

**OCEAN COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – January 18, 2024  
1:30 PM**

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>
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	PERMA Risk Management Services <b>Shai McLeod</b> <b>Jennifer Conicella</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> <b>Carole Mack</b>
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Treasurer	<b>Julie Tarrant</b>
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Attorney	<b>Jack Sahradnik, Esq.</b> <b>Laura Benson, Esq.</b>
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Safety Director	J.A. Montgomery Consulting <b>Paul Shives</b>
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Auditor

**ALSO PRESENT:**

Antoinette DePaola, Ocean County  
Tristin J. Collins, Ocean County  
Jenn Doderer, Ocean County Library  
Brian Rumpf, Esq., Ocean County Board of Health  
Alyssa Fiore, Ocean County Board of Health  
Brian Wilkie, Ocean County Board of Social Services.  
Paul Shives, J.A. Montgomery  
Cathy Dodd, PERMA Risk Management Services

**CORRESPONDENCE: None**

**APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF DECEMBER 21, 2023**

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF DECEMBER 21, 2023**

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

**SAFETY AND ACCIDENT REVIEW COMMITTEE:** Mr. Shives reported the Safety and Accident Review Committee last met on December 12, 2023 and a variety of safety topics were discussed. Mr. Shives advised the 2024 training opportunities were also discussed including fifteen new courses that they were rolling out. Mr. Shives noted there were also resources added to the NJCE website. Mr. Shives concluded his report unless there were any questions.

**CLAIMS COMMITTEE:** Ms. Conicella reported the Claims Committee met last week and reviewed the PARS. Ms. Conicella 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 11, 2024.

**MOTION TO APPROVE THE PARS AS PRESENTED DURING THE CLAIMS COMMITTEE MEETING OF JANUARY 11, 2024**

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. Chair Greitz said he agreed.

- Resolution 1-24 Certifying the Appointment of OCIFC Commissioners
- Resolution 2-24 Designating Authorized Depositories for Fund Assets and Establishing Cash Management Plan
- Resolution 3-24 Designating Authorized Signatures for Bank Accounts
- Resolution 4-24 Designating Authorized Signatures for Legacy Bank Account
- Resolution 5-24 Designating Custodian of Records
- Resolution 6-24 Designating Official Newspapers
- Resolution 7-24 Indemnify Ocean County Insurance Fund Commission
- Resolution 8-24 Authorizing Commission Treasurer to Process Contracted Payment and Expenses
- Resolution 9-24 2024 Meeting Schedule

Executive Director asked if anyone had any questions on the resolutions and requested a motion.

**MOTION TO APPROVE REORGANIZATION RESOLUTIONS NUMBER 1-24 THROUGH 9-24**

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

**2024 PROPERTY AND CASUALTY BUDGET:** Executive Director reported at the December 21, 2023 meeting the 2024 Property and Casualty Budget was introduced. Executive Director advised the budget was advertised in the Commission’s official newspapers. Executive Director said today was the Public Hearing. Executive Director referred to a copy of the budget in the amount of \$14,813,975 which was included in the agenda. Executive Director said a copy of the assessments by member entity was also included in the agenda. Executive Director noted in accordance with the Commission’s By Laws, the assessment bills would be billed in 3 installments and payable as follows: 40% on 3/15/24, 30% on 5/15/24 and 30% on 10/15/24.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2024 PROPERTY & CASUALTY BUDGET**

Moved:	Commissioner Gunther
Second:	Commissioner Fiure
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 10-24 which was included in the agenda.

**MOTION TO APPROVE RESOLUTION 10-24 ON THE 2024 PROPERTY & CASUALTY BUDGET FOR THE OCEAN COUNTY INSURANCE FUND COMMISSION FOR THE YEAR 2024 IN THE AMOUNT OF \$14,813,975 & CERTIFY THE 2024 ASSESSMENTS**

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

**2024 PROFESSIONAL SERVICES RESOLUTIONS:** Executive Director reported at the December 21 Insurance Commission meeting the Commissioners approved one-year appointments for the Commission Attorney, Auditor, Actuary, Treasurer, and Special Conflict/Litigation Services. Executive Director advised the appointment for the Executive Director position was a three-year term. Executive Director referred to copies of the resolutions appointing the 2024 Professional Vendors. Executive Director noted the resolutions were reviewed by the Commission Attorney. Executive Director said with the Chairperson’s permission, he would review the Resolutions and ask to approve as a consent agenda. Chair Greitz agreed.

- Resolution 11-24 Appointing Commission Attorney
  - *Berry, Sahradnik, Kotzas & Benson, P.C.*
- Resolution 12-24 Appointing Commission Treasurer
  - *Julie N. Tarrant*
- Resolution 13-24 Appointing Commission Actuary
  - *The Actuarial Advantage*
- Resolution 14-24 Appointing Commission Auditor
  - *Bowman & Company, LLP.*
- Resolution 15-24 Appointing Special Conflict/Litigation Counsel Services
  - *Kelahr, VanDyke & Moriarty*
  - *Rothstein, Mandell, Strohm, Halm & Cipriani, P.A.*
  - *Citta, Holzapfel & Zabarsky*
  - *Dilworth Paxson LLP*
  - *Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors*
  - *Apruzzese, McDermott, Mastro & Murphy*
  - *Sweeney & Sheehan*
- Resolution 16-24 Appointing Executive Director
  - *PERMA Risk Management.*

**MOTION TO APPROVE RESOLUTION 11-24 THROUGH 16-24**

Moved:	Commissioner Gunther
Second:	Commissioner Fiure
Roll Call Vote:	3 Ayes, 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 December. Executive Director said there was (1) one certificate 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 Fiure
Second:	Commissioner Gunther
Roll Call Vote	3 Ayes 0 Nays

**NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE):** Executive Director reported the NJCE Finance Sub-Committee met several times since budget introduction, November 17, December 4, December 27 and January 5. Executive Director advised the NJCE held a special meeting on January 11 to adopt the 2024 Budget. Executive Director advised there was some changes to the coverages and reported there were increased cyber limits and a reduction of the NJCE property retention from \$3million to \$1million. Executive Director said the NJCE was scheduled to meet again on Thursday, February 22, 2024 at 9:30 AM to conduct the 2024 Reorganization.

**OCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the October Financial Fast Track was included in the agenda. Executive Director reported as of October 31, 2023 there was a deficit of \$5,479,273. Executive Director noted year 2021 was a challenge and pointed out that we did gain some surplus in October and believed we were starting to trend in a positive direction. Executive Director said there was a cash balance of \$24,080,124. Executive Director referred to line 10 of the report, “Investment in Joint Venture” and indicated \$755,764 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, 2023, the NJCE had a surplus of \$11,246,188. Executive Director said he had previously talked about some large property claims and noted they were now reflected in the financials. Executive Director noted the total cash amount was \$32,396,522. Executive Director reported line 7 of the report “Dividend” represented the figure released by the NJCE of \$6,707,551. Executive Director asked if there were any questions on the Financial Fast Tracks.

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

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Ms. Tarrant requested a motion to approve the January Bills List Resolution 17-24, in the amount of \$48,665,39.

**MOTION TO APPROVE RESOLUTION 17-24 JANUARY BILLS LIST**

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

Ms. Tarrant referred to copies of the Treasurer’s report which were included in the agenda and advised the cash balance was \$24,080,124.30 and said the legacy account had about \$7.1 million.

**CLAIMS ADMINISTRATOR:** Ms. Acosta said she would provide the report today as Ms. Beatty had a conflict. Ms. Acosta advised the 2023 Cumulative Savings Summary Reports for the Commission and Legacy Claims were included in the agenda. Ms. Acosta reported the agenda also included the top 10 providers for the Commission and Legacy Claims. Ms. Acosta advised the last page of the report listed all workers’ compensation claims reported by claim type and noted there were 43 indemnity claims, 145 medical only claims and 4 report only claims for a total of 192 claims. Ms. Acosta said there were 9 covid claims for 2023. Ms. Acosta advised she wanted to provide an update on their staffing and said a new adjuster was starting on January 22 and she would send her contact information shortly. Ms. Acosta said they were still looking to fill a manager’s position. Ms. Acosta concluded her report unless there were any questions.

**NJCE SAFETY DIRECTOR:** Mr. Shives said he was happy to attend today’s meeting for Mr. Prince while he was at jury duty. Mr. Shive advised the December 2023 through January 2024 Risk Control Activities were included in the agenda along with the Safety Director Bulletins that were issued. Mr. Shives reported there was also information on open enrollment for the NJ Leadership Academy and was pleased some Ocean County supervisors attended. Mr. Shives said the agenda also included all of the training opportunities through March 28, 2024. Mr. Shives concluded his report unless there were any questions.

**RISK MANAGERS REPORT:** Ms. Sander said she was in touch with all of the individual members working with the Executive Director monitoring the renewal information and thanked everyone. Ms. Sander advised she would also reach out to the members to answer any questions on their bills and assist with any allocations they may need. Ms. Sander concluded her report unless there were any questions.

**ATTORNEY:** Mr. Sahradnik wished everyone a Happy New Year and thanked the Commission for the reappointment. Mr. Sahradnik said he looked forward to working with everyone again.

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

Mr. Rumpf welcomed Mr. Wilkie to the Commission. Chair Greitz said Mr. Wilkie was from the Board of Social Services.

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:	3 Ayes, 0 Nays

**MEETING ADJOURNED: 1:54 PM**

Minutes prepared by: Cathy Dodd, Assisting Secretary