

**OCEAN COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
THURSDAY, MAY 20, 2021
10:00 AM**

**To attend the meeting via teleconference
Dial 1- 312-626-6799 and enter Meeting ID: 579 506 9590**

OR

**Join Zoom Meeting via computer Link
<https://zoom.us/j/5795069590>**

The Ocean County Insurance Fund Commission will conduct its May 20, 2021 meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey.

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

In accordance with the Open Public Meetings Act, notice of this meeting was given by:

- I. Sending sufficient notice to Asbury Park Press and Atlantic City Press**
- II. Filing advance written notice of this meeting with the Commissioners of the Ocean County Insurance Fund Commission,**
- III. Posting notice on the Public Bulletin Board of at the office of the County Clerk.**

**OCEAN COUNTY INSURANCE FUND COMMISSION
AGENDA
OPEN PUBLIC MEETING: May 20, 2021
10:00 AM**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ
- ROLL CALL OF COMMISSIONERS
- APPROVAL OF MINUTES: April 15, 2021Appendix I

- CORRESPONDENCE:

- COMMITTEE REPORTS
 - Safety and Accident Review Committee:Verbal
 - Claims Committee:Verbal

- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA
 - Executive Director’s Report.....Pages 3-31

- TREASURER – Julie Tarrant
 - Resolution 16-21 May Bills List – Motion (Roll Call Vote).....Page 32

- CLAIMS SERVICE - PERMA Verbal

- CLAIMS ADMINISTRATOR– QUAL LYNXPage 33

- NJCE SAFETY DIRECTOR – J.A. Montgomery Consulting
 - Monthly Report.....Pages 34-41

- RISK MANAGERS REPORT – Conner Strong & Buckelew
 - Monthly Report..... Verbal

- ATTORNEY – Berry, Sahradnik, Kotzas & Benson, P.C.
 - Monthly Report Verbal

- OLD BUSINESS
- NEW BUSINESS
- PUBLIC COMMENT

- CLOSED SESSION – Payment Authorization Requests (PARS) (*when needed*)
 - Resolution ____ Closed Session..... Motion
for Executive Session (in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-12)

- Approval of PARS/SARS

MEETING ADJOURNMENT
NEXT SCHEDULED MEETING: **June 17, 2021, 10:00 AM**

OCEAN COUNTY INSURANCE FUND COMMISSION

9 Campus Drive, Suite 216
Parsippany, NJ 07054
Telephone (201) 881-7632 Fax (201) 881-7633

Date: May 20, 2021
Memo to: Commissioners of the Ocean County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: Executive Director's Report

Rules and Regulations (Page 6) – Included in the agenda on page 6 is Resolution 15-21, Approving Rules and Regulations. The Rules and Regulations were reviewed by the Commission Attorney’s office and all of the recommended changes were made. The Rules and Regulations are included in Appendix II of the agenda.

Motion to approve Resolution 15-21, Approving Rules and Regulations

Certificate of Insurance Issuance Report (Page 7-8) – Included in the agenda on pages 7-8 is the certificate of issuance report from the NJCE listing the certificates issued for the month of April. There were (6) six certificate of insurances issued during the month.

Motion to approve the certificate of insurance report

Employee Dishonesty Crime Policy (Pages 9-16) – Attached on pages 9-16 is a copy of the quote from Selective Insurance Company in the amount of **\$2,135**. The policy covers the positions of the Executive Director, Third Party Administrator and Treasurer with a limit of \$1,000,000 and a \$10,000 per occurrence deductible. If the Commissioners agree to purchase the policy, the cost of this coverage can be paid out of the miscellaneous expense and contingency account.

Motion to approve expenditure for Employee Dishonesty Coverage in the amount of \$2,135

Insurance Commission Website (Pages 17-21) –At our last meeting we discussed there is Legislation that requires Joint Insurance Funds and Insurance Commissions have a website to post an extensive list of public documents. We have received a quote from Spark Creative Group to create and maintain the website. This is the vendor used by the Camden County Insurance Commission, Gloucester County Insurance Commission, Mercer County Insurance Fund Commission and the NJCE. Attached on pages 17-21 is a copy of the quote. If the Commissioners agree, we can work with the vendor to set up the website. The cost for the website will be allocated to the miscellaneous expense and contingency account.

Motion to accept quote from Spark Creative Group to set up a Commission Website

or

Motion to use County staff to set up the Commission website

- ❑ **NJ Counties Excess Joint Insurance Fund (NJCE) (Pages 22-26)** – The NJCE Finance Sub-Committee met on April 9, 2021 to discuss the NJCE budget delta of \$2,535,244 and review procurement responses for various JIF professional services. A copy of the minutes are included in Appendix III of the agenda. The NJCE met on April 22, 2021 and a written summary of the meeting is included in the agenda on pages 22-25. At the meeting the Finance Sub-Committee recommended an option to declare an additional assessment for the premium portion of the delta of \$609,437. Included in the agenda on page 26 is an exhibit of the premium delta by member. Ocean County’s share of the delta is \$43,420. Executive Director will provide an overview of the decision to charge an additional assessment. The NJCE will hold a special meeting on May 27, 2021 at 9:30 AM and will meet again on June 24, 2021 at 9:30 AM.

- ❑ **NJCE Property and Casualty Financial Fast Track (Pages 27-29)** – Included in the agenda on pages 27-29 is a copy of the NJCE Financial Fast Track Report as of February 28, 2021. The report indicates the Fund has a surplus of \$15,349,550. Line 7 of the report, “Dividend” represents the dividend figure released by the NJCE of \$5,107,551. The total cash amount is \$19,534,623.

- ❑ **Establishing Commission Bank Accounts** – The Commission Bank accounts were opened. The May Bills List is included in the agenda.

- ❑ **Intergovernmental Agreements** – PERMA has reviewed the individual Intergovernmental Agreements between the County and the Ocean County Mosquito Extermination Commission, Ocean County Board of Social Services, Ocean County Library Commission and the Ocean County PIC, Inc. and provided our thoughts and comments.

- ❑ **Exposure and Claims Data Collection** – NJCE utilizes Origami, an online platform to capture underwriting exposure data and historical claims data. PERMA had started importing data in 2019 for the 2020 renewal data, (property, payroll, etc.) into the system. As the Insurance Commission moves forward, Ocean County will have to address the use of the Origami platform. Most member counties have user access such as fund commissioner, risk management consultant, etc. These may not be the individuals who actually enter and update the information. We would like to have a brief discussion on this.

- ❑ **Updating Insurance Requirements** – The Executive Director and Risk Management Consultant are suggesting that we set up a working group to revisit insurance requirements and hold harmless wording in contracts with 3rd parties and vendors and develop standard wording for the County’s reference. As part of this project, we would also like to review coverages currently in place. If the Commissioners agree, we are asking one Commissioner to serve on the working group.

- ❑ **TULIP Program (Pages 30-31)** – The MEL offers access to a program that will help ensure that “low risk” vendors who participate in County sponsored events or 3rd party events held on County property have the proper insurance in place to prevent the County’s insurance program from vicarious liability. The NJCE members also have access to this program. Attached on pages 30-31 is a copy of the bulletin. The TULIP (Tenant User Liability Insurance

Program) is great for operations like Parks where there is a high volume of low risk users. With TULIP, instead of the user bringing their own insurance, they would just go onto the TULIP website and purchase a Liability policy for the day(s) of the event. Ocean County would give their member code and a website to any users of their property. The user would enter the information online themselves and bind a GL policy for the event, and they would pay it themselves. It has no cost to Ocean County.

- ❑ **Affiliated Entities** – We understand that the Ocean County Board of Social Services is interested in membership with the Ocean County Insurance Fund Commission. PERMA will begin the membership process.
- ❑ **Legacy Claims** – We also understand the Ocean County Administrator would like to look at the process of bringing the funding and liabilities for the legacy claims into the Ocean County Insurance Fund Commission. We should discuss the timing of this. This will also require assistance from the Actuary.
- ❑ **Zurich Insurance Company Risk Engineering Visit** – Zurich Insurance Company met with representatives of Ocean County and Mr. Prince of J.A. Montgomery to visit the County’s Complex on Hooper Avenue on April 30.
- ❑ **2021 MEL, MRHIF & NJCE Educational Seminar** – The first session of the 10th Annual Educational Seminar was held virtually on Friday, May 14. We had just under 300 guests attend the seminar. Executive Director will provide a verbal report on the seminar.

RESOLUTION NO. 15-21

**OCEAN COUNTY INSURANCE FUND COMMISSION
APPROVING RULES AND REGULATIONS**

WHEREAS, the OCEAN COUNTY INSURANCE FUND COMMISSION (hereinafter “OCIFC”) is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

BE IT RESOLVED that the attached Rules and Regulations, is hereby adopted.

ADOPTED by THE OCEAN COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on May 20, 2021.

ADOPTED:

BY: _____
ROBERT A. GREITZ, CHAIRMAN

ATTEST:

MICHAEL J. FIURE, VICE CHAIRMAN

Ocean County Insurance Fund Commission

Certificate of Insurance Monthly Report

From 4/1/2021 To 5/1/2021

| Holder (H)/ Insured Name (I) | Holder / Insured Address | Description of Operations | Issue Date/ Cert ID | Coverage |
|--|---|--|------------------------|--------------------|
| H - Jenkinson's Pavilion I - County of Ocean | and it's properties 300 Ocean Ave. Point Pleasant Beach, NJ 08742 | RE: Blue Claws Recycling Commercial with Commissioner Quinn The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Blue Claws Recycling Commercial with Commissioner Quinn at Jenkinson's Boardwalk | 4/9/2021 #2894659 | GL AU EX WC OTH |
| H - Borough of Point Pleasant Beach I - County of Ocean | 416 New Jersey Ave. Point Pleasant Beach, NJ 08742 | RE: use of The Bandshell for Pickin at Point The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to The Ocean County Library using property owned by the Borough of Point Pleasant (known as The Bandshell)located at 527 Baltimore Ave. Point Pleasant Beach NJ 08742, for the Pickin at Point Program during the current calendar year. | 4/12/2021 #2895401 | GL AU EX WC OTH |
| H - Miller Leasing Company I - County of Ocean | 1824 Route 38 PO Box 619 Lumberton, NJ 08048 | Company E: Auto Physical Damage; Policy Term: 01/01/2021 - 01/01/2022; Policy #:ERP980616209; Policy Limits: \$15,000,000 Company E: Property; Policy Term: 01/01/2021 - 01/01/2022; Policy #:ERP980616209; Policy Limits: \$110,000,000 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability, Auto Liability and Excess Liability Policies and Loss Payee on the Property Policy if required by written contract if required by written contract. | 4/26/2021 #2905099 | GL AU EX WC OTH |
| H - Township of Lacey I - County of Ocean | 818 Lacey Road Forked River, NJ 08731 | RE: Canoe Nature Float at Bamber Lake The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Conducting Canoe Nature Float at Bamber Lake. There will be 8 Participants. | 4/27/2021 #2906216 | GL AU EX WC OTH |
| H - Borough of Lakehurst I - County of Ocean | 5 Union Avenue Lakehurst, NJ 08733 | RE: Canoe Nature Float at Lake Horicon The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to conducting Canoe Nature Float at Lake Horicon. There will be 8 Participants Wildlife Management area. | 4/27/2021 #2906214 | GL AU EX WC OTH |

Ocean County Insurance Fund Commission

Certificate of Insurance Monthly Report

From 4/1/2021 To 5/1/2021

| | | | | |
|--|---|---|---------------------------|--------------------|
| H - State of NJ Dept. of Env. Prot. I - County of Ocean | Div. of Fish and Wildlife Bureau of Land Management P.O. Box420 Mail Code 501-03 Trenton, NJ 08625 | RE: 1 day canoe camp and 2 day fishing camp The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to 1 day canoe camp Pinelands Reg. Youth Service and 2 day fishing camp for Pinelands Reg. Youth Services. Both to take place at Stafford Forge Wildlife Management area. | 4/27/2021 #2906215 | GL AU EX WC OTH |
| Total # of Holders: 6 | | | | |

SELECTIVE

BE UNIQUELY INSUREDSM

Quotation of Commercial Insurance

Prepared for:
OCEAN COUNTY INSURANCE FUND COMMISSION
c/o Perma
PARSIPPANY, NJ 07054

Presented By:
CONNER STRONG & BUCKELEW COMPANIES INC

Proposal Print Date:05/05/2021

SELECTIVE

BE UNIQUELY INSUREDSM

Quotation of Commercial Insurance
New Business

Prepared for:
OCEAN COUNTY INSURANCE FUND COMMISION
c/o Perma
PARSIPPANY, NJ 07054

Presented By:
CONNER STRONG & BUCKELEW COMPANIES INC

The following quotation of insurance has been developed for the above captioned risk.
IT IS AGREED AND UNDERSTOOD NO COVERAGE HAS BEEN BOUND.

This quotation will expire after (30) days Or the effective date of requested coverages unless otherwise notified.

Proposal Print Date: 05/05/2021
Underwritten By:
Selective Fire and Casualty Ins Co



PROVIDING UNIQUE INSURANCE SOLUTIONS SINCE 1926

Since its founding, Selective has built a reputation for providing unique insurance solutions backed by outstanding customer service. This reputation has been rewarded with an “A” (Excellent) Rating from AM Best for more than 9 decades.

Today, **Selective Insurance Group, Inc.** is a holding company for 10 property and casualty insurance companies that partner with independent agents to offer standard and specialty insurance for commercial and personal risks. Selective invites its customers to Be Uniquely Insured in partnership with independent agents, who together deliver a best-in-class customer experience.

Headquartered in Branchville, New Jersey since 1926, Selective employs a diverse workforce of more than 2,300 engaged professionals. As the 41st largest U.S. property & casualty group in 2020 (per AM Best), Selective is a super-regional insurance carrier with Commercial Lines in 27 states, Personal Lines in 15 states, Excess & Surplus Lines in 50 states, while being the 3rd largest “Write Your Own” insurance carrier in the National Flood Insurance Program.

Selective’s unique position as both a leading insurance group and an employer of choice is recognized in a wide variety of awards and honors, including a listing in the Fortune 1000 and being named one of “America’s Best Mid-Size Employers” in 2019 by *Forbes Magazine*.

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SELECTIVE
BE UNIQUELY INSURED®

HERE'S WHAT YOU CAN EXPECT AS A BUSINESS CUSTOMER WITH SELECTIVE.

PRIOR TO POLICY ISSUED



Top Quality Agent



Safety Management Survey¹

- Comprehensive Risk Advice
- Help Identify Unknown Risks
- A local team from Selective working in partnership with your agent

AS A SELECTIVE CUSTOMER



Welcome Email



Digital Policy



Mobile App & Web Portal

- Sign up for **Online Access**
- View Policies, Bills, Auto ID Cards²
- Manage Account 24/7



Safety Management Evaluation



Safety Management Service Visit



License Verification with Atlas Certified

- Review Risk Mitigation Efforts
- **Online Tools & Videos**
- Validate Credentials and Increase Compliance



Electronic Billing Alerts



Automatic Payment Options

- Via Email, Text³, **Mobile App**³
- Checking/Savings Account, Credit/Debit Cards
- Various Flexible Payment Plans
- Pay as You Go⁴



Extended Hours Contact Center



Instant Customer Recognition

- Pay via Phone 24/7
- Communication via Phone, Email, Chat



Selective[®] Drive

- **Selective[®] Drive Mobile App**
- Reduce Distracted/Careless Driving
- Track Driver Locations
- Fleet Route Optimization



Customer Preferences



Proactive Messages



Recall Alerts

- Choice of Communication Channel
- Billing, Claims & Policy Notifications
- Customized Weather Alerts
- Product & Auto Recalls



Accident Claim



Upload Claim Photos with EZ Write



48-Hour Payment with SWIFTClaimSM

- Multiple Claim Reporting Options
- Unlimited Photo Upload
- Payment Within Two Days⁵



Proof of Insurance via Mobile App

- Instant Access to Proof of Insurance
- Locate Key Service Providers



Automatic Renewal Options

- Convenient Automatic Renewals
- Multi-Line Product Discount Opportunities

¹ Available for selected Commercial Lines Customers

² Where Allowable by State

³ Coming In 2019

⁴ With PaySync[®] Products

⁵ Only for SWIFTClaimSM

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Quotation of Commercial Insurance
OCEAN COUNTY INSURANCE FUND COMMISSION
Quote # 41010000
Policy Period: 05/05/21 to 05/05/22

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This non-binding proposal is only a summary of premium. It is not a guarantee that the actual premium will not exceed the amount of the proposal. No coverage is provided by this summary nor does it replace any provisions of the final policy. For specific terms and restrictions, refer to the individual policy and coverage forms.



Quotation of Commercial Insurance
 OCEAN COUNTY INSURANCE FUND COMMISSION
 Quote # 41010000
 Policy Period: 05/05/21 to 05/05/22

Premium Summary

| <u>Coverage</u> | <u>Premium</u> |
|----------------------|-------------------|
| Crime Fidelity | \$2,135.00 |
| Total Premium | \$2,135.00 |

This non-binding proposal is only a summary of premium. It is not a guarantee that the actual premium will not exceed the amount of the proposal. No coverage is provided by this summary nor does it replace any provisions of the final policy. For specific terms and restrictions, refer to the individual policy and coverage forms.



Quotation of Commercial Insurance
OCEAN COUNTY INSURANCE FUND COMMISSION
Quote # 41010000
Policy Period: 05/05/21 to 05/05/22

Line Of Business Premium Recap

Crime Fidelity Premium Totals

| <u>Coverages</u> | <u>Premium</u> |
|--------------------------------|-------------------|
| Employee Theft - Per Loss | \$2,135.00 |
| Grand Total LOB Premium | \$2,135.00 |

This non-binding proposal is only a summary of premium. It is not a guarantee that the actual premium will not exceed the amount of the proposal. No coverage is provided by this summary nor does it replace any provisions of the final policy. For specific terms and restrictions, refer to the individual policy and coverage forms.



Quotation of Commercial Insurance
 OCEAN COUNTY INSURANCE FUND COMMISSION
 Quote # 41010000
 Policy Period: 05/05/21 to 05/05/22

Crime Fidelity

Policy Level

| Coverage Type | Governmental Crime Coverage | | |
|--|-----------------------------|--------------|-------------------|
| <u>Coverages</u> | <u>Deductible</u> | <u>Limit</u> | <u>Premium</u> |
| Employee Theft - Per Loss | \$10,000.00 | 1,000,000 | \$2,135.00 |
| <u>Amendment Coverages</u> | | | |
| Agents - Include Designated As Employees | | | |
| <u>Scheduled</u> | | | |
| 3 Agents | | 1,000,000 | Included |
| Directors or Trustees on Committees | | | Included |
| Non-Compensated Officers | | | Included |
| Total Crime Fidelity Premium | | | \$2,135.00 |

This non-binding proposal is only a summary of premium. It is not a guarantee that the actual premium will not exceed the amount of the proposal. No coverage is provided by this summary nor does it replace any provisions of the final policy. For specific terms and restrictions, refer to the individual policy and coverage forms.



smArt Direction



Ocean County Insurance Fund Commission
Prepared by Spark Creative Group
For Cathy Dodd

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Spark Creative Group
647 Haddon Avenue / Floor Two
Collingswood, NJ 08108

T / 856 . 854 . 2647
F / 856 . 368 . 2051
www.spark-creative.net

Project Background

The Ocean County Insurance Fund Commission has requested a proposal to create a website to maintain a web presence for Commission members and the community. The website requested by the client needs to be a simple, user-friendly space with specific information to meet the state requirements, inform the community on Commission activities and suit any other needs related to the Commission.

With the scope of work dictated by the client, Spark Creative Group proposes the following low budget website for their use and to meet the requirements of new state laws.

Project Goals and Recommendations

Goal 1: Site Design and Development and Launch

Client requests a website to meet state requirements that can be updated with minutes, announcements, and general information.

Client requests that textual and document content be obtained by SCG from the current website.

Recommendations: SCG recommends the use of a content managed system as the back end for the site's design. SCG will work with.

Goal 2: System Upgrades and Security

To establish an annual budget for important system and security upgrades for both content managed sites.

Recommendations: Clients typically incur 24 hours a per year in billables for both planned and unplanned needs.



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Development Process

For all our work, SCG employs our smArt Direction methodology—a brand analysis and a brand execution process that integrates all aspects of marketing to achieve a total brand experience for our clients. For web development projects, we embrace the same methodology but within the more technical stages shown below. Contact Reports and Creative Briefs will be used to summarize findings, propose courses of action and ensures clear communication between the Client and the Firm. These documents guide creative direction, responsibilities and approval processes and ensure desired results and clear client communication throughout the process. The following is a general outline of what to expect as the project progresses:

Stage 1: Definition, Research and Strategy *Timeline: 1-3 weeks*

This phase centers on information gathering to formulate an action plan for the scope of work. We assess goals, target audiences, competition and desired results. Activities generally include account documentation, information gathering meetings, technical assessments of client technology, responsibility definition and an analysis of all collected information and documents.

Stage 2: Conceptual & Design Development *Timeline: 3-4 weeks*

Creative thinking and problem-solving techniques are applied to the scope of work as we collaborate as a team to develop visual and messaging concepts for the site. Every detail in this process is tied to the communications goals of the client as we sketch and wireframe initial concepts. Only the most exceptional approaches and solutions are presented to the client to be further refined. Typically one core concept is presented with options for navigation, organization, color and other specific functions. Per client discussions and decisions, we come to a final design direction.

Stage 3: Production, Testing & Deployment *Timeline: 3-5 weeks*

The design and content truly comes to life as we create the site graphics, content graphics, page layouts and programming needed to execute all the features of the site. Our team previews and tests the site with your team to ensure all agreed upon outcomes are coming together as planned as we prepare the site for launch.

Stage 4: Assessment *Timeline: 1-2 weeks*

We want to know the end results of our work. What is the client's evaluation of the process? How has it been received by target audiences? This is an opportunity to gather feedback to incorporate into future projects and to make possible adjustments immediately.



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Project Estimate

The following estimates are preliminary projections based on the scope of work as outlined in this proposal. The costs cited below are best estimates of what actual expenses will be and do not include applicable taxes, freight, printing costs, or travel expenses unless otherwise noted. Where these costs are noted, they are for estimation purposes as actual costs may vary. Any time or expenses incurred beyond the work described herein would be billable at the Firm Rates and Service schedule for the current year. Engagements are subject to our Firm Services Agreement which would be forwarded along with final contracts. For web-specific items, where specific needs and functions are yet to be defined, we present typical technology and programming recommendations containing the most common elements to a site of this scale.

| DESCRIPTION OF SERVICE | COST |
|---|----------|
| Website Design, Programming and Layout | |
| SCG will create a website template with the following features for launch: | |
| <ul style="list-style-type: none"> • Main introduction page and 2-3 internal pages (as needed), designed with client and firm input. • Contact Us page. • Programming and layout design. • Installation and configuration of backend framework allowing for future plugins and expansion. • Please note that any programming security updates, upgrades, fixes that occur post launch of site that will be billed at SCG hourly rates. • Download and movement of textual content and documents from current live site. | \$ 2,450 |
| Website Hosting and Domain Services (yearly) | |
| SCG will provide hosting for the website on a yearly basis, and includes the following: | |
| <ul style="list-style-type: none"> • Server maintenance related to the web server itself (not including any site security, bugs, site updates, etc). Provide email accounts and email instructional tools to client, if requested • Please note this yearly charge may increase for future years | \$ 350 |
| Site Updates and File Uploads (monthly) | |
| SCG will assist in editing and developing site textual content, file uploads on a hourly basis. | |
| | \$ 105 |



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Agreement

Account Management

The development effort for this project will have the following role and position assignments:

| | |
|------------------------------|---|
| <i>Spark Creative Group:</i> | <i>Ocean County Insurance Fund Commission</i> |
| Lead Design Consulting | Client Guidance |
| Creative Team | Budgeting Decisions |
| Project Management | Authorizations and Approvals |
| Printing Management | |

Client will make all key personnel aware of the overall effort and objectives for this project and obtain necessary cooperation for required key personnel interviews.

Payment Schedule

| <i>Milestone</i> | <i>Date</i> | <i>Amount</i> |
|--------------------|----------------|---------------|
| Website Completion | Launch of Site | \$2,800 |

- Fees for additional monthly services will be billed separately as incurred
- This proposal is valid for 30 days from its issue
- Compensation and billing terms are detailed in the Firm Services Agreement
- All printing, production and media must be paid at time of purchase unless otherwise negotiated by SCG

Terms & Conditions

The terms and conditions of this proposal and all future work performed for the Client are described fully in the Firm Services Agreement.

Signature Block

IN WITNESS WHEREOF, the parties hereto have executed this proposal as of the date first above written.

Signing for Firm:

Signing for Client:

Michael P. Snyder
Spark Creative Group, LLC

Cathy Dodd
Ocean County Insurance Fund
Commission

Date:

Date:



NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND

9 Campus Drive - Suite 216

Parsippany, NJ 07054-4412

Telephone (201) 881-7632 Fax (201) 881-7633

Date: April 22, 2021
Memo to: Ocean County Insurance Fund Commission
From: Joseph Hrubash, NJCE Executive Director
Subject: April 22, 2021 Meeting

NJCE Financial Fast Track: Executive Director reviewed the revised Financial Fast Tracks (FFT) as of December 31, 2020 and February 28, 2021. Executive Director reported the Financial Fast Tracks were amended to reflect an anticipated recoverable amount from Safety National, the excess workers compensation insurer, for 2020 Covid-19 workers compensation claims.

COVID-19: Ms. Robyn Walcoff of PERMA provided an update on COVID-19 claim activity noting that as of March 31, 2021 for 2020 there were a total of 1,751 claims and 279 for 2021; total paid for both years was \$1.7 million. Ms. Walcoff reported a review of claims development will be conducted to evaluate if reserves on open claims may be reduced and/or closed.

Executive Director reported there is ongoing dialogue with Safety National on how the 2020 endorsement will be applied with respects to COVID-19 claims. Executive Director reported Safety National removed this endorsement for 2021 so each COVID-19 claim will be considered a single occurrence; however, the NJCE JIF is committed to applying one retention to its Commission and County members for any 2021 COVID-19 claims and seeking reimbursement from the carrier.

Finance Sub-Committee: Executive Director reported the Finance sub-committee met on April 9, 2021 to discuss on the 2021 NJCE budget delta of \$2,535,244 and review procurement responses for various JIF professional services. Copies of the meeting minutes were submitted for information.

Budget delta

Executive Director reported the budget delta was first addressed in late 2019 due to the hard insurance market and replacement of excess liability insurer; the NJCE absorbed the difference of \$1 million for 2020 which has already improved as of 12/31/20. Executive Director reported the 2021 renewal at expiring retentions would have resulted in significantly higher member premiums in excess of 25% increase and a number of changes in the excess program structure were done to control that pricing. Executive Director reported the NJCE adopted a 2021 budget with an 8% increase; however, the final results of the marketing and program restructuring efforts resulted in a delta of \$2,535,215 or 11.67% increase. Executive Director reported the budget delta is comprised of approximately \$600K in excess premium and the balance related to short fall in the loss funds.

Executive Director reported the fund is currently financially stable and there was no emergent need to take action; however, the Finance sub-committee met to review options to address the delta for 2021 fund year.

Finance sub-committee recommended the option of C1 to declare an additional assessment for the premium portion of delta of \$609,437; this will be billed in mid-September as a 3rd separate installment and due on November 1st. Included with the agenda was an exhibit of premium delta by member. No action to be taken at this time on the balance of the delta of \$1,925,777, which represents the short fall in the loss funds. Executive Director reported PERMA in conjunction with the Finance sub-committee, will monitor and re-evaluate the development of the balance of the delta on an annual basis. Executive Director reported, that based on prior history, the reserves and claims may improve over time, which would ultimately reduce the balance of the delta. Executive Director reported surplus may be gained as older years mature and the Finance sub-committee could consider an inter-fund transfer of that surplus to offset deficit years to close out the remaining delta. The Board of Fund Commissioners accepted the recommendation of the Finance sub-committee to declare an additional assessment in the total amount of \$609,437.

Professional Services/Procurement

Executive Director reported the Finance sub-committee reviewed responses to professional services, which were procured with the guidance of the Fund Attorney.

Finance sub-committee made the following recommendations:

- Litigation Manager - Award Judge E. David Millard of Citta, Holzapfel & Zabarsky a 1-year contract.
- Auditor – Award Bowman & Company for a 1-year contract.
- Payroll Auditor - Award Bowman & Company for a 1-year contract.
- Actuary – Award The Actuarial Advantage for a 1-year contract.

The Board of Fund Commissioners accepted the recommendations of the Finance sub-committee as noted; action was taken via Motion for Litigation Manager and Auditor and via adoption of Resolutions for Payroll Auditor and Actuary.

2021 Plan of Risk Management Amendment: Based on the recommendation of the Fund Underwriting Manager, the cyber coverage limits should be removed from the Plan of Risk Management. The Plan of Risk Management is posted to the NJCE JIF website and could serve as an incentive for cyber hacker attacks by identifying coverage limits. The Board of Fund Commissioners adopted a Resolution to amend the 2021 Plan of Risk Management as presented.

Prospective Membership: The County of Essex and Middlesex County Insurance Commission are renewing mid-2021 and have been identified as potential members for the NJCE program. Executive Director reported initial membership efforts are being taken now so as not to miss an opportunity to increase NJCE membership. The Board of Fund Commissioners adopted Resolutions to offer membership to County of Essex and Middlesex County Insurance Commission.

Membership Renewal: The Commissions of Camden County, Gloucester County and the County of Monmouth are scheduled to renew their three-year membership with the Fund as of January 1, 2022. Renewal documents will be sent to each respective County following the meeting.

NJ Senate Bill 3375: Executive Director reported proposed legislation S3375, which if passed would weaken the rights of employers to direct and control medical care including nurse case management as respects workers' compensation. Executive Director reported there has been considerable opposition to this bill and more information will be provided at future meetings.

Pollution Liability Coverage: As last reported, Zurich had informed the Fund office that this will be the final year of providing pollution liability coverage as they are moving away from this industry. The Underwriting Manager will conduct widespread marketing efforts on this line of coverage, which includes the feasibility of making a submission to the NJ Environmental Joint Insurance Fund (EJIF). Executive Director reported any additional information will be reported at future meetings.

NJCE Cyber Task Force: A meeting of this task force will be scheduled in May to discuss cyber-related issues. If any Fund Commissioner and/or a designated representative is interested in serving on the task force, please contact the office. Commissioners that currently serve are Commissioner Sheehan and Commissioner Block.

NJCE Claims Review Committee: The Claims Review Committee met prior to this Fund's meeting. The Board of Fund Commissioners accepted the recommendations of the Claims Review Committee to approve payment or settlement authority requests. Closed Session was not required for this action.

Marijuana Legislation and Effects on the Workplace & Mandatory Vaccinations: Submitted as part of the agenda were copies of memorandums drafted by the Municipal Excess Liability Joint Insurance Fund Attorney Fred Semrau, Esq. for our municipal clients. Executive Director reported these were included for informational purposes as they are also pertinent to NJCE membership.

Dividend: Deputy Executive Director reported this Board authorized the release of a \$1.5 million dividend, which was distributed in late January.

December 31, 2020 Audit: Deputy Executive Director reported following today's appointment, the Fund office will work with the Auditor to provide necessary report to complete the 2020 Audit. As in the past, a draft report is expected to be presented at the June meeting and the final at the September meeting.

2021 New Jersey Association of Counties Conference: The 71st Annual Conference is scheduled to be held from October 11th – October 14th at Caesar's in Atlantic City. NJAC will also be celebrating its 100 year anniversary.

2021 MEL, MRHIF and NJCE JIF Educational Seminar: For 10 years, the MEL Joint Insurance Fund (MEL) and Municipal Reinsurance Health Insurance Fund (MRHIF) – and most recently the New Jersey Counties Excess Joint Insurance Fund (NJCE JIF) have sponsored an Educational Seminar on property/casualty and health insurance matters. The session provided members and insurance producers the opportunity to earn as much as 5 Continuing Education Credits.

Deputy Executive Director reported this seminar will be conducted virtually over 2 half days – the morning of Friday, May 14th and Friday, May 21st. The agenda includes two ethics courses, and presentations on implicit bias, insurance market conditions, proposals to change the Workers' Compensation law and a discussion of proposed changes to the Affordable Care Act.

2021 Financial Disclosures: Deputy Executive Director reported Commissioners should anticipate the online filing of the Financial Disclosure forms as both a NJCE Commissioner, as well as, any County-related positions that require filing. It is expected the Division of Local Government Services will distribute a notice with filing instructions. As of 4/14/21 the Local Finance Board voted to extend the enforcement date to take action against non-filers until June 30, 2021 from the statutory deadline of April 30, 2021.

Underwriting Manager Report

Underwriting Manager provided a brief report on benefits of JIF membership versus commercial market especially during a hard market. Underwriting Manager reported while there may have been higher renewal costs for 2021, the NJCE and other JIFs are outpacing the commercial market in terms of comparing premium dollars. Underwriting Manager said an analysis report would be presented at the June meeting; Executive Director noted this analysis was suggested by Commissioner Wood at the Finance sub-committee meeting.

Risk Control Report

Safety Director submitted a report reflecting the risk control activities and the Safety Director Bulletins distributed from February to May 2021. Safety Director reported the NJCE online Learning Management System (LMS) is in the final stages of implementation; each Commission and County has been asked to designate an LMS Training Administrator(s) and an instructional webinar on how to navigate the LMS will be provided for members. Safety Director reported the 2021 safety grant program with Munich Re is modeled similar to the expiring program with two noted changes: 1) funding pool increased to \$50,000 to share among members that submit and 2) is applicable to efforts related to general liability, auto liability and law enforcement liability.

WC Claims Administration Report

A report was submitted noting the billed amount, paid amount, net savings as of March 2021.

Next Meeting: The next meeting of the NJCE fund is scheduled for June 24, 2021 at 9:30AM via Zoom; please contact the Fund office for meeting access information.

Exhibit - additional assessments & budget delta

| NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND | | | | | | | | | | | | |
|--|---------------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Exhibit - Comparisons Chart | | | | | | | | | | | | |
| | | ACIC | BCIC | CCIC | CUIC | GCIC | HC | MONC | MCIC | OC | UCIC | TOTAL |
| Counties | | | | | | | | | | | | |
| Premium. | Due end of 2021 | \$ (62,165) | \$ (26,491) | \$ (140,158) | \$ (66,187) | \$ (86,441) | \$ (30,322) | \$ (75,191) | \$ (65,779) | \$ (43,420) | \$ (13,284) | \$ (609,437) |
| Additional Assessment per Year Loss Funds & Premium | 5 Year Payout Plan | \$ (32,174) | \$ (38,633) | \$ (100,644) | \$ (24,637) | \$ (70,987) | \$ (23,103) | \$ (49,942) | \$ (37,148) | \$ (55,643) | \$ (54,129) | \$ (507,043) |
| | 10 Year Payout Plan | \$ (16,087) | \$ (19,318) | \$ (50,322) | \$ (12,318) | \$ (31,494) | \$ (11,552) | \$ (24,971) | \$ (28,574) | \$ (27,822) | \$ (27,064) | \$ (253,521) |
| Additional Assessment per Year Loss Funds ONLY | 5 Year Payout Plan | \$ (19,741) | \$ (33,337) | \$ (72,612) | \$ (11,399) | \$ (53,699) | \$ (17,039) | \$ (34,904) | \$ (43,993) | \$ (46,959) | \$ (51,472) | \$ (385,155) |
| | 10 Year Payout Plan | \$ (9,871) | \$ (16,669) | \$ (36,306) | \$ (5,700) | \$ (26,849) | \$ (8,519) | \$ (17,452) | \$ (21,996) | \$ (23,480) | \$ (25,796) | \$ (192,578) |

| NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND | | | | |
|---|------------|------------------------|-----------|--------|
| 2021 CERTIFIED BUDGET - | | | | |
| APPROPRIATIONS | | | | |
| I. Claims and Excess Insurance | | | | |
| Claims | CURRENT | Budget Including Delta | Change | |
| | | | \$ | % |
| 1 Property | 910,261 | 1,070,843 | 160,582 | 17.64% |
| 2 Liability | 897,602 | 1,663,929 | 766,327 | 85.37% |
| 3 Auto | 311,886 | 513,978 | 202,092 | 64.80% |
| 4 Workers' Comp. | 3,309,406 | 3,818,795 | 509,389 | 15.39% |
| 5 WC 150 x 1K (7720) | 0 | 0 | 0 | |
| 6 POLIPL | | 258,838 | 258,838 | |
| 7 Cyber | | 28,550 | 28,550 | |
| 8 Subtotal - Claims | 5,429,155 | 7,354,933 | 1,925,777 | 35.47% |
| 9 Premiums | | | | |
| 10 | | | | |
| 11 Property | 7,202,167 | 7,199,418 | (2,749) | -0.04% |
| 12 Property 150 x 110 | 500,341 | 635,094 | 134,753 | 26.93% |
| 13 XS Flood | 596,498 | 545,528 | (50,970) | -8.54% |
| 14 Liability (Munich) | 3,924,402 | 4,042,800 | 118,398 | 3.02% |
| 15 Excess Liability | 1,700,000 | 2,110,002 | 410,002 | 24.12% |
| 16 Workers Comp (500 x 500) * | 0 | 0 | 0 | |
| 17 Workers Comp (Stat x 1MIL) | 2,378,674 | 2,378,677 | 3 | 0.00% |
| 18 | | | | |
| 19 | | | | |
| 20 SubTotal Premiums | 16,302,082 | 16,911,519 | 609,437 | 3.74% |
| 21 Total Loss Fund | 21,731,237 | 24,266,452 | 2,535,215 | 11.67% |

| NEW JERSEY COUNTIES EXCESS JIF | | | | | |
|--|---------------------------------|------------------|------------------|--------------------|--------------------|
| FINANCIAL FAST TRACK REPORT | | | | | |
| AS OF February 28, 2021 | | | | | |
| ALL YEARS COMBINED | | | | | |
| | | THIS MONTH | YTD CHANGE | PRIOR YEAR END | FUND BALANCE |
| 1. | UNDERWRITING INCOME | 2,257,045 | 4,514,613 | 188,496,467 | 193,011,080 |
| 2. | CLAIM EXPENSES | | | | |
| | Paid Claims | 111,731 | 393,278 | 7,089,259 | 7,482,537 |
| | Case Reserves | (312,732) | 351,912 | 9,041,576 | 9,393,488 |
| | IBNR | 653,692 | 160,192 | 9,477,682 | 9,637,873 |
| | Discounted Claim Value | (58,670) | (117,339) | (1,764,902) | (1,882,241) |
| | Excess Recoveries | | | (1,286,205) | (1,286,205) |
| | TOTAL CLAIMS | 394,021 | 788,043 | 22,557,410 | 23,345,453 |
| 3. | EXPENSES | | | | |
| | Excess Premiums | 1,676,854 | 3,352,874 | 132,722,487 | 136,075,361 |
| | Administrative | 209,203 | 369,892 | 14,328,097 | 14,697,989 |
| | TOTAL EXPENSES | 1,886,056 | 3,722,766 | 147,050,585 | 150,773,350 |
| 4. | UNDERWRITING PROFIT (1-2-3) | (23,033) | 3,805 | 18,888,472 | 18,892,277 |
| 5. | INVESTMENT INCOME | (946) | 3,811 | 1,561,013 | 1,564,824 |
| 6. | PROFIT (4+5) | (23,978) | 7,616 | 20,449,485 | 20,457,101 |
| 7. | Dividend | 0 | 0 | 5,107,551 | 5,107,551 |
| 8. | SURPLUS (6-7) | (23,978) | 7,616 | 15,341,934 | 15,349,550 |
| SURPLUS (DEFICITS) BY FUND YEAR | | | | | |
| | 2010 | (12) | 80 | 313,887 | 313,967 |
| | 2011 | (21) | 115 | 817,020 | 817,134 |
| | 2012 | (31) | 160 | 774,598 | 774,758 |
| | 2013 | (55) | 214 | 1,427,740 | 1,427,954 |
| | 2014 | (92) | 378 | 2,365,101 | 2,365,479 |
| | 2015 | (101) | 395 | 1,454,230 | 1,454,624 |
| | 2016 | (106) | 438 | 2,610,015 | 2,610,453 |
| | 2017 | (124) | 478 | 1,260,627 | 1,261,105 |
| | 2018 | (126) | 481 | 2,217,096 | 2,217,577 |
| | 2019 | (135) | 519 | 1,604,522 | 1,605,041 |
| | 2020 | (144) | 552 | 497,098 | 497,650 |
| | 2021 | (23,032) | 3,806 | | 3,806 |
| | TOTAL SURPLUS (DEFICITS) | (23,978) | 7,616 | 15,341,934 | 15,349,550 |
| | TOTAL CASH | | | | 19,534,623 |

| NEW JERSEY COUNTIES EXCESS JIF | | | | | |
|------------------------------------|-----------------------------|----------|-------------------|------------------|------------------|
| FINANCIAL FAST TRACK REPORT | | | | | |
| | | AS OF | February 28, 2021 | | |
| ALL YEARS COMBINED | | | | | |
| | | THIS | YTD | PRIOR | FUND |
| | | MONTH | CHANGE | YEAR END | BALANCE |
| CLAIM ANALYSIS BY FUND YEAR | | | | | |
| FUND YEAR 2010 | | | | | |
| | Paid Claims | 0 | 0 | 171,840 | 171,840 |
| | Case Reserves | 0 | 0 | (0) | (0) |
| | IBNR | 0 | 0 | 0 | 0 |
| | Discounted Claim Value | 0 | 0 | 0 | 0 |
| | TOTAL FY 2010 CLAIMS | 0 | 0 | 171,840 | 171,840 |
| FUND YEAR 2011 | | | | | |
| | Paid Claims | 0 | 0 | 538,361 | 538,361 |
| | Case Reserves | 0 | 0 | 100 | 100 |
| | IBNR | 0 | 0 | 65 | 65 |
| | Discounted Claim Value | 0 | 0 | (9) | (9) |
| | TOTAL FY 2011 CLAIMS | 0 | 0 | 538,517 | 538,517 |
| FUND YEAR 2012 | | | | | |
| | Paid Claims | 23 | 372 | 1,581,076 | 1,581,449 |
| | Case Reserves | (10,023) | (10,372) | 55,743 | 45,371 |
| | IBNR | 10,000 | 10,000 | 6,513 | 16,513 |
| | Discounted Claim Value | 0 | 0 | (5,628) | (5,628) |
| | TOTAL FY 2012 CLAIMS | 0 | 0 | 1,637,704 | 1,637,704 |
| FUND YEAR 2013 | | | | | |
| | Paid Claims | 5,251 | 16,392 | 884,946 | 901,338 |
| | Case Reserves | (31,143) | (42,284) | 449,993 | 407,709 |
| | IBNR | 25,892 | 25,892 | 74,752 | 100,644 |
| | Discounted Claim Value | 0 | 0 | (47,613) | (47,613) |
| | TOTAL FY 2013 CLAIMS | 0 | 0 | 1,362,078 | 1,362,078 |
| FUND YEAR 2014 | | | | | |
| | Paid Claims | 733 | 1,037 | 475,133 | 476,170 |
| | Case Reserves | (21,834) | (22,139) | 468,318 | 446,179 |
| | IBNR | 21,101 | 21,102 | 82,005 | 103,107 |
| | Discounted Claim Value | 0 | 0 | (44,834) | (44,834) |
| | TOTAL FY 2014 CLAIMS | 0 | 0 | 980,622 | 980,622 |
| FUND YEAR 2015 | | | | | |
| | Paid Claims | 13,493 | 66,955 | 879,632 | 946,587 |
| | Case Reserves | (13,493) | (66,957) | 1,970,599 | 1,903,642 |
| | IBNR | 0 | 2 | 110,856 | 110,858 |
| | Discounted Claim Value | 0 | 0 | (133,992) | (133,992) |
| | TOTAL FY 2015 CLAIMS | 0 | 0 | 2,827,095 | 2,827,095 |

| NEW JERSEY COUNTIES EXCESS JIF FINANCIAL FAST TRACK REPORT | | | | |
|---|----------------|----------------|-------------------|-------------------|
| AS OF February 28, 2021 | | | | |
| ALL YEARS COMBINED | | | | |
| | THIS MONTH | YTD CHANGE | PRIOR YEAR END | FUND BALANCE |
| CLAIM ANALYSIS BY FUND YEAR | | | | |
| FUND YEAR 2016 | | | | |
| Paid Claims | 16 | 31,829 | 678,557 | 710,386 |
| Case Reserves | 82 | (74,436) | 1,006,194 | 931,758 |
| IBNR | (98) | 42,607 | 233,390 | 275,997 |
| Discounted Claim Value | 0 | 0 | (82,331) | (82,331) |
| TOTAL FY 2016 CLAIMS | 0 | 0 | 1,835,809 | 1,835,809 |
| FUND YEAR 2017 | | | | |
| Paid Claims | 91,179 | 103,734 | 367,768 | 471,502 |
| Case Reserves | (253,302) | (330,402) | 1,687,621 | 1,357,219 |
| IBNR | 162,122 | 226,668 | 1,606,476 | 1,833,143 |
| Discounted Claim Value | 0 | 0 | (212,833) | (212,833) |
| TOTAL FY 2017 CLAIMS | (0) | (0) | 3,449,032 | 3,449,032 |
| FUND YEAR 2018 | | | | |
| Paid Claims | 1,036 | 4,053 | 358,016 | 362,069 |
| Case Reserves | 72,954 | 85,130 | 563,782 | 648,911 |
| IBNR | (73,990) | (89,183) | 1,803,479 | 1,714,297 |
| Discounted Claim Value | 0 | 0 | (229,814) | (229,814) |
| TOTAL FY 2018 CLAIMS | 0 | 0 | 2,495,463 | 2,495,463 |
| FUND YEAR 2019 | | | | |
| Paid Claims | 0 | 4,506 | 704,297 | 708,804 |
| Case Reserves | 35,133 | 89,624 | 589,734 | 679,358 |
| IBNR | (35,133) | (94,130) | 2,688,900 | 2,594,770 |
| Discounted Claim Value | 0 | 0 | (344,192) | (344,192) |
| TOTAL FY 2019 CLAIMS | 0 | (0) | 3,638,740 | 3,638,740 |
| FUND YEAR 2020 | | | | |
| Paid Claims | 0 | 164,399 | 449,634 | 614,032 |
| Case Reserves | (90,307) | 723,749 | 2,249,493 | 2,973,242 |
| IBNR | 90,307 | (888,148) | 2,871,245 | 1,983,097 |
| Discounted Claim Value | 0 | 0 | (663,657) | (663,657) |
| Excess Recoveries | 0 | 0 | (1,286,205) | (1,286,205) |
| TOTAL FY 2020 CLAIMS | 0 | 0 | 3,620,510 | 3,620,510 |
| FUND YEAR 2021 | | | | |
| Paid Claims | 0 | 0 | | 0 |
| Case Reserves | (800) | 0 | | 0 |
| IBNR | 453,491 | 905,382 | | 905,382 |
| Discounted Claim Value | (58,670) | (117,339) | | (117,339) |
| TOTAL FY 2021 CLAIMS | 394,021 | 788,043 | 0 | 788,043 |
| COMBINED TOTAL CLAIMS | 394,021 | 788,043 | 22,557,410 | 23,345,453 |

This report is based upon information which has not been audited nor certified by an actuary and as such may not truly represent the condition of the fund.

Fund Year 2020 Claims reflect an anticipated recoverable amount of \$ 1,286,205 due from the reinsurer for COVID-19 WC claims.

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

9 Campus Drive, Suite 216

Parsippany, NJ 07054

Telephone (201) 881-7632

BULLETIN MEL 21-23

Date: January 1, 2021
To: Fund Commissioners of Member Joint Insurance Funds
From: Underwriting Manager, Conner Strong & Buckelew
Re: New TULIP Program

This bulletin does not apply to the Workers' Compensation only members of the NJPHA JIF.

TULIP stands for Tenant Users Liability Insurance Policy, which is a way for facility owners to ensure vendors of special events and activities hosted at such facilities have the appropriate General Liability coverage.

Attached are instructions for using the new TULIP system. Please refer to the corresponding spreadsheet as well, which lists the facility location code for each MEL member.

This bulletin is for information purposes only. It is not intended to be all-inclusive but merely an overview. It does not alter, amend or change your coverage. Please refer to specific policies for limits, terms, conditions and exclusions.

cc: Fund Executive Directors
Fund Professionals
Risk Management Consultants

MEL TULIP Program

Tenant users must purchase coverage directly from the OneBeacon Entertainment (OBE) TULIP Website using their own credit cards. OBE will handle the reporting for the MEL.

Tenant users may obtain a quote from OneBeacon Entertainment without obligation to purchase by doing the following:

1. Visit the TULIP website at <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
2. Enter the facility location code for the appropriate member town (NOTE: the facility location code will be entered on the TULIP website in the field that reads “Venue ID Code”). A list of facility location codes for the various MEL members can be found on the corresponding spreadsheet labeled “Locations By Facility.”
3. Complete Steps 1, 2 and 3 to obtain a quote.
4. If you are ready to purchase coverage, please complete the application and pay with a credit card.
5. If further assistance is required please call the TULIP help desk at **800-507-8414** Monday through Friday between 8:30 A.M. and 8:00 P.M. Eastern Time.

OCEAN COUNTY INSURANCE FUND COMMISSION BILLS LIST

Resolution No. 16-21

MAY 2021

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Ocean County Insurance Fund Commission, hereby authorizes the Commission Treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Commission

| FUND YEAR 2021 | | | |
|-----------------------|--------------------------------|--------------------------------------|----------------------|
| <u>CheckNumber</u> | <u>VendorName</u> | <u>Comment</u> | <u>InvoiceAmount</u> |
| 001001 | | | |
| 001001 | | VOID | 0.00 |
| 001001 | | VOID | 0.00 |
| | | | 0.00 |
| 001002 | | | |
| 001002 | GANNETT NEW JERSEY NEWSPAPERS | ACCT# ASB-000003503 - AD - 3.25.21 | 66.50 |
| 001002 | GANNETT NEW JERSEY NEWSPAPERS | ACCT# ASB-000003503 - MTG - 3.25.21 | 67.40 |
| | | | 133.90 |
| 001003 | | | |
| 001003 | THE PRESS OF ATLANTIC CITY | ACCT# 8027890 - AD - 3.25.21 | 57.08 |
| 001003 | THE PRESS OF ATLANTIC CITY | ACCT# 8027890 - AD - 3.18.21 | 19.32 |
| 001003 | THE PRESS OF ATLANTIC CITY | ACCT# 8027890 - MTG - 3.25.21 | 57.50 |
| | | | 133.90 |
| 001004 | | | |
| 001004 | PERMA RISK MANAGEMENT SERVICES | EXECUTIVE DIRECTOR FEE 5/21 | 12,557.11 |
| 001004 | PERMA RISK MANAGEMENT SERVICES | EXECUTIVE DIRECTOR FEE 4/21 | 12,557.11 |
| | | | 25,114.22 |
| | | Total Payments FY 2021 | 25,382.02 |
| | | TOTAL PAYMENTS ALL FUND YEARS | 25,382.02 |

Chairperson

Attest:

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer



OCEAN COUNTY INSURANCE FUND COMMISSION
Workers' Compensation Claims Reported
April 2021

CLAIMS REPORTED

| | MEDICAL ONLY | REPORT ONLY | Grand Total |
|------------------------|--------------|-------------|-------------|
| OC-BUILDINGS & GROUNDS | | 1 | 1 |
| OC-CORRECTIONS | 4 | | 4 |
| OC-ENGINEERING | 2 | 2 | 4 |
| OC-JUVENILE SERVICES | 1 | | 1 |
| OC-LIBRARY | 2 | | 2 |
| Grand Total | 9 | 3 | 12 |

COVID-19 CLAIMS REPORTED

| | MEDICAL ONLY | Grand Total |
|--------------------|--------------|-------------|
| OC-CORRECTIONS | 1 | 1 |
| OC-LIBRARY | 1 | 1 |
| Grand Total | 2 | 2 |

OCEAN COUNTY INSURANCE FUND COMMISSION

TO: Fund Commissioners

FROM: J.A. Montgomery Consulting, Safety Director

DATE: May 12, 2021

DATE OF MEETING: May 20, 2021

OCIFC SERVICE TEAM

APRIL - MAY 2021

| | | |
|---|---|--|
| Paul Shives, Vice President, Safety Services pshives@jamontgomery.com Office: 732-736-5213 | Glenn Prince, Associate Public Sector Director gprince@jamontgomery.com Office: 856-552-4744 Cell: 609-238-3949 | Natalie Dougherty, Senior Administrative Coordinator ndougherty@jamontgomery.com Office: 856-552-4738 |
|---|---|--|

APRIL - MAY 2021

RISK CONTROL ACTIVITIES

MEETINGS ATTENDED / TRAINING / LOSS CONTROL VISITS CONDUCTED

- **April 13:** Attended the OCIFC Safety Committee meeting via teleconference.
- **April 15:** Attended the OCIFC meeting via teleconference.
- **April 30:** Attended Risk Control Site Visits with Zurich at the County Jail, Administration, Court and Parking Garage.

UPCOMING MEETINGS / TRAINING / LOSS CONTROL VISITS PLANNED

- **May 20:** Plan to attend the OCIFC meeting via teleconference.

SAFETY DIRECTOR BULLETINS

Safety Director Bulletins and Messages are distributed by e-mail to Executive Directors, Fund Commissioners, Risk Managers and Training Administrators. They can be viewed at <https://njce.org/safety/safety-bulletins/>.

- NJCE JIF – SD Message - National Stand-Down to Prevent Falls – April 21.
- NJCE JJIF - SD Bulletin: National Stand-Down for Fall Prevention Resources – April 27.
- NJCE JJIF - SD Bulletin: FD Training in Acquired Structures – April 28.
- NJCE JIF - Day 1 – Day 5 National Safety Stand-Down to Prevent Falls – May 3 – May 7.
- NJCE JJIF - SD Bulletin: Latest Reopening New Jersey Limits, Restrictions & Guidance – May 5.

NJCE TRAINING OVERVIEW – LIVE SAFETY TRAINING WEBINARS

Due to the ongoing COVID-19 crisis in New Jersey, the indefinite suspension of in-person New Jersey Counties Excess Joint Insurance Fund (NJCE) classroom training and with out of the utmost concern for our public employers and employees, the New Jersey Counties Excess Joint Insurance Fund (NJCE) is offering real time, instructor-led online safety training.

Instruction is conducted with a live instructor using the Zoom webinar platform. We are excited to offer you the same training content, with the same experienced crew of instructors and with the same continuing education credits as with out in-person classes, but with the flexibility and safety of online delivery.

- The May – July Live Virtual Training schedules and registration links are attached.

NJCE MEDIA LIBRARY

NJCE Media Library includes a vast library of DVDs topics on many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes. The DVDs can be requested free of charge for NJCE members and held for up to 2 weeks so you can view them at your convenience. A prepaid self-addressed envelope is included to return the DVD. To view the full video catalog please visit <https://njce.org/wp-content/uploads/2021/02/NJCE-Media-DVD-Catalog.pdf>. Email the video library at melvideolibrary@jamontgomery.com or call 856-552-4900.

- OCIFC – three videos utilized.

NJCE ONLINE STREAMING VIDEO SERVICE

The NJCE JIF now has a New Video Streaming Service. This is an “on demand” service and has about 180 titles available for streaming right to your workplace! We encourage leaders to view the videos with members of their team and then discuss how the information in the video can best be used specifically in your operations.

To access the streaming “on demand videos”, go to the NJCE website <https://njce.org/safety-training-videos-registration/> Complete the Registration Form, click submit. The following screen will provide the URL and password to access the streaming videos.



NJCE Learning Management System (LMS) – The County has been setup on the NJCE LMS. The Users (County Employees) have been uploaded onto the LMS site by Department.

Below is the Users Log on Credentials to access the NJCE LMS (**Google Chrome is the recommended browser when accessing the LMS**):

User Name: County Email Address

Temporary Password: safety (but you will be asked to change it upon initial logon and you validate your account).

Log on (NJCE LMS) Landing Page Link: [Click to Log On](#)

J.A. Montgomery

CONSULTING

Out of the utmost concern for our public employers and employees, The MEL Safety Institute (MSI) and New Jersey Counties Excess Joint Insurance Fund (NJCE) is offering real time, instructor-led online safety training.

May thru July Safety Training Schedules – Click on the Training Topic to Register and for the Course Descriptions.

| Date | Training Topic | Time |
|---------|---|------------------|
| 5/20/21 | Confined Space Entry for Entrants & Attendants | 8:30 - 10:30 am |
| 5/20/21 | Employee Conduct and Violence Prevention in the Workplace | 9:00 - 10:30 am |
| 5/20/21 | HazCom w/GHS | 1:00 - 2:30 pm |
| 5/21/21 | Back Safety / Material Handling | 8:30 - 9:30 am |
| 5/21/21 | Driving Safety Awareness | 1:00 - 2:30 pm |
| 5/24/21 | Fire Safety | 8:30 - 9:30 am |
| 5/24/21 | Fire Extinguisher Safety | 10:00 - 11:00 am |
| 5/24/21 | Playground Safety Inspections | 1:00 - 3:00 pm |
| 5/25/21 | Fall Protection Awareness | 8:30 - 10:30 am |
| 5/25/21 | Flagger Skills and Safety | 11:00 - 12:00 pm |
| 5/26/21 | Jetter/Vacuum Safety Awareness | 8:30 - 10:30 am |
| 5/26/21 | Work Zone: Safety for Supervisors | 1:00 - 2:00 pm |
| 5/27/21 | Ladder Safety/Walking & Working Surfaces | 8:30 - 10:30 am |
| 5/27/21 | Personal Protective Equipment (PPE) | 1:00 - 3:00 pm |
| 5/28/21 | Implicit Bias in the Workplace | 9:00 - 10:30 am |
| | | |
| 6/1/21 | Flagger Skills and Safety | 8:30 - 9:30 am |
| 6/1/21 | Work Zone: Temporary Traffic Controls | 10:00 - 12:00 pm |
| 6/2/21 | Housing Authority Sensibility | 8:30 - 11:30 am |
| 6/2/21 | Hazard Identification: Making Your Observations Count | 1:00 - 3:00 pm |
| 6/3/21 | CDL: Drivers' Safety Regulations | 8:30 - 10:30 am |
| 6/3/21 | Lock Out/Tag Out (LOTO) | 1:00 - 3:00 pm |
| 6/4/21 | Heavy Equipment - General Safety | 8:30 - 10:30 am |
| 6/4/21 | Implicit Bias in the Workplace | 1:00 - 2:30 pm |
| 6/7/21 | HazCom w/GHS | 8:30 - 10:00 am |
| 6/7/21 | Hearing Conservation | 10:30 - 11:30 am |
| 6/8/21 | Personal Protective Equipment (PPE) | 8:30 - 10:30 am |
| 6/8/21 | Ethics for NJ Local Government Employees | 9:00 - 11:00 am |
| 6/8/21 | Protecting Children from Abuse - For Managers/Supervisors/Elected Officials | 1:00 - 3:00 pm |
| 6/9/21 | Housing Authority: Safety Awareness & Regulatory Training | 8:30 - 11:30 am |
| 6/9/21 | Employee Conduct & Violence Prevention in the Workplace | 10:00 - 11:30 am |

| | | |
|---------|---|------------------|
| 6/10/21 | Confined Space Entry for Entrants & Attendants | 8:30 - 10:30 am |
| 6/10/21 | Shop & Tool Safety | 10:00 - 11:00 am |
| 6/10/21 | Shift Briefing Essentials | 1:00 - 2:30 pm |
| 6/11/21 | Jetter/Vacuum Safety Awareness | 8:30 - 10:30 am |
| 6/11/21 | Back Safety / Material Handling | 11:00 - 12:00 pm |
| 6/14/21 | Fire Safety | 8:30 - 9:30 am |
| 6/14/21 | Fire Extinguisher | 10:00 - 11:00 am |
| 6/14/21 | Bloodborne Pathogens (BBP) | 1:00 - 2:00 pm |
| 6/15/21 | HazMat Awareness w/HazCom GHS | 8:30 - 11:30 am |
| 6/15/21 | Lock Out/Tag Out (LOTO) | 1:00 - 3:00 pm |
| 6/16/21 | HazCom w/GHS | 11:00 - 12:30 pm |
| 6/16/21 | Confined Space Entry for Entrants & Attendants | 1:00 - 3:00 pm |
| 6/17/21 | Preparing for First Amendment Audits | 9:00 - 11:00 am |
| 6/17/21 | Confined Space Entry for Supervisors | 1:00 - 3:00 pm |
| 6/18/21 | Bloodborne Pathogens (BBP) | 8:30 - 9:30 am |
| 6/18/21 | Ladder Safety/Walking & Working Surfaces | 10:00 - 12:00 pm |
| 6/21/21 | Implicit Bias in the Workplace | 9:00 - 10:30 am |
| 6/21/21 | Fall Protection Awareness | 1:00 - 3:00 pm |
| 6/22/21 | CDL: Supervisors' Reasonable Suspicion | 8:30 - 10:30 am |
| 6/22/21 | CDL: Drivers' Safety Regulations | 1:00 - 3:00 pm |
| 6/23/21 | Fire Safety | 8:30 - 9:30 am |
| 6/23/21 | Personal Protective Equipment (PPE) | 10:00 - 12:00 pm |
| 6/23/21 | Shop & Tool Safety | 1:00 - 2:00 pm |
| 6/24/21 | Driving Safety Awareness | 8:30 - 10:00 am |
| 6/24/21 | Bloodborne Pathogens (BBP) | 10:30 - 11:30 am |
| 6/25/21 | Employee Conduct and Violence Prevention in the Workplace | 9:00 - 10:30 am |
| 6/25/21 | Back Safety / Material Handling | 11:00 - 12:00 pm |
| 6/28/21 | Flagger Skills and Safety | 8:30 - 9:30 am |
| 6/28/21 | Jetter/Vacuum Safety Awareness | 10:00 - 12:00 pm |
| 6/29/21 | Hearing Conservation | 11:00 - 12:00 pm |
| 6/29/21 | HazCom w/GHS | 1:00 - 2:30 pm |
| 6/30/21 | Ladder Safety/Walking & Working Surfaces | 8:30 - 10:30 am |
| 6/30/21 | Fire Extinguisher | 11:00 - 12:00 pm |
| | | |
| 7/1/21 | HazCom w/GHS | 8:30 - 10:00 am |
| 7/1/21 | Hearing Conservation | 10:30 - 11:30 am |
| 7/1/21 | Fire Safety | 1:00 - 2:00 pm |
| 7/6/21 | Personal Protective Equipment (PPE) | 8:30 - 10:30 am |
| 7/6/21 | HazCom w/GHS | 11:00 - 12:30 pm |
| 7/6/21 | Bloodborne Pathogens (BBP) | 1:00 - 2:00 pm |
| 7/7/21 | Heavy Equipment - Tractor Safety | 8:30 - 9:30 am |

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|---------|---|------------------|
| 7/7/21 | Lock Out/Tag Out (LOTO) | 10:00 - 12:00 pm |
| 7/7/21 | Fire Extinguisher | 1:00 - 2:00 pm |
| 7/8/21 | Hazard Identification: Making Your Observations Count | 8:30 - 10:30 am |
| 7/8/21 | Back Safety / Material Handling | 11:00 - 12:00 pm |
| 7/8/21 | Ladder Safety/Walking & Working Surfaces | 1:00 - 3:00 pm |
| 7/9/21 | Flagger Skills and Safety | 8:30 - 9:30 am |
| 7/9/21 | Implicit Bias in the Workplace | 9:00 - 10:30 am |
| 7/9/21 | CDL-Drivers Safety Regulations | 10:00 - 12:00 pm |
| 7/12/21 | Preparing for the Unspeakable | 9:00 - 10:30 am |
| 7/12/21 | Implicit Bias in the Workplace | 1:00 - 2:30 pm |
| 7/13/21 | Protecting Children from Abuse - For Managers/Supervisors/Elected Officials | 9:00 -11:00 am |
| 7/13/21 | Work Zone: Temporary Traffic Controls | 8:30 - 10:30 am |
| 7/13/21 | Bloodborne Pathogens (BBP) | 11:00 - 12:00 pm |
| 7/13/21 | Ethics for NJ Local Government Employees | 1:00 - 3:00 pm |
| 7/14/21 | Housing Authority: Safety Awareness & Regulatory Training | 8:30 - 11:30 am |
| 7/14/21 | HazCom w/GHS | 1:00 - 2:30 pm |
| 7/15/21 | Heavy Equipment - Earth Moving Equipment Safety | 8:30 - 9:30 am |
| 7/15/21 | Heavy Equipment - Trucks & Trailer Safety | 10:00 - 11:00 am |
| 7/15/21 | Jetter/Vacuum Safety Awareness | 1:00 - 3:00 pm |
| 7/16/21 | Confined Space Entry for Entrants & Attendants | 8:30 - 10:30 am |
| 7/16/21 | Shop & Tool Safety | 11:00 - 12:00 pm |
| 7/19/21 | HazCom w/GHS | 8:30 - 10:00 am |
| 7/19/21 | Bloodborne Pathogens (BBP) | 10:30 - 11:30 am |
| 7/19/21 | Lock Out/Tag Out (LOTO) | 1:00 - 3:00 pm |
| 7/20/21 | Fire Safety | 8:30 - 9:30 am |
| 7/20/21 | Employee Conduct and Violence Prevention in the Workplace | 9:00 - 10:30 am |
| 7/20/21 | Personal Protective Equipment (PPE) | 10:00 - 12:00 pm |
| 7/21/21 | HazMat Awareness w/HazCom GHS | 8:30 - 11:30 am |
| 7/21/21 | Fall Protection Awareness | 1:00 - 3:00 pm |
| 7/22/21 | CDL-Drivers Safety Regulations | 8:30 - 10:30 am |
| 7/22/21 | Fire Extinguisher | 11:00 - 12:00 pm |
| 7/22/21 | Driving Safety Awareness | 1:00 - 2:30 pm |
| 7/23/21 | Ladder Safety/Walking & Working Surfaces | 8:30 - 10:30 am |
| 7/23/21 | Back Safety / Material Handling | 11:00 - 12:00 pm |
| 7/26/21 | Fire Safety | 8:30 - 9:30 am |
| 7/26/21 | Bloodborne Pathogens (BBP) | 10:00 - 11:00 am |
| 7/26/21 | HazCom w/GHS | 1:00 - 2:30 pm |
| 7/27/21 | Confined Space Entry for Entrants & Attendants | 8:30 - 10:30 am |
| 7/27/21 | Shop & Tool Safety | 11:00 - 12:00 pm |
| 7/27/21 | Employee Conduct and Violence Prevention in the Workplace | 1:00 - 2:30 pm |
| 7/28/21 | Housing Authority Sensibility | 8:30 - 11:30 am |

| | | |
|---------|--|------------------|
| 7/28/21 | Work Zone Safety for Supervisors | 1:00 - 2:00 pm |
| 7/29/21 | Asbestos, Lead, Silica, Overview | 1:00 - 2:00 pm |
| 7/30/21 | Playground Safety Inspections | 8:30 - 10:30 am |
| 7/30/21 | Hearing Conservation | 11:00 - 12:00 pm |
| 7/30/21 | Jetter/Vacuum Safety Awareness | 1:00 - 3:00 pm |

Safety Training Guidelines:

To maintain the integrity of the classes and our ability to offer CEUs, we must abide by the rules of the State agency who issued the designation. Chief among those rules is the attendee of the class must attend the whole session. **Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion.**

The Zoom platform is utilized to track the time each attendee logs in and logs out of webinars. Also, we can track participation, to demonstrate to the State agency that the student also participated in polls, quizzes, and question & answer activities during the live, instructor-led webinar. We maintain these records to document our compliance with the State agency.

About Zoom Training:

- When registering, please indicate the number of students that will be attending with you if in a group setting for an accurate count to avoid cancelations due to low attendance. Once registered you will receive an email with the webinar link. Be sure to save the link on your calendar to access on the day of training. We suggest registering no later than a day before to insure you receive the link and your computer and sound system are working correctly.
- A Zoom account is not needed to attend a class. Attendees can login and view the presentations from a laptop, smartphone, or tablet.
- Zoom periodically updates their software. After registering for a webinar, the confirmation email contains a link at the bottom to Test your system. We strongly recommend testing your system, and updating if needed, at that time.
- Please [click here](#) for informative Zoom operation details.
- It is suggested you log in to the webinar about 15 minutes early, so if there is an issue, there is time to address it. We cannot offer credit or CEUs/TCHs to attendees who log in 5 minutes late or leave early.
- Group Training Procedures: Please have one person register for the safety training webinar.
 - Group sign in sheet: Please assign someone to submit the completed sign-in sheet(s) within 24 hours of the webinar so Certificates of Participation can be made available in a timely manner.

| CEU's for Certified Publics Works Managers | | | |
|---|---------------|---|---------------|
| MSI Course | CEU's/Cat. | MSI Course | CEU's/Cat. |
| Accident Investigation | 2 / M | HazCom with Globally Harmonized System | 1 / T,G |
| Advanced Safety Leadership | 10 / M | Hazardous Materials Awareness w/ HazCom & GHS | 3 / T |
| Asbestos, Lead & Silica Industrial Health Overview | 1 / T,G | Hazard Identification - Making Your Observations Count | 1 / T,M |
| Back Safety / Material Handling | 1 / T | Hearing Conservation | 1 / T,G |
| Bloodborne Pathogens Training | 1 / G | Heavy Equipment Safety | 1 / G - 2 / T |
| Bloodborne Pathogens Administrator Training | 1 / T,M | Hoists, Cranes and Rigging | 2 / T |
| BOE Safety Awareness | 3 / T | Housing Authority Safety Awareness | 3 / T |
| CDL – Supervisors Reasonable Suspicion | 2 / M | Jetter Safety | 2 / T |
| CDL - Drivers' Safety Regulations | 2 / G | Landscape Safety | 2 / T |
| Coaching the Maintenance Vehicle Operator | 2 / T,M | Leaf Collection Safety Awareness | 2 / T |
| Confined Space Entry – Permit Required | 3.5 / T | Lockout Tagout | 2 / T |
| Confined Space Awareness | 1 / T,G | Personal Protective Equipment (PPE) | 2 / T |
| Dealing With Difficult People | 1 / M | Playground Safety Inspections | 2 / T |
| Defensive Driving-6-Hour | 6 / M | Protecting Children from Abuse - For Managers/Supervisors/Elected Officials | 2 / M |
| Driving Safety Awareness | 1.5 / T | Sanitation and Recycling Safety | 2 / T |
| Employee Conduct and Violence in the Work Place | 1.5 / E | Safety Committee Best Practices | 1.5 / M |
| Excavation Trenching & Shoring | 2 / T,M | Safety Coordinator's Skills Training | 2 / M,G |
| Fall Protection Awareness | 2 / T,M | Shop and Tool Safety | 1 / T |
| Fast Track to Safety | 4 / T | Seasonal Public Works Operations | 3 / T |
| Fire Extinguisher | 1 / T | Snow Plow Safety | 2 / T |
| Fire Safety | .5/ T - .5/ G | Special Events Management | 2 / M |
| Flagger / Workzone Safety | 2 / T,M | Shift Briefing Essentials | 1 / M |
| CEU's for Registered Municipal Clerks | | | |
| MSI Course | CEU's/Cat. | MSI Course | CEU's/Cat. |
| Asbestos, Lead & Silica Industrial Health Overview | 1 / P | Hazard Identification - Making your Observations Count | 2 / P |
| Bloodborne Pathogens Training | 1 / P | Protecting Children from Abuse - For Managers/Supervisors/Elected Officials | 2 / P |
| Dealing With Difficult People | 1 / P | Safety Committee Best Practices | 1.5 / P |
| Employee Conduct and Violence in the Work Place | 1.5 / E | Safety Coordinator's Skills Training | 4 / P |
| | | Special Event Management | 2 / P |
| TCH's For Water/ Wastewater | | | |
| MSI Course | TCH's/Cat. | MSI Course | TCH's/Cat. |
| Accident Investigation | 1.5 / S | HazCom with Globally Harmonized System | 1.5 / S |
| Advanced Safety Leadership | 10 / S | Hazardous Materials Awareness w/ HazCom & GHS | 3 / S |
| Asbestos, Lead & Silica Industrial Health Overview | 1 / S | Heavy Equipment Safety | 3 / S |
| Back Safety / Material Handling | 1 / S | Housing Authority Safety Awareness | 3 / S |
| Bloodborne Pathogens Training | 1 / S | Hazard Identification - Making your Observations Count | 1.5 / S |
| Bloodborne Pathogens Administrator Training | 2 / Non S | Hearing Conservation | 1 / S |
| BOE Safety Awareness | 3 / S | Hoists, Cranes and Rigging | 2 / S |
| CDL – Supervisors Reasonable Suspicion | 1.5 / S | Jetter Safety | 2 / S |
| CDL - Drivers' Safety Regulations | 2 / S | Ladder Safety/Walking Working Surfaces | 2 / S |
| Confined Space Awareness | 1 / S | Landscape Safety | 2 / S |
| Confined Space Entry - Permit Required | 3.5 / S | Leaf Collection Safety Awareness | 2 / S |
| Dealing With Difficult People | 1 / S | Lockout Tagout | 2 / S |
| Defensive Driving-6-Hour | 5.5 / S | Shop and Tool Safety | 1 / S |
| Driving Safety Awareness | 1.5 / S | Office Safety | 2 / S |
| Employee Conduct and Violence in the Work Place | 1.5 / Non S | Personal Protective Equipment (PPE) | 2 / S |
| Excavation Trenching & Shoring | 4 / S | Safety Committee Best Practices | 1.5 / S |
| Fall Protection Awareness | 2 / S | Safety Coordinator's Skills Training | 4 / S |
| Fast Track to Safety | 4 / S | Seasonal Public Works Operations | 3 / S |
| Fire Extinguisher | 1 / S | Shift Briefing Essentials | 1.5 / S |
| Fire Safety | 1 / S | Snow Plow Safety | 2 / S |
| Flagger / Workzone Safety | 2 / S | Special Event Management | 2 / S |
| CEU's for Tax Collectors | | CEU's for County/Municipal Finance Officers | |
| MSI Course | CEU's/Cat. | MSI Course | CEU's/Cat. |
| Employee Conduct and Violence in the Work Place | 1.5 / E | Employee Conduct and Violence in the Work Place | 1.5 / E |
| Dealing With Difficult People | 1 / E, Gen | Dealing With Difficult People | 1 / E, M |
| Protecting Children from Abuse - For Managers/Supervisors/Elected Officials | 2 / Gen | Protecting Children from Abuse - For Managers/Supervisors/Elected Officials | 2 / OFM |
| CEU's for Certified Recycling Professionals | | CEU's for Qualified Purchasing Agents | |
| MSI Course | CEU's/Cat. | MSI Course | CEU's/Cat. |
| Fire Extinguisher Safety | 1 / CRP | Employee Conduct and Violence in the Work Place | 1.5 / E |
| Hazard Recognition- Making your Observations Count | 2 / CRP | Dealing With Difficult People | 1 / OFF |
| Heavy Equipment | 3 / CRP | Protecting Children from Abuse - For Managers/Supervisors/Elected Officials | 2 / OFF |
| Sanitation and Recycling Safety | 2 / CRP | | |
| CEU's for Park and Rec Professionals | | | |
| MSI Course | CEU's/Cat. | | |
| Playground Safety Inspections (CEUs for all Park and Rec Professionals) | .2 | | |
| ***Categories | | ***Categories(cont.) | |
| E - Ethics | | Non S - Non Safety (Management) | |
| T - Technical | | P - Professional Development | |
| G - Governmental | | M - Management | |
| S - Safety / Non S - Non Safety | | CRP - Certified Recycling Professional Classroom CEU | |
| GEN - General Secondary Duties | | OFF - Office Admin/General Duties | |
| OFM - Office Mgmt. and Ancillary subjects | | | |

Appendix I

Minutes

**OCEAN COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – April 15, 2021
Telephonic Meeting
10:00 AM**

Meeting was called to order by Chairman Greitz. Chairman Greitz read the Open Public Meetings notice into record.

ROLL CALL OF COMMISSIONERS:

| | |
|---------------------------|---------|
| Robert A. Greitz | Present |
| Michael Fiure | Present |
| Mary Anne Cilento | Present |
| John P. Kelly (Alternate) | Present |

FUND PROFESSIONALS PRESENT:

| | |
|----------------------------|---|
| Executive Director | PERMA Risk Management Services Joseph Hrubash |
| Claims Services | Qual-Lynx Kathy Kissane Chris Roselli Karen Beatty Claudia Acosta |
| | PERMA Risk Management Services Robyn Walcoff |
| NJCE Underwriting Manager | Conner Strong & Buckelew |
| Risk Management Consultant | Conner Strong & Buckelew Carole Mack Mary Anne Sander |
| Treasurer | Julie Tarrant |
| Attorney | John C. Sahradnik, Esq. |
| Safety Director | J.A. Montgomery Consulting Glenn Prince |

ALSO PRESENT:

Laura Benson, Esq., Berry, Sahradnik, Kotzas & Benson
Antoinette DePaolo, Ocean County
Pauline Kontomanolis, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN MINUTES OF MARCH 18, 2021

MOTION TO APPROVE THE OPEN MINUTES OF MARCH 18, 2021

| | |
|-----------------|----------------------|
| Moved: | Commissioner Fiure |
| Second: | Commissioner Cilento |
| Roll Call Vote: | 3 Ayes, 0 Nays |

CORRESPONDENCE: None

SAFETY AND ACCIDENT REVIEW COMMITTEE: Mr. Prince reported the Committee met on Tuesday, April 13, 2021 and a variety of safety topics were discussed at the Kick Off Meeting. Mr. Prince thanked Ms. DePaolo for her assistance and co-operation in scheduling the meeting. Mr. Prince said the next meeting was scheduled for August 10, 2021 at 1:30 PM. Mr. Prince noted as of now the meeting was scheduled via Zoom and if that changed, the meeting would be in-person. Mr. Prince advised the minutes and agenda would be prepared by his staff and sent out electronically prior to the meeting. Mr. Prince asked if there were any questions and concluded his report.

CLAIMS COMMITTEE: Ms. Walcoff advised the Claims Committee had not official met yet, however the Claims Committee Charter and resolution were included in the Executive Director's report for approval. Ms. Walcoff reported once the Charter was approved she would set up the meetings for the second Thursday of the month at 2:00 PM. Ms. Walcoff noted the claims discussed during the Committee Meetings would be post April 1, 2021. Ms. Walcoff asked if there were any questions and concluded her report.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and he had seven action items.

2021 PROPERTY & CASUALTY BUDGET: Executive Director reported at the March 18, 2021 meeting the 2021 Property & Casualty Budget was introduced and there were no changes. Executive Director advised the budget was advertised in the Commission's official newspapers. Executive Director said the Public Hearing for the budget would be held at this meeting and a copy of the 2021 pro-rated budget in the amount of \$5,856,907 was included in the agenda. Executive Director noted the assessments would be billed in three installments of 40% due 5/01/21, 30% due 8/15/21 and 30% due 10/15/21. Executive Director asked if there were any questions and requested a motion to open the public hearing.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2021 PROPERTY & CASUALTY BUDGET

Moved: Commissioner Fiure
Second: Commissioner Cilento
Vote: 3 Yes, 0 Nays

MOTION TO CLOSE THE PUBLIC HEARING

Moved: Commissioner Fiure
Second: Commissioner Cilento
Vote: 3 Yes, 0 Nays

MOTION TO ADOPT THE PROPERTY & CASUALTY BUDGET FOR THE OCEAN COUNTY INSURANCE FUND COMMISSION IN THE AMOUNT OF \$5,856,907 AS PRESENTED FOR THE PERIOD OF 4/1/21 TO 12/31/21 AND CERTIFY THE ASSESSMENTS

Moved: Commissioner Fiure
Second: Commissioner Cilento
Roll Call Vote: 3 Yes, 0 Nays

RULES AND REGULATIONS: Executive Director reported the Rules & Regulations would be presented at the May meeting.

2021 PLAN OF RISK MANAGEMENT: Executive Director advised a draft copy of the 2021 Plan of Risk Management was presented last month. Executive Director reported the County representatives reviewed the Plan with the Commission Attorney and some suggestions were made and were part of the revised agenda that was e-mailed yesterday. Executive Director noted the changes were highlighted in yellow. Executive Director advised based on the NJCE Underwriting Manager's recommendation the limits for the cyber coverage were removed. Executive Director explained the Plan of Risk Managements were posted on the websites and could serve as an incentive for cyber hacker attacks by identifying coverage limits. Executive Director reported the Commission Attorney suggested adding some wording involving an agent or employee acting as an agent of the State in the performance of a law enforcement function as noted on page 2 of the Plan. Executive Director advised the last change was the Personal Injury Protection (PIP) of \$15,000 also suggested by Commission Attorney.

MOTION TO APPROVE RESOLUTION 13-21 ADOPTING THE PLAN OF RISK MANAGEMENT

DESIGNATING AUTHORIZED SIGNATURES, REVISED RESOLUTION 7-21: Executive Director reported last month we approved Resolution 7-21, Designating Authorized Signatures for

Commission Bank Accounts. Executive Director referred to revised Resolution 7-21 which was included in the agenda. Executive Director explained the resolution was revised to include Alice H. Lihou and David S. Ruber of Qual-Lynx as signatories for claim payments along with Julie Tarrant. Executive Director advised also the resolution was revised to eliminate the requirement of three signatures.

MOTION TO APPROVE RESOLUTION 7-21 DESIGNATING AUTHORIZED SIGNATURES FOR COMMISSION BANK ACCOUNTS

CLAIMS COMMITTEE CHARTER: Executive Director referred to a copy of the OCIFC Claims Committee Charter, which was included in the agenda. Executive Director advised we were suggesting the Claims Committee meet the second Thursday of the month at 2:00 PM. Executive Director said he was hoping to approve the Charter today, however we still needed to determine the additional representatives from the County Agencies for the committee. Chairman Greitz advised he had the names to add now and suggested approving the Charter with the additional members. Chairman Greitz said to add Mary Jane Bavais for Ocean County, Colleen Golin, Esq. for the Board of Social Services, Mike Senyk for the Mosquito Commission and Jennifer Doderer for the Library Commission. Executive Director advised when we approved the Resolution with the consent motion it would include the additional members just reported.

MOTION TO APPROVE RESOLUTION 14-21 ESTABLISHING CLAIMS COMMITTEE AND CLAIMS COMMITTEE CHARTER INCLUDING THE ADDITIONAL MEMBERS

SAFETY AND ACCIDENT REVIEW COMMITTEE CHARTER: Executive Director reported the Safety and Accident Review Committee Charter was revised to include the Chairpersons, Members, Alternate Members and Honorary Member. Executive Director referred to a copy of the amended Safety and Accident Review Committee Charter which was included in the agenda. Executive Director thanked Mr. Prince and Ms. DePaolo for their work with the Charter. Executive Director asked if anyone had any questions on the Charter.

MOTION TO APPROVE THE REVISED SAFETY AND ACCIDENT REVIEW COMMITTEE CHARTER

OPRA REQUEST FORM: Executive Director advised the NJCE had updated their OPRA Request Form to include the Ocean County Insurance Fund Commission. Executive Director reported the form could be faxed or e-mailed to PERMA's OPRA Department and noted a copy of the form was included in the agenda. Executive Director said the form was on the NJCE website and would be posted to the Commission's website once it was established. Executive Director asked if there were any questions on the form.

MOTION TO APPROVE THE NJCE OPRA REQUEST FORM

EMPLOYEE DISHONESTY CRIME POLICY: Executive Director reported Joint Insurance Funds in the State of New Jersey are required by law to carry an employee dishonesty crime policy

on their Executive Director, Third Party Administrator and Treasurer. Executive Director said the NJCE and its member Insurance Commissions purchased this coverage shortly after their formation. Executive Director explained although an Insurance Commission was not subject to the same regulation; he felt it was prudent for the Ocean County Insurance Fund Commission to consider purchasing this coverage. Executive Director advised the coverage could be purchased with Selective Insurance Company and suggested obtaining a quote for a limit of \$1,000,000 and a \$10,000 per occurrence deductible. Executive Director noted this was the standard limit and deductible the NJCE and its member Commissions purchase. Executive Director said the cost of this coverage could be paid out of the miscellaneous and expense contingency account.

MOTION TO OBTAIN A QUOTE FROM SELECTIVE INSURANCE COMPANY FOR AN EMPLOYEE DISHONESTY CRIME POLICY

Executive Director advised that concluded the action items of his report and requested a motion on the six action items including the additional members to the Claims Committee Charter.

MOTION TO APPROVE SIX CONSENT ITEMS WITH AMENDMENT TO MEMBERS OF THE CLAIM COMMITTEE CHARTER

| | |
|-----------------|----------------------|
| Moved: | Commissioner Fiure |
| Second: | Commissioner Cilento |
| Roll Call Vote: | 3 Yes, 0 Nays |

INSURANCE COMMISSION WEBSITE: Executive Director advised he was looking for guidance on a website for the Commission. Executive Director explained legislation now required Joint Insurance Funds and Insurance Commissions have a website to post an extensive list of public documents. Executive Director referred to a copy of Chapter 167, which was included in Appendix III of the agenda. Executive Director advised the NJCE and some of the member Insurance Commissions utilized Spark Creative Group as their website vendor. Executive Director said some of the Insurance Commissions used the County’s “in house” representative to create the Insurance Commission Website and post the applicable documents on a regular basis. Chairman Greitz said they did not have any long conversations about the website yet; however, they did have a staff that might be able to handle. Chairman Greitz did not think they could make a decision at this time and suggested holding off until next month. In response to Commissioner Fiure, Executive Director thought the pricing was under \$17,500 so a request for quotes could be done. Ms. Dodd said the cost for the website vendor was well under \$10,000 and she would send the Commissioners links to the Commission Websites handled by Spark Creative Group. Ms. Dodd noted she would also send the links for the websites handled by County staff. Executive Director asked the Commissioners to contact his office with any questions they had after reviewing the websites.

SECTION 111, MANDATORY REPORTING: Executive Director reported we have successfully completed the initial registration step for Section 111 and have been assigned a Responsible Reporting Entity (RRE) number. Executive Director advised Qual Lynx will update the RRE with their information and they will test it in the “test phase” before it can be placed into production.

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director advised the NJCE 2021 Reorganization Meeting was held on February 25, 2021 via Zoom audio/video. Executive Director referred to a copy of the summary report of the meeting which was included in the agenda. Executive Director reported the NJCE would meet again on April 22, 2021 via Zoom audio/video at 9:30 AM.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the January Financial Fast Track for the NJCE was included in the agenda. As of January 31, 2021, the NJCE had a surplus of \$14,087,324. Executive Director noted the total cash amount was \$14,898,138. Executive Director reported line 7 of the report “Dividend” represented the figure released by the NJCE of \$5,107,551. Executive Director asked if there were any questions on the Financial Fast Track.

ZURICH INSURANCE COMPANY RISK ENGINEERING VISIT: Executive Director reported Zurich Insurance Company would visit the County’s Complex on Hooper Avenue on April 30 at 9:30. Executive Director noted Ms. DePaola and Mr. Prince would meet with the Zurich representatives for the property assessment.

2021 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR: Executive Director reported the 10th Annual Educational Seminar would be held virtually this year. Executive Director said this year there would be two sessions, Friday, May 14 and Friday, May 21, 9:00 AM to Noon. Executive Director advised the seminar qualified for Continuing Education Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. Executive Director referred to a copy of the flyer included in the agenda for more information and advised you could register for the seminars using the below link:

https://permainc.zoom.us/webinar/register/WN_4Vo8s4QLRfSrDMcWkm7VfA

Executive Director advised that concluded his report unless there were any questions. Chairman Greitz thanked Ms. DePaolo for her efforts in scheduling the Zurich inspection. Chairman Greitz noted Building and Grounds would also attend the inspection with a few others.

Executive Director’s Report Made Part of Minutes.

TREASURER: Ms. Tarrant reported she was still working with the bank to set up the checking accounts, noting opening an account was not as easy as it used to be. Ms. Tarrant advised she spoke with Ms. Dodd at PERMA and there was an emergency plan in place in the event payments needed to be made for any claims. Ms. Tarrant said Ocean County would pay the assessment in full once the bank account was opened. Ms. Tarrant thanked Ms. Dodd for preparing the resolution so quickly for the bank signatures.

CLAIMS SERVICE: Ms. Walcoff advised she had nothing else to add.

CLAIMS SERVICE: Ms. Kissane reported there was a change on the Account Manager position for the Commission. Ms. Kissane advised Claudia Acosta would take over the legacy and the Commission Account. Ms. Kissane noted Ms. Acosta has been with the office for a number of years, has a strong worker compensation program and was great with their system. Executive Director said he was pleased Ms. Acosta was assigned to the account and he worked with Ms. Acosta on some of JIF accounts and she does a great job.

NJCE SAFETY DIRECTOR: Mr. Prince reported as he mentioned earlier, the Safety Committee meeting was held on Tuesday and he wanted to comment on some of the topics that were discussed. Mr. Prince said they discussed training, method of delivery, and loss control visits to identify any hazards and make recommendations for improvement. Mr. Prince advised they also discussed the NJCE website where numerous safety resources are located such as written programs and, the ability to register for webinar training programs. Mr. Prince said they were looking forward to when they could be instructor led training. Mr. Prince reported the committee also spoke about PEOSH and compliance along with the Safety Director Bulletins. Mr. Prince asked if there were any questions and concluded his report. In response to Executive Director's inquiry, Mr. Prince advised they recently embarked on a initiative to provide a Learning Management System to all of the county members in the NJCE Program. Mr. Prince reported the go live date was April 1. Mr. Prince said they were holding webinars for administrators that would be assigned to scheduling the training, documenting training and those who would use all of the resources for the program. Mr. Prince noted the vendor would have a recorded webinar so it could be used for additional appointed administrators. Mr. Prince advised if anyone had any questions on the new Learning Management System to reach out to him.

RISK MANAGEMENT REPORT: Ms. Sander reported soon there would be a collection of data for the renewal of Ocean County Insurance Fund Commission. Ms. Sander advised during that process Origami would be utilized and it might be a good time to determine who at the County would be moving forward to access Origami for schedules, reports and all other sorts of data collection. Ms. Sander indicated she would reach out to Ms. Noto, Ms. DePaolo and Mr. Greitz to see who would be the "Captain" of Origami. Mr. Greitz said they would schedule a meeting about Origami. Ms. Sander said the renewal process starts early and she wanted to be prepared. Mr. Greitz noted they would have someone available from IT. Executive Director said Mr. Kelly and Mr. Block expressed an interest in expanding beyond the County as a member and knew some of the other entities renewed later this year and at the appropriate time should have some dialog on how we want to proceed.

ATTORNEY: Mr. Sahradnik advised he was working with PERMA and the Commission reviewing the documents to make sure everyone was in agreement and certainly looked forward to working with everyone. Executive Director noted Commission Attorney's input has been very valuable.

Correspondence Made Part of Minutes

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: No one from the public attended.

Executive Director noted there was no need for a closed session.

Executive Director advised the next meeting was scheduled for May 20, 2021 at 10:00.

MOTION TO ADJOURN:

Moved: Commissioner Ciento

Second: Commissioner Fiure

Vote: 3 Yes, 0 Nays

MEETING ADJOURNED: 10:30 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary

Appendix II

Rules and Regulations

OCEAN COUNTY INSURANCE FUND COMMISSION

101 Hooper Avenue
Toms River, NJ 08753

Rules and Regulations Adopted 5-20-21

WHEREAS: Article 3 of NJSA 40A:10-1 et seq. permits the county to establish an Insurance Fund Commission so that the county and the local units associated with the county can achieve cost savings through the joint purchase or self-funding of these insurance: and

WHEREAS: On February 17, 2021 the Ocean County Board of County Commissioners created an Insurance Fund Commission:

WHEREAS: Article 3 of NJSA 40A:10-1 et seq. provides that the Insurance Fund Commissioners are authorized to adopt rules and regulations for the operation of the Insurance Fund Commission.

NOW THEREFORE, the Insurance Fund Commissioners hereby adopt the following rules and regulations;

ARTICLE I - DEFINITIONS

All terms used herein shall have the meaning consistent with the statutes and regulation then in effect. The definitions herein are for convenience.

"ACTUARY" means a person who is a fellow in good standing of the Casualty Actuarial Society with three years recent experience in loss reserving; an associate in good standing of the Casualty Actuarial Society with five years recent experience in loss reserving; or an associate in good standing of the American Academy of Actuaries who has been approved as qualified for signing loss reserve opinions by the Casualty Practice Council of the American Academy of Actuaries and who has seven years recent experience in loss reserving.

"ADMINISTRATOR" means a person, partnership, corporation or other legal entity engaged by the Insurance Fund Commission to act as Executive Director to carry out the policies established by the Insurance Fund Commissioners and to otherwise administer and provide day-to-day management of the Insurance Fund Commission.

"ALLOCATED CLAIMS EXPENSE" means attorneys' fees, expert witness fees (i.e. engineering, physicians, etc.), medical reports, professional photographers' fees, police reports and other similar expenses. The exact definition of "allocated claims expense" or similar terms for any line of insurance coverage shall be the definition in the insurance policy issued by the Insurance Fund Commission.

"FUND COMMISSION" means the Ocean County Insurance Fund Commission (hereinafter referred to as the Insurance Fund Commission)

"COMMISSION YEAR" means the Insurance Fund Commission's fiscal year of January 1, through December 31. (calendar year)

"COUNTY" means the County of Ocean.

"COUNTY COMMISSIONERS" means the Ocean County Board of County Commissioners.

"EMPLOYER'S LIABILITY" means the legal liability of a public employer to pay damages because of bodily injury or death by accident or disease at any time resulting there from sustained by an employee arising out of and in the course of his employment by the public employer, which is not covered by a workers' compensation law. The exact definition of "Employer's Liability" or similar terms shall be the definition used in the insurance policy issued by the Insurance Fund Commission.

"EXCESS INSURANCE" means insurance purchased from an insurance company authorized or admitted in the State of New Jersey or deemed eligible by the Insurance Fund Commissioner as a surplus lines insurer or from any other entity authorized to provide said coverage in this state pursuant to law, covering losses in excess of an amount set forth in insurance contracts on a specific occurrence, or per accident or annual aggregate basis.

"GENERAL LIABILITY" means any and all liability which may be insured under the laws of the State of New Jersey, excluding workers' compensation, and employer's liability. The exact definition of a "general liability" or similar terms is the definition used in the insurance policy issued by the Insurance Fund Commission.

"INCURRED CLAIMS" means claims which occur during a Insurance Fund Commission year including claims reported or paid during a later period. The exact definition of "incurred claims" or any similar terms is the definition used in the excess insurance or reinsurance policy purchased by the Insurance Fund Commission.

"INDEMNITY AND TRUST AGREEMENT" means a written contract signed by and duly adopted by the members of the Insurance Fund Commission under which each agrees to jointly and severally assume and discharge the liabilities of each and every party to such agreement arising from their participation in the Insurance Fund Commission. The agreement shall specify the extent of the member's participation in the Insurance Fund Commission with respect to the types of coverage to be provided by the Insurance Fund Commission and shall include the duration of Insurance Fund Commission membership which shall not exceed three years. The agreement shall also specify that the member has never defaulted on claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to application to the Insurance Fund Commission.

"MANUAL PREMIUM" means the premium computed according to the Experience Rating Plan provided for in the New Jersey Worker's Compensation and Employer's Liability Insurance Manual on file with the Commissioner of Banking and Insurance and similar insurance industry rating plans for other lines of coverage.

"MOTOR VEHICLE AND EQUIPMENT LIABILITY" means liability resulting from the use or operation of motor vehicles, equipment or apparatus owned by or controlled by the members or owned by or under the control of any subdivision thereof including its departments, boards, agencies or commissions. The exact definition of "motor vehicular and equipment liability" or any similar terms shall be the definition of the insurance policy issued by the Insurance Fund Commission.

"OCCURRENCE" means a single event. The exact definition of "occurrence" or any similar term shall be the definition used in the insurance policy issued by the Insurance Fund Commission.

"PRODUCER" means any person engaged in the business of an insurance agent, insurance broker, or insurance consultant as defined in N.J.S.A. 17:22 A-1 et seq.

"PROPERTY DAMAGE" means any loss or damage, however caused, to property including monies and securities, motor vehicles, equipment or apparatus owned by the member or owned by or under the control of any of its departments, boards, agencies, commissions, or other entities which the membership may provide coverage for. The exact definition of "property damage" or similar terms shall be the definition in the insurance policy issued by the Insurance Fund Commission.

"QUALIFIED LOCAL UNIT" means any entity governed by a board appointed by the Ocean County Board of County Commissioners, including but not limited to a county college, technical school, library, or county authority.

"SERVICING ORGANIZATION" means an individual, partnership, association, or corporation, other than the administrator, that has contracted with the Insurance Fund Commission to provide, on the Insurance Fund Commission's behalf, any function as designated by the Insurance Fund Commissioners including, but not limited to, actuarial services, claims administration, cost containment services, loss prevention/safety engineering services, legal services, auditing services, financial services, compilation and maintenance of the Insurance Fund Commission's underwriting file, coordination and preparation of coverage documents, risk selection and pricing, excess insurance or reinsurance producer services, which include producer negotiations on behalf of the Insurance Fund Commission for excess insurance or reinsurance from an insurer, member assessment and fee development, report preparation and such other duties as designated by the Insurance Fund Commission.

"SURPLUS" means that amount of monies in a trust account that is in excess of all costs, earned investment income, refunds, incurred losses and loss adjustment expenses and incurred but not reported reserves including the associated loss adjustment expenses attributed to the Insurance Fund Commission net of any recoverable per occurrence or aggregate excess insurance or reinsurance for a particular year.

"WORKERS' COMPENSATION" means the provisions of N.J.S.A. 34:15-7 et seq.

ARTICLE II - MEMBERSHIP

MEMBERSHIP APPLICATIONS:

1. The governing body of a qualified local unit shall by resolution, agree to join the Insurance Fund Commission. The resolution shall provide for execution of a written agreement specifically providing for acceptance of the Insurance Fund Commission's rules and regulations as approved and adopted by the Insurance Fund Commissioners. The resolution shall also provide for the execution of an Indemnity and Trust agreement as defined in Article I.
2. Any qualified local unit seeking membership shall also submit an application for

membership to the Insurance Fund Commission on a form acceptable to the Insurance Fund Commissioners. The application shall include the executed Indemnity and Trust agreement and the resolution required under Subsection I above.

3. An application may be approved by a majority vote of the Insurance Fund Commissioners based on the following criteria:
 - a. The applicant's claims history shows safety performance consistent with the Insurance Fund Commission's objectives and the applicant's physical location and makeup indicates a prospective likelihood of satisfactory future claim performance.
 - b. The Insurance Fund Commission has the administrative capability to absorb additional memberships without undue inconvenience or strain.
4. If a non-member is not approved for membership, the Insurance Fund Commission shall set forth in writing the reasons for disapproval and send the reasons for disapproval to the non-member. The Insurance Fund Commission shall retain a copy of all membership application disapproval's for five years.

Membership Renewals:

1. Members may renew their participation by execution of a new resolution to join the Insurance Fund Commission ninety (90) days prior to the expiration of the term.
2. The Insurance Fund Commissioners must act upon any renewal application no later than forty-five (45) days prior to the expiration term period. Otherwise, the renewal application is automatically approved.
3. In order to deny a renewal application, the Insurance Fund Commissioners shall find by majority vote that the applicant has failed to fulfill its responsibilities as a member or no longer meets the Insurance Fund Commission's risk management or underwriting standards or other reasons approved by the Insurance Fund Commissioners as reasons for termination.
4. If a member's renewal application is rejected, the Insurance Fund Commission shall comply with the termination provisions as outlined below.
5. Non-renewal of an Insurance Fund Commission member does not relieve the member of responsibility for claims incurred during its period of membership.

Termination and/or Withdrawal of Insurance Fund Commission Members

1. A member must remain in the Insurance Fund Commission for the full term of membership unless earlier terminated by the Insurance Fund Commissioners for non-payment of assessments or continued non-compliance after receiving written notice to comply with the Insurance Fund Commission's rules and regulations, risk management or underwriting standards, or other reasons approved by the Insurance Fund Commissioners as reasons for termination. However, a member shall not be

deemed terminated until the Insurance Fund Commission gives by registered mail to the member a written notice of its intention to terminate the member in thirty (30) days

2. A member that does not desire to continue as a member after the expiration of its membership term shall give written notice to the Insurance Fund Commission of its intent ninety (90) days before the expiration of the term period.
3. A member that has been terminated or does not continue as a member of the Insurance Fund Commission shall remain jointly and severally liable for claims incurred by the Insurance Fund Commission and its members during the period of its membership, including, but not limited to being subject to and liable for supplemental assessments.

ARTICLE III-ORGANIZATION Insurance Fund Commissioners:

1. The County Commissioners shall appoint three officials of the County, to serve as Insurance Fund Commissioners. The governing body of member local units, other than the County, shall appoint one official, who may be a member of its governing body, to serve as a non-voting Insurance Fund Commissioner.
2. The Insurance Fund Commissioners shall hold office for 2 years or for the remainder of their term of office as officials, whichever shall be less, and until their successors shall have been duly appointed and qualified. Vacancies in the office of Insurance Fund Commissioners caused by any reason other than expiration of term as an official, shall be filled for the unexpired term. Vacancies in the position of Secretary shall be filled in the manner of the original appointment.
3. The Insurance Fund Commissioners shall serve without compensation.
4. The Insurance Fund Commissioners are hereby required, authorized and empowered to operate the Insurance Fund Commission in accordance with these rules and regulations and appropriate state laws and regulations in the interests of the total membership of the Insurance Fund Commission. The Insurance Fund Commissioners shall have the following powers and authority:
 - a. Employ necessary clerical assistants, whose compensation shall be fixed and paid by the governing body of the local unit in the same manner as is that of other employees of the local unit;
 - b. Invest the funds and all additions and accretions thereto in compliance with New Jersey laws and regulations, as they shall deem best suited for the purposes of this article;
 - c. Adopt rules and regulations for the control and investment of the funds;
 - d. Keep on hand at all times sufficient money, or have the same invested in

- such securities as can be immediately sold for cash, for the payment of losses to any buildings or property of the local unit or of a county college which participates in the Insurance Fund Commission pursuant to P.L. 1988, c. 144 (C.1 8A:64A-25.40 et al.) or of a county vocational school which participates in the Insurance Fund Commission pursuant to P.L. 1988, c. 143 (C. 18A: 1 8B-8 et al.), or liability resulting from the operation of publicly owned motor vehicles, equipment or apparatus;
- e. Fix reasonable rates of premium for all insurance carried by the Insurance Fund Commission and shall affect all insurance in the Insurance Fund Commission or with any insurance company or companies authorized to do business in this State;
 - f. Premiums for insurance, whether carried in the Insurance Fund Commission or placed with insurance companies, shall be paid to the Insurance Fund Commission by the board, commission, department, committee or officer having charge or control of the property insured;
 - g. All insurance upon property owned or controlled by the County, or any of its departments, boards, agencies or commissions, or by a participating local unit including, but not limited to a board of education of a participating county vocational school or by a board of trustees of a participating county college shall be placed and effected by the Insurance Fund Commissioners;
 - h. Each Insurance Fund Commissioner shall have one vote.

Officers:

1. As soon as possible after the beginning of each Insurance Fund Commission year, the Insurance Fund Commissioners shall meet to elect the following officers of the Insurance Fund Commission from its own membership. Insurance Fund Commission officers shall serve until January 1st of the following year, or until a successor is duly elected and qualified.
 - a. **Chairperson:** The Chairperson shall preside at all meetings of the Insurance Fund Commissioners and shall perform such other duties provided for in these rules and regulations and the laws and regulations of the State of New Jersey.
 - b. **Vice-Chairperson:** The Vice-Chairperson shall serve as Acting Chairperson in the absence of the Chairperson, and shall perform such other duties as provided for in these rules and regulations and the laws and regulations of the state of New Jersey.
2. In the event of a vacancy in any of the officer positions caused by other than the expiration of the term of office, the Ocean County Board of County Commissioners shall appoint an Insurance Fund Commissioner to fill the vacancy for the unexpired term.

3. Any officer can be removed with cause at any time by the County Commissioners by Resolution.

Secretary:

1. The County Commissioners shall appoint a person to serve as Secretary to the Insurance Fund Commission. The salary of the secretary shall be set by Resolution, as authorized by the Insurance Fund Commission.
2. The Secretary shall:
 - a. Coordinate the Insurance Fund Commission's meeting agenda, minutes, elections, contracts, and maintain the Insurance Fund Commission's official records and office.
 - b. Perform such other duties as provided for by the Insurance Fund Commissioners, these rules and regulations, and the laws and regulations of the State of New Jersey.

Insurance Fund Commission Professionals:

As soon as possible after the beginning of each year, the Insurance Fund Commissioners shall meet and select persons to serve in the following professional positions. No professional nor any employee, officer or director, or beneficial owner thereof, shall be an Insurance Fund Commissioner. All professionals shall be retained pursuant to the "Local Public Contracts Law."

1. Treasurer:

The Treasurer shall be a Certified County Finance Officer and have the following duties and responsibilities:

- a. Custodian of the Insurance Fund Commission's assets and shall maintain the various trustfunds.
- b. Approval of all receipts, disbursements, and financial records.
- c. Draft the cash management plan and invest all balances.
- d. Ascertain availability of sufficient unencumbered funds in any account to fully pay all charges or commitments prior to any payment or commitment.
- e. The Treasurer shall perform such other duties as provided for by the Insurance Fund Commissioners, these rules and regulations and in the laws and regulations of the State of New Jersey.
- f. The Treasurer shall be covered by a fidelity bond protecting the Insurance Fund Commission's assets in a form and amount to be determined annually by the Insurance Fund Commissioners. Said bond to be paid for by the Insurance Fund Commission.

2. Executive Director/Administrator:

- a. The Administrator shall serve as Executive Director of the Insurance Fund Commission, who shall be experienced in risk management matters and self-funded entities, and shall be a licensed New Jersey Insurance Producer.
- b. The Administrator shall have the following duties and responsibilities:
 - i) Carry out the policies established by the Insurance Fund Commissioners and to otherwise supervise the management of the Insurance Fund Commission.
 - ii) Advise the Insurance Fund Commissioners on risk management matters and shall prepare a draft Risk Management Plan.
 - iii) Prepare the Insurance Fund Commission's budget, compile and bill assessments.
 - iv) Maintain underwriting files, secure insurance and excess insurance as authorized by the Insurance Fund Commission and prepare new members submissions for review of the Insurance Fund Commissioners.
 - v) Prepare draft requests for proposals for services to be provided by servicing organizations and monitor the performance of the service companies.
 - vi) Prepare filing required by state regulations.
 - vii) Coordinate in conjunction with the Insurance Fund Commission's Secretary the meeting agenda, minutes, elections, contracts, and maintain the Insurance Fund Commission's official records and office.
 - viii) Maintain the Insurance Fund Commission's general ledger, accounts payable and accounts receivable function.
 - ix) Perform such other duties as provided for by the Insurance Fund Commissioners, these rules and regulations, and the laws and regulations of the State of New Jersey.
- c. The Administrator shall assume overall executive responsibility for the operations of the Insurance Fund Commission except that the Administrator shall not be

responsible for the errors and omissions of any other servicing organization except as to generally monitor the compliance of said organization with the directives of the Insurance Fund Commissioners, its Service Provider contract, or the applicable statutes and regulations as to the form and timeliness of said undertaking. For example, the Executive Director shall be responsible to verify the issuance of excess or reinsurance policies, and the timely receipt of said policies by the Insurance Fund Commission.

- d. The Administrator shall be bonded in a form and amount acceptable to the Insurance Fund Commissioner. The Administrator shall also be covered by Errors and Omissions insurance.

3. Auditor:

The auditor shall be an independent Certified Public Accountant (CPA) or a registered municipal accountant (RMA) who has evidenced the ability and experience to properly examine an Insurance Fund Commission. The auditor shall conduct the annual audit of the Insurance Fund Commission and shall perform such other duties as provided for by the Insurance Fund Commissioners, these rules and regulations and the laws and regulations of the State of New Jersey.

4. Attorney:

- a. The Insurance Fund Commission attorney shall be admitted to the New Jersey Bar and shall provide advice to the Insurance Fund Commission on legal matters such as advising the Insurance Fund Commissioners of their obligations and responsibilities under Article 3 of NJSA 40A: 10-1 et seq, these rules and regulations and other pertinent law such as the Open Public Meetings Act.
- b. The Fund Attorney shall have the following responsibilities:
 - i) The Fund Attorney shall advise the Insurance Fund Commission as to the appropriateness of claim settlements recommended by the Claims Administrator.
 - ii) The Fund Attorney shall have the primary overall responsibility to provide for the defense of all claims and defense procedures on behalf of the Insurance Fund Commission.
 - iii) The Fund Attorney shall have the discretion to assign claims to other defense counsel approved by the Insurance Fund Commissioners and monitor such assignments.

- iv) The attorney shall perform such other duties as provided for by the Insurance Fund Commissioners, these rules and regulations and the laws and regulations of the State of New Jersey.

5. Actuary:

The actuary shall certify the actuarial soundness of the Insurance Fund Commission and shall report to the Insurance Fund Commissioners in a manner and at such times established by them and shall provide such actuarial reports as required by the Department of Banking and Insurance. The actuary shall certify claim reserves, reserves for "Incurred but Not Reported" (IBNR) losses, and unearned assessments and shall comment on the adequacy of the budget.

- 6. All Insurance Fund Commission Professionals shall be retained on a contractual basis which shall be approved by the Insurance Fund Commissioners.
- 7. Insurance Fund Commission Professionals shall be compensated for their services pursuant to written fee guidelines submitted annually and approved by a majority of the Insurance Fund Commissioners. The written fee schedule shall be part of the official contract.

Servicing Organizations:

- 1. The Insurance Fund Commission may contract to have the following services performed:
 - a. Actuarial services
 - b. Claims Administration
 - c. Cost containment services
 - d. Loss prevention/safety engineering services
 - e. Legal services
 - f. Auditing services
 - g. Financial services
 - h. Compilation and maintenance of the Insurance Fund Commission's underwriting file
 - i. Coordination and preparation of coverage documents
 - j. Risk selection and pricing
 - k. Excess insurance or reinsurance producer services
 - l. Member assessment and fee development
 - m. Report preparation
 - n. Other duties as designated by the Insurance Fund Commission
- 2. The Insurance Fund Commission may at its option contract for these services from different servicing organizations.

3. a.) No servicing organization of the Insurance Fund Commission or their employees, officers or directors shall have either a direct or indirect financial interest in the administrator of the Insurance Fund Commission or be an employee, officer or director of the administrator unless notice of such interest has been provided to the Insurance Fund Commissioners and members.
- b.) No administrator of the Insurance Fund Commission, or their employees, officers or directors shall be an employee, officer or director of, or have either a direct or indirect financial interest in, a servicing organization of the Insurance Fund Commission, or the insurance producer that may be appointed by that Insurance Fund Commission unless notice of such interest has been provided to the Insurance Fund Commissioners and members.
- c.) Any employee, officer or director of the administrator or servicing organization shall disclose to the Insurance Fund Commissioners, any direct or indirect financial interest such employee, officer or director has in any other administrator, servicing organization or insurance producer.
4. Each service contract shall include a clause stating "unless the Insurance Fund Commissioners otherwise permit, the servicing organization shall handle to its conclusion all claims and other obligations incurred during the contract period."
5. Each Servicing Organization shall provide a surety bond and Errors and Omissions coverage if required by law, in a form and amount acceptable to the Insurance Fund Commissioner.
6. All officers, employees and agents, including the Administrator and Servicing Organization of the Insurance Fund Commission, on the final day of their contract or employment shall surrender and deliver to their successors all accounts, funds, property, records, books and any other material relating to their contract or employment, or if no successor has been designated, delivery shall be made to the Administrator or Insurance Fund Commission Chairperson.

Indemnification of Officers and Employees:

1. The Administrator, Claims Service Provider(s), Producer, Risk Management Consultant(s) and such others as are required by regulation to do so, shall provide Errors and Omissions coverage in a form satisfactory to the Insurance Fund Commissioner. The Insurance Fund Commissioners may also require other professionals to provide evidence of Errors and Omissions coverage, and any other coverage as a requirement of their contract.
2. Except to the extent covered by Errors and Omissions insurance as may be required, as set forth above, the Insurance Fund Commission shall indemnify and defend any past, present or future Insurance Fund Commissioner, and may indemnify such other officials or

professionals or service providers as the Insurance Fund Commissioners determine, for claims arising from an act or omission of such Insurance Fund Commissioner, official or employee within the scope of the performance of such individual's duties as Insurance Fund Commissioner, official, professional or employee within the scope of the performance of such individual's duties as Insurance Fund Commissioner, official, professional or employee. Such indemnification shall include reasonable cost and expenses incurred in defending such claims. Nothing contained herein shall require the Insurance Fund Commission to pay punitive damages or exemplary damages or damages arising from the Insurance Fund Commission of a crime by such an individual and the Insurance Fund Commission shall not be required to provide for the defense or indemnification of such an individual when the act or omission which caused the injury was the result of actual fraud, malice, gross negligence or willful misconduct of such individual or in the event of a claim against such an individual by the State of New Jersey or if such Insurance Fund Commissioner, official, professional or employee is either covered, or required to be covered by errors and Omissions liability insurance. The determination as to whether an individual's conduct falls within any of the above exceptions shall be made by the Insurance Fund Commissioners. Nothing herein contained is intended to shield omission or wrongdoing which would not customarily be covered by Errors and Omissions insurance if same had been required of said employee or appointed official.

3. A present, past or future Insurance Fund Commissioner, official, professional or employee of the Insurance Fund Commission shall not be entitled to a defense or indemnification from the Insurance Fund Commission unless:
 - a. Within ten (10) calendar days of the time he or she is served with the summons, complaint, process, notice or pleading, he or she delivers the original or exact copy to the Insurance Fund Commission Chair with a copy to the Insurance Fund Commission attorney, together with a request that the Insurance Fund Commission provide for his or her defense; and
 - b. In the event the Insurance Fund Commission provides a defense or indemnification, he or she cooperates in the preparation and presentation of the defense with the attorney selected to defend the case; and
 - c. Except in those instances where a conflict of interest exists, as determined by an attorney selected by the Insurance Fund Commission to handle such matters, the past, present or future Insurance Fund Commissioner, official, professional or employee shall agree that the Insurance Fund Commission and its counsel shall have exclusive control over the handling of the litigation.
4. The foregoing right of indemnification shall not be exclusive of any other rights to which any Insurance Fund Commissioner, official, professional or employee may be entitled as a matter of law or which may be lawfully granted to him or her; and the right to indemnification hereby granted by this Insurance Fund Commission shall be in addition to and not in restriction or limitation of any other privilege or power which the

Insurance Fund Commission may lawfully exercise with respect to the indemnification or reimbursement of an Insurance Fund Commissioner, official, professional or employee; except that in no event shall an Insurance Fund Commissioner, official, professional or employee receive compensation in excess of the full amount of a claim and reasonable costs and expense incurred in defending such claim.

5. Expenses incurred by any Insurance Fund Commissioner, official, professional or employee in defending an action, suit or proceeding may be paid by the Insurance Fund Commission in advance of final determination of such action, suit or proceeding as authorized by the Insurance Fund Commission in a specific case upon receipt of an undertaking by or on behalf of such member or officer to repay such amount in the event of an ultimate determination that his or her conduct was such as to fall outside the scope of coverage under this indemnification provision.

Advisory Committees:

1. From time to time, the Insurance Fund Commission Chairperson may establish advisory committees and may appoint any individual to serve on these committees.
2. Loss Prevention Committee:
 - a. Membership: Each member shall appoint one of its management employees to serve as the safety coordinator, for the member. The safety coordinator shall serve as the representative of the member on the Insurance Fund Commission's Safety Committee. The member shall also designate a management employee to serve as alternate safety coordinator whenever the safety coordinator is unable to serve. The safety coordinator and the alternate shall serve at the pleasure of the member and shall perform those duties specified in the Insurance Fund Commission's Loss Control Program.
 - b. The Insurance Fund Commission's safety committee shall consist of the Insurance Fund Commission's safety director and the safety coordinator from each member. The alternate safety coordinator from each member may also attend meetings of the safety committee.
 - c. At the beginning of each Insurance Fund Commission year, the safety committee shall select a chairperson to preside over meetings of the committee.
 - d. Duties: The safety committee shall meet at least quarterly and shall have the following duties or responsibilities.
 - i) Confer with the Insurance Fund Commission's safety director to develop a comprehensive safety and loss control program.

- ii) Monitor all accident trends and frequency of accident in order to identify problem areas and local unit activities and programs requiring more frequent loss control surveys and evaluations.
- iii) Assist in the development of a safety educational program that will include visual aids, equipment, etc.
- iv) Make recommendations to the Insurance Fund Commission for policies that will implement a comprehensive safety and loss control program for the Insurance Fund Commission and the member local units.
- v) Perform such other duties that are assigned by the Insurance Fund Commissioners or required by law.

Risk Managers:

1. Each member entity shall have the option to appoint an Insurance Producer as a Risk Management Consultant who shall not be an Insurance Fund Commissioner or employed by or under contract to the Insurance Fund Commission, or the New Jersey Counties Excess Joint Insurance Fund, as an Administrator or a servicing organization. This restriction shall extend to all officers and employees of the service provider, as well as any other business entity in which the service provider or any of the aforementioned persons has a direct or indirect interest.
2. The Risk Management Consultant's specific responsibilities shall include, but not be limited to:
 - a. Evaluation of the member's exposures.
 - b. Explanation of the various coverages available from the Insurance Fund Commission and assisting the member in the selection of proper coverage.
 - c. Preparation of applications, statements of values, etc. required by the Insurance Fund Commission.
 - d. Review of the member's assessment and assisting in the preparation of the local unit's insurance budget.
 - e. Assisting in the claims settlement process.
 - f. Review of losses and engineering reports and providing assistance to the member's safety committee.
3. The Risk Management Consultant(s) shall be appointed in conformance with the Local Public Contracts Law.

4. If the option to appoint a Risk Management Consultant is exercised by a member entity, such entity shall be responsible to pay the Consultant's fee. This fee shall be paid quarterly and each affected member's assessment shall separately identify the fee to be paid to the Risk Management Consultant. In the event a member changes its Risk Management Consultant during an Insurance Fund Commission Year, the Insurance Fund Commission shall prorate the Risk Management fee.

ARTICLE IV - OPERATION OF THE INSURANCE FUND COMMISSION

General Operation:

1. The Insurance Fund Commission shall be subject to and operate in compliance with the provisions of the Local Fiscal Affairs Law (N.J.S.A. 40A:5-1 et seq.), the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and regulations (including but not limited to N.J.A.C. 5:34) and the various statutes authorizing the investment of public funds..
2. The Insurance Fund Commission shall be considered a local unit for purposes of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and shall be governed by the provisions of that law in the purchase of any goods, materials, supplies and services.
3. The Insurance Fund Commission shall be operated with sufficient aggregate financial strength and liquidity to assure that all obligations will be promptly met. The Insurance Fund Commission shall prepare a financial statement on a form acceptable to the Insurance Fund Commissioners showing the financial ability of the Insurance Fund Commission to meet its obligations.
4. All monies, assessments, funds and other assets of the Insurance Fund Commission shall be under the exclusive control of the Insurance Fund Commissioners.
5. The Insurance Fund Commission shall adopt a resolution designating a public depository or depositories for its monies pursuant to N.J.S.A. 40A:5-14. The resolution shall also designate a person to be custodian of funds for the Insurance Fund Commission and shall authorize the custodian to invest temporarily free balances of any claim or administrative accounts periodically as authorized by law. The custodian of funds shall possess a Certified Municipal Finance Officer certificate issued pursuant to N.J.S.A. 40A:9-140.2. The custodian shall quarterly report to the Insurance Fund Commissioners on investment and interest income.
6. All books, records, files, documents and equipment of the Insurance Fund Commission are the property of the Insurance Fund Commission and shall be retained by the Insurance Fund Commission Administrator at the discretion of the Insurance Fund Commissioners in accordance with a record retention program adopted by the Insurance Fund Commission. All books, records, files and documents of the Insurance Fund Commission shall be retained for not less than five years. The Insurance Fund Commission shall also retain claims information

Risk Management Plan:

The Insurance Fund Commissioners shall prepare or cause to be prepared, a Risk Management Plan for the Insurance Fund Commission including all information detailed in N.J.A.C. 11:15-2.6(e) and or 11:I 5-3.6(d) as appropriate. The Risk Management Plan shall be adopted and approved by resolution of the Insurance Fund Commissioners.

Financial Statement and Reports:

1. The Insurance Fund Commissioners shall provide its members with periodic reports covering the activities and status of the Insurance Fund Commission for the reporting period. The reports shall be made at least quarterly, and may be made more frequently at the direction of the Insurance Fund Commissioners, and shall include, but not be limited to, the minutes, the Administrator's report, the Treasurer's report, and a summation of Insurance Fund Commission activity, including comments on previously reported claims and newly reported claims, and any other information required by the Insurance Fund Commissioners. The Treasurer's report shall include budget status, account balances, claims information, investment status, earnings and the costs of making investments.
2. A sworn annual report in a form prescribed by the Insurance Fund Commissioners shall be prepared by the Insurance Fund Commission, and be made available to each Insurance Fund Commission member not later than one hundred eighty (180) days after the end of each Insurance Fund Commission year. The report shall be accompanied by an annual audited statement of the financial condition of the Insurance Fund Commission prepared by the Auditor, and performed in accordance with generally accepted accounting principles.

Coverages:

The Insurance Fund Commission may offer coverage to its members for the following purposes:

1. To insure against any loss or damage however caused to any property, motor vehicles, equipment or apparatus owned by it, or owned by or under the control of any of its departments, boards, agencies or commissions;
2. To insure against liability resulting from the use or operation of motor vehicles, equipment or apparatus owned by or controlled by it, or owned by or under the control of any of its departments, boards, agencies or commissions;
3. To insure against liability for its negligence and that of its officers, employees and servants, whether or not compensated or part-time, who are authorized to perform

any act or services, but not including an independent contractor within the limitations of the "New Jersey Tort Claims Act" (N.J.S.59:1-1 et seq.);

4. To insure against any loss or damage from liability as established by Chapter 15 of Title 34 of the Revised Statutes;

Services:

The Insurance Fund Commission may also provide its members with safety and loss control programs and may jointly purchase or lease, on behalf of its membership, safety and loss control services, training, equipment and apparatus, in connection with the provision of the coverage set forth above.

ARTICLE V - MEETINGS AND RULES OF ORDER

1. Annual Organization Meeting:

On or before January 15th the beginning of the Insurance Fund Commission year, the Insurance Fund Commissioners shall meet to elect officers and to appoint professionals and servicing organizations and conduct such other business as is necessary. The time and place for the meeting shall be established by the Chairperson, and the Secretary shall send written notice to the clerks of participating local units at least two (2) weeks in advance.

2. Business Meetings:

The Insurance Fund Commissioners shall establish an annual schedule of meetings to conduct the business of the Insurance Fund Commission.

3. Special Meetings:

The Chairperson or two (2) Insurance Fund Commissioners may call a special meeting by notifying the Insurance Fund Commission's Secretary at least three (3) days in advance. The Secretary shall notify the Insurance Fund Commissioners by telephone.

4. Quorum:

The quorum for a meeting of Insurance Fund Commissioners shall be a majority of the regular Insurance Fund Commissioners.

5. Conduct Of Meetings:

- a. All meetings of the Insurance Fund Commission shall be subject to the rules and regulations of the Open Public Meetings Act. (N.J.S.A. 10:4-6 et seq.)
- b. Unless otherwise provided in these rules and regulations, or in the laws or regulations of the State of New Jersey, "Robert's Rules of Order" shall govern the conduct of all meetings.
- c. The Secretary shall cause written minutes to be maintained of all Insurance Fund Commission meetings, and shall cause the minutes to be made available to the Insurance Fund Commissioners upon request. In addition, the Secretary shall tape record open sessions for clarity in preparing the minutes. Said meeting tape shall be maintained for 180 days or until the meeting minutes are approved, whichever occurs first. There shall be no tape recording of closed session meetings.

6. Amendments to the Rules and Regulations

- a. Any Insurance Fund Commissioner may propose an amendment to the bylaws by filing the proposed amendment in writing with the Secretary.
- b. Upon receipt of a proposed amendment, the Secretary shall notify the Chairperson who shall schedule a hearing to be held not more than forty-five (45) days from the date the amendment was filed. The Secretary shall notify in writing all Insurance Fund Commissioners of the hearing date and shall send all Insurance Fund Commissioners and members a copy of the proposed amendment. Notice shall be given to the County Commissioner Director and County Administrator.
- c. The amendment may be adopted by the Insurance Fund Commissioners upon the completion of the hearing.

ARTICLE VI - BUDGETS

- A. On or before November 15 of each year, the Insurance Fund Commission shall prepare the budget for the upcoming fiscal year. The budget shall identify the proposed items and amounts of expenditure for its operations, the anticipated amounts and sources of assessments and other income to be received during the fiscal year and the status of the self insurance or loss retention accounts. The budget shall be prepared on a basis that does not recognize

investment income or discounting of claim reserves, but recognizes all anticipated or forecasted losses and administrative expenses associated with that fiscal year.

- B. A copy of the Insurance Fund Commission's proposed budget shall be made available to each member at least two (2) weeks prior to the time scheduled for its adoption. No budget shall be adopted until a hearing has been held in accordance with N.J.S.A. 40A:4-1 et. seq. giving all members the opportunity to present comments or objections.
- C. Not later than December 1st of each year the Insurance Fund Commissioners shall adopt by majority vote the budget for the Insurance Fund Commission's operation for the coming fiscal year.
- D. An adopted budget may be amended by majority vote of the Insurance Fund Commissioners.

ARTICLE VII - ASSESSMENTS

Annual Assessment

1. In November of each year, the Executive Director/Administrator shall compute each member's assessments for the upcoming Insurance Fund Commission year, which shall consist of an amount allocated for the administrative account plus specific assessment to establish and/or replenish the claim or loss retention trust fund account for each type of coverage provided by the Insurance Fund Commission and in which such member participates.
2. The annual assessment of each participating local unit shall be its pro rata share of the Insurance Fund Commission's budget for the upcoming year for each line of coverage provided to the member.
3. The calculation of pro rata shares shall be based on each member's manual premium by Insurance Fund Commission year for that line of coverage. To the extent possible, the Insurance Fund Commission shall use experience modification formulas in computing manual premiums. Unless otherwise approved by the Insurance Fund Commissioners, the assessment for Worker's Compensation and Employer's Liability shall be based upon the experience rating plan provided for in the New Jersey Worker's Compensation and Employer's Liability Insurance Manual on file with the Commissioner of Banking and Insurance. The Insurance Fund Commissioners may also adopt a capping formula which limits the increase in any member's assessment to the Insurance Fund Commission-wide average increase plus a percentage established by the Insurance Fund Commissioners.
4. The total amount of each member's annual assessment shall be certified by majority vote of the Insurance Fund Commissioners to the governing body of each participating local unit at least one (1) month prior to the beginning of the next fiscal year.
5. The annual assessment shall be paid to the Insurance Fund Commission in installments, to be determined by the Insurance Fund Commissioners.

6. The Treasurer shall deposit each member's assessment into the appropriate accounts, including the administrative account and the claim or loss retention Trust Fund account.
7. If a member joins the Insurance Fund Commission or elects to participate in a line of coverage after the start of the Insurance Fund Commission year, such member's assessments and supplemental assessments shall be reduced in proportion to that part of the year which had elapsed.

Supplemental Assessments:

1. The Insurance Fund Commissioners shall, by majority vote, levy upon the member local units additional assessments wherever needed to supplement the Insurance Fund Commission's claim, loss retention or administrative accounts to assure the payment of the Insurance Fund Commission's obligations.
 - a. All supplemental assessments shall be charged to the members by applicable Insurance Fund Commission year, and shall be apportioned by that year's assessments for that line of coverage.
 - b. All members shall be given at least thirty (30) days advance written notice of the Insurance Fund Commission's intention to charge an additional assessment.
 - c. Members shall have thirty (30) days to pay the Insurance Fund Commission from the due date established by the Insurance Fund Commissioners at the time any supplemental assessment is adopted. Whenever possible, the due date shall be no sooner than the beginning of the Insurance Fund Commission's next fiscal year.

Insolvency And/Or Bankruptcy Of Insurance Fund Commission Members:

The insolvency or bankruptcy of a member does not release the Insurance Fund Commission, or any other member, of joint and several liability for the payment of any claim incurred by the member during the period of its membership, including, but not limited to, being subject to and liable for supplemental assessments.

ARTICLE VIII - REFUNDS

- A. Any monies for an Insurance Fund Commission year in excess of the amount necessary to fund all obligations for that fiscal year as certified by an actuary may be declared to be refundable by the Insurance Fund Commission.
- B. A refund for any fiscal year shall be paid only in proportion to the member's participation in the Insurance Fund Commission for such year. Payment of a refund shall not be contingent on the member's continued membership in the Insurance Fund Commission.

- C. The Insurance Fund Commission may apply a refund to any arrearage owed by the member to the Insurance Fund Commission. Otherwise, at the option of the member, the refund may be retained by the Insurance Fund Commission and applied towards the member's next annual assessment.

ARTICLE IX - TRUST FUND ACCOUNTS, INVESTMENTS AND DISBURSEMENTS

Establishment of Trust Fund Accounts

1. By resolution, the Insurance Fund Commission shall designate a public depository or depositories for its monies pursuant to N.J.S.A. 40A:5-14. The resolution shall also designate a person to be custodian of funds for the Insurance Fund Commission and shall authorize the custodian to invest temporarily free balances of any claim or administrative accounts periodically as authorized by law. The custodian shall report to the Insurance Fund Commission quarterly on interest and interest/income.
2. The Insurance Fund Commission shall establish a separate Trust Fund Account from which monies shall be disbursed solely for the payment of claims, allocated claim expenses and excess insurance or reinsurance premiums designated as the Claims or Loss Retention Fund Account.
 - a. Other than for claims, allocated claims expense, or excess insurance premiums, no transfers or withdrawals may be made from a claim or loss retention account without the approval of the Insurance Fund Commissioners.
 - b. The Insurance Fund Commission shall maintain accounting records allocating all income, disbursements, and assets in the Claims account by line of coverage and by the Insurance Fund Commission year. Accounting records for closed Insurance Fund Commission year(s) shall be allocated by member. Accounting records for loss fund contingency or excess loss contingency shall also be allocated by member.
3. The Insurance Fund Commission shall also establish an administrative account which shall be utilized for payment of the Insurance Fund Commission's general operating expenses, loss prevention activities, data processing services, and general legal expenses. The Insurance Fund Commission shall maintain accounting records for the administrative account per 2(b) above.

Investments

1. The balance of any account shall be invested to obtain the maximum interest return practical. All investments shall be in accordance with the Insurance Fund Commission's cash management plan and consistent with the statutes and rules governing the investment of public funds by local governments and pursuant to N.J.S.A. 40A:10-10b.
2. The investment and interest income earned by the investment of the assets of each

claim or loss retention account shall be credited to each account.

3. The investment and interest income earned by investment of the assets of the administrative account shall be credited to that account.

Disbursements

1. Prior to any commitment or agreement requiring the expenditure of funds, the custodian of the Insurance Fund Commission's assets shall certify as to the availability of sufficient unencumbered funds to fully pay all charges or commitments to be accepted.
2. All disbursements, payments of claims or expenditure of funds must be approved by a majority vote of the Insurance Fund Commissioners.
3. Notwithstanding numbers 1 and 2 above, the Insurance Fund Commission may provide for the expedient resolution of certain claims by designating then Insurance Fund Commission's Administrator or service organization as a "certifying and approving officer" pursuant to N.J.S.A. 40A:5-17. The Insurance Fund Commission may authorize the certifying and approving officer to approve for payment any specified claims in an amount not to exceed an amount approved by the Insurance Fund Commissioners in the Plan of Risk Management. The Insurance Fund Commission shall establish such other procedures and restrictions on the exercise of this authority as the Insurance Fund Commission deems appropriate.
4. Upon approval, the certifying and approving officer shall certify the amount and particulars of such approved claims to the custodian of the Insurance Fund Commission's assets, directing that a check for payment be prepared.
5. Each month, the certifying and approving officer shall prepare a report of all claims approved since the last report, detailing the nature and the amount of the claim, the payee, the reasons supporting payment and any other pertinent information. This report shall be reviewed and approved or rejected by vote of the Insurance Fund Commissioners at their next regularly scheduled meeting. If any payment is not approved, appropriate action shall be taken.

All requests for payments must be accompanied by a detailed bill of items or demand, specifying particularly how the bill or demand is made up, with the certification of the party claiming payment that it is correct, and shall be certified by an officer or duly designated agent or employee of the Insurance Fund Commission having knowledge of the facts that the goods have been received by, or the services rendered to the Insurance Fund Commission. In the case of claims or losses to be charged against any loss fund, the Insurance Fund Commission's claims administrator shall certify as to the claim's correctness and validity.

6. All claims shall be paid by check. The checks shall be signed by two persons so designated by the Insurance Fund Commissioners. Payment of claims may be made by wire transfer.

7. All claims or other disbursements approved for payment by the Insurance Fund Commission shall be recorded in a claims register maintained by the custodian of the Insurance Fund Commission's assets.

ARTICLE X - CONFLICT OF INTEREST

- A. All officials or employees of a member local unit or any members of the family of such officials or employees shall comply with N.J.S.A. 40A: 22.1 et. seq. (The "Local Government Ethics Law").

ARTICLE XI - VOLUNTARY DISSOLUTION OF THE INSURANCE FUND COMMISSION

- A. If the Insurance Fund Commissioners deem it in the best interest of the members to dissolve the Insurance Fund Commission, they shall by majority vote direct that a written Plan of Dissolution be prepared.
- B. The Plan of Dissolution must provide for the payment of all unexpired losses of the Insurance Fund Commission and its members, including all incurred but not reported losses, as certified by an actuary, before any assets of the Insurance Fund Commission or the trust fund accounts may be used for any other purpose.
- C. Upon completion of the plan, the Chairperson shall call a general meeting of all Insurance Fund Commissioners who shall review the plan and make any appropriate amendments. By majority vote, the Insurance Fund Commissioners may recommend to the County that the Insurance Fund Commission be dissolved in accordance with the Plan of Dissolution.
- D. The Ocean County Board of County Commissioners must by resolution vote to accept the Plan of Dissolution in order to dissolve the Insurance Fund Commission.
- E. Such Plan of Dissolution shall contain a statement of the Insurance Fund Commission's current financial condition computed both on a statutory basis and according to generally accepted accounting principles as attested to by an independent certified accountant.

ARTICLE XII - CLAIMS HANDLING PROCEDURE

Claims Reporting:

Upon receipt of the initial notice of a claim, the member shall immediately forward the notice of claim and any other information available to the claims administrator and, where appropriate, to the Insurance Fund Commission's attorney for initial contact, investigation, court actions or other appropriate response.

Registration Of Claims:

Upon receipt of initial notice of claim, whether by service of process, notice of claim or petition or otherwise, the claims administrator shall cause each claim to be numbered, and to be included on a monthly report to the Executive Director. The monthly report shall set forth the name of the claimant, the nature of the claim, the type insurance coverage claimed against, and to the extent

known, and an approximate estimate of the magnitude of the potential loss. This report shall be considered confidential.

Notice Of Request for Settlement Authority:

Whenever an investigation discloses that the prompt, fair and equitable settlement of a claim is appropriate and possible, and such settlement exceeds the authority of the Claims Administrator, the claims administrator shall submit to the Insurance Fund Commission Administrator for review at an Insurance Fund Commissioners meeting, a request for settlement authority. This notice shall be on forms approved by the Insurance Fund Commissioners and shall set forth identifying information concerning the claim, recommendations where appropriate concerning the legal liability of the Insurance Fund Commission, a summary of investigative work concerning the merits of the claim and the reasons underlying the recommended settlement authority.

Approval Of Payments And Settlements:

Whenever the Insurance Fund Commission shall make any payment or settlement of any claim, a notation thereof identifying the claim, and the amount paid shall be entered upon a ledger of claims paid.

ARTICLE XIV - COMPLAINT HANDLING PROCEDURE

- A. Whenever any interested party shall submit a complaint in writing to the Insurance Fund Commission, the executive director/administrator, or any member of the Insurance Fund Commission, a copy thereof shall be forthwith communicated to the Insurance Fund Commissioners for consideration at its next regularly scheduled meeting.
- B. At said meeting the Insurance Fund Commissioners shall consider the complaint, and by recorded vote take such action as might be appropriate.
- C. The complaining party and the Insurance Fund Commissioner from the local unit shall receive written notice of the Insurance Fund Commissioners findings. The written notice to the complaining party, may where appropriate, include an opportunity for the complaining party to have a hearing concerning his/her complaint before the Insurance Fund Commissioners.
- D. They shall keep a separate record of all complaints received and the disposition of same.
- E. If the complaining party is dissatisfied with the Insurance Fund Commissioners decision, the complaining party may appeal this determination to the independent appeal organization or arbitrator designated by the Insurance Fund Commission annually.
- F. If the complaining party is dissatisfied with the determination of the independent appeal agency or arbitrator, the complaining party may exercise any remedies provided by law.

ARTICLE XV - OTHER CONDITIONS

Inspection And Audit:

The Insurance Fund Commission shall be permitted but not obligated to inspect, at any reasonable

time, the workplaces and operations of each member covered by this agreement. Neither the right to make inspections nor the making thereof nor any report thereon shall constitute an undertaking on behalf of or for the benefit of the member or others, to determine or warrant that such workplaces, operations, are safe or healthful, or are in compliance with any law, rule or regulation.

The Insurance Fund Commission shall be permitted to examine and audit the member's payroll records, general ledger, disbursements, vouchers, contracts, tax reports and all other books, documents and records at any reasonable time as far as they show or tend to show or verify the amount of remuneration or other premium basis, or relate to the subject matter of this agreement.

Notice Of Injury:

When an injury occurs, written notice shall be given by or on behalf of the member to the Insurance Fund Commission or any of its authorized agents as soon as practical. Such notice shall contain particulars sufficient to identify the member and also reasonably obtainable information respecting the time, place and circumstances of the injury, the names and addresses of the injured and of available witnesses.

Notice Of Claim Or Suit:

If claim is made or formal petition or a suit or other proceedings are brought against the member, it shall immediately forward to the Insurance Fund Commission every demand, notice, summons or other process received by the member or its representative.

Assistance And Cooperation Of The Participant:

The member shall cooperate with the Insurance Fund Commission and upon the Insurance Fund Commission's request, shall attend hearings and trials and shall assist in effecting settlements, securing and giving evidence, obtaining the attendance of witnesses and in the conduct of suits or proceedings. The member shall not, except at its own cost, voluntarily make any payment, assume any obligation or incur any expense other than for such immediate medical and other services at the time of injury as are required by the Workers' Compensation Law.

Action Against Insurance Fund Commission:

No action shall lie against the Insurance Fund Commission unless, as a condition precedent thereto, the Member shall have fully complied with all the terms of this agreement, not until the amount of the member's obligation to pay shall have been finally determined either by judgment against the member after actual trial or by written agreement of the member, the claimant and the Insurance Fund Commission. Any person or organization or the legal representative thereof who has secured such judgment or written agreement shall thereafter be entitled to recover under this agreement to the extent of the protection afforded by this agreement. Nothing contained in this agreement shall give any person or organization any right to join the Insurance Fund Commission as a co-defendant in any action against the member to determine the member's liability.

Bankruptcy or insolvency of the member shall not relieve the Insurance Fund Commission of any of its obligations.

Subrogation:

In the event of any payment under the agreement, the Insurance Fund Commission shall be subrogated to all rights of recovery therefore of the member and any person entitled to the benefits of this agreement against any person or organization and the Member shall execute and deliver instruments and papers and do whatever else is necessary to secure such rights. The member shall do nothing after loss to prejudice such rights.

Conformance With Statute:

In the event any portion of these rules and regulations conflict with any statute or administrative regulation, the provision of any such statute or administrative regulation shall control to the extent it conflicts.

THUS DONE, READ AND PASSED in my office in Ocean County, State of New Jersey.

OCEAN COUNTY INSURANCE FUND COMMISSION

BY: _____
ROBERT A. GREITZ, CHAIRMAN

ATTEST: _____
MICHAEL J. FIURE, VICE CHAIRMAN

Appendix III

NJCE Finance Sub Committee Minutes 4-9-21



NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND

9 Campus Drive - Suite 216

Parsippany, NJ 07054-4412

Telephone (201) 881-7632 Fax (201) 881-7633

Finance Sub-Committee Minutes

April 9, 2021 – 1:00PM via Zoom

Attendees:

Tim Sheehan, Committee Chairman, Commissioner Gloucester County

Jack Kelly, Commissioner Ocean County

Kim Wood, Commissioner Cumberland County

Edmund Shea, Commissioner Hudson County

Janette Kessler, Commissioner Atlantic County

Laura J. Paffenroth, Esq., Fund Attorney

Joseph Hrubash, Executive Director, PERMA

Bradford Stokes, Executive Director PERMA

Nancy Ghani, Account Executive, PERMA

Pauline Kontomanolis, Chief Accounting Officer PERMA

Robyn Walcoff, Claims Manager PERMA

Edward Cooney, Underwriting Manager Conner Strong & Buckelew

Brandon Tracy, Account Analyst, PERMA

The purpose of this meeting is to have a discussion on the 2021 NJCE budget delta and review procurement responses for various JIF professional services.

2021 Budget Delta Review:

Executive Director Hrubash reported the budget delta was first addressed in late 2019, with this committee and subsequently the NJCE Board of Commissioners, with the start of a hard insurance market following the review of the Underwriting Manager's 2020 renewal marketing efforts which resulted in a more expensive replacement of the excess liability insurer. Executive Director Hrubash said the NJCE absorbed the difference of \$1 million for 2020 and reset the budget for 2021 accordingly.

Executive Director Hrubash said the 2021 renewal at the expiring retentions, where available, would have resulted in significantly higher member premiums in excess of 25% increase. Therefore, it was necessary for the NJCE to make a number of changes in the excess program structure in order to control the overall pricing for the 2021 NJCE renewal.

In addition, Executive Director Hrubash said what we learned from the 2021 renewal marketing efforts is that we are in the midst of the broadest insurance hard market since the mid-1980s affecting all lines of insurance. In consultation with this committee through various meetings, an 8% budget increase was recommended for 2021 in hopes that the NJCE retaining higher retentions would offset potential premium increases.

Executive Director Hrubash said unfortunately, the final results of the marketing and program restructuring efforts resulted in a delta of \$2,535,215 or 11.67%. Executive Director Hrubash highlighted the NJCE's statutory surplus is \$14,058,330 with a cash balance of \$28,740,251 as reflected in the Financial Fast Track as of December 31, 2020. Executive Director Hrubash noted that based on the solid financials of NJCE there are no immediate or short term concerns.

Executive Director Hrubash said it would be appropriate to develop a strategy for the 2021 fund year to address the delta, which can be initiated now or at a later date based on the committee's review and recommendation. Executive Director Hrubash said that we can expect an increase of 10% to 15% or more to reset the budget for the 2022 depending on the market conditions.

Executive Director Hrubash presented the following options for the committee to consider to address the delta for 2021 fund year:

- **Option A** – Take no action now, monitor the claims activity versus loss funding on an annual basis with potential action at a future date. Potential action may include (1) declare an additional assessment payable over a 5 or 10 year period and/or (2) consider issuing a dividend(s) from certain fund years in a surplus position at the appropriate time and in compliance with State mandated formulas to cover some or all of the delta.

- **Option B**
 1. Recommend to the Board of Commissioners to declare an additional assessment for the entire delta but payable over a 5 year period.
 - OR**
 2. Recommend to the Board of Commissioners to declare an additional assessment for the entire delta but payable over a 10 year period.

- **Option C**
 1. Recommend to the Board of Commissioners to declare an additional assessment for the premium portion of the delta of \$609,437 due in 2021 and take no action now on the balance of the delta, monitor the claims activity versus loss funding on an annual basis with potential action at a future date.
 2. Recommend to the Board of Commissioners to declare an additional assessment for the premium portion of the delta of \$609,437 due in 2021 and declare an additional assessment for the balance of the delta but payable over a 5 year period.
 - OR**
 3. Recommend to the Board of Commissioners to declare an additional assessment for the premium portion of the delta due in 2021 and declare an additional assessment for the balance of the delta but payable over a 10 year period.

Enclosed with the committee agenda was an exhibit which noted assessments by County/County Commission for Options B1, B2 and Options C1, C2 and C3. For the purposes of making a strategic recommendation, the attachment did not identify each County. Executive Director Hrubash said if any of these options were recommended then exhibit would be updated to identify County/County Commission and their respective additional assessment. *See attached exhibit.*

A lengthy discussion ensued. Commissioner Sheehan inquired if the 2022 budget would include increase premiums despite the higher retentions and deductibles that were implemented this year. In response, Executive Director Hrubash reiterated that we can expect an increase to reset the budget for 2022; however, noted it is hard to estimate additional increases at this time since it will depend on the commercial insurance marketplace. Executive Director Hrubash said this finance committee meeting was scheduled now to get a head start on the 2022 renewal; Commissioner Sheehan agreed that the NJCE JIF should take action now in preparation of next year.

Underwriting Manager said current marketplace trends have not changed much so far in 2021. Despite this, Underwriting Manager said from a global view it is beneficial to analyze our actual loss

experience versus the market adjustments. Underwriting Manager said the program structure changes to the NJCE program in 2020 and 2021 were necessary to offset rate increases due to the hard market conditions exacerbated by excess liability carrier changes, reduced capacity affecting liability limits and the impact of natural disasters on property, but does not expect another major adjustment to the program structure for 2022. In addition, Underwriting Manager said the retention changes made to the excess property program for 2021 has put the NJCE JIF in a more advantageous position for the 2022 renewal. Underwriting Manager said at this point we can expect rate increases for 2022; however, pending claim activity Underwriting Manager does not foresee any significant adjustment or carrier changes for the upcoming renewal.

Executive Director Hrubash said if an additional assessment is eventually implemented for the entire 2021 delta and paid over a 5 or 10 year period that his hope is that surplus continues to accumulate in older fund years that can be used to offset some of the additional assessment. Executive Director Hrubash referred to the Financial Fast Track as of 12/31/20; Fund Year 2020 started off with a \$1 million delta and as of 12/31/20 that deficit was down to \$786,000. Ms. Kontomanolis noted the NJCE JIF is currently financially stable and referred to the recent \$1.5 million dividend issued to members; however, noted it is too early to forecast how the 2020 and 2021 fund years will end.

Commissioner Wood said while this review is at the NJCE level, it would be important to understand the impact at the County/member level and suggested a report be provided on savings in areas, such as, accident prevention and loss control efforts. Executive Director Hrubash said that report could be developed and noted the NJCE surplus and strong financial position is a direct result of risk control and claims management working effectively. Underwriting Manager said he could provide a review of marketplace impact comparing an entity within a JIF versus a self-insured in the marketplace.

Commissioner Sheehan asked Executive Director Hrubash if there was any one option to recommend; in response Executive Director Hrubash said they are all viable group options. Commissioner Kelly said he would be in favor of taking some action now to protect the Fund from potential issues at next renewal; Commissioner Kessler agreed and noted it would be better to take some action versus no action.

Based on Commissioner comments, Executive Director Hrubash recommended Option C1 which would declare an additional assessment for the premium portion of the delta of \$609,437 to be due in 2021 and take no action on the balance of the delta and instead monitor the claims activity versus loss funding on an annual basis with potential action at a future date. Commissioners agreed with this course of action. Discussion ensued on appropriate due date and committee agreed to issue a 3rd separate assessment on/about mid-September to provide ample notice for November 1st budget transfers. Executive Director Hrubash said the exhibit showing the delta portions due from each County will be shared at next JIF meeting when recommendations are considered.

Professional Services Procurement Results:

Executive Director Hrubash reported the contract for services for Auditor will expire on April 23, 2021, the contract services for the Litigation Manager will expire on May 1st and the contract for services for Payroll Auditor and the Actuary expire June 25th. Executive Director Hrubash noted the respective expiring contract amounts were as follows: Auditor \$16,500, Litigation Manager \$195 per hour, Payroll Auditor \$19,500 and Actuary \$23,431. Fund Attorney advised these services be solicited by obtaining quotes for each position in lieu of a Request for Qualifications, which were due back on March 31st.

Executive Director Hrubash referred to the attached summary of quotes received for each position and reviewed each for action:

1. The firm of Citta, Holzapfel & Zabarsky responded to Litigation Manager. Executive Director Hrubash noted the hourly fee is slightly higher than the average as compared to other JIFs; however, the overall paid to date over 6 years is reasonable. Ms. Walcoff agreed and said Judge Millard is a real asset and good conduit for defense counsel especially considering the complex litigation that he has helped settle; Fund Attorney agreed. Executive Director Hrubash asked if there were any objections to recommending a 1-year contract to Citta, Holzapfel & Zabarsky at the next JIF meeting; no objections were noted.
2. The position of Actuary received three responses and Executive Director Hrubash reviewed each briefly. Fund Attorney confirmed that the lowest quote is not automatically selected with this procurement and the committee may select the vendor based on other qualifications. Commissioner Wood expressed she would be in favor of awarding the contract to the incumbent over a firm that may sub-contract work out to other firms; Commissioner Sheehan agreed. Mr. Stokes noted the incumbent has provided actuarial services to the Fund since its inception and Executive Director Hrubash said the firm's database of loss funds is comprehensive, as well as, knowledge of the Fund's risks are detailed. Executive Director Hrubash asked if there were any objections to recommending a 1-year contract to The Actuarial Advantage at the next JIF meeting; no objections were noted.
3. The position of Auditor received two responses – one from Bowman & Company (incumbent) and one from Holman Frenia Allison P.C. Executive Director Hrubash said both firms are qualified to provide audit services. In addition, Executive Director Hrubash noted Bowman & Company also submitted for Payroll Auditor. The Fund Attorney noted that the Auditor and Payroll Auditor may not be awarded to one firm as the aggregate fees would exceed the bid limit of \$17,500, which is calculated by vendor and not by position. Fund Attorney said the dual appointment to Bowman & Company may only be done if they are able to execute pay-to-play forms. Alternatively, the committee may recommend the incumbent for Auditor and issue a RFP for Payroll Auditor, which may require a special meeting to be scheduled in order to meet the 2021 renewal deadlines to start the payroll collection process as soon as possible.

Executive Director Hrubash asked if there were any objections to recommending a 1-year contract to Bowman & Company for Auditor at the next JIF meeting; no objections were noted. Executive Director Hrubash said the next step is to contact Bowman & Company to ask if they are able to execute pay-to-play forms in order to also be awarded a contract for Payroll Auditor. If they are not able to, then the recommendation by this committee will be to issue an RFP for these services; committee agreed with the next steps as outlined.

Executive Director Hrubash thanked the Commissioners and the professionals for their time today and said the minutes would be distributed for the committee's review.

Meeting adjourned: 1:45PM

Exhibit - additional assessments & budget delta

| NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND | | | | | | | | | | | | |
|--|---------------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Exhibit - Comparisons Chart | | | | | | | | | | | | |
| | Counties | A | B | C | D | E | F | G | H | I | J | TOTAL |
| <u>Premium</u> | Due end of 2021 | \$ (62,165) | \$ (26,491) | \$ (140,158) | \$ (66,187) | \$ (86,441) | \$ (30,322) | \$ (75,191) | \$ (65,779) | \$ (43,420) | \$ (13,284) | \$ (609,437) |
| <u>Additional Assessment per Year Loss Funds & Premium</u> | 5 Year Payout Plan | \$ (32,174) | \$ (38,635) | \$ (100,644) | \$ (24,637) | \$ (70,987) | \$ (23,103) | \$ (49,942) | \$ (57,148) | \$ (55,643) | \$ (54,129) | \$ (507,043) |
| | 10 Year Payout Plan | \$ (16,087) | \$ (19,318) | \$ (50,322) | \$ (12,318) | \$ (35,494) | \$ (11,552) | \$ (24,971) | \$ (28,574) | \$ (27,822) | \$ (27,064) | \$ (253,521) |
| <u>Additional Assessment per Year Loss Funds ONLY</u> | 5 Year Payout Plan | \$ (19,741) | \$ (33,337) | \$ (72,612) | \$ (11,399) | \$ (53,699) | \$ (17,039) | \$ (34,904) | \$ (43,993) | \$ (46,959) | \$ (51,472) | \$ (385,155) |
| | 10 Year Payout Plan | \$ (9,871) | \$ (16,669) | \$ (36,306) | \$ (5,700) | \$ (26,849) | \$ (8,519) | \$ (17,452) | \$ (21,996) | \$ (23,480) | \$ (25,736) | \$ (192,578) |

Exhibit – Summary of Price Quotes received by Position

Litigation Manager:

- Citta, Holzapfel & Zabarsky (incumbent)
 - o Sole responder
 - o Fee \$295 per hour
 - Last year
 - Stephen A. Zabarsky \$195 per hour
 - E. David Millard - \$195 per hour
 - Fees of \$31,000 paid since 2015.
 - o Office Toms River, NJ

Actuary

- **Actuarial Advantage (*incumbent*)**
 - o Fee: \$23,900 – not to exceed (awarded \$23,431 for 2020-21)
 - o Office Location: Camden, NJ
 - o All required documents submitted
- **Advanced Analytics**
 - o Fee: \$23,000
 - o Office Location: Mullica Hill, NJ
 - o Will serve as the Primary vendor and point of contact but firm will also subcontract with:
 - Francis Analytics and Actuarial Data Mining, Inc. – Analytical Support (Office in Philadelphia, PA)
 - Analytic Solutions, LLC – Analytical Support and Peer Review (Office in Camden-Wyoming, DE)
 - Bealer Consulting, LLC – Analytical Support (Office in Clementon, NJ)
 - o All required documents submitted
- **SG Risk**
 - o Fee: \$9,575 (not to exceed)
 - o Office Location: Lyndhurst, NJ
 - o All required documents submitted

Auditor

- **Bowman & Company LLP (*incumbent*)**
 - o Fee: \$16,830 (previous fee awarded \$16,500)
 - o All required documents submitted
- **Holman Frenia Allison P.C.**
 - o Fee: \$13,750 + cost of bank confirmations if applicable (It was noted additional fees will be assessed for unexpected circumstances and significant additional time is required)
 - o Office Location: Lakewood, NJ
 - o All required documents submitted

Payroll Auditor

- **Bowman & Company LLP (*incumbent*)**
 - o Fee: \$20,298 (previous fee awarded \$19,900)
 - o Office Location: Voorhees, NJ
 - o All required documents submitted