

**OCEAN COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – March 18, 2021
Telephonic Meeting
10:00 AM**

Meeting was called to order by Executive Director. Executive Director 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)	Absent

FUND PROFESSIONALS PRESENT:

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

ALSO PRESENT:

Mary Ann Noto, Ocean County
Antoinette DePaolo, Ocean County
Pauline Kontomanolis, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

CORRESPONDENCE: None

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda.

ORGANIZATIONAL RESOLUTIONS: Executive Director referred to copies of the necessary Organizational Resolutions for the Ocean County Insurance Fund Commission to operate as a Commission effective 4/1/21. Executive Director advised with the Chairman’s permission he would review each Resolution and then request a motion for approval as a consent. Chairman Greitz advised he agreed with the Executive Director’s request. Executive Director reviewed each resolution and noted the pertinent information for each. Mr. Greitz asked that additional wording be included on Resolution 3-21, Appointing Commission Attorney and Resolution 4-21, Appointing Commission Treasurer. Mr. Greitz advised the additional wording pertained to the compensation and asked that “through the Insurance Commission” be added to each.

- Resolution 1-21 Appointing OCIFC Commissioners
- Resolution 2-21 Appointing Executive Director
- Resolution 3-21 Appointing Attorney
- Resolution 4-21 Appointing Treasurer
- Resolution 5-21 Designating Authorized Depositories for Fund Assets and Establishing Cash Management Plan
- Resolution 6-21 Establishing Bank Accounts
- Resolution 7-21 Designating Authorized Signatures for Bank Accounts
- Resolution 8-21 Designating Custodian of Records
- Resolution 9-21 Designating Official Newspapers
- Resolution 10-21 Indemnify Ocean County Insurance Fund Commission
- Resolution 11-21 Authorizing Commission Treasurer to Process Contracted Payment and Expenses
- Resolution 12-21 2021 OCIFC Meeting Schedule

MOTION TO APPROVE RESOLUTIONS 1-21 THROUGH 12-21 WITH THE CORRECTIONS AS NOTED

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

Executive Director thanked the Commissioners for the appointment of PERMA Risk Management Services and that it was very much appreciated.

2021 PROPERTY & CASUALTY BUDGET INTRODUCTION: Executive Director referred to a copy of the 2021 proposed Property and Casualty Budget for the Ocean County Insurance Fund Commission, which was included in the agenda. Executive Director reported the annual 2021 proposed budget was in the amount of \$7,773,713 and the pro-rated budget as of 4/1/21 was \$5,856,907. Executive Director noted this budget did not include the NJCE assessment and that the NJCE assessment could be incorporated in the 2022 budget if the Commissioners desired. Executive Director suggested the assessments be paid in three installments of 40% due 5/01/21, 30% due 8/15/21 and 30% due 10/15/21. Executive Director asked if anyone had any questions and requested a motion to introduce the budget and schedule a public hearing.

MOTION TO INTRODUCE THE 2021 PROPERTY & CASUALTY BUDGET IN THE AMOUNT OF \$5,856,907 AND SCHEDULE A PUBLIC HEARING ON THURSDAY, APRIL 15, 2021 AT 10:00 AM VIA ZOOM VIDEO/AUDIO

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

RULES AND REGULATIONS: Executive Director reported a draft copy of the Rules & Regulations were included in the Appendix section of the agenda. Executive Director advised it was his understanding representatives of the Commission were reviewing the document and would report back with any suggested changes. Chairman Greitz advised he did not have any at this time but that the Commission Attorney was reviewing..

2021 PLAN OF RISK MANAGEMENT: Executive Director referred to a draft copy of the 2021 Plan of Risk Management prepared by the NJCE Underwriting Manager. Mr. Cooney advised this was a working document and provided an overview of the Commission's coverage, risks retained by the Commission, reserving philosophy, method of assessing member contributions, claims payment authority level, etc. Mr. Cooney said if anyone had any questions to reach out to him. Mr. Cooney also advised if any changes were needed, the plan would be amended and then presented to the Commissioners at the next meeting for approval. Executive Director asked if there were any questions for Mr. Cooney and indicated the expectations were the Plan would be presented at the April meeting for approval.

SAFETY AND ACCIDENT REVIEW COMMITTEE: Executive Director referred to a copy of the Committee's Meeting Schedule for 2021 along with a copy of the Safety and Accident Review Committee Charter. Executive Director asked Mr. Prince to provide an update. Mr. Prince thanked Ms. DiPaolo for preparing the documents for the meeting today. Mr. Prince advised the Committee was scheduled to meet quarterly and the next meeting was scheduled for Tuesday, April 13th at 1:30. Mr. Prince advised he would prepare the agenda and the distribution for this meeting. Mr. Prince referred to a copy of the Charter, which was included in the agenda. Mr. Prince advised the Charter called for six members to be appointed by the Chairman, one member should be a Commissioner. Mr. Prince suggested he talk to the Chairman offline to discuss the potential representatives. Mr. Prince advised that concluded his report unless there were any questions. Ms. DiPaolo said what they basically tried to do was to incorporate some of the requirements that were in their Blue Collar Contracts along with Commission requirements to merge both together. Ms. DiPaolo advised it might be different from some Counties; however, they did not want to violate the labor contracts with their employees so there were some modifications. Ms. DiPaolo said she believed this should satisfy the unions because they were still included. After a brief discussion, Executive Director advised the Charter could be approved and once the Chairman appointed the members, an amendment could be drafted.

MOTION TO APPROVE THE 2021 SAFETY COMMITTEE MEETING SCHEDULE AND SAFETY AND ACCIDENT REVIEW COMMITTEE CHARTER

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

CLAIMS COMMITTEE: Executive Director reported PERMA and Ocean County representatives met on Tuesday, March 16 to formalize the framework for the OCIFC Claims Committee and Claims Committee Charter and to review how claims would be handled. Executive Director asked Ms. Walcoff to provide an overview.

Ms. Walcoff reported her team met with some professionals as well as some representatives of Ocean County to discuss the Claims Committee and draft the Claims Committee Charter. Ms. Walcoff advised the County current procedures were reviewed and noted many procedures would stay the same as the County's process worked, however, there would be a change in the claim payment process. Ms. Walcoff indicated the Claims Committee would meet prior to the Commission Meeting to review claims for payment or settlement authority as needed. Ms. Walcoff explained the Committee would make recommendations to the Commissioners for approval. Ms. Walcoff noted the Committee would discuss claims starting as of April 1. Ms. Walcoff asked if any one had any questions. Chairman Greitz said the Claims Committee would meet the second Thursday of the month and then submit their recommendations at the Commission Meeting. Chairman Greitz advised the Committee would consist of himself, Ms. DePaolo, Ms. Noto, until she retired, and some other County employees along with a representative from the Board of Services, the Library and Mosquito Commission. Executive Director noted PERMA, J.A. Montgomery and Qual-Lynx representatives would also attend those meetings along with the Fund Attorney. In response to Mr. Sahradiuk's inquiry, Chairman Greitz said everything prior to April 1 would be handled the same way. Ms. Walcoff said she would confirm the Claims Meeting dates with the professionals to ensure their availability and thanked the Qual-Lynx representatives for participating in the call today. Chairman Greitz asked the Committee meet at least one week prior to the Commission Meeting.

Executive Director advised unless there were any questions that was the end of his report and the next items were the Committee Reports.

Executive Director's Report Made Part of Minutes.

SAFETY COMMITTEE: Mr. Prince advised he did not have anything else to report, however he did have some items for the Safety Director Report.

CLAIMS COMMITTEE: Ms. Walcoff advised she did not have anything else to add.

TREASURER: Ms. Tarrant reported she would need a copy of the signed resolutions to open the bank accounts. Ms. Dodd said she would send all of the resolutions to Chairman Greitz to obtain the signatures and then send her copies of the required resolutions. Ms. Tarrant indicated her office was next to the Chair's so it would be easy for her to obtain the copies. In response to Ms. Tarrant's inquiry, Ms. Dodd advised she would send the checks to her using the same procedure as the JIF. Ms. Tarrant advised Ms. Kontomanolis had applied for and received the federal ID number.

Ms. Kontomanolis advised she looked forward to working with Ms. Tarrant and they work together on the Ocean JIF. Ms. Kontomanolis said they have a great working relationship and the Commission would work very similar to the JIF.

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

CLAIMS SERVICE: Ms. Kissane reported she looked forward to continuing to work with the County and the transition to the County account to the Commission account would be seamless. Ms. Kissane advised she would assist the County in any way they needed. In response to Ms. Tarrant's inquiry about the payments, Executive Director suggested an offline meeting to discuss the logistics.

NJCE SAFETY DIRECTOR: Mr. Prince reported the Safety Director's report would be verbal today, however going forward there would be a written report for the agenda, which included all risk activities for the previous month. Mr. Prince encouraged all departments to visit the NJCE website at NJCE.org for all of the safety resources, bulletins and training programs via webinar scheduled through April 30th. Mr. Prince advised next month he would include a letter regarding the Munich Re Safety Grant. Mr. Prince explained the insurance carrier provided a \$50,000 grant to be shared between the ten members of the NJCE. Mr. Prince advised some of the past grants were for body worn cameras and specialized training and equipment. Mr. Prince advised the grant covered auto liability, general liability and law enforcement liability and he offered to speak offline regarding any of the programs and grant submissions. Mr. Prince advised he was working closely with Ms. Depaolo on the Learning Management System and the go live date was April 1st. Mr. Prince said the vendor had the ability to document the training the member participated in and expects it will be a great learning tool going forward especially with PEOSH activity to abate any citations. Mr. Prince advised that concluded his report unless there were any questions. Executive Director noted the Learning Management Systems was an important initiative of the NJCE and thanked Mr. Prince, Mr. Shives and their team for making this happen.

RISK MANAGEMENT REPORT: Ms. Mack reported she wanted to thank everyone for all their hard work in such a short time to make this a "go". Ms. Mack advised it was a great effort on everyone's part and she appreciated all of the help, assistance and information that was provided. Ms. Mack said she look forward to working with everyone. Ms. Mack also thanked Executive Director for his efforts. Executive Director said he mentioned to Chairman Greitz in a previous meeting that everyone on his team was so professional, knowledgeable and this was probably the most seamless transition of any of the insurance commissions that were started during the last ten years.

ATTORNEY: Mr. Sahradnik advised he did not have anything to report. Executive Director advised he looked forward to working with Mr. Sahradnik.

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 April 15, 2021 at 10:00.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:30 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary