

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
MINUTES
OCTOBER 12, 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	Absent
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	Present
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	Present
Claims Service	Qual-Lynx	Kathy Kissane	Present
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
Taylor Jacob, CSG
Joe Mirarchi, JA Montgomery

APPROVAL OF MINUTES: September 14, 2017

MOTION TO APPROVE OPEN & CLOSED MINUTES FOR ABOVE REFERENCED MEETING

MOTION: Commissioner Kostecki
SECOND: Commissioner Carney
ROLL CALL VOTE: 5 ayes, 0 nays, 1 abstention
Commissioner Gilsenan

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.

October 2017

FUND YEAR	AMOUNT
2017	\$308,377.80
TOTAL	\$308,377.80

**MOTION TO APPROVE RESOLUTION # 26-17
APPROVAL FOR PAYMENT OF OCTOBER 2017 BILLS LIST**

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

**MOTION TO ACCEPT CLAIMS/IMPREST TRANSFERS FOR
SEPTEMBER 2017 AS CERTIFIED BY THE TREASURER**

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

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

EXECUTIVE DIRECTOR:

2018 BUDGET/PROCESS - Mr. Sacco reported that the Finance Committee held a Budget workshop on October 10, 2017. He referred to the minutes from the meeting enclosed within the agenda packet. He advised that the proposed 2018 budget would be introduced during the meeting. He referred to the 2018 Budget as recommended by the Finance Committee that was distributed at this meeting. He indicated that the overall proposed budget has an increase of 0.71%. Mr. Sacco asked if there were any comments or questions on the proposed budget. Hearing none, Mr. Sacco asked for a motion to introduce the proposed 2018 budget and schedule a public hearing.

**MOTION TO INTRODUCE THE 2018 BUDGET FOR THE OCEAN
COUNTY MUNICIPAL JOINT INSURANCE FUND IN THE AMOUNT OF
\$19,296,745 AND SCHEDULE A PUBLIC HEARING FOR NOVEMBER 9,
2017 IN THE TOMS RIVER MUNICIPAL BUILDING AT 3:00PM.**

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

2017 DIVIDEND - Mr. Sacco informed the Board that the Finance Committee is recommending a dividend of \$1,250,000 and referred to Resolution # 27-17.

**MOTION TO ADOPT RESOLUTION # 27-17 AUTHORIZING A TOTAL
RETURN DIVIDEND OF \$1,250,000.**

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

MEL 2018 BUDGET MEETING - Mr. Sacco reported that the MEL's 2018 Budget will be introduced on Wednesday, October 18, 2017 in Jamesburg, NJ and the public hearing on the MEL budget will be held on November 15, 2017 at 5:00 PM in the Convention Center in Atlantic City.

RESIDUAL CLAIMS FUND -Mr. Sacco reported that the public hearing to adopt the Residual Claims Fund's 2018 budget will be held October 18th at 10:30AM in Jamesburg, NJ.

E-JIF 2018 BUDGET MEETING - Mr. Sacco reported that the public hearing to adopt the E-JIF's 2018 budget will also be held October 18th at 10:50AM in Jamesburg, NJ.

DUE DILIGENCE REPORTS - Mr. Sacco referred the Committee to the Financial Fast Track chart as of August 31st contained within the agenda booklet. He added that the statutory surplus position is 13.1 million.

ATTORNEY:

Mr. Zabarsky advised that he had nothing to report.

SAFETY DIRECTOR:

Mr. Mirarchi reviewed the September activities and the October 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. Cooney reported that his office recently released 3 coverage bulletins. He advised that the first bulletin was with regards to fire truck valuations. He advised that fire trucks over 15 years old used to be Actual Cash Value (ACV) but now it will be the lesser of replacement cost and stated value. He advised that the second bulletin was in regards to POL/EPL policies. Mr. Cooney reported that policy forms will be switched for 2018 with the intent of using more of a commercial form. He added that his office is working to make sure that the coverage is consistent and that there is no change downwards or upwards. He further added that the policy form should be available early November. He advised that the last bulletin was in regards Land Use coverage. Mr. Cooney advised that the excess land use coverage option will now be offered. He noted that the current policy has a \$150,000 sublimit and now \$850,000 excess of \$150,000 is being offered for a total of \$1 million in limits. Mr. Cooney further noted that there will be an application process associated with the excess coverage.

List of Certificates made part of the Minutes.

RISK MANAGEMENT CONSULTANT:

Mr. Avalone referred the Board to the three recently released bulletins from the Underwriting Manager enclosed in his report.

Mr. Avalone reminded the Board that there is no coverage for inflatables. He advised that a member attempted to rent and operate and they had to be reminded that there is no coverage.

Mr. Avalone referred to the Ocean JIF Cyber Claims Reporting Information and the cyber claims roadmap. He noted that it is very important 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.

Mr. Avalone reported that the E-JIF has scheduled 4 Regulatory Compliance training workshops throughout the state and referred to the list of dates and locations within his report packet.

Lastly, Mr. Avalone informed the Board that the invitation for the MEL’s annual reception at the League of Municipalities will be distributed in the upcoming days.

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 September, there was a savings of \$281,947.07 or 57.01% 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 Gilsenan
SECOND: Commissioner Carney
VOTE: Unanimous

MOTION TO ADJOURN EXECUTIVE SESSION:

MOTION: Commissioner Gilsenan
SECOND: Commissioner Kostecki
VOTE: Unanimous

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

Workers Compensation

2017104078
2017101904
001239890
2018111425
001255356
2017099266
001250756
2018111127
001226829
2018109711
2018111429
2017102056

GL, AL, and Property claims

001217461
001220857
001203760
2018113440

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

MOTION TO ADJOURN MEETING:

MOTION: Commissioner Gilsenan
SECOND: Commissioner Carney
VOTE: Unanimous

Meeting Adjourned at: 3:20 PM

NEXT MEETING: November, 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. 26-17

OCTOBER 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>
001330			
001330	COUNTY OF OCEAN	CLAIMS CHCKS DEPST 8/24 BELNG OCEAN CNTY	6,500.00
			6,500.00
001331			
001331	QUAL-LYNX	OUTSIDE ADJUSTER - 10/2017	5,598.10
001331	QUAL-LYNX	CLAIMS ADJUSTER SERVICES - 10/2017	57,504.97
			63,103.07
001332			
001332	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 10/2017	10,307.34
			10,307.34
001333			
001333	PERMA	POSTAGE FEE 09/2017	7.35
001333	PERMA	EXECUTIVE DIRECTOR FEE 10/2017	24,489.00
			24,496.35
001334			
001334	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 10/2017	3,775.00
			3,775.00
001335			
001335	CITTA, HOLZAPFEL & ZABARSKY PC	LITIGATION MANAGEMENT - 09/2017	14,945.00
001335	CITTA, HOLZAPFEL & ZABARSKY PC	ATTORNEY FEE 09/2017	3,531.41
			18,476.41
001336			
001336	CONSOLIDATED SERVICES GRP, INC	MANAGED CARE SERVICES - 10/2017	24,127.81
			24,127.81
001337			
001337	WILLIAM GAROFALO	TREASURER FEE 10/2017	2,922.33
			2,922.33
001338			
001338	ASBURY PARK PRESS	ASB-028930 - 9/21/2017 - MEETING 10/10	42.70
			42.70
001339			
001339	ALLSTATE INFORMATION MANAGEMNT	ACCT: 411 - ACT & STOR 8/31/2017	64.98
			64.98
001340			
001340	CONNER STRONG & BUCKELEW	REIMB EXEC SAFETY COMM LUNCH 09/2017	407.90
			407.90

001341			
001341	CONNER STRONG & BUCKELEW	UNERWRITING MANAGER FEE 10/2017	961.91
			961.91
001342			
001342	EXECU-TECH, INC.	WEBSITE DEVELOPER MONTHLY FEE 10/2017	200.00
			200.00
001343			
001343	CONNER STRONG & BUCKELEW	RMC FEE 4TH QTR 2017	152,992.00
			152,992.00
		Total Payments FY 2017	308,377.80

TOTAL PAYMENTS ALL FUND YEARS \$ 308,377.80

5. The FUND Treasurer is authorized to prepare and execute checks for the pro-rated amount of the aforementioned refunds due to each member municipalities for the years in question, provided, however, the FUND Treasurer shall deduct the amount owed by the member local unit for any outstanding balances without regard for Fund year, upon receipt of written documentation of approval or acquiescence of these refunds from the Department of Insurance and the Department of Community Affairs. Said refunds shall be made to the municipalities which were members of the FUND for the years in question in the same ratio as said municipalities were assessed for the years in question.

OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND