

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND  
MINUTES  
NOVEMBER 9, 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	Present
Joseph Gilsenan, Township of Brick	Present
Michael Gross, Borough of Surf City	Absent
Joseph Kostecki, Borough of South Toms River	Present
William Akers, Alternate #1	Present
Thomas Henshaw, Township of Lakewood, Alternate #2	Absent

**APPOINTED OFFICIALS PRESENT:**

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

**ALSO PRESENT**

Jason Thorpe, PERMA  
Taylor Jacob, CSG  
Joe Mirarchi, JA Montgomery

**APPROVAL OF MINUTES:** October 12, 2017

**MOTION TO APPROVE OPEN & CLOSED MINUTES FOR ABOVE REFERENCED MEETING**

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

**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.

November 2017

<b>FUND YEAR</b>	<b>AMOUNT</b>
Closed Year	\$1,669,626.36
2017	\$147,183.05
<b>TOTAL</b>	<b>\$1,816,809.41</b>

**MOTION TO APPROVE RESOLUTION # 28-17  
APPROVAL FOR PAYMENT OF NOVEMBER 2017 BILLS LIST**

**MOTION:** Commissioner Kostecki  
**SECOND:** Commissioner Carney  
**ROLL CALL VOTE:** Unanimous

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

**MOTION:** Commissioner Laureigh  
**SECOND:** Commissioner Kostecki  
**ROLL CALL VOTE:** Unanimous

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

**EXECUTIVE DIRECTOR:**

**2018 BUDGET** - Mr. Sacco reported that during the October Executive Committee meeting, the Fund introduced a proposed budget for the 2018 Fund Year. He noted that in accordance with the regulations, the budget has been advertised in the Fund's official newspaper and sent to each member municipality and the Public Hearing for the budget will be held during this meeting.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2018  
BUDGET.**

**MOTION:** Commissioner Gilsenan  
**SECOND:** Commissioner Kostecki  
**ROLL CALL VOTE:** Unanimous

Mr. Sacco referred to the proposed 2018 budget enclosed within the agenda. He reported that the overall budget increase is 0.71%. He added that after the 2017 dividend is applied, the overall budget is decreasing 0.79%. Mr. Sacco then referred to the proposed assessments that were distributed prior to the start of the meeting. He reported that the Finance Committee met in October and is recommending using a 5 year loss ratio average for member assessments once again. Mr. Sacco explained that a 5 year average (2012-2016) is a rolling average meaning that next year the 5 year average will be for 2013-2017. He reported that the Committee is once again recommending that any member with an overall loss ratio above 108% for 3 out of the rolling 5 years will have a market adjustment, which is an additional charge, because of their adverse loss ratio. Mr. Sacco informed the Board that the additional assessment will be distributed back to the better performing members in the Fund. Mr. Sacco asked if there were any questions on the proposed budget and assessments. Hearing none, he asked for a motion to close the Public Hearing.

**MOTION TO CLOSE THE PUBLIC HEARING.**

**MOTION:** Commissioner Kostecki  
**SECOND:** Commissioner Laureigh  
**ROLL CALL VOTE:** Unanimous

**MOTION TO ADOPT THE BUDGET FOR THE OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND AS PRESENTED FOR FUND YEAR 2018.**

**MOTION:** Commissioner Kostecki  
**SECOND:** Commissioner Laureigh  
**ROLL CALL VOTE:** Unanimous

**MOTION TO CERTIFY ANNUAL ASSESSMENTS, BASED UPON THE ADOPTED 2018 BUDGET FOR MEMBER MUNICIPALITIES.**

**MOTION:** Commissioner Kostecki  
**SECOND:** Commissioner Laureigh  
**ROLL CALL VOTE:** Unanimous

**2017 DIVIDEND** - Mr. Sacco reported that during the October meeting, the Executive Committee authorized the JIF to release a dividend in the amount of \$1,250,000. He added that the Ocean JIF will be receiving a dividend from the E-JIF in the amount of \$133,667 which will be applied to the EJIF assessment line of the 2018 budget. He further added that the fund office has filed the request with the State and we await their approval.

**RESIDUAL CLAIMS FUND (RCF)** – Mr. Sacco reported that the RCF met on October 18, 2017 and held its public hearing to adopt the amended 2017 Budget and the 2018 Budget. He then referred to Commissioner Shives’ report on the meeting.

**E-JIF REPORT** – Mr. Sacco reported that the EJIF also met on October 18, 2017 and held a public hearing to review the proposed 2018 Budget. He then referred to Commissioner Shives’ report on the meeting.

**MEL 2018 BUDGET** – Mr. Sacco informed the Board that the MEL’s 2018 Budget was introduced on October 18<sup>th</sup> and referred to Commissioner Shives’ report on the meeting. He advised that the Public Hearing on the budget will be held on November 15<sup>th</sup>.

**MEL/RCF/EJIF REPRESENTATIVE** – Mr. Sacco informed the Board that Commissioner Shives will be retiring at the end of the year, leaving vacancies in the RCF, EJIF, and MEL. He advised that a motion was needed to nominate a representative.

**MOTION TO NOMINATE COMMISSIONER VERONICA LAUREIGH TO SERVE AS THE FUND'S REPRESENTATIVE TO THE MEL, RCF, AND E-JIF AND COMMISSIONER DIANE LAPP TO SERVE AS THE FUND'S ALTERNATE REPRESENTATIVE TO THE MEL, RCF, AND E-JIF.**

**MOTION:** Commissioner Gilsenan  
**SECOND:** Commissioner Carney  
**VOTE:** Unanimous

**POLICE ACCREDITATION PROGRAM** – Mr. Sacco reported that in 2013, the Executive Committee approved the implementation of a grant program to assist its members in obtaining accredited police departments. He noted that at the time the program was implemented, re-accreditation was not considered. He then referred to Resolution 29-17 revising the program to address grant monies for the reaccreditation process enclosed within the agenda. Mr. Sacco informed the Board that members may apply for a reaccreditation grant every 3 years for an amount not to exceed \$7,500. He noted that members applying for the reaccreditation grant will be required to provide costs associated with the process that confirms expenditure amounts. Mr. Avalone added that he received a request from Harvey Cedars for reaccreditation grant monies. He noted that all of the documentation is in order and asked that their request be included in the motion revising the program.

**MOTION TO ADOPT RESOLUTION #29-17 WHICH REVISES THE POLICE ACCREDITATION GRANT PROGRAM TO INCLUDE GRANT MONIES FOR REACCREDITATION AVAILABLE EVERY 3 YEARS FOR AN AMOUNT NOT TO EXCEED \$7,500 AND TO APPROVE HARVEY CEDAR'S REACCREDITATION GRANT REQUEST IN THE AMOUNT OF \$7,500.**

**MOTION:** Commissioner Kostecki  
**SECOND:** Commissioner Gilsenan  
**ROLL CALL VOTE:** Unanimous

**RFP PROCESS – PROPERTY APPRAISAL** – Mr. Sacco reported that the Finance Committee is recommending that the fund issue an RFP for the position of Property Appraiser. He added that the last time property appraisals were conducted was prior to Superstorm Sandy.

**MOTION TO RELEASE THE RFQ FOR THE PROFESSIONAL SERVICES OF PROPERTY APPRAISER PURSUANT TO THE FAIR AND OPEN PROCESS OUTLINED IN N.J.S.A. 19:44A-20.4 ET. SEQ.**

**MOTION:** Commissioner Laureigh  
**SECOND:** Commissioner Kostecki  
**ROLL CALL VOTE:** Unanimous

**DUE DILIGENCE REPORTS** - Mr. Sacco referred the Committee to the Financial Fast Track chart as of September 30<sup>th</sup> contained within the agenda booklet. He advised that the statutory surplus position is 13.4 million.

**ATTORNEY:**

Mr. Zabarsky advised that he had nothing to report.

**SAFETY DIRECTOR:**

Mr. Mirarchi reviewed the October activities and the November 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 issued for the month of October contained within the agenda Packet.

*List of Certificates made part of the Minutes.*

**RISK MANAGEMENT CONSULTANT:**

Mr. Avalone referred the Board to the invitation for the MEL/MRHIF reception being held during the League of Municipalities conference. He then referred the Board to schedule of the two Elected Officials training seminars being held during the League of Municipalities conference. He noted that this year's training program will focus on Land Use Liability and Technology Risk Management.

Lastly, Mr. Avalone wished the Board Happy Holidays.

*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 October, there was a savings of \$317,614.94 or 50.32% 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:**

<b>MOTION:</b>	Commissioner Gilsenan
<b>SECOND:</b>	Commissioner Carney
<b>VOTE:</b>	Unanimous

**MOTION TO ADJOURN EXECUTIVE SESSION:**

<b>MOTION:</b>	Commissioner Gilsenan
<b>SECOND:</b>	Commissioner Kostecki
<b>VOTE:</b>	Unanimous

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

**Workers Compensation**

2017103554  
2018107811  
2018108056  
2018107808  
2018113268  
2017105705  
2018109716  
2018110383

**GL, AL, and Property claims**

001256956  
001263699  
001253564

<b>MOTION:</b>	Commissioner Gilsenan
<b>SECOND:</b>	Commissioner Laureigh
<b>ROLL CALL VOTE:</b>	Unanimous

**MOTION TO ADJOURN MEETING:**

<b>MOTION:</b>	Commissioner Kostecki
<b>SECOND:</b>	Commissioner Carney
<b>VOTE:</b>	Unanimous

Meeting Adjourned at: 3:16 PM

NEXT MEETING: January, 2018 3:00 PM  
Toms River Municipal Building  
33 Washington Street  
Toms River, NJ 08754

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- Secretary



# OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND BILLS LIST

Resolution No. 28-17

NOVEMBER 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 CLOSED**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>001344</b>			
001344	MEL RESIDUAL CLAIMS FUND	2017 RCF ASSESSMENT	1,669,626.36
			<b>1,669,626.36</b>
		Total Payments Closed Year	1,669,626.36

**FUND YEAR 2017**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>001345</b>			
001345	QUAL-LYNX	OUTSIDE ADJUSTER - 11/2017	5,598.10
001345	QUAL-LYNX	CLAIM ADJUSTING SERVICES - 11/2017	57,504.97
			<b>63,103.07</b>
<b>001346</b>			
001346	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 11/2017	10,307.34
			<b>10,307.34</b>
<b>001347</b>			
001347	PERMA	POSTAGE FEE 10/2017	13.20
001347	PERMA	EXECUTIVE DIRECTOR FEE 11/2017	24,489.00
			<b>24,502.20</b>
<b>001348</b>			
001348	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 11/2017	3,775.00
			<b>3,775.00</b>
<b>001349</b>			
001349	CITTA, HOLZAPFEL & ZABARSKY PC	LITIGATION MANAGEMENT - 10/2017	13,687.00
001349	CITTA, HOLZAPFEL & ZABARSKY PC	ATTORNEY FEE 10/27/2017	3,531.41
			<b>17,218.41</b>
<b>001350</b>			
001350	CONSOLIDATED SERVICES GRP, INC	MANAGED CARE SERVICES - 11/2017	24,127.81
			<b>24,127.81</b>
<b>001351</b>			
001351	WILLIAM GAROFALO	TREASURER FEE 11/2017	2,922.33
			<b>2,922.33</b>
<b>001352</b>			
001352	ALLSTATE INFORMATION MANAGEMNT	ACCT: 411 - ACT & STOR 9/30/2017	64.98
			<b>64.98</b>
<b>001353</b>			
001353	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 11/2017	961.91
			<b>961.91</b>

001354  
001354

EXECU-TECH, INC.

WEBSITE DEVELOPER MONTHLY FEE 11/2017

200.00

**200.00**

Total Payments FY 2017

147,183.05

**TOTAL PAYMENTS ALL FUND YEARS \$ 1,816,809.41**

**RESOLUTION NO. 29-17**

**RESOLUTION ADOPTING A REVISED PROGRAM TO ASSIST MEMBER MUNICIPALITIES ACHIEVE POLICE ACCREDITATION CERTIFICATION**

**WHEREAS**, the Commission on the Accreditation of Law Enforcement Agencies (“CALEA”) and the State of New Jersey Associations of Chiefs of Police offer programs to certify police department have met the highest standards of police department management; and

**WHEREAS**, the Ocean County Municipal Joint Insurance Fund, the Municipal Excess Liability Joint Insurance Fund and its excess liability carriers recognize that accredited police agencies experience significantly fewer liability and workers’ compensation claims.

**NOW THEREFORE BE IT RESOLVED**, that the Executive Committee of the Ocean County Municipal Joint Insurance Fund seeks to encourage police departments to pursue such excellence by providing advance funding in an amount not to exceed \$20,000 per member department to support efforts to attain accreditation or re-accreditation from the Commission on the Accreditation of Law Enforcement Agencies (“CALEA”) or the State of New Jersey Association of Chiefs of Police; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Executive Committee adopts program requirements, as follows:

1. The Mayor, Administrator and Chief of Police are hereby required to enter into an agreement with the Ocean County Municipal Joint Insurance Fund for the receipt of funding not to exceed \$20,000.
2. The Municipality agrees to provide funding for the remaining costs associated with becoming accredited. In addition, the Municipality shall attach a certification from their CFO that the balance of the funds are available to complete the police

accreditation process and further acknowledge that municipal funds will be spent first, prior to the grant being issued.

3. The Member Municipality understands that the JIF shall not be responsible nor will it commit to provide any additional funding to maintain said accreditation, and this is a one time only grant per municipality.
4. If the Municipality does not achieve certification or re-certification within the 18 month period, the amount of the funding is due and re-payable to the Ocean County Municipal JIF immediately.
5. If the Municipality does not renew its membership in the JIF while the accreditation is taking place, said grant would be due to the JIF immediately upon membership expiration.
6. The program will allow for up to (3) municipalities to receive the grant monies to become accredited, or a total of \$60,000 annually, which ever comes first. The Executive Committee will consider the grant applications on a first come, first served basis.
7. A member may apply for a reaccreditation grant every three (3) years, for an amount not to exceed \$7,500 for the reaccreditation process.
8. For reaccreditation, a member must provide costs associated with the process that confirms expenditure amounts.
9. This Resolution shall take effect immediately.

## **OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND**