting Chair Diaz presented the minutes of the March 25, 2024 Executive Claims Review Committee Meeting for approval.

Acting Chair Diaz asked members for their questions at this time. No questions were entertained.

Acting Chair Diaz entertained a motion for approval of the Executive Claims Review Committee meeting minutes.

Motion by Ms. Sperry, seconded by Mr. Hogate to approve the minutes of the March 25, 2024 Executive Claims Review Committee Meeting. All in Favor. Motion carried.

***APPROVAL OF THE MINUTES – Executive Claims Review Committee Closed Session***

Acting Chair Diaz presented the Executive Claims Review Committee Closed Session meeting minutes of March 25, 2024 for approval.

Acting Chair Diaz asked members for their questions at this time. No questions were entertained.

Acting Chair Diaz 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 March 25, 2024 as presented.

The Executive Claims Review Committee Closed Session minutes of March 25, 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 – April 22, 2024***

Acting Chair Diaz reported that an Executive Claims Committee Meeting was held on Monday, April 22, 2024 at 3:30 PM at the Mullica Hill Library.

The Committee reviewed ten (10) claims. Of the claims reviewed, there were four (4) Workers' Compensation, two (2) General Liability, one (1) Auto, and three (3) Property PARs recommended for approval of settlement or continuing defense.

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

There were zero (0) claim(s) reviewed for abandonment of subrogation attempt for March.

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. She then highlighted the following items from the report:

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 Safety Incentive Program, Optional Safety budget, EPL/Cyber budget, and Wellness Incentive funds for 2024 are listed in the agenda. The deadline to encumber the funds is November 1, 2024 and he noted that the Safety Incentive Program award money letter was sent following the Safety Breakfast on March 27, 2024. 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 listing of Statutory Bonds issued by the MEL for JIF members is included in the agenda 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).

In regards to the Elected Officials Training, Mr. Forlenza noted attendance has been very low, so please remind your Governing Body members to take the training if they have not done so. He reminded the members that a \$250 credit, up to 5% of your towns assessment, will be issued for each Municipal Elected Official that competes the training. 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 of the home page.

Mr. Forlenza noted and invitation for the Safety, Claims, and Wellness Coordinator Roundtable was emailed out to all members on April 4, 2024 and will be held online on April 30, 2024 at 10:00 am via Microsoft Teams.

Mr. Forlenza noted the Executive Director's office will be holding two (2) New Fund Commissioner Orientation sessions this year; one in May and the other later this Fall via Microsoft Teams. Anyone who would like an overview of the JIF is welcome to sign up and participate. An email notification with further details on how to participate in this training will be emailed to all members the end of April

Mr. Forlenza reminded the members that the Division of Local Government Services utilizes an "on line" process for completion and submission of Financial Disclosure forms. Each Fund Commissioner has a unique PIN # for which to file for their position of Fund Commissioner with the JIF. Newly appointed Fund Commissioners receive their Filing PIN # from our office once we are notified of their appointment. Any newly appointed Fund Commissioner that has not yet received their PIN# from the Executive Director's office, or has any questions, should contact Kris Kristie at [Kristi\\_Kristie@rpadmin.com](mailto:Kristi_Kristie@rpadmin.com). He noted a notification was sent out from his office on April 3, 2024 and the last day to file without penalty is April 30, 2024.

Mr. Forlenza stated that the Annual SLEO Training will be provided again this year in two (2) identical sessions in May. His office will send an invite at the end of April.

Mr. Forlenza noted that the quarterly attendance can be found on page 52 of the agenda. Please be sure to review your attendance, and contact Ms. Kristie at [Kristi\\_Kristie@RPAdmin.com](mailto:Kristi_Kristie@RPAdmin.com) if you feel there are any discrepancies in the report.

Mr. Forlenza noted that we are still working on the Members Only Section of the JIF website. Again, he anticipates it launching in early May. Notification will go to all members at that time. He reminded members that this is necessary to protect the policies and other documentation on our JIF website.

Lastly, Mr. Forlenza noted that a reminder was sent to the members who have not yet completed their review of their property schedules in Origami. He commented that even those members not receiving physical appraisals this year must complete the review of exposures in Origami and contact AssetWorks. He reminded members that the values in Origami are what are trended to compile the 2025 renewal premiums. Mr. Forlenza also noted that a reminder was sent to the members who have not yet uploaded their 2023 payroll information to Bowman to please reach out to them as soon as possible, as this data is used to compile the 2025 Workers Compensation excess premiums and it is crucial that it is completed on schedule.

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 no new case(s) assigned since the last meeting:

### *Assignment of Closed Cases*

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

*Maenner v. Township of Mantua*

### *General Liability Files*

Mr. DeWeese noted that there are **36** active General Liability files, eleven (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 **\$2,197,259.23** of potential recoveries on **78** 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, and a sample of the Resolution can be found on the TRICO JIF website. Mr. DeWeese added he has fielded many calls, and he hopes this is helping to avoid claims.

Mr. DeWeese noted that Jodi Howlett, Esquire is no longer serving on the MEL Helpline. He noted that he and Fred Semrau, Esquire will be handling the calls. Mr. DeWeese noted the MEL is actively looking for a replacement for her on the Helpline, and once she is replaced, he will update the members.

***Resolution 2024- 20 Revised Litigation Management Guidelines***

Mr. DeWeese announced that he has revised the Litigation Management Guidelines (LMG) for the TRICOJIF. He noted that last month, he provided the Committee Members with a draft of the revised Litigation Management Guidelines, and he requested that Committee Members provide their comments or suggestions for additions, deletions, or corrections; however, he did not receive any responses.

Acting Chair Diaz entertained a motion to adopt the Revised Litigation Management Guidelines as presented by Mr. DeWeese.

Motion by Ms. Sperry, seconded by Mr. Hogate to adopt the Revised Litigation Management Guidelines as presented.

<b>ROLL CALL</b>	<b><i>Yeas:</i></b>	Marjorie Sperry, Quinton Township	
		Doug Hogate, Elsinboro Township	
		Colette Bachich, Washington Township	
		Ken Brown, Carneys Point	
		Robert Diaz, Acting Fund Chair, South Harrison Township	
		Marjorie Sperry, Acting Fund Secretary, Quinton Township	
		Kevin Clour, Lower Alloways Creek	
		Carolyn King-Sammons, Elk Township	
		<b><i>Nays:</i></b>	None
		<b><i>Abstain:</i></b>	None

In regards to the Conflict of Interest Policy, Mr. DeWeese noted that the Appendix holds the Conflict of Interest Policy, which is very old and outdated. He has prepared revisions to the Policy and will circulate among the members. Please direct any questions or concerns to him. If there are no objections, he will present a resolution at the June meeting adopting the revised Conflict of Interest Policy.

Lastly, Mr. DeWeese noted that he has revised and prepared revisions to the Indemnification and Insurance Provisions and will circulate among the members for any feedback or suggestions. Please direct any questions or concerns to him. If there are no objections, he will present a resolution at the May meeting to adopt the revised Indemnification and Insurance Provisions.

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 March. He then highlighted the following:

Mr. Garish noted his report encompasses a comprehensive overview of the activities conducted during the month of March. 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, Mr. Garish noted, as we approach the forthcoming spring and summer months, it is incumbent upon us to underscore the heightened utilization of our parks and playgrounds. We strongly encourage diligent inspections utilizing the provided forms that are specifically tailored for municipal operations. Furthermore, his office offers comprehensive general safety overviews and online classes pertaining to playground knowledge.

Mr. Garish noted his office has had quite a few inquiries regarding fireworks and drone shows. To address these concerns, they have created a dedicated section on the MEL website exclusively catering to drones. Additionally, the Safety Director's office has compiled a comprehensive handbook and bulletins that serve as resources for events. Should you require a thorough survey of the designated area or any form of assistance, please do not hesitate to reach out to the Safety Director's office.

Mr. Garish noted his office has introduced a specialized work zone training program exclusively tailored for police officers. This program mirrors the TIMS class, which is a mandatory traffic incident management course mandated by the state for police officers upon their initial assignment. Recognizing the importance of this training, his office has crafted a comprehensive training program that will be conducted live via the MSI Platform through Zoom and is scheduled for May 16th. A formal notice will be disseminated to all members, and this training opportunity will be made available to all law enforcement agencies.

Mr. Garish noted a bulletin has just been released on AI and on Law Enforcement specifically using this tool, so he asked that all members please review this bulletin.

Lastly, Mr. Garish noted the Safety, Claims and Wellness Coordinators Roundtable will be held via Microsoft Teams on April 30th at 10:00 am and everyone should have received the RSVP email that was sent out on or about April 4th. If anyone has any questions regarding the Roundtable, please reach out to his office.

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

## **CLAIMS ADMINISTRATOR'S REPORT**

### ***Lessons Learned from Losses***

During the recent Lessons Learned from Losses review, Ms. Beatty, in Mr. Roselli's absence, explained that when the Joint Insurance Fund (JIF) pays a Property or Workers' Compensation claim, the JIF has the right to subrogate if it believes that someone else is responsible for the damage or injury. She further explained that the JIF seeks damages in Property claims and the amount paid for medical treatment, lost wages, and awards in Workers' Compensation claims. Recovering funds through subrogation reduces overall claim payments.

She noted that Qual Lynx and JIF Solicitor, David DeWeese, handle subrogation efforts on behalf of the JIF. However, a lack of timely reporting and documentation of injuries can make subrogation challenging, as shown in an example case where the employee didn't report the injury or seek medical treatment promptly.

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

***LAW ENFORCEMENT LIABILITY CONSULTANT REPORT***

Mr. Winter reviewed his 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 he will be responding to requesting agencies with the most current L/E best practices, NJ AG Guidelines and L/E Accreditation requirements.

Mr. Winter noted there were three (3) Police agency visits this month and other agency visits are currently scheduled. These visits are provided to discuss agency concerns, trends, Accreditation assistance and other requests. L/E RM services were outlined and provided to Chiefs and Command Staff 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 TRICOJIF and stated Activity Reports would be forwarded to the Fund Commissioners upon completion.

Mr. Winter notes there is no training scheduled at this time however training topics are being considered for future training dates. Additionally, a course is being discussed and reviewed to assist agency Resiliency Officers, to be conducted by Dr. Kelly, Ph.D., ABPP. and Captain William Walsh, Voorhees PD.

Lastly, in regards to the JIF Law Enforcement Committee; this has been formulated with three (3) Police Chiefs from the county to represent (JIF) police agencies in Burlington County. He will continue to meet with them on a quarterly basis virtually to discuss trends, concerns, training, policy and procedure assistance, potential risk and liability issues and L/E Accreditation guidance etc. This is being developed to maintain an ongoing forum throughout the year as an extension of the County Chiefs Associations, to identify areas as previously mentioned and to reduce potential risks. Chiefs selected to date are from Mantua, Clayton, Glassboro, and Carneys Point Police Departments. An initial meeting is being coordinated at this time for Gloucester and Salem Counties for late April/May.

Mr. Winter asked if there were 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 March. 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 has been actively engaging with Wellness coordinators, both through meetings and individual discussions, to exchange ideas and offer assistance in accessing necessary resources, and she reviewed some of those activities with the members.

Ms. Schiffer noted she has been reaching out to new resources, including speaker bureaus, to provide additional support and will be sharing this information with all coordinators as appropriate. Some towns are exploring new ideas and sharing them at the Town Safety Committee meetings to gain input and opinions from other department heads and some towns have established dedicated Wellness committees to facilitate brainstorming and shared responsibilities in promoting wellness activities.

Ms. Schiffer advised the first Wellness Advisory Committee meeting for 2024 has taken place, and the next meeting is scheduled for May 16th, with the following towns participating so far: Clayton, Pennsville, and Monroe.

Ms. Schiffer reported she has conducted her first three (3) brainstorming sessions for Wellness coordinators, providing a platform for peer support and idea exchange with the next session planned for May.

In terms of resource development, she has been contacting companies and lenders to explore new offerings that can benefit the TRICOJIF. For instance, Deborah Heart and Lung now provides in-person health screenings, which can be challenging to arrange on-site. Additionally, they offer complimentary testing for

blood pressure, pulse oximetry, sleep apnea, body mass analysis, and even blood sugar counts. She also distributed the April Q2 Newsletter at the end of March to all members.

Lastly, Ms. Schiffer reminded everyone about the new multimedia section under the Wellness portion of the TRICO JIF website. It features mindful minutes, including stretching exercises, workplace movement tips, and mindfulness for meditation. Employees can access these resources at their convenience.

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

**MANAGED HEALTH CARE REPORT**

Ms. Beatty introduced Christine Gallagher from Qual-Lynx who will be taking over for her as she will be retiring at the end of May.

Ms. Beatty then highlighted the following from her reports:

**Lost Time v. Medical Only Cases**

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

	<b>March</b>	<b>YTD</b>
<i>Lost Time</i>	0	6
<i>Medical Only</i>	17	45
<i>Report Only</i>	11	43
<i># of New Claims Reported</i>	28	94
<i>Average Days Reported to QL</i>	11.7	4.8

**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: 4.8 days  
 Non-COVID Claims: 4.8 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 March YTD are as follows:

<b>Transitional Duty Summary Report</b>	<b>YTD</b>
<i>Transitional Duty Days Available</i>	994
<i>Transitional Duty Days Worked</i>	452
<i>% of Transitional Duty Days Worked</i>	45%
<i>Transitional Duty Days Not Accommodated</i>	542
<i>% of Transitional Duty Days Not Accommodated</i>	55%
<i>\$ Saved by Accommodating</i>	\$41,274
<i>\$ Lost by NOT Accommodating</i>	\$65,896

**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 March 2024.



<b>PPO Penetration Rate</b>	<b>March</b>
<i>Bill Count</i>	253
<i>Original Provider Charges</i>	\$203,982
<i>Re-priced Bill Amount</i>	\$84,188
<i>Savings</i>	\$119,794
<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 for March 2024.

**Managed Care Quick Notes**

In regards Functional Capacity Evaluations (FCE) Ms. Beatty reported that overall this is a comprehensive assessment that evaluates an individual's physical ability to perform essential duties in the workplace or activities of daily living and leisure. It is used to determine functional levels for a safe return-to-work following an injury or illness. The evaluation includes components such as assessing the patient's self-described level of pain and disability, detailed medical history, examination of the musculoskeletal system, material handling tests, movement tests, positional tolerance tests, evaluation of aerobic capacity, and customized tests based on the patient's industry. The FCE also analyzes the patient's level of effort and provides a report that draws conclusions about their abilities. It can be used in various situations, including assessing the physical capability of potential employees, employees returning to work after an illness or injury, or employees experiencing difficulties in performing their duties. Consulting a Labor Attorney is recommended in these situations.

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

***TECHNOLOGY RISK SERVICES REPORT***

In Mr. Caruso's absence, Ms. Patel referenced his reports included in the agenda highlighting the activities during the month of March.

In regards to the new training session, which commenced on February 5, she reported early positive outcomes. Approximately 86% of the recipients of the training emails have already completed the training. She strongly urged all members to actively encourage participation and ensure that individuals are promptly signing up and receiving the necessary training emails. She then highlighted the results of the external vulnerability scanning conducted by D2 Cybersecurity.

Ms. Patel noted that Mr. Caruso's primary focus last month was the distribution of cyber risk management framework forms to all Fund Commissioners, emphasizing the significance of completing the basic form to qualify for a deductible reduction, noting the TRICOJIF is at 76% and there are nine (9) towns that need to still qualify for the basic tier, so good job, but she urged the rapid submission of those few left to enable progress towards intermediate and advanced levels.

Lastly, Ms. Patel stated this month's bulletin covers choosing an IT vendor, so please look over the bulletin and reach out to Mr. Caruso with any questions or assistance. She noted selecting an IT vendor based on the Cyber JIF Cybersecurity Framework involves a comprehensive evaluation of the vendor's ability to meet specific security controls, manage third-party risks, support defensive strategies, and adhere to stringent policies and procedures. By following this structured approach, a municipality can ensure that its IT vendor not only complies with the Cyber JIF framework but also strengthens its Cybersecurity posture against evolving threats.

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

**TREASURER'S REPORT**

Mr. Tontarski presented an overview of the Treasurer's Report for a one month period ending March 2024, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski's reports are prepared on a "modified cash basis" and relate to financial activity through the one-month period ending March 31, 2024 for Closed Fund Years 1991 through 2019, and Fund Years 2020, 2021, 2022, 2023 and 2024.

**Investment Interest**

Interest received or accrued for the reporting period totaled \$88,178.39. This generated an average annual yield of 2.99%. However, after including an unrealized net gain of \$50,157.99 in the asset portfolio, the yield is adjusted to 4.69% for this period. The total overview of the asset portfolio for the fund shows a current market value of \$27,924,183.72 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 JCFMI Portfolio has a current market value of \$25,474,146.74

**Receipt Activity for the Period**

	<b>Month</b>	<b>YTD</b>
Subrogation Receipts	\$36,751.13	\$146,630.93
Salvage	\$0.00	
Overpayment Reimbursement	\$2,250.16	
1 <sup>st</sup> Installment Premium Receipts		\$62,679.00

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

All Member Balances are now combined in one report and shows that \$1,628.34 in interest has been applied to the existing balances as shown in the attached report totaling \$655,147.78 at months end.

**Loss Run Payment Register for the Period – March 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 \$688,785.59. The claims detail shows 536 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 \$35,761,327.64 to a closing balance of \$35,102,336.06 showing a decrease in the fund of \$658,991.58

**Bill Lists – April 2024**

For the Executive Committee's consideration, Mr. Tontarski presented the April Bill List in the amount of **\$1,270,577.82**.

Acting Chair Diaz entertained a motion to approve March 2024 Loss Run Payment Register and the April Bill List in the amount of **\$1,270,577.82**, as presented.

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

Motion by Ms. Sperry, seconded by Mr. Hogate to approve the *March Loss Run Payment Register and the April Bill List in the amount of \$1,270,577.82*, as presented.

**ROLL CALL**

*Yeas:*

- Marjorie Sperry, Quinton Township
- Doug Hogate, Elsinboro Township
- Colette Bachich, Washington Township
- Ken Brown, Carneys Point
- Robert Diaz, Acting Fund Chair, South Harrison Township

Marjorie Sperry, Acting Fund Secretary, Quinton Township  
Kevin Clour, Lower Alloways Creek  
Carolyn King-Sammons, Elk Township

**Nays:** None  
**Abstain:** None

All in favor. Motion carried by unanimous vote.

## COMMITTEE REPORTS

Nothing to report this month

### ***MEL/RCF/EJIF/CYBER Reports***

Mr. Razze reported the MEL, RCF, and EJIF met on March 22, 2024, with the Cyber JIF meeting the day prior, March 21, 2024. He stated the reports were included in the agenda packet and were self-explanatory. He then highlighted the following:

Mr. Razze noted the JCFI had gone through an RFP for banking services, and they will be moving to TD Bank, along with the MEL, RCF and the state wide Funds, effective July 1, 2024. He stated they had received a very good proposal from TD Bank, and after July 1, the TRICOJIF will have an opportunity to transition over as well, and this will be a topic of discussion with the Finance Committee later this summer.

He also noted the MEL completed an RFP process for Emergency Response Services, specifically Restoration Services. He stated years ago it was decided to have the results of those RFP's and the contractors listed on the MEL website, however it was dated, so now, having just completed that process, all of the new vendors, along with their pricing is updated on the MEL website.

Lastly it was noted there was a brief discussion on the reimbursements to those JIFs that already had contracts with an IT service and paid for certain services prior to the Cyber JIF creation.

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

## MISCELLANEOUS BUSINESS

### ***Resolution 2024-21 Release of Fund Year 2021 Executive Claims Closed Session Minutes***

Acting Chair Diaz entertained a motion to Authorize the Release of Fund Year 2021 Executive Claims Closed Session Meeting Minutes as recommended by the Fund Solicitor.

### ***Resolution 2024-22 Release of Fund Year 2022 Executive Claims Closed Session Minutes***

Acting Chair Diaz entertained a motion to Authorize the Release of Fund Year 2022 Executive Claims Closed Session Meeting Minutes as recommended by the Fund Solicitor.

### ***Resolution 2024-23 Release of Fund Year 2023 Executive Claims Closed Session Minutes***

Acting Chair Diaz entertained a motion to Authorize the Release of Fund Year 2023 Executive Claims Closed Session Meeting Minutes as recommended by the Fund Solicitor.

Motion by Ms. Sperry, seconded by Hogate, Authorizing the Release of Fund Year 2021, Fund Year 2022, and Fund Year 2023 Executive Claims Closed Session Meeting Minutes as recommended by the Fund Solicitor as presented.

## ROLL CALL

**Yeas:** Marjorie Sperry, Quinton Township  
Doug Hogate, Elsinboro Township  
Colette Bachich, Washington Township  
Ken Brown, Carneys Point  
Robert Diaz, Acting Fund Chair, South Harrison Township  
Marjorie Sperry, Acting Fund Secretary, Quinton Township  
Kevin Clour, Lower Alloways Creek  
Carolyn King-Sammons, Elk Township

*Nays:* None  
*Abstain:* None

All in favor. Motion carried by unanimous vote.

***Motion to Authorize the Fund Solicitor and Executive Director to Prepare, Advertise, and Receive Requests for Qualifications for Position of WC Defensive Attorneys and Liability Defense Attorneys***

Acting Chair Diaz entertained a motion to Authorize the Fund Solicitor & Executive Director to Prepare, Advertise, and Receive Requests for Qualifications for the Position of Workers' Compensation Defense Attorneys and Liability Defense Attorneys.

Motion by Ms. Sperry, seconded by Ms. Hogate Authorizing the Fund Solicitor & Executive Director to Prepare, Advertise, and Receive Requests for Qualifications for the Position of Workers' Compensation Defense Attorneys and Liability Defense Attorneys as presented. All in favor. Motion carried by unanimous vote.

***Motion to Authorize the Executive Director to Prepare, Advertise, and Receive Requests for Qualifications for the Positions of Safety Director, RTK Coordinator, Fund Treasurer, and Payroll Auditor***

Acting Chair Diaz entertained a motion to Authorize the Executive Director to Prepare, Advertise, and Receive Requests for Qualifications for the Positions of Safety Director, RTK Coordinator, Fund Treasurer, and Payroll Auditor

Motion by Ms. Sperry, seconded by Ms. Hogate Authorizing the Executive Director to Prepare, Advertise, and Receive Requests for Qualifications for the Positions of Safety Director, RTK Coordinator, Fund Treasurer, and Payroll Auditor as presented. All in favor. Motion carried by unanimous vote.

***Motion to Authorize the Fund Solicitor to Prepare, Advertise, and Receive Requests for Qualifications for the Position of Fund Administrator***

Acting Chair Diaz entertained a motion to Authorize the Fund Solicitor to Prepare, Advertise, and Receive Requests for Qualifications for the Position of Fund Administrator.

Motion by Ms. Sperry, seconded by Ms. Hogate Authorizing the Fund Solicitor to Prepare, Advertise, and Receive Requests for Qualifications for the Position of Fund Administrator as presented. All in favor. Motion carried by unanimous vote.

***NEXT MEETING***

Acting Chair Diaz noted that the next meeting of the TRICO JIF would take place on **Monday, May 20, 2024 at 5:00 PM via Microsoft Teams**

***PUBLIC COMMENT***

***Open Public Comment***

Acting Chair Diaz 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, Acting Chair Diaz entertained a motion to close the meeting to the public.

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

**APPROVE CLAIMS PAYMENTS**

Acting Chair Diaz 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>
2023281080	2021238515	2023306672	2024319655
2024322505	2023295351	2024321565	
2024321814		2024318464	
2022247697			

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

**ROLL CALL**      *Yeas:*      Marjorie Sperry, Quinton Township  
Doug Hogate, Elsinboro Township  
Colette Bachich, Washington Township  
Ken Brown, Carneys Point  
Robert Diaz, Acting Fund Chair, South Harrison Township  
Marjorie Sperry, Acting Fund Secretary, Quinton Township  
Kevin Clour, Lower Alloways Creek  
Carolyn King-Sammons, Elk Township

*Nays:*      None

*Abstain:*      None

All in favor. Motion carried by unanimous vote

**APPROVE ABANDONING SUBROGATION**

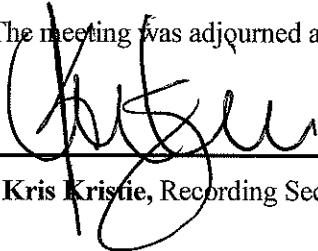
Acting Secretary Sperry noted there were no (0) claim(s) reviewed for abandonment of subrogation attempt since the last meeting.

**MOTION TO ADJOURN**

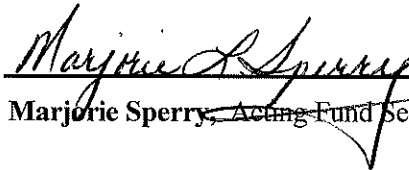
There being no further business, Acting Chair Diaz entertained a *Motion to Adjourn* the April 22, 2024 Executive Committee Meeting of the TRICO JIF.

Motion by Ms. Sperry, second by Ms. Hogate All in Favor. Motion carries.

The meeting was adjourned at 5:40 PM.



Kris Kristie, Recording Secretary for



Marjorie Sperry, Acting Fund Secretary