

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
MINUTES
SEPTEMBER 14, 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	Present
Joseph Gilsean, Township of Brick	Absent
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.	Absent
Treasurer		Bill Garofalo	Present
Claims Service	Qual-Lynx	Kathy Kissane	Present
Underwriting Manager	Conner Strong & Buckelew	Ed Cooney	Absent
Safety Director	JA Montgomery	Joanne Hall	Absent
Risk Management Consultants	Conner Strong & Buckelew	Mike Avalone	Present

ALSO PRESENT

Jason Thorpe, PERMA
Taylor Jacob, CSG
Joe Mirarchi, JA Montgomery
Brian Wilkie, Esq.

APPROVAL OF MINUTES: July 13, 2017

MOTION TO APPROVE OPEN & CLOSED MINUTES FOR ABOVE REFERENCED MEETING

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

CORRESPONDENCE:

None

TREASURER:

Mr. Garofalo 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.

August 2017

FUND YEAR	AMOUNT
2017	\$147,720.82
TOTAL	\$147,720.82

**MOTION TO APPROVE RESOLUTION # 23-17
APPROVAL FOR PAYMENT OF AUGUST 2017 BILLS LIST**

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

September 2017

FUND YEAR	AMOUNT
2017	\$152,422.30
TOTAL	\$152,422.30

**MOTION TO APPROVE RESOLUTION # 24-17
APPROVAL FOR PAYMENT OF SEPTEMBER 2017 BILLS LIST**

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

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

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

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

EXECUTIVE DIRECTOR:

OCTOBER CLAIMS COMMITTEE MEETING DATE CHANGE – Mr. Sacco informed the Board that due to the Columbus Day holiday, the October Claims Committee meeting date will be moved to Tuesday, October 10, 2017.

2018 RENEWAL/BUDGET PROCESS - Mr. Sacco reported that the Risk Management Consultant and Perma are currently confirming data within the online database for accuracy toward completion of the 2018 renewal process and to begin the 2018 budget process. He noted that the Finance Committee will hold its preliminary 2018 Budget workshop on October 10th immediately following the Claims Committee meeting.

MEL/RCF/E-JIF MEETINGS – Mr. Sacco informed the Board that the MEL, RCF, and the E-JIF all met on September 6, 2017 in Jamesburg. He referred to Commissioner Shives' reports of the meetings. Mr. Sacco reported that the Residual Claims Fund amended the 2017 Budget and the proposed 2018 Budget was introduced and noted that the public hearing on the RCF budget will be held on October 18, 2017 at 10:30 AM at the Forsgate Country Club. Mr. Sacco also reported that the EJIF introduced its 2018 Budget and will hold its public hearing and adopt its 2018 Budget on October 18, 2017 in Jamesburg. He added that the E-JIF budget is decreasing by 3.1% and increasing its dividend to \$1,000,000 which will help the Ocean JIF's 2018 budget. Commissioner Shives informed the Board that the MEL Cyber Task Force has agreed to contract with Palindrome Technologies to conduct a study evaluating one member per JIF's computer network for possible cyber threats and vulnerabilities. He advised that Toms River has volunteered to be the Ocean JIF's member for the study.

2018 PAY TO PLAY PROCESS – Mr. Sacco referred to the list of respondents to the RFQ due back July 26th. He informed the Board that the Rules & Contracts Committee met to review and score the responses and the decisions will be reflected by way of resolution at the January 2018 reorganization meeting.

2017 DEFENSE PANEL AMENDMENT – Mr. Sacco reminded the Board that the Fund re-issued an RFQ for the 2017 Defense Panel. He referred to Resolution 25-17 appointing two additional firms to the current 2017 defense panel and asked for a motion to adopt.

MOTION TO ADOPT RESOLUTION 25-17 APPROVING THE APPOINTMENT OF ATTORNEYS TO DEFEND GENERAL LITIGATION CASES ON BEHALF OF THE OCEAN JIF FOR THE 2017 FUND YEAR.

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

BARNEGAT TOWNSHIP SKATEBOARD PARK – Mr. Sacco informed the Board that the Fund Office has been notified that the Township of Barnegat is seeking approval for coverage of a skateboard facility being constructed. Mr. Avalone advised that Barnegat Township had a skateboard park previously but the equipment has now been replaced. Mr. Avalone added that an examination of completed park was conducted on September 13th and the township is in compliance.

MOTION TO GRANT COVERAGE TO THE BARNEGAT TOWNSHIP SKATE BOARD FACILITY

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

DUE DILIGENCE REPORTS - Mr. Sacco referred the Committee to the Financial Fast Track chart as of July 31st contained within the agenda booklet. He reminded the Board that during the 2017 budget process, the loss funds were reduced by \$1,000,000. He reported that the surplus for fund year 2016 is slightly over \$1,000,000 which leaves the JIF at a breakeven point. He added that the JIF is currently running 3% better than it was in July 2016. Mr. Sacco further added that the statutory surplus position is slightly over 13 million.

ATTORNEY:

Mr. Wilkie advised that he had nothing to report.

SAFETY DIRECTOR:

Mr. Mirarchi reviewed the July and August activities and the September agenda. He advised the Committee of upcoming meetings and trainings. He then referred to the Safety Director’s bulletins that were recently released enclosed within the agenda booklet.

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

UNDERWRITING MANAGER:

Mr. Thorpe referred to the list of certificates that were issued for the months of July and August.

List of Certificates made part of the Minutes.

RISK MANAGEMENT CONSULTANT:

Mr. Avalone referred the Board to Commissioner Nolan’s report of the MEL meeting. He advised that the MEL Underwriting Manager has successfully worked with QBE to arrange for QBE to offer members the opportunity to purchase optional excess limits for land use claims. He advised that the current sub-limit for land use claims is \$150,000 and noted that it is a coverage that is not widely available in the commercial market. He advised that the offer will be on an individual member basis and will be subject to underwriting and indicated that there could be denial of the optional excess limits. Mr. Avalone said in order for members to be eligible for the coverage and to maintain the coverage there will be an annual training requirement and noted that land use training may be a significant element of the Public Officials’ training during the next cycle. Mr. Avalone said a bulletin will be issued to members in the upcoming days. Mr. Sacco added that Mr. Grubb wrote the training program for the Planning Boards and Zoning Boards.

Mr. Avalone reported that he has received a number of inquiries from the membership on coverage for member town employees and volunteers who want to provide Hurricane Harvey and Hurricane Irma assistance. He referred to the memorandum issued by the MEL which addresses the MEL’s official position and noted that deployment has to go through the state. Mr. Avalone added that Brick Township is deploying a paramedic vehicle.

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 August, there was a savings of \$352,374.62 or 50.47% on the medical billing for Workers' Compensation claims.

OLD BUSINESS:

None

NEW BUSINESS:

None

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 Carney
VOTE:	Unanimous

MOTION TO ADJOURN EXECUTIVE SESSION:

MOTION:	Commissioner Shives
SECOND:	Commissioner Laureigh
VOTE:	Unanimous

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

- Workers Compensation**
- 2018108859**
- MLT-Z11842**
- 2018107581**
- 2017100553**
- 2017103961**
- 2017098897**
- 2017702267**

GL, AL, and Property claims

001238306
001226373
2017102999
001246747
001215590
001256956
001231638
001217785
001253432

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

MOTION TO ADJOURN MEETING:

MOTION: Commissioner Laureigh
SECOND: Commissioner Carney
VOTE: Unanimous

Meeting Adjourned at: 3:18 PM

NEXT MEETING: October, 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. 23-17

AUGUST 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 2017

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001309			
001309	QUAL-LYNX	OUTSIDE ADJUSTER - 08/2017	5,598.10
001309	QUAL-LYNX	PERFORMANCE BOND - 7/6/17	388.00
001309	QUAL-LYNX	CLAIMS ADJUSTING SERVICES - 08/2017	57,504.97
			63,491.07
001310			
001310	J.A. MONTGOMERY RISK CONTROL	LOSS CNTROL SERVICES - 08/2017	10,307.34
			10,307.34
001311			
001311	PERMA	POSTAGE FEE 07/2017	15.26
001311	PERMA	EXECUTIVE DIRECTOR FEE 08/2017	24,489.00
			24,504.26
001312			
001312	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 08/2017	3,775.00
			3,775.00
001313			
001313	CITTA, HOLZAPFEL & ZABARSKY PC	LITIGATION MANAGEMENT - 07/2017	13,753.50
001313	CITTA, HOLZAPFEL & ZABARSKY PC	ATTORNEY FEE 06/2017	3,531.41
			17,284.91
001314			
001314	CONSOLIDATED SERVICES GRP, INC	MANAGED CARE SERVICES - 08/2017	24,127.81
			24,127.81
001315			
001315	WILLIAM GAROFALO	TREASURER FEE 08/2017	2,922.33
			2,922.33
001316			
001316	ASBURY PARK PRESS	ACCT: ASB-028930 - 7/12/17 - PAY TO PLAY	81.20
			81.20
001317			
001317	ALLSTATE INFORMATION MANAGEMNT	ACCT: 411 - ACT & STOR - 6/30/2017	64.98
			64.98
001318			
001318	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 08/2017	961.92
			961.92

001319
001319

EXECU-TECH, INC.

WEBSITE DEVELOPER - 08/2017

200.00
200.00

Total Payments FY 2017

147,720.82

TOTAL PAYMENTS ALL FUND YEARS \$ 147,720.82

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 24-17

SEPTEMBER 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 2017

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001320			
001320	QUAL-LYNX	OUTSIDE ADJUSTER 09/2017	5,598.10
001320	QUAL-LYNX	CLAIMS ADJUSTING SERVICES 09/2017	57,504.97
			63,103.07
001321			
001321	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 09/2017	10,307.34
			10,307.34
001322			
001322	PERMA	POSTAGE FEE 08/2017	7.20
001322	PERMA	EXECUTIVE DIRECTOR FEE 09/2017	24,489.00
			24,496.20
001323			
001323	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 09/2017	3,775.00
			3,775.00
001324			
001324	CITTA, HOLZAPFEL & ZABARSKY PC	ATTORNEY FEE 09/1/2017	3,531.41
001324	CITTA, HOLZAPFEL & ZABARSKY PC	LITIGATION MANAGEMENT - 9/1/2017	18,932.25
			22,463.66
001325			
001325	CONSOLIDATED SERVICES GRP, INC	MANAGED CARE SERVICES - 09/2017	24,127.81
			24,127.81
001326			
001326	WILLIAM GAROFALO	TREASURER FEE 09/2017	2,922.33
			2,922.33
001327			
001327	ALLSTATE INFORMATION MANAGEMNT	ACCT: 411 - ACT & STOR 7/31/2017	64.98
			64.98
001328			
001328	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 09/2017	961.91
			961.91
001329			
001329	EXECU-TECH, INC.	WEBSITE DEVELOPER MONTHLY FEE 09/2017	200.00
			200.00

Total Payments FY 2017 152,422.30

TOTAL PAYMENTS ALL FUND YEARS \$ 152,422.30

RESOLUTION NO. 25-17

**RESOLUTION OF THE OCEAN COUNTY MUNICIPAL
JOINT INSURANCE FUND
APPOINTMENT OF APPROVED PANEL OF ATTORNEYS TO DEFEND
GENERAL LITIGATION CASES ON BEHALF OF THE FUND
FOR
FUND YEAR 2017**

WHEREAS, the Ocean County Municipal Joint Insurance Fund is constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Local Public Contracts Law; and

WHEREAS, the Executive Committee finds that it is necessary and appropriate to obtain the services of legal counsel to defend general litigation actions on behalf of the Ocean County Municipal Joint Insurance Fund; and

WHEREAS, the appointment of such professionals is required and necessary to meet the purposes of the Ocean County Municipal Joint Insurance Fund; and

WHEREAS, although the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., authorizes the award of contracts for "Professional Services" without competitive bids, the Ocean County Municipal Joint Insurance Fund published a request for proposals for professional service contracts in accordance with a competitive negotiation procedure which satisfies the requirements of a fair and open process under N.J.S.A. 19:44A:20.4 et seq.; and

WHEREAS, pursuant to the recommendation of the Fund Committee on Professional Services, the Ocean County Municipal Joint Insurance Fund has established as approved.

- 1) Cases assigned for a defense on or after January 1, 2017, \$145.00 per hour, plus actual out-of-pocket costs as approved by the Fund attorney;

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Ocean County Municipal Joint Insurance Fund assembled in a public session on September 14, 2017, that it does hereby establish and adopt as approved attorneys to handle general litigation on behalf of the Fund, at the established rate, the attorneys listed on the annexed Schedule A to be added to the approved attorneys list adopted on or about January 12, 2017.

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND

**SCHEDULE A
ADDITIONS TO LIST OF COUNSELORS
OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND – GENERAL LITIGATION**

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