

**OCEAN COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – August 15, 2024
10:00 A.M.**

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	Excused
Michelle I. Gunther	Present
John P. Kelly (Alternate)	Excused

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
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Claims Services	Qual-Lynx Ralph Spencer Lisa Gallo
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	PERMA Risk Management Services Shai McLeod Jennifer Conicella
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NJCE Underwriting Manager	Conner Strong & Buckelew
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Risk Management Consultant	Conner Strong & Buckelew Mary Anne Sander Carole Mack
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Treasurer	Julie Tarrant
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Attorney	Laura Benson, Esq.
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Safety Director	J.A. Montgomery Consulting Glenn Prince
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Auditor

ALSO PRESENT:

Antoinette DePaola, Ocean County
Tristin J. Collins, Ocean County
Jenn Doderer, Ocean County Library
Brian Wilkie, Esq., Ocean County Board of Social Services
Will Demand, Ocean County Utility Authority
Cathy Dodd, PERMA Risk Management Services

CORRESPONDENCE: None

APPROVAL OF MINUTES: OPEN MINUTES OF JULY 18, 2024

MOTION TO APPROVE THE OPEN MINUTES OF JULY 18, 2024

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

SAFETY AND ACCIDENT REVIEW COMMITTEE: Mr. Prince reported the Safety and Accident Review Committee last met on June 11, 2024, at 1:30 p.m. via zoom. Mr. Prince said a variety of safety topics were discussed including all our training opportunities through the end of September. Mr. Prince advised the next meeting was scheduled for September 16 and they would discuss the upcoming catalog for 2025, and the latest PEOSH citations from the second quarter. Mr. Prince 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 August 8, 2024.

MOTION TO APPROVE THE PARS AS PRESENTED DURING THE CLAIMS COMMITTEE MEETING OF AUGUST 8, 2024

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

EXECUTIVE DIRECTOR REPORT:

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 July. Executive Director said there were (8) eight 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: Chair Greitz
Vote 2 Ayes, 0 Nays

CLAIMS COMMITTEE CHARTER REVISION: Executive Director reported at our last Commission Meeting the Commissioners approved by motion a revised Claims Committee Charter to include a Subrogation Policy. Executive Director advised the Charter was amended to include the following verbiage:

- The TPA has discretion up to \$5,000 to waive subrogation if file is properly documented with the efforts.
- Requests for subrogation waiver valued over \$5,000 to \$15,000, TPA will e-mail Commission Attorney, Executive Director, and Chair for authority waiver/compromise.
- Requests for subrogation waiver excess of \$15,000 should be submitted to the Claims Committee for approval through a PAR.

Executive Director said we also amended the Committee Members for the Ocean County Board of Social Services. Executive Director referred to Resolution 25-24, Authorizing the Adoption of the Revised Claims Committee Charter which was included in the agenda. Executive Director noted the resolution was reviewed by the Commission Attorney.

MOTION TO ADOPT RESOLUTION 25-24, AUTHORIZING THE ADOPTION OF THE REVISED CLAIMS COMMITTEE CHARTER

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

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND: Executive Director reported the NJCE held a special meeting on Thursday, August 8, 2024. Executive Director advised the Board of Commissioners adopted a resolution authorizing an assignment by and between the NJCE JIF and Comp Services, Inc, t/a AmeriHealth Casualty Services for the Provision of Claims Administration Service to CRC. Executive Director said the NJCE was scheduled to meet again on Thursday, September 26, 2024 at 9:30 a.m.

OCIFC FINANCIAL FAST TRACK: Executive Director referred to a copy of the Financial Fast Track for the month of May which was included in the agenda. Executive Director reported we picked up \$160,000 in surplus and continue to trend in the right direction. The deficit is now down to \$1.1 million which is great news.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the Financial Fast Track was not available and would appear in the next agenda.

PROPERTY APPRAISER: Executive Director reported a Request for Proposals for a Property Appraiser was issued on August 1, 2024 and the responses were due on August 16, 2024 at 11:00 a.m. Executive Director advised the Fund Office would send copies of the responses to the County for their review. Executive Director said it might be necessary to schedule a special meeting via zoom to appoint a Property Appraiser or we could wait to the next meeting, September 19.

2025 RENEWAL: Executive Director announced the annual underwriting process was launched from Origami on August 5th and the deadline to complete the renewal was September 13, 2024. Executive Director advised members would complete the Optional Ancillary Coverage Application online via Broker Budda. Executive Director said the unique links were e-mailed on August 9, 2024 and the deadline to submit these applications was August 30, 2024.

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 August Bills List Resolution 26-24, in the amount of \$47,279.99.

MOTION TO APPROVE RESOLUTION 26-24 AUGUST BILLS LIST

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

Ms. Tarrant pointed out the Treasurer Reports were also included in the agenda and noted as Executive Director mentioned the balances are doing well. Ms. Tarrant said the legacy claims are starting to drop a little.

CLAIMS ADMINISTRATOR: Ms. Gallo referred to the 2024 Cumulative Savings Summary Report which was included in the agenda. Ms. Gallo advised for the month of June we processed 62 bills with total charges of \$30,869.26. Ms. Gallo said the bills were reduced to \$8,317 with a savings of \$22,552 or 73%. Ms. Gallo noted the network utilization was 98%. Ms. Gallo then referred to the Legacy Cumulative Savings Summary and advised there were 42 bills processed in June with total charges of \$ 164,491. Ms. Gallo said the bills were reduced to \$ 32,285.44 or 79% savings. Ms. Gallo advised we were able to maintain 100% network utilization. Lastly, Ms. Gallo referred to the Top 10 Providers which were included in the agenda. Ms. Gallo reviewed the workers' compensation claims reported by claim type. In response to Executive Director's inquiry regarding the transition on the coding billing issue, Ms. Gallo said they made tremendous progress, and she was anticipating that in next month's report we would see our bill flow closer to normal. Ms. Gallo concluded her report unless there were any questions.

NJCE SAFETY DIRECTOR: Mr. Prince advised the July through August 2024 Risk Control Activities were included in the agenda. Mr. Prince reported all the training opportunities available through October 31 were included in the agenda and placed on the NJCE website. Mr. Prince advised recently they added a Spanish module for their videos. Mr. Prince reported open enrollment for the NJCE Leadership Academy will be available on December 1 through December 22 with a start date of January 1, 2025. Mr. Prince said the Expo is scheduled for October 16 at the Toms River Fire Academy. Mr. Prince noted electronic messages and flyers were sent out for the live training programs. Mr. Prince mention they would include Excavation, Trenching and Shoring, Forklift Train the Trainer, and Flagger Workzone safety. Mr. Prince concluded his report unless there were any questions. Chair Greitz reported they were redoing their Safety Emergency Evacuation Plan and J.A. Montgomery was helpful in providing some templates and ideas. Chair Greitz said if any other entity was doing this now, they should reach out to J.A. Montgomery.

RISK MANAGERS REPORT: Ms. Sander reported she just wanted to comment on the renewal, and advised she was there to assist. She asked that any questions be directed to her, and she would be happy to screen share or use teams. Ms. Sander asked if anyone had any questions and concluded her report.

ATTORNEY: Ms. Benson said she did not have anything to report. Ms. Benson thanked Ms. Dodd for reminding her about the resolutions. Ms. Dodd said she appreciated her help and guidance.

Correspondence Made Part of Minutes

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT:

MOTION TO OPEN MEETING TO PUBLIC

Motion	Commissioner Gunther
Second:	Chair Greitz
Vote:	2 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 Gunther
Vote:	2 Ayes, 0 Nays

There was no need for a closed session. Chair Greitz said the next meeting was scheduled for September 19, 2024, at 10:00 A.M. and asked for a motion to adjourn.

MOTION TO ADJOURN:

Moved:	Commission Gunther
Second:	Chair Greitz
Vote:	2 Ayes, 0 Nays

MEETING ADJOURNED: 10:31A.M.

Minutes prepared by: Cathy Dodd, Assisting Secretary