

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
MINUTES
JULY 13, 2017
TOMS RIVER MUNICIPAL BUILDING
3:00 P.M.**

Meeting Called to Order by Chairperson Lapp. Open Public Meeting Statement read into the record.

Pledge of Allegiance

ROLL CALL OF 2017 EXECUTIVE COMMITTEE:

Diane Lapp, Chairperson, Township of Manchester	Present
Charlene Carney, Vice Chair, Borough of Pine Beach	Present
Paul Shives, Secretary, Township of Toms River	Present
Veronica Laureigh, Township of Lacey	Absent
Joseph Gilsenan, Township of Brick	Present
Michael Gross, Borough of Surf City	Present
Joseph Kostecki, Borough of South Toms River	Absent
William Akers, Alternate #1	Present
Thomas Henshaw, Township of Lakewood, Alternate #2	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director /Administrator	Perma Risk Management Services.	Stephen Sacco	Present
Attorney	Citta, Holzapfel, Zabarsky	Steven Zabarsky, Esq.	Present
Treasurer		Bill Garofalo	Absent
Claims Service	Qual-Lynx	Gemma Armenia	Absent
Underwriting Manager	Conner Strong & Buckelew	Ed Cooney	Present
Safety Director	JA Montgomery	Joanne Hall	Absent
Risk Management Consultants	Conner Strong & Buckelew	Mike Avalone	Present

ALSO PRESENT

Jason Thorpe, PERMA
Kathy Kissane, Qual-Lynx
Taylor Jacob, CSG
Joe Mirarchi, JA Montgomery

APPROVAL OF MINUTES: May 11, 2017

MOTION TO APPROVE OPEN & CLOSED MINUTES FOR ABOVE REFERENCED MEETING

MOTION: Commissioner Shives
SECOND: Commissioner Gilseman
ROLL CALL VOTE: Unanimous

CORRESPONDENCE:

Mr. Sacco reported that there were two correspondences from CSG and Qual-Lynx. He advised that the correspondence from CSG is introducing their new relationship with Excellere Partners. He then advised that the correspondence from Qual-Lynx was Ann Noble announcing that she would be leaving her role as President and CEO of Qual-Lynx.

TREASURER:

Mr. Sacco informed the Board that Mr. Garofalo was unable to attend the meeting. He then reviewed the report that was distributed prior to the meeting detailing the financial portfolio of the Fund as well as the cash investments and imprest/transfers. He also reported on the Bills Lists that were enclosed within the agenda booklet.

June 2017

FUND YEAR	AMOUNT
2016	\$19,948.00
2017	\$147,011.59
TOTAL	\$166,959.59

**MOTION TO APPROVE RESOLUTION # 20-17
APPROVAL FOR PAYMENT OF JUNE 2017 BILLS LIST**

MOTION: Commissioner Gross
SECOND: Commissioner Shives
ROLL CALL VOTE: Unanimous

July 2017

FUND YEAR	AMOUNT
2016	\$6,242.48
2017	\$1,653,530.84
TOTAL	\$1,659,773.32

**MOTION TO APPROVE RESOLUTION # 21-17
APPROVAL FOR PAYMENT OF JULY 2017 BILLS LIST**

MOTION: Commissioner Gross
SECOND: Commissioner Shives
ROLL CALL VOTE: Unanimous

**MOTION TO ACCEPT CLAIMS/IMPREST TRANSFERS FOR MAY
AND JUNE 2017 AS CERTIFIED BY THE TREASURER**

MOTION: Commissioner Gross
SECOND: Commissioner Shives
ROLL CALL VOTE: Unanimous

Copy of the Treasurer's Report made a part of the Minutes.

EXECUTIVE DIRECTOR:

REGULATORY AFFAIRS – Mr. Sacco reported that Perma filed the 2016 Year End Audit, Certification of the Audit adopted by the Executive Committee, Actuarial Valuation and the Actuarial Certification with the Departments of Insurance and Community Affairs. He added that the Synopsis of Audit was published in the Fund's official newspaper.

RESIDUAL CLAIMS FUND/E-JIF/MEL MEETINGS – Mr. Sacco informed the Board that the Residual Claims Fund, the E-JIF, and the MEL all met on June 1, 2017 at the Forsgate in Jamesburg. He then referred to Commissioner Shives' reports enclosed within the agenda packet.

CLAIM TRANSFERS (RCF) – Mr. Sacco informed the Board that all members of the RCF Fund are being asked to adopt resolutions at their June/July meetings to transfer their 2013 claim liabilities to the RCF. He added that assessments to local JIFs will be determined by the valuation as of June 30, 2017. He then referred to Resolution # 22-17 enclosed within the agenda and asked for a motion to adopt.

MOTION TO AUTHORIZE THE OCEAN JIF MEMBERS TO TRANSFER THEIR FUND YEAR 2013 CLAIM LIABILITIES TO THE RCF AND ADOPT RESOLUTION # 22-17.

MOTION: Commissioner Gross
SECOND: Commissioner Gilsenan
ROLL CALL VOTE: Unanimous

DUE DILIGENCE REPORTS - Mr. Sacco referred the Committee to the Financial Fast Track chart as of May 31st contained within the agenda booklet. He reported that there was a deficit of 153,902 for the month and the Fund is currently running a deficit of 31,903 for the year but noted that all fund years are positive and advised that the statutory surplus position is 13.1 million. Mr. Sacco said that the Ocean JIF is one of the strongest JIFs in the system.

ATTORNEY:

Mr. Zabarsky advised that he had nothing to report.

SAFETY DIRECTOR:

Mr. Mirarchi reviewed the May and June activities and the July agenda. He advised the Committee of upcoming meetings and trainings. He then referred to the Safety Director's bulletins and announcements that were recently released to the membership enclosed within the agenda booklet.

Copy of the Safety Director's Report made a part of the Minutes

UNDERWRITING MANAGER:

Mr. Cooney requested that the members submit their renewal data as soon as possible.

Mr. Cooney advised that he had an update regarding flood insurance. He reported that the NFIP is up for renewal in September and it is believed that for this renewal and the next few renewals FEMA and the federal government will begin to cut back on what NFIP offers which will place more burden on the commercial insurance marketplace. He reported that once he has a formal update on NFIP it will be sent to the membership.

List of Certificates made part of the Minutes.

RISK MANAGEMENT CONSULTANT:

Mr. Avalone reviewed the spotlight MEL bulletin for the month pertaining to Fireworks Displays and Amusement Ride requirements.

Mr. Avalone advised that the 2018 Renewal Data Collection Process has begun and the Risk Management team has sent out instruction emails with data to be completed and returned for review and entrance into the Exigis database.

Mr. Avalone referred to the 2017 Safety Expo announcement enclosed within his report.

Lastly, Mr. Avalone referred to the Ocean JIF Cyber Claims Reporting Information and the cyber claims roadmap. He noted that it is imperative that members take advantage of the services available and immediately call the claims administrators and data breach hotline when confronted with a cyber breach and ransomware incident.

Copy of the Risk Manager's Report made a part of the Minutes.

MANAGED CARE:

Ms. Jacob referred the Committee to her report contained in the agenda booklet. She informed the Committee that for the month of June, there was a savings of \$284,091.75 or 54.55% on the medical billing for Workers' Compensation claims.

OLD BUSINESS:

Mr. Sacco informed the Board that RFQs have been issued. Mr. Thorpe advised that the RFQs were due back July 26th. Mr. Sacco informed the Board that after the submissions are received the fund office will do a summary on them a Committee will need to be assigned to review in either the late summer or early fall.

NEW BUSINESS:

Mr. Mirarchi informed the Board that JA Montgomery is going to be offering a new additional service called a Central File Dropbox which will be included with the current Right-to-Know contract. He noted that the service provides safety data sheets, hazard substance fact sheets, right-to-know survey, the written haz com communication program, training documentation, and right-to-know poster all from a drop-box with the instructions on how to download the items. Mr. Mirarchi added that the cost for the additional service is \$300 per member. Mr. Sacco informed the Board that the amount budgeted for the Right-to-Know contract was not completely utilized so the cost of \$300 per member would taken from the unused amount that was already budgeted and no member will have to pay an extra fee. Mr. Sacco then advised that if the Board was in favor of the additional service a motion was needed to authorize.

**MOTION TO AUTHORIZE THE RIGHT-TO-KNOW DROPBOX
ADDITIONAL SERVICE AS PROPOSED:**

MOTION: Commissioner Shives
SECOND: Commissioner Gilsenan
VOTE: Unanimous

MEETING OPENED TO PUBLIC FOR COMMENT:

No Public Comments were made,

PUBLIC COMMENT PORTION OF THE MEETING CLOSED

**MOTION TO ENTER EXECUTIVE SESSION FOR THE PURPOSE OF
DISCUSSING PENDING AND THREATENING LITIGATION:**

MOTION: Commissioner Shives
SECOND: Commissioner Gilsenan
VOTE: Unanimous

MOTION TO ADJOURN EXECUTIVE SESSION:

MOTION: Commissioner Gilsenan
SECOND: Commissioner Shives
VOTE: Unanimous

**MOTION TO APPROVE PAYMENT OF CLAIMS AS DISCUSSED IN
EXECUTIVE SESSION, THE FOLLOWING PARS WERE APPROVED:**

Workers Compensation

2017096888
2017094742
001200476
001204795
001237117
2017102058
001214973

GL, AL, and Property claims

2017089747
001238306
001198217
001238598
001213152
001183554
001221930

001251076
2017102795
2017102237
2017104981

MOTION: Commissioner Shives
SECOND: Commissioner Carney
ROLL CALL VOTE: Unanimous

MOTION TO ADJOURN MEETING:

MOTION: Commissioner Gilsenan
SECOND: Commissioner Gross
VOTE: Unanimous

Meeting Adjourned at: 3:20 PM

NEXT MEETING: September, 2017 3:00 PM
Toms River Municipal Building
33 Washington Street
Toms River, NJ 08754

- Secretary

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 20-17

JUNE 2017

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Ocean County Municipal Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2016

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001279			
001279	HOLMAN, FRENIA, ALLISON, PC	AUDITOR FEE 4/30/2017 - FY 2016	19,879.00
001279	HOLMAN, FRENIA, ALLISON, PC	COST ASSOCIATED WITH CONFIRMATION.COM	69.00
			19,948.00
		Total Payments FY 2016	19,948.00

FUND YEAR 2017

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001280			
001280	QUAL-LYNX	OUTSIDE ADJUSTER - 06/2017	5,598.10
001280	QUAL-LYNX	CLAIMS ADJUSTING SERVICES - 06/2017	57,504.97
			63,103.07
001281			
001281	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 06/2017	10,307.34
			10,307.34
001282			
001282	PERMA	POSTAGE FEE 05/2017	7.18
001282	PERMA	EXECUTIVE DIRECTOR FEE 06/2017	24,489.00
			24,496.18
001283			
001283	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 06/2017	3,775.00
			3,775.00
001284			
001284	CITTA, HOLZAPFEL & ZABARSKY PC	LITIGATION MANAGEMENT - 05/2017	11,091.50
001284	CITTA, HOLZAPFEL & ZABARSKY PC	ATTORNEY FEE 05/2017	3,531.41
			14,622.91
001285			
001285	CONSOLIDATED SERVICES GRP, INC	MANAGED CARE SERVICES - 06/2017	24,127.81
			24,127.81
001286			
001286	WILLIAM GAROFALO	TREASURER FEE 06/2017	2,922.33
			2,922.33
001287			
001287	ALLSTATE INFORMATION MANAGEMNT	ACCT: 411 - ACT & STOR - 4/30/2017	61.03
			61.03

001288			
001288	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 06/2017	961.92
001288	CONNER STRONG & BUCKELEW	POSITION BOND - 5/1/2017	2,434.00
			3,395.92
001289			
001289	EXECU-TECH, INC.	WEBSITE DEVELOPER MONTHLY FEE 06/2017	200.00
			200.00
		Total Payments FY 2017	147,011.59

TOTAL PAYMENTS ALL FUND YEARS \$ 166,959.59

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 21-17

JULY 2017

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Ocean County Municipal Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2016

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001290			
001290	INDIAN HARBOR INSURANCE COMPANY	RUPPERT vs. BORO OF POINT PLEASANT 6/17	6,242.48
			6,242.48
		Total Payments FY 2016	6,242.48

FUND YEAR 2017

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001291			
001291	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 3RD QTR 2017	5,175.43
			5,175.43
001292			
001292	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY 3RD QTR 2017	224,538.24
001292	MUNICIPAL EXCESS LIABILITY JIF	MEL 3RD QTR 2017	815,620.76
			1,040,159.00
001293			
001293	N.J. MUNICIPAL ENVIRONMENTAL	EJIF 2ND 2017	252,030.26
			252,030.26
001294			
001294	MUNICIPAL EXCESS LIABILITY RCF	2017 BRICK-RCF RUN-IN ASSESSMENT	30,000.00
			30,000.00
001295			
001295	QUAL-LYNX	OUTSIDE ADJUSTER - 07/2017	5,598.10
001295	QUAL-LYNX	CLAIM ADJUSTING SERVICES - 07/2017	57,504.97
			63,103.07
001296			
001296	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 07/2017	10,307.34
			10,307.34
001297			
001297	PERMA	POSTAGE FEE 06/2017	6.65
001297	PERMA	EXECUTIVE DIRECTOR FEE 07/2017	24,489.00
			24,495.65
001298			
001298	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 07/2017	3,775.00
			3,775.00
001299			
001299	CITTA, HOLZAPFEL & ZABARSKY PC	LITIGATION MANAGEMENT - 07/2017	14,559.80

001299	CITTA, HOLZAPFEL & ZABARSKY PC	ATTORNEY FEE 05/2017	3,531.41
			18,091.21
001300			
001300	CONSOLIDATED SERVICES GRP, INC	MANAGED CARE SERVICES - 07/2017	24,127.81
			24,127.81
001301			
001301	WILLIAM GAROFALO	TREASURER FEE 07/2017	2,992.33
			2,992.33
001302			
001302	MUNICIPAL EXCESS LIABILITY JIF	MSI 3RD QTR 2017	23,744.71
			23,744.71
001303			
001303	PFEIFFERGOV LLC	CYBER SECURITY & TECH RISK MNGMT TRNG	600.00
			600.00
001304			
001304	ALLSTATE INFORMATION MANAGEMNT	ACCT: 411 - ACT & STOR - 5/31/2017	61.03
			61.03
001305			
001305	CONNER STRONG & BUCKELEW	CONTINENTAL BRKFST -DYBER SECURITY TRNG	298.56
001305	CONNER STRONG & BUCKELEW	OCEAN JIF SAFETY COMMITTEE MTG LUNCH	415.52
			714.08
001306			
001306	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGERS FEE 07/2017	961.92
			961.92
001307			
001307	EXECU-TECH, INC.	WEBSITE DEVELOPER FEE 07/2017	200.00
			200.00
001308			
001308	CONNER STRONG & BUCKELEW	RMC FEE 3RD QTR 2017	152,992.00
			152,992.00
		Total Payments FY 2017	1,653,530.84

TOTAL PAYMENTS ALL FUND YEARS \$ 1,659,773.32

**RESOLUTION NO. 22-17
OF THE
OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
TO TRANSFER TO
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND**

WHEREAS, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,

WHEREAS, the Board of Fund Commissioners of the **Ocean County Municipal Joint Insurance Fund** determined that membership in the Residual Claims Fund is in the best interest of the member local units and joined the Residual Claims Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Fund Commissioners of the **Ocean County Municipal Joint Insurance Fund** does hereby resolve and agree to transfer the following residual risks.

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>Member Fund S.I.R.</u>
2013	WC/GL/AL & PROPERTY	Varies

BE IT FURTHER RESOLVED that the actual transfer of claim liabilities to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 6/30/17

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND