

**OCEAN COUNTY INSURANCE FUND COMMISSION**  
**OPEN MINUTES**  
**MEETING – October 16, 2025**  
**10:00 a.m.**

Meeting was called to order by Chairman Greitz. Chairman Greitz read the Open Public Meetings notice into record.

**ROLL CALL OF COMMISSIONERS:**

Robert A. Greitz	Present
Michael Fiure	Excused
Michelle I. Gunther	Present
Frank Sadeghi (Alternate)	Excused

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
Claims Services	Qual-Lynx <b>Claudia Acosta</b> <b>Lisa Gallo</b>  PERMA Risk Management Services <b>Kerin Drumheiser</b>  Vanguard Claims Administration <b>Sarah Mentzer</b>
NJCE Underwriting Manager	Conner Strong & Buckelew
Risk Management Consultant	Conner Strong & Buckelew <b>Mary Anne Sander</b> <b>Carole Mack</b>
Treasurer	<b>Julie Tarrant</b> (10:14 a.m. to 10:18 a.m.)
Attorney	Barry Sahradnik Kotzas & Benson <b>Laura Benson, Esq.</b>
Safety Director	J.A. Montgomery Consulting <b>Glenn Prince</b>
Auditor	Bowman & Company, LLP <b>Kaleigh Sawers</b>

**ALSO PRESENT:**

Antoinette DePaola, Ocean County  
Brian K. Wilkie, Esq., Ocean County Board of Social Services  
Alyssa Fiore, Ocean County Board of Health  
Brian Rumpf, Esq., Ocean County Board of Health  
Jenn Doderer, Ocean County Library  
Cathy Dodd, PERMA Risk Management Services

**CORRESPONDENCE: None**

**APPROVAL OF MINUTES: OPEN MINUTES OF SEPTEMBER 18, 2025**

**MOTION TO APPROVE THE OPEN MINUTES OF SEPTEMBER 18, 2025**

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

**SAFETY AND ACCIDENT REVIEW COMMITTEE:** Mr. Prince reported that the Safety Committee and Accident Review Committee last met on September 9. Mr. Prince advised a variety of safety topics were discussed including all of the training opportunities. Mr. Prince said the next meeting was scheduled for December 10 at 1:30 via zoom.

**CLAIMS COMMITTEE:** Ms. Drumheiser reported the NJCE Best Practices Webinar would be held virtually on October 30 from 9:30 to 3:30. Ms. Drumheiser advised there would be three sessions, one covering workers' compensation, J.A. Montgomery would provide a presentation on motor vehicle crashes and then a panel discussion on a "Day in the Life of a County Risk Manager". Ms. Drumheiser noted that John Geaney, Esq., was the guest speaker for the workers' compensation session. Ms. Drumheiser said she also wanted to thank Ms. DePaola for her participation with the planning committee and being a panelist.

Ms. Drumheiser advised the Claims Committee met on October 9 and reviewed the claims. Ms. Drumheiser advised motions were made to recommend approval to the Commissioners for all of the claims presented. Ms. Drumheiser 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 9, 2025.

**MOTION TO ACCEPT THE CLAIMS COMMITTEE'S  
RECOMMENDATION TO APPROVE THE CLAIMS AS  
PRESENTED DURING THE CLAIMS COMMITTEE MEETING  
OF OCTOBER 9, 2025**

Moved:	Commissioner Gunter
Second:	Chairman Greitz
Roll Call Vote:	2 Ayes, 0 Nays

**EXECUTIVE DIRECTOR REPORT:** Executive Director advised he had two action items in his report and the first was the presentation of the 2024 audit.

**2024 AUDIT REPORT:** Executive Director introduced Kaleigh Sawyers of Bowman & Company and asked her to review the audit. Ms. Sawers advised she would provide a brief review of the audit and started with page 3 through 7. Ms. Sawers said she was happy to report we were issuing an unmodified opinion with respect to the financial statements and internal controls over financial reporting, indicating there were no findings or recommendations. Ms. Sawers advised the report was dated today and would be issued upon Commissioner approval.

Ms. Sawers reported as of December 31, 2024 the Commission had \$29.3 million in assets, \$27.9 million in liabilities and claims reserves and an ending net position of approximately \$1.36 million. Ms. Sawers reviewed the Comparative Statements of Revenues, Expenses and Changes in Net Position and advised there was \$14.9 million in operating revenues, \$11.3 million in operating expenses and \$1.4 million in non-operating revenues resulting in a new increase in net position of \$4.8 million. Ms. Sawers stated there were no new disclosures added to the notes of the financial statements. Ms. Sawers noted the supplemental schedules summarized the financial information by fund year and line of coverage and reconciled with the main schedules. Ms. Sawers thanked the Commission for the opportunity to serve the Commission, concluded her review of the audit, and offered to answer any questions.

Executive Director asked if there were any questions and requested a motion to approve Resolution 34-25. Executive Director requested the Commissioners sign the Group Affidavit which was included in the agenda.

**MOTION TO APPROVE RESOLUTION 34-25, CERTIFICATION  
OF ANNUAL AUDIT REPORT FOR PERIOD ENDING  
DECEMBER 31, 2024**

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

*At this time Ms. Sawers departed the meeting.*

**CERTIFICATE OF INSURANCE ISSUANCE REPORT:** Executive Director referred to a copy of the certificate of insurance report from the NJCE listing the certificates issued for the month of September. Executive Director said there were (6) six certificates of insurance issued during the month. Executive Director asked if anyone had any questions and requested a motion to approve. Ms. Sanders noted there was a certificate of insurance included in the report that did not belong and appears to be for a different commission, so it needs to be removed from the report. Ms. Dodd noted it was the second item for Rowan College.

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

Moved:	Commissioner Gunther
Second:	Chairman Greitz
Vote	2 Ayes 0 Nays

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND:** Executive Director reported the NJCE met on Thursday, September 25 and a written summary report of the meeting was included in the agenda. Executive Director advised the 2024 audit was approved and the Board also authorized an additional \$33,000 for grant money which Glenn will cover in his report. Executive Director noted the NJCE was scheduled to meet again on Thursday, October 23 at 9:30 a.m.

**2026 PRE-RENEWAL WEBINAR:** Executive Director reported the NJCE Underwriting Manager held a webinar on the 2026 pre-renewal and the marketplace on September 22nd. Executive Director said a copy of the presentation was sent under separate cover and a recording of the webinar would be uploaded to the NJCE website. Executive Director noted the agenda included a memorandum from the NJCE Underwriting Team noting some critical items for the renewal. Executive Director asked if anyone had any questions on the Underwriting Manager Report.

**OCIFC PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the July Financial Fast Track was included in the agenda. Executive Director stated as of July 31, 2025 there was a statutory surplus of \$2,043,150. Executive Director said there was a cash balance of \$28,999,521. Executive Director referred to line 10 of the report, "Investment in Joint Venture" and indicated \$994,562 of the surplus was the OCIFC's share of the NJCE equity.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the NJCE June Financial Fast Track was included in the agenda. Executive Director said as of June 30, 2025 the NJCE had a surplus of \$15,741,748. Executive Director noted the total cash amount was \$27,953,511. Executive Director reported line 7 of the report "Dividend" represented the figure released by the NJCE of \$6,707,551. Executive Director asked if anyone had questions on the Financial Fast Tracks.

**CLAIMS TRACKING REPORT:** Executive Director reviewed the Expected Loss Ratio Analysis for the month of July, which was included in the agenda.

**2025 NEW JERSEY STATE LEAGUE OF MUNICIPALITIES (NJSLOM) ANNUAL CONFERENCE -** Executive Director reported the 110th Annual Conference would be held from Tuesday, November 18 through Thursday, November 20, 2025 at the Atlantic City Convention Center in Atlantic City. Executive Director invited everyone to attend the Annual Reception held at the Legacy Lounge at Bally's, Atlantic City, at 6:00 p.m. on Wednesday, November 19.

Executive Director said Ms. Dodd wanted him to mention the RFQ's were being advertised tomorrow and were due back on Friday, November 7 at 2:00 p.m. In response to Chairman Greitz's inquiry, Ms. Dodd advised the positions were Actuary, Auditor, Commission Attorney, Special Conflict Litigation Counsel, Treasurer and Third-Party Administrator.

Executive Director concluded his report unless there were any questions.

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Ms. Tarrant requested a motion to approve the October Bills List, Resolution 33-25, in the amount of \$107,502.48.

**MOTION TO APPROVE RESOLUTION 33-25 OCTOBER BILLS LIST**

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

**CLAIMS ADMINISTRATOR:** Ms. Gallo referred to the reports in the agenda and reviewed the year-to-date figures for the Insurance Commission and Legacy Claims as noted below.

Year to Date	BILL COUNT	BILLED	APPROVED	SAVINGS	% SAVINGS	FEE AMOUNT	PPO PENETRATION RATE
Grand Total	1,854	\$3,618,404.43	\$1,186,512.39	\$2,423,222.10	67%	\$55,396.19	88%

Legacy Year to Date	BILL COUNT	BILLED	APPROVED	SAVINGS	% SAVINGS	FEE AMOUNT	PPO PENETRATION RATE
Grand Total	370	\$1,109,568.69	\$277,976.20	\$831,592.49	75%	\$70,256.47	89%

Ms. Gallo continued to review the Top 10 Providers and the number of Workers' Compensation Claims Reported by Claim Type. Ms. Gallo concluded her report unless there were any questions. In response to Chairman Greitz's comment about the bill count of 4 for the legacy claims, Ms. Gallo said she had wanted to point that out. Ms. Gallo said she did review the information and confirmed that it was the correct for this month. Ms. Gallo stated if the low bill count continued, she would research further.

**NJCE SAFETY DIRECTOR:** Mr. Prince advised the September through October 2025 Risk Control Activities were included in the agenda. Mr. Prince reported we included all of our training opportunities through December 11 and noted they were listed on the NJCE website. Mr. Prince said departments interested in participating can register through the website and any questions could be direct to his office.

Mr. Prince reported he had a follow up visit for 155 Sunset on October 27.

Mr. Prince advised at the September 25th NJCE Commissioners' meeting, all 2025 grant submissions were approved. Mr. Prince said due to the program's growing popularity we exceeded the number provided by the carrier and the Commissioners were kind enough to add an additional \$33,700 to accommodate all the submission we had. Mr. Prince stated the Library was awarded \$8,645.15 for AEDs for various locations. They submitted for 21 and were awarded money for 7, one third of their submission. Mr. Prince advised Public Safety and Security was awarded \$4,500 for some additional software they requested.

Mr. Prince said the 2026 Grant was expected to open in a few months pending confirmation from the underwriting team. Mr. Prince noted a memo would be sent to all of the members once the details were finalized Mr. Prince stated the program continues to be well-supported by the Executive Director and Commissioners, reflecting a strong commitment to enhancing safety initiatives.

**RISK MANAGERS REPORT:** Ms. Sander said she was busy collecting renewal information and following up with the various departments. Ms. Sanders thanked everyone for their help, especially Ms. DePaola. Ms. Sander advised she was assisting with the Broker Buddha applications and said we are in good shape.

**ATTORNEY:** Ms. Benson said she did not have anything to report except she would review the last RFQ she received and would respond to Ms. Dodd later in the morning. Ms. Benson advised she thought all of the appraisals were in.

Correspondence Made Part of Minutes

**OLD BUSINESS: None**

**NEW BUSINESS: None**

**PUBLIC COMMENT:**

**MOTION TO OPEN MEETING TO PUBLIC**

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

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

**MOTION TO CLOSE MEETING TO PUBLIC**

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

**CLOSED SESSION:** Chairman Greitz advised there was no need for closed Session.

Chairman Greitz advised the next meeting was scheduled for Friday, November 21, 2025.

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 10:29 a.m.**

Minutes prepared by: Cathy Dodd, Assisting Secretary