

**OCEAN COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – June 20, 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>
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Claims Services	Qual-Lynx <b>Claudia Acosta</b> <b>Karen Beatty</b> <b>Kim DeLaurentis</b>
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	PERMA Risk Management Services <b>Jennifer Davis</b> <b>Shai McLeod</b> <b>Robyn Walcoff</b>
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NJCE Underwriting Manager	Conner Strong & Buckelew
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Risk Management Consultant	Conner Strong & Buckelew <b>Mary Anne Sander</b>
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Treasurer	<b>Julie Tarrant</b>
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Attorney	Berry, Sahradnik, Kotzas & Benson <b>Jack Sahradnik, Esq.</b> <b>Laura Benson, Esq.</b>
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Safety Director	J.A. Montgomery Consulting <b>Michael Brosnan</b>
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Auditor	
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**ALSO PRESENT:**

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

**CORRESPONDENCE: None**

**APPROVAL OF MINUTES: OPEN MINUTES OF MAY 18, 2023**

**MOTION TO APPROVE THE OPEN MINUTES OF MAY 18, 2023**

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

**SAFETY AND ACCIDENT REVIEW COMMITTEE:** Mr. Brosnan of J.A. Montgomery reported Mr. Prince conducted a Safety and Accident Review Committee meeting on June 15 via zoom. A variety of safety topics were discussed, training opportunities and some of the more commonly cited PEOSH violations for the first quarter of 2023. Mr. Brosnan advised the next meeting was scheduled for September 12. Mr. Brosnan asked if anyone had any questions and concluded his report.

**CLAIMS COMMITTEE:** Ms. Davis reported the Claims Committee met on June 8, 2023, and reviewed the PARS. Ms. Davis asked if anyone had any questions on the PARS and requested a motion to accept the Claims Committee’s recommendation to approve the PARS as presented during the Claims Committee Meeting on June 8, 2023.

**MOTION TO APPROVE THE PARS AS PRESENTED DURING THE CLAIMS COMMITTEE MEETING OF JUNE 8, 2023**

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

**EXECUTIVE DIRECTOR REPORT:**

**PROPERTY APPRAISAL SERVICES PROCUREMENT:** Executive Director reported the NJCE issued an RFP for the procurement of Property Appraisal Services and the responses were rejected. Executive Director advised the vendors would not comply and explained there were certain aspects of the insurance requirement and indemnification they would not agree to. Executive Director said the NJCE was going to issue another procurement, however the NJCE Finance Committee recommended that the procurement process be pushed down to the local Insurance Commissions. Executive Director reported he was looking for authorization to start the procurement process. Executive Director noted the NJCE gave the parameters, the scope of

services and said the NJCE agreed to reimburse the Insurance Commissions and Counties for the cost to perform these services. Executive Director advised he was looking for authorization to go ahead and put that together. Executive Director noted the ultimate requirement was really coming from the property marketplace as all the carriers are insisting on insurance to value. Executive Director said that's not saying our values are not insurance to value, but rather than the carriers coming in and changing our value arbitrarily, we feel we should do the procurement and take control. Executive Director referred to a copy of a memorandum from PERMA Risk Management Services to Fund Commissioners regarding a Property Appraisal CCRFP along with Resolution 23-23, Authorizing the use of Competitive Contracting Request for Proposals, Pursuant to N.J.S.A 40A:11-4.1(0) for the Procurement of Property Appraisal Services for the Ocean County Insurance Fund Commission. Executive Director noted the resolution was prepared by the NJCE Commission Attorney, Laura Paffenroth. Executive Director mentioned he just returned from London with Mr. Cooney to generate interest from new carriers and talking to the incumbent property carriers. Executive Director said it was way to early to know what pricing and limits would be offered on the renewal. Executive Director asked if anyone had any questions on the procurement.

In response to Commissioner Fiure's inquiry regarding professional licenses for the appraisers and the requirement for an RFQ and not a competitive contract, Executive Director advised he did believe they have professional licenses that would require an RFQ and it was determined at the NJCE level the best way or proper way to do this was via a competitive contract.

Ms. Benson advised the County uses an RFP annually for our appraisals and they are certified and licensed by the State. In response to Executive Director's inquiry, Ms. Tarrant advised they were doing appraisals every year. Executive Director said if you are doing this already and have a vendor, he would like to see what has been done and then we'll probably reimburse you for some of the cost. Ms. Benson advised there was a pool of appraisers and are for varied appraisal services such as acquisitions, condemnation, state farmland assessment so there's a variety of services.

Executive Director reported we were looking to determine the replacement cost values of buildings and buildings with contents that are in excess of a million dollars. In response to Executive Director's inquiry, Ms. Benson said at least 2 of their appraisers do this regularly. In response to Executive Director's inquiry, Ms. Benson advised the vendors were Integra, Tony Graziano and Henry Mancini.

Executive Director said we also must consider the affiliated entities and suggested amending the resolution for the affiliated entities assuming what the County is doing is acceptable. Ms. Benson said she does not know that we have to do a competitive contract. Executive Director advised he did not want to delay this too long because we are on a very tight timeframe and suggested a special meeting to do something else. Ms. Tarrant said the only other would be the OCUA as the County owns all the buildings. After further discussion, Commissioner Fiure suggested we do not take any action today, do a little research and maybe come back in a week with a special meeting and take action. Executive Director said he liked that and would give us an opportunity to review what the County has done and said we have to keep the affiliated entities in mind. Executive Director advised that the procurement we are suggesting is outlined in the agenda and is not only for replacement cost values or insurance to value but also making sure we have all the primary cope information, construction, occupancy, and protection. Ms. Tarrant said the County does have a fixed asset ledger and Ms. DePaolo noted that's what is provided to Conner Strong & Buckelew.

Ms. Sander advised that information is uploaded into Origami. Ms. Tarrant noted it does not do replacement value.

Mr. Demand of the OCUA advised they have a trended statement of values for insurance that Conner Strong & Buckelew and IBC work with Zurich every year and Zurich accepts our statement of values. In response to Executive Director's inquiry, Mr. Demand said they are outside of the program, but they would be looking for a quote within the program. Ms. Sander said she does have a copy of the OCUA's statement of values. Executive Director concluded the discussion thanking Ms. Benson for kicking off the discussion and said another meeting would be scheduled for the property appraisals.

**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 said there were (9) nine certificates of insurance issued during the month. Executive Director asked if anyone had any questions and requested a motion to approve.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

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

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE):** Executive Director reported the NJCE was scheduled to meet again on June 22. Executive Director advised there would be a presentation of the 12-31-22 audit. Executive Director advised the Coverage Committee met 2 weeks ago and the Underwriting Manager presented the coverage policies we were going to use in the Insurance Commission retention and in the NJCE retention for workers' compensation, general liability, auto, pol/epl and property. Executive Director reported copies of the policies were distributed to the Committee Members and they were asked to review and provide any comments or questions. The policies should be approved at the June meeting retro active back to January 1. Executive Director noted the policies would help the claim administrators to adjust their claims within the retention.

**CYBER TASK FORCE:** Executive Director reported the Cyber Task Force met on Thursday June 8 at 3:30 pm to introduce The Chertoff Group, who was recently contracted by the NJCE to among many things work on updating the NJCE's Cyber framework and agreed to join the Cyber JIF as part of the Fund's 2024 marketing effort.

**OCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the March Financial Fast Track was included in the agenda. Executive Director reported as of March 31, 2023 there was a deficit of \$6,116,581. Executive Director noted that 2021 and 2022 continue to be tough years, and explained a good portion of this was Covid claims, and Executive Director said 2023 was off to a good start. Ms. Walcoff advised the claims team was reviewing the claims from all angles to see the trend, what's driving them and if they can pinpoint anything. Ms. Walcoff said Ms. Davis works closely with J.A. Montgomery for safety measures and what we can do to try to prevent certain type of claims.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the April Financial Fast Track for the NJCE was included in the agenda. As of April 30, 2023 the NJCE had a surplus of \$14,020,983. Executive Director noted the total cash amount was \$26,196,814. Executive Director reported line 7 of the report “Dividend” represented the figure released by the NJCE of \$6,707,551.

**CLAIMS TRACKING REPORTS:** Executive Director reviewed the Expected Loss Ratio Analysis Report as of March 31, 2023 with the Commission.

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

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Ms. Tarrant advised she was requesting approval of the June Bills List in the amount of \$46,406.75, Resolution 24-23.

**MOTION TO APPROVE RESOLUTION 24-23 JUNE BILLS LIST**

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

Ms. Tarrant noted the Treasurer Reports were included in the agenda. Ms. Tarrant advised all the entities paid their first and second assessment bills. Ms. Tarrant said we do need to have a discussion on funding the legacy claims. Ms. Tarrant noted she did have a conversation with Ms. Kontomanolis about 2 months ago. Executive Director said he would talk to Ms. Kontomanolis and get back to her.

**CLAIMS ADMINISTRATOR:** Ms. Beatty referred to the 2023 Cumulative Savings Summary Report which was included in the agenda. Ms. Beatty advised there were 899 bills, year to date, totaling \$1,840,993.60. Ms. Beatty advised there was a savings of 53%, \$870,793.67. Ms. Beatty then referred to the Legacy 2023 Cumulative Savings Summary and advised there were 369 bills for \$1,914,504.24. Ms. Beatty reported there was an overall savings of \$1,413,327.25 or 75%. Lastly, Ms. Beatty reviewed the Top 10 Providers and the Workers’ Compensation Claims Report by Claim type. Ms. Beatty asked if there were any questions and concluded her report.

**NJCE SAFETY DIRECTOR:** Mr. Brosnan referred to a copy of the Safety Director’s Report which was included in the agenda and advised he specifically wanted to point out the contact information for Ms. Dougherty. Mr. Brosnan reported Ms. Dougherty, Senior Administrative Coordinator, was the contact person for the new Learning Management System. Mr. Brosnan reported the agenda included All Risk Control Activities for May and June as well as all training, loss control visits and Safety Directors Bulletins. Mr. Brosnan spoke about the new NJCE Learning Management System with BIS. Mr. Brosnan said it was going to be much more efficient and if anyone had any questions with regards to sign ups, passwords or any other items they should reach out to Ms. Dougherty. Mr. Brosnan asked if anyone had any questions and concluded his report.

**RISK MANAGERS REPORT:** Ms. Sander advised she attended the Cyber Taks Force meeting this month as well as the Safety Committee Meeting. Ms. Sander reported there is additional grant money available through Safety National since we are policyholders. Ms. Sander said she would

send the information to Ms. DePaola and Mr. Demand to see if there's anything that we can put forward on a worker compensation standpoint. Ms. Sander reported she would work with the County on the property appraisals. Ms. Sander reported there were two flood policies that renew in August and would be sent to the JIF to process. Ms. Sander asked if anyone had any questions and concluded her report.

**ATTORNEY:** Mr. Sahradnik said he did not have anything to report.

Correspondence Made Part of Minutes

**OLD BUSINESS: None**

**NEW BUSINESS: None**

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO PUBLIC**

Motion	Chair Greitz
Second:	Commissioner Fiure
Vote:	3 Ayes, 0 Nays

Seeing no members of the public wishing to speak, Chair Greitz moved a motion to close the public comment portion of the meeting.

**MOTION TO CLOSE MEETING TO PUBLIC**

Motion	Chair Greitz
Second:	Commissioner Fiure
Vote:	3 Ayes, 0 Nays

There was no need for a closed session. Chair Greitz said the next meeting was scheduled for June 20, 2023 at 10:00 AM asked for a motion to adjourn.

**MOTION TO ADJOURN:**

Moved:	Commissioner Fiure
Second:	Chair Greitz
Vote:	3 Ayes, 0 Nays

**MEETING ADJOURNED: 10:39 AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary