

**OCEAN COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – June 17, 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 Ann Cilento	Present
John P. Kelly (Alternate)	Excused

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Services	Qual-Lynx Karen Beatty Claudia Acosta
	PERMA Risk Management Services Robyn Walcoff
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney
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:

Antoinette DePaolo, Ocean County
Laura Benson, Esq., Berry Sahradnik, Kotzas & Benson, P.C.
Colleen Golin, Esq., Ocean County Board of Social Services
Jennifer Doderer, Ocean County Library
Rachel Chwastek, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN MINUTES OF MAY 20, 2021

MOTION TO APPROVE THE OPEN MINUTES OF MAY 20, 2021

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

CORRESPONDENCE: None

SAFETY AND ACCIDENT REVIEW COMMITTEE: Mr. Prince reported the Committee last met on April 13, at 1:30 via Zoom. Mr. Prince advised the next meeting was scheduled for August 10 at 1:30 PM via Zoom. Mr. Prince said the minutes and agenda would be sent out electronically prior to the meeting. Mr. Prince noted he would co-ordinate the agenda with Ms. DePaolo. Mr. Prince asked if there were any questions and concluded his report.

CLAIMS COMMITTEE: Ms. Walcoff advised the Claims Committee has not met yet. Ms. Walcoff reported after consulting with Qual Lynx, there were no claims yet that reached the point of needing authority. Ms. Walcoff anticipated a Claims Kick Off meeting in the near future with some claims. Ms. Walcoff noted the legacy claims were being handled as before. 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 there was one action item.

CERTIFICATE OF INSURANCE ISSUANCE REPORT: Executive Director referred to a copy of the certificate of issuance report from the NJCE listing the certificates issued for the month of May. Executive Director reported there were (4) four certificate of insurances issued during the month. Executive Director asked if there were any questions and requested a motion to approve the report.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

OCEAN COUNTY INSURANCE FUND COMMISSION WEBSITE: Executive Director advised at the last meeting the Commissioners agreed to use Spark Creative Group as the vendor for the Commission's website design, hosting, updating and maintenance. Executive Director noted the URL address would be: ocifc-nj.org. and indicated the website should be live within the next thirty days. Executive Director said once the site was finalized, it would be updated on an ongoing basis with such items as the monthly agendas, minutes and resolutions.

EMPLOYEE DISHONESTY CRIME POLICY: Executive Director reported at the last meeting approval was given by the Commissioners to purchase the Employee Dishonesty Crime policy. Executive Director noted the policy was issued and the premium of \$2,135 appeared on the June Bills List.

ORIGAMI: Executive Director advised the Fund Office and Risk Manager Consultant was working with the Chair to set up a meeting to provide an overview of Origami and any training needs. Ms. Sanders said she would provide some meeting dates and the good news was that some of the County's data from the last renewal was already uploaded into the system. Ms. Sander advised we could start with that data or do a new upload.

2021 INITIATIVES: Executive Director reported as discussed at the May meeting he would work with other professionals on initiatives including: (1) review of insurance/indemnification requirements, (2) review of current coverages, (3) moving legacy claims to the insurance fund commission for 2022, and (4) potential new membership with county affiliated entities. Ms. Sander reported she would meet with Ocean County Utility Authority for some background information to obtain a quote. Ms. Sander said the Ocean County Board of Health and Ocean County Board of Social Services were both interested and the effort would be made toward their renewal dates in October and December.

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director advised the NJCE held a special meeting on May 27, 2021 and a written summary of the meeting was included in the agenda. Executive Director reported at the meeting an amended budget was introduced in the amount of \$27,697,716. Executive Director noted the budget was amended to reflect the premium portion of the 2021 budget delta in the amount of \$609,437. Executive Director said the Board of Fund Commissioners scheduled a public hearing for June 24, 2021 at 9:30 AM via Zoom.

NJCE FINANCE COMMITTEE: Executive Director reported the NJCE team (PERMA, JAM and CSB) made a presentation to the Finance Committee on the state of the commercial market and benefits of the insurance commission/joint insurance versus commercial market. Executive Director advised the presentation was roughly an hour, generated some good questions and interaction with commissioners and was well received. Executive Director said the Finance Committee suggested the presentation be made available to all commissioners and key members of their management team. Executive Director noted it was also suggested a recorded version be available as well as one or two live webinars to promote interaction and allow for questions. Executive Director referred to a copy of his memorandum along with a copy of the presentation which appeared in the Appendix of the agenda.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the Financial Fast Track for the NJCE was not available and would be included in the next agenda. Executive Director noted at the end of each quarter the actuary trues up the numbers to a greater extent.

Executive Director asked if anyone had any questions and concluded his report.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Ms. Tarrant reported she reviewed the June Bills List and requested a motion to approve Resolution 17-21, June Bill Lists in the amount of \$14,692.11.

MOTION TO APPROVE RESOLUTION 17-21 JUNE BILL LIST

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

CLAIMS SERVICE: Ms. Walcoff advised the PERMA Claims Team was monitoring the COVID-19 claims throughout the state. Ms. Walcoff reported they were starting to work on the Best Practices Workshop, which was held in the fall. Ms. Walcoff asked if there were any volunteers to be part of the planning committee. Ms. Walcoff also indicated if anyone had any educational topic ideas to e-mail her.

CLAIMS ADMINISTRATOR: Ms. Beatty referred to a copy of the report included in the agenda and advised for now the report was a placeholder as there had not been any bills that were re-priced yet. However, Ms. Beatty indicated there were a few bills in June so the report would start to populate. Ms. Beatty then referred to the section Claims Reported 4-1-21 to 5-31-21 and advised there were 32 claims report, 5 were lost time and 27 were medical only. Ms. Beatty concluded her report.

NJCE SAFETY DIRECTOR: Mr. Prince advised the May through June Risk Control Activity report was included in the agenda. Mr. Prince said the report also included all of the Safety Training Schedules through July. Mr. Prince noted the schedule and registration process was on the NJCE website. Mr. Prince advised all of the Safety Director Bulletins were also posted to the NJCE website. Mr. Prince asked if there were any questions and concluded his report.

ATTORNEY: Mr. Sahradnik said there was no formal report at this time.

RISK MANAGEMENT REPORT: Ms. Sander advised they were redoing some of the access to policies, removing the prior risk manager and allowing Ms. DePaolo access to My Pocket, PC and the Engage Platform. Ms. Sander reminded the Commission that Ocean County had access to the "Tulip Program" which was rolled out by the MEL for tenant user liability. Ms. Sander said if someone cannot provide liability coverage for use of the Parks, they could obtain the insurance through this program. Ms. Sander advised she would distribute the information again and asked that the Parks Department receive a copy as well. Ms. Sander concluded her report unless there were any questions. Executive Director suggested providing access to the MEL Mobile App as there was loss control information that might be helpful to Ocean County. Ms. Sander said she would work with Mr. Prince in obtaining the information for Ms. DePaolo.

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 July 15, 2021 at 10:00.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:20 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary