

**OCEAN COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – October 20, 2022
10:00 AM**

Meeting was called to order by Vice Chair Fiure. Vice Chair Fiure read the Open Public Meetings notice into record.

ROLL CALL OF COMMISSIONERS:

Robert A. Greitz	Excused
Michael Fiure	Present
Michelle I. Gunther	Present
John P. Kelly (Alternate)	Excused

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Services	Qual-Lynx Claudia Acosta
	PERMA Risk Management Services Shai McLeod Jennifer Conicella
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Risk Management Consultant	Conner Strong & Buckelew Mary Anne Sander Carol Mack
Treasurer	Julie Tarrant
Attorney	Jack Sahradnik, Esq. Laura Benson, Esq.
Safety Director	J.A. Montgomery Consulting Glenn Prince
Auditor	Bowman & Company, LLP Dennis Skalkowski

ALSO PRESENT:

Colleen Golin, Esq., Board of Social Services
Antoinette DePaola, Ocean County
Tristin J. Collins, Ocean County
Will Demand, Ocean County Utilities Authority
Brian Rumpf, Ocean County Board of Health
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF SEPTEMBER 15, 2022

MOTION TO APPROVE THE OPEN MINUTES AND CLOSED MINUTES OF SEPTEMBER 15, 2022

Moved:	Vice Chair Fiure
Second:	Commissioner Gunther
Vote:	2 Ayes, 0 Nays

CORRESPONDENCE: None

SAFETY AND ACCIDENT REVIEW COMMITTEE: Mr. Prince reported the Safety and Accident Review Committee last met on September 13, 2022 and a variety of safety topics were discussed including the Munich Re Safety Grant Program. Mr. Prince said he would discuss the Grant Program in more detail during the Safety Director’s Report. Mr. Prince advised the next meeting was scheduled for December 13th at 1:30 PM via zoom. Mr. Prince reported during that meeting they would discuss a variety of safety topics including the 2023 meeting schedule which he thought would be kept on a quarterly basis. Mr. Prince concluded his report unless there were any questions.

CLAIMS COMMITTEE: Ms. Concicella reported the Claims Committee met last week and reviewed a number of PARS. Ms. Concicella asked if anyone had any questions on the claims and requested a motion to accept the Claims Committee’s recommendations to approve the PARS as presented during the Claims Committee Meeting on October 13, 2022.

MOTION TO APPROVE THE PARS AS PRESENTED DURING THE CLAIMS COMMITTEE MEETING OF OCTOBER 13, 2022

Moved:	Vice Char Fiure
Second:	Commissioner Gunther
Roll Call Vote:	2 Ayes, 0 Nays

EXECUTIVE DIRECTOR REPORT: Executive Director apologized for not attending the meeting in person today, but he had a full slate of meetings. Executive Director advised his report was included in the agenda and he had a few action items.

2021 AUDIT REPORT: Executive Director reported the Auditor’s Report as of December 31, 2021, was sent under separate cover to the Fund Commissioners and Commission Treasurer.

Executive Director said he knew the Treasurer had an opportunity to review the audit as well as his office. Executive Director introduced Dennis Skalkowski of Bowman and Company and asked him to touch on some of the highlights of the audit. Mr. Skalkowski reviewed the Internal Controls and noted this was a clean audit, unmodified opinions with no findings or recommendations needed. Mr. Skalkowski said it was pretty common not to have any type of finding due to the way the funds were professionally managed. Mr. Skalkowski continued to review the Statement of Net Position and pointed out the Commission had an ownership interest in the NJCE. Mr. Skalkowski finished reviewing the pertinent information of the audit and said if anyone had any questions to reach out to him. Mr. Skalkowski thanked the Commission for the opportunity to serve the Commission and concluded his report. In response to Executive Director's comment, Ms. Tarrant advised she reviewed the entire audit and congratulated Ms. Kontomanolis for no comments or recommendations for the audit. Ms. Tarrant said she was recommending the Commissioners accept the audit and approve it. Executive Director said if there were no questions at this time, he would request a motion to approve Resolution 35-22, Certification of Annual Audit Report for Period ending December 31, 2021 which was included in the agenda.

MOTION TO APPROVE RESOLUTION 35-22, CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2021

Moved:	Vice Chair Fiure
Second:	Commissioner Gunther
Roll Call Vote:	2 Ayes, 0 Nays

OCEAN COUNTY BOARD OF SOCIAL SERVICES: Executive Director said we would like to welcome the Ocean County Board of Social Services on becoming a full member of the Commission as of October 25, 2022. Executive Director advised the Commission looked forward to continuing the relationship with OCBOSS. Ms. Golin thanked everyone for their time and effort.

OCIFC AMENDED BUDGET: Executive Director reported a copy of an amended budget in the amount of \$12,064,881 was included in the agenda. Executive Director advised the amended budget included the addition of the Ocean County Board of Social Services. Executive Director said since the revision to add the Board of Social Services was under 5% of the total budget no action was needed at this time.

REVISED SAFETY AND ACCIDENT REVIEW COMMITTEE CHARTER: Executive Director referred a copy of the Revised Safety and Accident Review Committee Charter. Executive Director said the Charter was amended to add Laurie Okaly of the Ocean County Board of Social Services.

MOTION TO APPROVE THE REVISED SAFETY AND ACCIDENT REVIEW COMMITTEE CHARTER

Moved:	Commissioner Gunther
Second:	Vice Chair Fiure
Vote:	2 Yes, 0 Nays

ONLINE DRIVING TRAINING COURSES: Executive Director reported last month we spoke about the Online Driving Courses. Executive Director said we were asking the Commissioners to consider approving this as a Commission expense. Executive Director advised the cost for 250 usages of the online National Safety Counsel Defensive Driver Course offered through SafeServe.com. was \$5,737.50. Executive Director noted this expense would be allocated to the Miscellaneous and Expense Contingency budget line.

MOTION TO APPROVE THE ONLINE DEFENSIVE DRIVER TRAINING COURSE FOR 250 USAGES FOR A COST OF \$5,737.50

Moved:	Vice Chair Fiure
Second:	Commissioner Gunther
Vote:	2 Yes, 0 Nays

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 September which was included in the agenda. Executive Director advised there were (3) three certificates of insurance issued during the month.

MOTION TO APPROVE CERTIFICATE OF INSURANCE REPORT

Moved:	Vice Chair Fiure
Second:	Commissioner Gunther
Vote:	2 Yes, 0 Nays

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE:) Executive Director reported the NJCE met on September 22, 2022 and a written summary report was included in the agenda. Executive Director advised the Finance Sub-Committee met on October 17, 2022 and they were able to view a preliminary budget. Executive Director noted the increase we shared with the Committee was in the 9.5% range. Executive Director said Mr. Kelly attended the meeting. Executive Director advised they also looked at potential dividend options. Executive Director reported the budget was preliminary and he expected to have the budget ready for the Finance Committee Meeting on November 14th. Executive Director advised the NJCE would meet again on November 18 to introduce the budget. Executive Director said a public hearing and adoption of the 2023 budget was scheduled for December 15 at 2:00 PM. Executive Director advised Commission Budget introductions would take place during December and adoption during January. Mr. Fiure said he also attended the meeting on Monday and asked if there was any way to show what the average increases are in the private insurance world opposed to the NJCE. Mr. Fiure noted Mr. Kelly was a little bit concerned with any of the large spikes in some of the insurance premiums. Mr. Fiure reported they were going to meet internally on Friday to discuss and was wondering if there was a possibility to obtain any of that information. Executive Director advised he would work with the NJCE Underwriting Manager and send him some information. Executive Director said the next item on the agenda was the NJCE JIF 2023 Renewal Presentation Webinar. Executive Director reported the NJCE hosted an interactive webinar on Wednesday, October 12. Executive Director advised the NJCE Underwriting Manager provided an overview presentation of the 2023 renewal and discussed key factors affecting our renewal program. Executive Director advised the presentation should be posted on the NJCE website. Executive

Director told Mr. Fiure he would attend the internally meeting on his behalf, however Mr. Fiure said he appreciated it but it was not necessary as it was a general county budget meeting and they were just going to discuss all the different impacts to the County.

OCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the August Financial Fast Track was included in the agenda. Executive Director reported as of August 31, 2022 there was a negative surplus of \$2,012,217. Executive Director pointed out we have been hit pretty hard with claims and many are Covid related and dragging on. Executive Director said we would certainly keep any eye on that. Executive Director noted we had a great cash balance, thanks to Ms. Tarrant. Executive Director referred to line 10 of the report, “Investment in Joint Venture” and indicated \$937,810 of the surplus was the OCIFC’s share of the NJCE equity. Executive Director noted the cash amount was \$14,386,913.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the August Financial Fast Track for the NJCE was included in the agenda. As of August 31, 2022, the NJCE had a surplus of \$15,162,109. Executive Director noted the total cash amount was \$20,384,593. Executive Director reported line 7 of the report “Dividend” represented the figure released by the NJCE of \$5,857,551.

2023 OCIFC BUDGET: Executive Director advised as he mentioned earlier, we would introduce the 2023 OCIFC Budget at the December 15 meeting and schedule a Public Hearing and budget adoption in January.

CLAIMS TRACKING REPORTS: Executive Director reviewed the Claims Management Report Expected Loss Ratio Analysis Report as of August 31, 2022 with the Commission.

COUNTY INSURANCE BROKERED COVERAGES: Executive Director reported in consultation with Ms. DePaola he was recommending the placement of the County’s brokered coverages be moved to the NJCE Underwriting Manager for placement going forward. Executive Director explained the marketing would be handled by the NJCE which would eliminate the need for a separate brokerage service contract and eliminate the need for a separate procurement process. Executive Director noted the premiums would be part of the County’s assessment from the NJCE.

2022 PROPERTY & CASUALTY ASSESSMENTS: Executive Director reminded the Commission the third assessment payment for 2022 was due on October 15, 2022. Executive Director advised the Fund Office e-mailed the Statement of Accounts on September 6, 2022. Executive Director noted checks should be made payable to the Ocean County Insurance Fund Commission and should be sent to Julie Tarrant, Treasurer.

2023 AUTO ID CARDS/WC POSTING NOTICES/RENEWAL CERTIFICATE OF INSURANCES: Executive Director reported the 2023 auto ID cards and WC Posting Notices would be sent to each member entity representative for distribution at the beginning of December. Executive Director advised the NJCE Underwriting Manager’s Team would review any certificates which needed to be re-issued for the 2023 renewal.

NOVEMBER MEETING: Executive Director report the November meeting was scheduled for Thursday, November 17, 2022 at 10:00 AM. Executive Director said we were requesting the Commissioners consider changing the time of the meeting to 2:00 PM. Executive Director noted this was the week of the League of Municipalities and everyone was quite busy. After a brief discussion, it was agreed the meeting would be changed to Friday, November 18, 2022 at 1:30 PM.

MOTION TO CHANGE THE NOVEMBER MEETING TO NOVEMBER 18, 2022 AT 1:30 PM

Moved:	Commissioner Fiure
Second:	Commissioner Gunther
Vote:	2 Yes, 0 Nays

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Ms. Tarrant requested a motion to approve the October Bills List Resolution 36-22, in the amount of \$1,198,585.42.

MOTION TO APPROVE RESOLUTION 36-22 OCTOBER BILLS LIST

Moved:	Vice Chair Fiure
Second:	Commissioner Gunther
Roll Call Vote:	2 Yes, 0 Nays

Ms. Tarrant reviewed the Treasurer's report which was included in the agenda.

CLAIMS ADMINISTRATOR: Ms. Acosta referred to the 2022 Cumulative Savings Summary Report which was included in the agenda. Ms. Acosta advised the report showed the year-to-date savings was 57%. Ms. Acosta said the year-to-date savings for the legacy claims was 53%. Ms. Acosta noted the agenda also included a list of the top 10 providers for the Commission and the Legacy claims. Ms. Acosta asked if anyone had any questions and concluded her report.

NJCE SAFETY DIRECTOR: Mr. Prince advised the September – October 2022 All Risk Control Activity Report was included in the agenda. Mr. Prince reported all of the virtual training through the end of December was included in the agenda and also posted to the NJCE website. Mr. Prince encouraged all department heads to review the training and if anyone had any questions to reach out to him. Mr. Prince said they were working with Ms. DePaola on a training issue resolving a PEOSH issue. Mr. Prince advised they took some air quality samples and were waiting for those results. Mr. Prince said he also wanted to discuss the Munich Re Safety Grant. Mr. Prince reported Ms. DePaola was able to secure a quote for a variety of AED Units for public locations in the amount of \$7,386.40. Mr. Prince said he was going to add the quote to the Safety Grant Committee agenda for later this month. Mr. Prince advised once the Grant Committee voted on the distribution of funds and the NJCE Commissioners approved he would notify everyone and discuss how the funds would be distributed so the purchase could be made. Mr. Prince noted this was a great program and the excess carrier provided \$50,000 to be split between all of the members. Mr. Prince applauded the efforts of the County to purchase the AED Units.

RISK MANAGERS REPORT: Ms. Sander reported she had been working with the Board of Social Services to complete all their data. Ms. Sander advised coverage was bound and they were official. Ms. Sander said she was also working with the Board of Health as they were having some issues with Origami loading their data. Ms. Sander reported she submitted information to the Underwriting Manager on the County's bridges. Ms. Sander noted that some counties insure a certain portion of the bridges for physical damage. The County has never insured the bridges. It may be possible to cover the bridges and dams for a sub limit of up to five or ten million dollars potentially. Ms. Sander concluded her report unless there were any questions. In response to Mr. Fiure's inquiry, Ms. Sander said it would never cover wear and tear, but if there's a vehicle fire on a bridge that does structural damage that would be one of the items covered. Ms. Sander advised they were waiting for the quote from the NJCE Underwriting Manager.

ATTORNEY: Mr. Sahradnik reported his office worked with Mr. Hrubash and his team over the past month on reviewing the RFQ and RFP's which have been issued. Ms. Benson thanked Ms. Dodd for being so efficient.

Correspondence Made Part of Minutes

OLD BUSINESS: None

NEW BUSINESS: Executive Director asked if could make one comment about the budget projections. Executive Director said on the Municipal JIF side the budgets were increasing anywhere from nine to fourteen percent. Executive Director said the MEL introduced a budget with a 16 percent increase. Executive Director advised this was definitely not something specific to the County JIF, it ws basically JIF and commercial wide.

PUBLIC COMMENT: No one from the public was in attendance.

CLOSED SESSION: There was no need for a closed session.

MOTION TO ADJOURN:

Moved:	Vice Chair Fiure
Second:	Commissioner Gunther
Vote:	2 Yes, 0 Naves

MEETING ADJOURNED: 10:42AM

Minutes prepared by: Cathy Dodd, Assisting Secretary