

**OCEAN COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – October 17, 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 Lisa Gallo
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	PERMA Risk Management Services Shai McLeod Jennifer Conicella Djamal Kirby Zareena Majeed
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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 Glenn Prince
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Auditor	Bowman & Company, LLP Dennis Skalkowski Kaleigh Sawers
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ALSO PRESENT:

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

CORRESPONDENCE: None

APPROVAL OF MINUTES: OPEN AND CLOSED MINUTES OF OCTOBER 17, 2024

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES OF OCTOBER 17, 2024

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

SAFETY AND ACCIDENT REVIEW COMMITTEE: Mr. Prince reported the Committee last met on September 10, 2024 at 10:00 via zoom and a variety of safety topics were discussed along with training opportunities. Mr. Prince said the next meeting was scheduled for December 10 and he would consult with the Chair to prepare the agenda and the agenda topics. Mr. Prince concluded his report unless there were any questions.

CLAIMS COMMITTEE: Ms. Conicella reported she received notification from the NJCE this morning that all entities within the NJCE JIF program should attempt to resolve COVID-19 Claim Petitions by way of Section 20 resolution when possible. This includes but is not limited to cases involving no lost time beyond the quarantine period with little to no medical treatment as well as cases involving lost time with a closed period of medical treatment. Ms. Conicella advised as a reminder, all settlement recommendations on COVID-19 claims within the 2020 policy year must be reviewed by the NJCE JIF prior to resolution. In response to Executive Director’s inquiry, Ms. Conicella advised there would be a formal notification memo.

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 October 10, 2024.

MOTION TO APPROVE THE PARS AS PRESENTED DURING THE CLAIMS COMMITTEE MEETING OF OCTOBER 10, 2024

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

EXECUTIVE DIRECTOR REPORT: Executive Director advised he had three action items in his report today and the first was the 2023 Audit. Executive Director asked Mr. Skalkowski to provide a high-level overview of the audit for the Commissioners.

2023 AUDIT REPORT: Mr. Skalkowski asked if anyone could see his screen with the audit and said he would briefly go over the report. Mr. Skalkowski reported the audit was clean and had an unmodified opinion meaning there were no findings or recommendations after the completion of all the audit procedures. Mr. Skalkowski advised this also included the internal controls and was pretty common with this type of entity as they were professionally managed and the TPA does a wonderful job as well as PERMA. Mr. Skalkowski said upon the Commissioners approval we will issue the report. Mr. Skalkowski advised he was skipping ahead to the Net Position and advised the Commission had total assets of \$25,103,188, total liabilities and reserves of \$28,615,639, resulting in an unrestricted deficit and deposition of 3.5 million dollars. Mr. Skalkowski said there was improvement this year and there was operating income in the amount of \$835,000 which actually reduced the deficit this year. Mr. Skalkowski continued to review the Comparative Statements of Revenues, Expenses and Changes in Net Position along with the Comparative Statement of Cash Flows. Mr. Salkowski noted there was a change in the Investment Joint Venture, which was the equity ownership in the NJCE, and the investment income increased dramatically to \$687,554. Mr. Skalkowski pointed out the cash balance at the end of the year was \$24,539,472.

Mr. Skalkowski said he wanted to thank the Commission for the opportunity to serve once again. Mr. Skalkowski concluded his report but said if anyone had any questions or liked him to review anything in more detail, he would be happy to answer any questions at this time.

Executive Director said before we asked for a motion to approve the audit, he thought it would be a good time to review the Financial Fast Track which was included in the agenda. Executive Director reported as Mr. Skalkowski mentioned we finished the year with a \$3.5 million deficit. Executive Director referred to the Financial Fast Track and advised the important thing to note was we picked up \$3.1 million in surplus and as of July 31 and our deficit now stands at \$370,000 and there is still more time in 2024. Executive Director pointed out year 2023 was an outstanding year and as Mr. Skalkowski said your Investment in the Joint Venture was increasing. Executive Director advised the Commission was trending in the right direction and doing great.

Executive Director asked if anyone had any questions for the auditor or any questions on the Financial Fast Track. Hearing none, Executive Director asked for a motion to approve Resolution 29-24, Certification of Annual Audit Report for Period ending December 31, 2023. Executive Director noted the Commissioners should also sign the Group Affidavit.

**MOTION TO APPROVE RESOLUTION 29-24, CERTIFICATION
OF ANNUAL AUDIT REPORT FOR PERIOD ENDING
DECEMBER 31, 2023**

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

PROPERTY APPRAISER: Executive Director reported a Request for Proposals for a Property Appraiser was issued on August 1, 2024 to conduct appraisals on locations with current scheduled building values that exceed \$500,000 and where building value is less than \$500,000 but the content value of that location exceeds \$500,000 but less than \$1,000,000. Executive Director noted the responses were due on August 16, 2024 at 11:00 a.m. Executive Director said this was for the second phase of the appraiser project. Executive Director referred to a copy of the opening of proposals which included the firms that responded. Chair Greitz reported the responses were reviewed by a committee of three people, Tony Agliata, Toni DePaola, and himself. Chair Greitz noted one of the responses was late. Chair Greitz said the other 3 responses were all graded, very

confident and very closely scored. It was noted that Mancini and Integra did phase 1. Ms. Dodd pointed out that we did not issue an RFP for the first phase and used the County vendors. It was also noted there was a noticeable difference in the cost. In response to Executive Director, Ms. Dodd advised a copy of the evaluation forms were in his binder book. After further discussion it was agreed that no decision would be made today and there would be some internal discussions.

MOTION TO TABLE THE APPOINTMENT OF A PROPERTY APPRAISER

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

RFP FOR PROFESSIONAL SERVICES: Executive Director reported the RFPs were reviewed and approved by the Commission Attorney. Executive Director advised the Actuary, Auditor, Commission Attorney, Treasurer, Special Conflict Litigation, and Risk Manager Consultant RFPs were issued and advertised. Executive Director noted the responses were due on Wednesday, November 13, 2024 at 2:00 p.m.

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 September. Executive Director said there were (3) three 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: Executive Director reported the NJCE met on September 26, 2024 and a summary report of the meeting was included in the agenda. Executive Director reported the Board of Fund Commissioners approved a motion to approve the year end financials. Executive Director reported the NJCE was scheduled to meet again on Thursday, October 24, 2024 at 9:30 a.m. via zoom. Executive Director advised the NJCE would introduce the budget at the November meeting and adopt in January. The Commission would introduce their budget at the December meeting and adopt in January. Executive Director asked if anyone had any questions on the NJCE.

2025 PRE-RENEWAL: Executive Director reported the NJCE Underwriting Manager conducted a webinar on September 27, 2024 on the 2025 pre-renewal. Executive Director advised the presentation, and a recording of the webinar was uploaded to njce.org. Executive Director noted the renewal certificates and Automobile ID Cards will be issued late fall.

OCIFC FINANCIAL FAST TRACK: Executive Director reviewed the Financial Fast Track earlier in the meeting.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the July Financial Fast Track for the NJCE was included in the agenda. As of July 31, 2024, the NJCE

had a surplus of \$8,912,010. Executive Director said the cash balance was \$37,146,127. Executive Director asked if there were any questions on the Financial Fast Track,

CLAIM TRACKING REPORTS: Executive Director reviewed the Expected Loss Ratio Analysis Report as of July 31, 2024 with the Commission.

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 advised on Tuesday, Dave Grubb and Jacqueln Suarez of the DCA was doing a session on ethics in the morning. Also, there are one or two sessions on cyber and Ed Cooney of Conner Strong & Buckelew is on one of the panels. Executive Director reported on Wednesday is the annual elected officials which will focus on Title 59 which is a big issue for us.

Executive Director noted there was also information on the annual reception being held at the Legacy Lounge at Bally's Atlantic City at 6:00 p.m. on November 20. Executive Director said he hoped to see everyone there.

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 October Bills List Resolution 30-24, in the amount of \$47,987.31.

MOTION TO APPROVE RESOLUTION 30-24 OCTOBER BILLS LIST

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

Ms. Tarrant pointed out financial information for the month of July was included in the package and said we are heading in the direction.

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 September we processed 221 bills with total charges of \$233,442.45. Ms. Gallo said the bills were reduced to \$97,473.93 with a savings of \$135,968.48 or 58%. Ms. Gallo noted total fees for those bills were \$3,980.59 and the network utilization was 96%. Ms. Gallo then referred to the Legacy Cumulative Savings Summary and advised there were 46 bills processed in September with total charges of \$114,835.92. Ms. Gallo said the bills were reduced to \$55,736.25 with a savings of \$59,099.67 or 51%. Ms. Gallo advised the total fee amount was \$3,200.12 and the network utilization was 89%. 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. Prince referred to the Safety Director's report for September and October which was included in the agenda. Mr. Prince said there was information on the Leadership Academy in the agenda and noted open enrollment is from in the December 1 through

December 22 with a start date was January 1, 2025. Mr. Prince said any future supervisors or anyone who needs leadership skills are encouraged to attend the program. Mr. Prince advised we also established a page on the NJCE website for a review of the topics and the completion date. Mr. Prince reported all the training opportunities through December 12 were included in the agenda packet and posted to the NJCE website. Mr. Prince said if anyone had any questions, they could be directed to himself or the Safety Director's office. Mr. Prince reported he conducted a loss control visit at the DPW in Manchester Yards and was escorted by Director Art Reece. Mr. Prince noted they do a fantastic job there. Mr. Prince concluded his report unless there were any questions.

RISK MANAGERS REPORT: Ms. Sander reported the NJCE was still in the process of collecting renewal applications and she followed up with some entities this morning and advised she was able to assist if needed. Ms. Sander advised she had the contract for the Recycling Center and was in the process of reviewing. Ms. Sander said she was continuing to work with PERMA making sure the buildings are correct in Origami. 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: Executive Director said he wanted to correct the record and referred to page 18 in the agenda which included information on the League. Executive Director noted the Tuesday seminar started on 10:45 a.m. and the Elected Official Seminar on Wednesday was from 2:00 to 3:15 p.m.

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: There was no need for a closed session during this meeting.

Mr. Greitz said the next meeting was scheduled for Friday, November 22 at 1:30 p.m.

MOTION TO ADJOURN:

Moved:

Commission Gunther

Second:

Chair Greitz

Vote:

3 Ayes, 0 Nays

MEETING ADJOURNED: 10:45 A.M.

Minutes prepared by: Cathy Dodd, Assisting Secretary