

**OCEAN COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – January 19, 2023  
10:00 AM**

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

**ROLL CALL OF COMMISSIONERS:**

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

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
Claims Services	Qual-Lynx <b>Kathy Kissane</b> <b>Karen Beatty</b>
	PERMA Risk Management Services <b>Shai McLeod</b> <b>Robyn Walcoff</b> <b>Jennifer Davis</b>
NJCE Underwriting Manager	Conner Strong & Buckelew <b>Ed Cooney</b>
Risk Management Consultant	Conner Strong & Buckelew <b>Mary Anne Sander</b> <b>Carole Mack</b>
Treasurer	<b>Julie Tarrant</b>
Attorney	<b>Jack Sahradnik, Esq.</b> <b>Laura Benson, Esq.</b>
Safety Director	J.A. Montgomery Consulting <b>Glenn Prince</b>
Auditor	

**ALSO PRESENT:**

Will Demand, Ocean County UA  
Antoinette DePaola, Ocean County  
Tristin J. Collins, Ocean County  
Jenn Doderer, Ocean County Library  
Paul Shives, J.A. Montgomery  
Cathy Dodd, PERMA Risk Management Services

**CORRESPONDENCE: None**

**APPROVAL OF MINUTES:** OPEN MINUTES OF DECEMBER 15, 2022 & DECEMBER 27, 2022

**MOTION TO APPROVE THE OPEN MINUTES OF DECEMBER 15, 2022 AND DECEMBER 27, 2022**

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

**SAFETY AND ACCIDENT REVIEW COMMITTEE:** Mr. Prince reported the Safety and Accident Review Committee last met on December 13, 2022 via zoom. Mr. Prince advised the next meeting was scheduled for March 14, 2023 at 1:30 via zoom. Mr. Prince said a variety of topics would be discussed including the commonly cited PEOSH Citations for the fourth quarter of 2022. Mr. Prince announced the vouchers were issued yesterday for the reimbursement of the 2022 Munich Re Safety Grant and the money would be forthcoming. Mr. Prince concluded his report unless there were any questions.

**CLAIMS COMMITTEE:** Ms. Davis reported the Claims Committee met last week and reviewed the PARS. Ms. Davis asked if anyone had any questions on the claims and requested a motion to accept the Claims Committee’s recommendation to approve the claims as presented during the Claims Committee Meeting on January 12, 2023.

**MOTION TO APPROVE THE PARS AS PRESENTED DURING THE CLAIMS COMMITTEE MEETING OF JANUARY 12, 2023**

Moved:	Commissioner Fiure
Second:	Commissioner Gunther
Roll Call Vote:	3 Ayes, 0 Nays

**EXECUTIVE DIRECTOR REPORT:**

**REORGANIZATION RESOLUTIONS:** Executive Director advised today was the Reorganization Meeting of the Commission. Executive Director said the OCIFC was required to reorganize at the January Board of Commissioners meeting as per the Commission By Laws. Executive Director referred to the necessary Reorganization Resolutions which were included in the agenda. Executive Director said with the Chairperson’s permission, he would review the Resolutions and ask for approval as a consent agenda.

- Resolution 1-23 Certifying the Appointment of OCIFC Commissioners
- Resolution 2-23 Designating Authorized Depositories for Fund Assets and Establishing Cash Management Plan
- Resolution 3-23 Designating Authorized Signatures for Bank Accounts
- Resolution 4-23 Designating Authorized Signatures for Legacy Bank Account
- Resolution 5-23 Designating Custodian of Records
- Resolution 6-23 Designating Official Newspapers
- Resolution 7-23 Indemnify Ocean County Insurance Fund Commission
- Resolution 8-23 Authorizing Commission Treasurer to Process Contracted Payment and Expenses
- Resolution 9-23 2023 Meeting Schedule

**MOTION TO APPROVE REORGANIZATION RESOLUTIONS NUMBER 1-23 THROUGH 9-23**

Moved:	Commissioner Fiure
Second:	Commissioner Gunther
Roll Call Vote:	3 Ayes, 0 Nays

**2023 PROPERTY AND CASUALTY BUDGET:** Executive Director reported at the December 15, 2022 meeting the 2023 Property and Casualty Budget was introduced. Executive Director advised in accordance with the regulations, 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. Executive Director reported the 2023 Budget was introduced in the amount of \$13,659,594. Executive Director referred to a copy of the introduced budget and amended budget which was included in the agenda and noted the budget was the same amount, however some of the figures were moved around. Executive Director explained based on the NJCEJIF excess renewal marketing results, the OCIFC share of the NJCEJIF premium was increased to \$3,316,605 and the OCIFC share of the Ancillary Coverages was decreased to \$199,598. The amended budget has an increase of \$1,202,608 or 9.65%. Executive Director said in accordance with the Commission’s By Laws, the assessment bills would be billed in 3 installments and payable as follows: 40% on 3/15/23, 30% on 5/15/23 and 30% on 10/15/23. Executive Director advised a copy of the assessments were included in the agenda.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2023 PROPERTY & CASUALTY BUDGET**

Moved:	Commissioner Fiure
Second:	Commissioner Gunther
Roll Call Vote:	3 Ayes, 0 Nays

Executive Director asked if anyone had any questions on the budget and hearing none requested a motion to close the public hearing.

**MOTION TO CLOSE THE PUBLIC HEARING**

Moved:	Commissioner Fiure
Second:	Commissioner Gunther
Roll Call Vote:	3 Ayes, 0 Nays

Executive Director requested a motion to approve Resolution 10-23 which was included in the agenda.

**MOTION TO APPROVE RESOLUTION 10-23 ON THE 2023 PROPERTY & CASUALTY BUDGET FOR THE OCEAN COUNTY INSURANCE FUND COMMISSION FOR THE YEAR 2023 IN THE AMOUNT OF \$13,659,594 & CERTIFY THE 2023 ASSESSMENTS**

Moved:	Commissioner Fiure
Second:	Commissioner Gunther
Roll Call Vote:	3 Ayes, 0 Nays

**2023 PROFESSIONAL SERVICES RESOLUTIONS:** Executive Director advised at the December 27 Insurance Commission meeting the Commissioners approved one-year appointments for the Commission Attorney, Auditor, Actuary, Treasurer, and Special Conflict/Litigation Services. Executive Director reported the appointment for the Third Party Administration Services position was for three years. Executive Director referred to copies of the resolutions appointing the vendors which were included in the agenda. Executive Director said with the Chairperson's permission, he would review the Resolutions and ask for approval as a consent agenda:

- Resolution 11-23 Appointing Commission Attorney
  - *Berry, Sahradnik, Kotzas & Benson, P.C.*
- Resolution 12-23 Appointing Commission Treasurer
  - *Julie N. Tarrant*
- Resolution 13-23 Appointing Commission Actuary
  - *The Actuarial Advantage*
- Resolution 14-23 Appointing Commission Auditor
  - *Bowman & Company, LLP.*
- Resolution 15-23 Appointing Special Conflict/Litigation Counsel Services
  - *Kelahaer, VanDyke & Moriarty*
  - *Rothstein, Mandell, Strohm, Halm & Cipriani, P.A.*
  - *Citta, Halzpfel & Zabarsky*
  - *Gluck Walrath LLP*
  - *Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors*
  - *Apruzzese, McDermott, Mastro & Murphy*
  - *Sweeney & Sheehan*
- Resolution 16-23 Appointing Third Party Administration Services

**MOTION TO APPROVE RESOLUTION 11-23 THROUGH 16-23**

Moved:	Commissioner Fiure
Second:	Commissioner Gunther
Roll Call Vote:	3 Ayes, 0 Nays

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:** Executive Director reported there were no certificate requests in the month of December.

**NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE):** Executive Director reported the NJCE met on January 12, 2023 and adopted the 2023 Budget in the amount of \$35,835,933 and certified the 2023 assessments. Executive Director referred to a copy of the written summary report which was included in the agenda. Executive Director said he would highlight a few of the key items discussed at the meeting. Executive Director said the NJCE Board of Commissioners accepted the recommendation of the Finance Sub Committee and adopted a resolution authorizing the release of a \$850,000 dividend. Executive Director advised the Finance Sub-Committee was recommending that the NJCE look at procuring vendors to perform property appraisals and collecting Construction, Occupancy, Protection and Exposure Information. Ms. Sander said the County Proper, Building and Grounds always did a charitable value report so she did not think the audit so to speak would impact the County’s values at all. Executive Director reported the NJCE Underwriting Manager was expecting a final proposal from the Chertoff Group to procure Cyber Security Expert Services. Executive Director said the next meeting of the NJCE was the 2023 Reorganization on Thursday, February 23, 2023 at 9:30 AM via zoom. Lastly, Executive Director advised the NJCE was scheduling a luncheon on April 27, 2023 at the Forsgate County Club in Monroe, NJ to commemorate the NJCE 10 Year Anniversary.

**NJCE 2022 DIVIDEND:** Executive Director said as he recently mentioned the NJCE Finance Committee recommended the JIF authorize a \$850,000 dividend from various years, subject to State approval. Executive Director noted Ocean County’s share of the dividend is \$37,469.

**OCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the November Financial Fast Track was included in the agenda. Executive Director reported as of November 30, 2022 there was a deficit of \$5,991,185. Executive Director said there was a cash balance of \$14,735,577. Executive Director referred to line 10 of the report, “Investment in Joint Venture” and indicated \$959,262 of the surplus was the OCIFC’s share of the NJCE equity.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the November Financial Fast Track for the NJCE was included in the agenda. As of November 30, 2022, the NJCE had a surplus of \$15,299,523. Executive Director noted the total cash amount was \$33,218,329. Executive Director reported line 7 of the report “Dividend” represented the figure released by the NJCE of \$5,857,551.

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Ms. Tarrant requested a motion to approve the January Bills List Resolution 17-23, in the amount of \$46,420.39.

**MOTION TO APPROVE RESOLUTION 17-23 JANUARY BILLS LIST**

Moved:	Commissioner Fiure
Second:	Commissioner Gunther
Roll Call Vote:	3 Ayes, 0 Nays

**CLAIMS ADMINISTRATOR:** Ms. Beatty referred to the 2022 Cumulative Savings Summary Report which was included in the agenda. Ms. Beatty advised the report showed the year-to-date savings was 56% and the PPO penetration was 96%. Ms. Beatty said the year-to-date savings for the legacy claims was 62% and the penetration rate was 86%. Ms. Beatty noted the agenda also included a list of the top 10 providers for the Commission and the Legacy claims. Ms. Beatty asked if anyone had any questions and concluded her report. Executive Director commented that 96% penetration is the highest when we look at all of the Commissions.

**NJCE SAFETY DIRECTOR:** Mr. Prince advised the December 2022 through January 2023 All Risk Control Activity Report was included in the agenda. Mr. Prince said he was waiting for clarification for the provisions of the Munich Re Safety Grant Program for 2023. Mr. Prince said once he received confirmation, he would distribute a letter advising all the members of the provisions and he would assist in the preparation of any grant submissions for 2023. Mr. Prince said he wanted to speak a little a bit about our entry level driver training program which places a huge burden on all of our public entities around the State. Mr. Prince said the Federal Motor Carrier Safety Administration requirements mandate that any future CDL driver participate in this program first before they can even go the Motor Vehicle Commission and apply for their permit and start practice driving. Mr. Prince advised they were working on a program now as he had mentioned in the past. Mr. Prince advised the program was near completion and would include a power point presentation, a trainer packet, a trainee packet, and a test that the potential CDL applicant had to get an 80% score on before they could go to Motor Vehicles and get their permit. Mr. Prince said he hoped the program would be rolled out mid-February. Mr. Prince noted once the program was rolled out, there would be a variety of train the trainer sessions so that individuals who would be responsible for training the employees would be proficient with the program. Lastly, Mr. Prince provided an update on the LMS. Mr. Prince said they were working with a new vendor and the program was more user friendly and had more capabilities. The vendor has agreed to provide a variety of webinars for the named administrators, and he would be happy to do in person tutorials. Mr. Prince asked if anyone had any questions and concluded his report. In response to Chair Greitz's inquiry, Mr. Prince recommended starting to think about an individual who would be capable of training the employees. Mr. Prince noted he heard the CDL applicants were passing the written test but failing the inspection. Mr. Prince said the entire test, in his opinion, was based on the inspection process. Chair Greitz mentioned that they do have an internal trainer.

**RISK MANAGERS REPORT:** Ms. Sander said they assisted the members collecting the renewal information and everyone should have their renewal certificates and auto insurance cards. Ms. Sander also spoke about the losses and would look at some specific actions that might reduce the losses. Ms. Sander concluded her report unless there were any questions.

**ATTORNEY:** Mr. Sahradnik advised it was an active month and they worked with the Executive Director and Ms. Dodd on the renewal resolutions.

Correspondence Made Part of Minutes

**OLD BUSINESS:** None

**NEW BUSINESS:** None

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

There was no need for a closed session, so Chair Greitz asked for a motion to adjourn.

**MOTION TO ADJOURN:**

Moved:	Commission Fiure
Second:	Commissioner Gunther
Vote:	3Yayes, 0 Nayes

**MEETING ADJOURNED: 10:42AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary