

**OCEAN COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – September 19, 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	Present
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 Claudia Acosta 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	Berry, Sahradnik Kotzas & Benson Jack Sahradnik, Esq. Laura Benson, Esq.
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Safety Director	J.A. Montgomery Consulting Mike Brosnan
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Auditor

ALSO PRESENT:

Antoinette DePaola, Ocean County
Tristin J. Collins, Ocean County
Jenn Doderer, Ocean County Library
Will Demand, Ocean County Utility Authority
Cathy Dodd, PERMA Risk Management Services

CORRESPONDENCE: None

APPROVAL OF MINUTES: OPEN MINUTES OF AUGUST 15, 2024

MOTION TO APPROVE THE OPEN MINUTES OF AUGUST 15, 2024

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

SAFETY AND ACCIDENT REVIEW COMMITTEE: Mr. Brosnan reported he was sitting in for Mr. Prince today and had a brief report from the Safety and Accident Review Committee. Mr. Brosnan advised the Committee last met on September 10, 2024 to discuss a variety of safety and training resources. Mr. Brosnan said the next meeting was scheduled for December 10. Mr. Brosnan 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 September 12, 2024.

MOTION TO APPROVE THE PARS AS PRESENTED DURING THE CLAIMS COMMITTEE MEETING OF SEPTEMBER 12, 2024

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

Executive Director said we would still need a closed session for another matter.

EXECUTIVE DIRECTOR REPORT:

RFP FOR PROFESSIONAL SERVICES: Executive Director reported the Insurance Commission Service Agreements for the Actuary, Auditor, Commission Attorney, Treasurer, Special Conflict Litigation, and Risk Manager Consultant expire as of December 31, 2024. Executive Director advised the Fund Office would issue draft copies of the RFP’s and send to the Commission Attorney for review and approval before they were advertised.

MOTION TO AUTHORIZE THE FUND OFFICE TO ADVERTISE REQUEST FOR PROPOSALS FOR THE POSITIONS OF ACTUARY, AUDITOR, COMMISSION ATTORNEY, SPECIAL

**CONFLICT LITIGATION, TREASURER AND RISK MANAGER
CONSULTANT**

Moved: Commissioner Gunther
Second: Commissioner Fiure
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 August. Executive Director said there were (2) two 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

PROPERTY APPRAISER: Executive Director reported we received responses for the Property Appraiser RFP. However, the Evaluation Committee was going to need a little more time to review the responses. Executive Director said we were going to table this item today and schedule a special meeting to make an award or wait until the next meeting.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND: Executive Director said the NJCE was scheduled to meet again on Thursday, September 26, 2024 at 9:30 a.m. Executive Director advised the NJCE was holding a Special Meeting tomorrow for a closed session item only. Executive Director explained a large claim settled within policy limits, however one of the excess carriers was a reimbursement carrier so we are asking the Commissioners to approve an advance of funds. Executive Director said the carrier would wire us the funds so the advance would only be for a brief period.

OCIFC FINANCIAL FAST TRACK: Executive Director referred to a copy of the Financial Fast Track for the month of June which was included in the agenda. Executive Director reported we picked up a little over \$500,000 in surplus and year to date almost \$2.9 million. Executive Director said the deficit was now \$626,068 which is great news.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the June Financial Fast Track for the NJCE was included in the agenda. As of June 30, 2024, the NJCE had a surplus of \$8,877,434. Executive Director said the cash balance was \$23,247,986. Executive Director asked if there were any questions on the Financial Fast Tracks.

CLAIM TRACKING REPORTS: Executive Director reviewed the Expected Loss Ratio Analysis Report as of June 30, 2024 with the Commission.

2025 RENEWAL: Executive Director reported the 2025 renewal process began early August with a deadline to complete by September 13th. Executive Director advised most of the ancillary coverage applications can be completed via Broker Buddha. Executive Director noted the applications were due on August 30th and hoped we were making progress. Executive Director referred to a copy of a memorandum issued by the NJCE Underwriting Manager which provided a brief 2025 renewal overview. Executive Director said the NJCE Underwriting Manager was

scheduling a Pre-Renewal Webinar. Ms. Dodd advised the webinar was scheduled for Friday, September 27 at 10:00 a.m.

2024 PROPERTY & CASUALTY ASSESSMENTS: Executive Director advised the third assessment payment for 2024 was due on October 15, 2024. Executive Director said the Fund Office e-mailed the Statement of Accounts on August 28, 2024. Executive Director noted checks can be made payable to the Ocean County Insurance Fund Commission and should be sent to Julie Tarrant, Treasurer.

2024 NEW JERSEY STATE LEAGUE OF MUNICIPALITIES (NJSLOM) ANNUAL CONFERENCE: Executive Director reported the 109th annual conference was scheduled for November 19 through November 21 at the Atlantic City Convention Center in Atlantic City. Executive Director noted the MEL JIF holds its annual elected official's seminar on November 20 and encouraged the commissioners to attend.

2023 REPORT OF AUDIT: Executive Director reported the auditor, Bowman and Company, LLP, would present the 2023 Report at our next meeting. In response to Ms. Tarrant's inquiry, Executive Director advised a draft copy of the audit would be available prior to the Commission Meeting.

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 September Bills List Resolution 27-24, in the amount of \$47,889.95.

MOTION TO APPROVE RESOLUTION 27-24 SEPTEMBER BILLS LIST

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

Ms. Tarrant pointed out the Treasurer Reports were also included in the agenda and noted the balances are better than the last two years. Ms. Tarrant said this was also true with the Ocean County Municipal JIF.

CLAIMS ADMINISTRATOR: Ms. Gallo said at the last meeting I had announced that we were going through a bill migration and contract audit, which was the result of a lower bill count in June and July. Ms. Gallo advised we are making tremendous progress in the audit which allowed us to reprice the bills that we had pended so we do see a higher bill volume in August.

Ms. Gallo referred to the 2024 Cumulative Savings Summary Report which was included in the agenda. Ms. Gallo advised for the month of August we processed 220 bills with total charges of \$649,456.63. Ms. Gallo said the bills were reduced to \$241,360 with a savings of \$408,095.69 or 63%. Ms. Gallo noted total fees for those bills were \$41,401 and the network utilization was 93%. Ms. Gallo then referred to the Legacy Cumulative Savings Summary and advised there were 82 bills processed in August with total charges of \$161,860. Ms. Gallo said the bills were reduced to \$39,126.62 with a savings of \$122,734 or 76%. Ms. Gallo advised the total fee amount was \$8,645 and the network utilization was 87%. 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. Ms. Gallo concluded her report unless there were any questions.

NJCE SAFETY DIRECTOR: Mr. Brosnan referred to the Safety Director's report which was included in the agenda. Mr. Brosnan said the first page of the report included the contact information for the OCIFC Service Team along with the meetings attended and the Safety Bulletins issued. Mr. Brosnan continued to review the report noting the Training Expos and information on the NJCE Leadership Academy was included. Mr. Brosnan said the report also included all the zoom training available through the end of November. Mr. Brosnan concluded his report unless there were any questions.

RISK MANAGERS REPORT: Ms. Sander reported she has been monitoring the renewal information and answering questions. Ms. Sander advised she worked with Ms. Dodd reviewing some of the property schedules and she would be in touch with Ms. DePaola shortly to verify some of the items, for example the Recycling Center and some buildings that the operator insures. After a brief discussion it was suggested to pull the contracts to review. 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	Commissioner Gunther
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	Commissioner Gunther
Second:	Commissioner Fiure
Vote:	3 Ayes, 0 Nays

CLOSED SESSION: Resolution 30-21, Resolution for Closed Session.

MOTION FOR EXECUTIVE SESSION

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

MOTION TO ADJOURN:

Moved:	Commission Gunther
Second:	Chair Greitz
Vote:	3 Ayes, 0 Nays

MEETING ADJOURNED: 10:31A.M.

Minutes prepared by: Cathy Dodd, Assisting Secretary