

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
MINUTES
JULY 11, 2019
TOMS RIVER MUNICIPAL BUILDING
3:00 P.M.**

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

Pledge of Allegiance

ROLL CALL OF 2019 EXECUTIVE COMMITTEE:

Diane Lapp, Township of Manchester	Absent
Charlene Carney, Vice Chair, Borough of Pine Beach	Present
Veronica Laureigh, Secretary, Twp. of Lacey	Absent
Thomas Rodgers, Township of Toms River	Present
Joseph Gilsenan, Township of Brick	Present
Michael Gross, Borough of Surf City	Present
Joseph Kostecki, Borough of South Toms Rivers	Present
Senator Robert Singer, Township of Lakewood, Alternate #1	Absent
Christopher Parlow, Borough of Bay Head, 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	Absent
Safety Director	JA Montgomery	Paul Shives	Present
Risk Management Consultants	Conner Strong & Buckelew	Mike Avalone	Present

ALSO PRESENT

Jason Thorpe, PERMA
Christopher Vaz, Seaside Heights
Matt von der Hayden, Stafford Twp.
Gemma Armenia, Qual-Lynx
Jennifer Goldstein, Medlogix
Joe Mirarchi, JA Montgomery

APPROVAL OF MINUTES: May 9, 2019

MOTION TO APPROVE OPEN & CLOSED MINUTES FOR ABOVE REFERENCED MEETING

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

CORRESPONDENCE:

Mr. Sacco referred to the updated Emergency Claim Reporting Procedures notice provided by Qual-Lynx.

TREASURER:

Mr. Garofalo reviewed the report he 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 List for the months that was enclosed within the agenda booklet.

June 2019

FUND YEAR	AMOUNT
2018	\$18,571.00
2019	\$158,381.53
TOTAL	\$ 176,952.53

**MOTION TO APPROVE RESOLUTION # 16-19
APPROVAL FOR PAYMENT OF JUNE 2019 BILLS LIST**

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

July 2019

FUND YEAR	AMOUNT
2018	\$2,500.00
2019	\$1,697,664.27
TOTAL	\$1,700,164.27

**MOTION TO APPROVE RESOLUTION # 17-19
APPROVAL FOR PAYMENT OF JULY 2019 BILLS LIST**

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

**MOTION TO ACCEPT CLAIMS/IMPREST TRANSFERS FOR MAY
AND JUNE 2019 AS CERTIFIED BY THE TREASURER**

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

2019 ASSESSMENTS – Mr. Garofalo reminded the Board that second installments payments are due and payable by May 30, 2019.

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

EXECUTIVE DIRECTOR:

COVERAGE COMMITTEE - Mr. Sacco reported that the Coverage Committee held a meeting on June 10, 2019 and discussed several items that will enhance coverage for our members. He referred to the minutes from the meeting enclosed within the agenda packet. He noted that the following items were reviewed and discussed by the committee:

Higher Liability Limits- Mr. Sacco reported that the MEL is officially offering a JIF Shared Aggregate \$10m excess of \$20m for Casualty limits. He noted that approximately 11% of the MEL membership is currently purchasing this new layer and added that 40% of the MEL membership is purchasing the underlying \$15m excess of \$5m layer. Mr. Sacco advised that the Coverage Committee is recommending that this optional layer be a member by member decision to purchase and that no action was needed.

Casualty – Cyber Exclusion- Mr. Sacco reported that the current Cyber Exclusion in the Casualty program is a standard ISO Endorsement. He advised that after review by the MEL Coverage Committee/Sub-Coverage Committee, it

was determined the endorsement should be rewritten to allow certain Bodily Injury and Property Damage losses to be covered. Mr. Sacco informed the Board that the MEL Underwriting Manager worked with the MEL Sub-Coverage Committee and Technical Writer in creating a modified endorsement to meet that goal and referred to the proposed endorsement enclosed within the agenda packet. He informed the Board that the Coverage Committee is recommending that this coverage enhancement be adopted.

MOTION TO APPROVE THE CYBER ENDORSEMENT TO THE JIF CASUALTY POLICY AS RECOMMENDED BY THE COVERAGE COMMITTEE.

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

Working Animals- Mr. Sacco reported that a discussion regarding working animals (primarily police canines) had also taken place. He advised that some property insurers in the marketplace are offering coverage for police canines for specified perils (i.e. fire, explosion, theft, escape or third party-caused injury). Mr. Sacco informed the Board that the Coverage Committee is recommending approving this coverage within the JIF's property retention, subject to the standard \$2,500 deductible.

MOTION TO APPROVE PROPERTY COVERAGE FOR WORKING ANIMALS, SUBJECT TO THE \$2,500 PROPERTY DEDUCTIBLE.

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

RCF/E-JIF/MEL Meetings – Mr. Sacco reported that the Residual Claims Fund, the E-JIF and the MEL all met on June 5, 2019 at the Forsgate in Jamesburg. He then referred to Commissioner Laureigh's reports on the meetings.

BRICK TOWNSHIP SKATEBOARD PARK – Mr. Sacco reported that in May, the Executive Committee approved Brick Township's request for coverage at their Bernie Cook skateboard facility contingent on the township successfully complying with all underwriting requirements within 45 days and implementing the engineer's recommendations concerning the buffer area between the attractions and the fence. Mr. Avalone advised that there has been ongoing communication between the Fund Professionals and the engineers building the skateboard park and technical issues are being worked through. He added that the 45 days will expire at the end of May and respectfully requested that the 45 day limit be extended to 90 days. Mr. Sacco asked if there were any questions or concerns in regards to the extension. Hearing none, he asked for a motion to approve the request.

MOTION TO APPROVE BRICK TOWNSHIP'S REQUEST FOR COVERAGE AT THEIR BERNIE COOK SKATEBOARD FACILITY EFFECTIVE IMMEDIATELY CONTINGENT ON THE TOWNSHIP SUCCESSFULLY COMPLYING WITH ALL UNDERWRITING REQUIREMENTS WITHIN 90 DAYS AND IMPLEMENTING THE ENGINEER'S RECOMMENDATIONS CONCERNING THE BUFFER AREA BETWEEN THE ATTRACTIONS AND THE FENCE.

MOTION: Commissioner Rodgers
SECOND: Commissioner Gross
ROLL CALL VOTE: 4 ayes, 0 nays, 1 abstention
Commissioner Gilsenan

DESIGNATED EMPLOYER REPRESENTATIVE (DER) TRAINING – Mr. Sacco reported that DER training sessions were held on June 4th and 5th at the Toms River Fire Academy. He noted that the cost for the instructor and the training materials was \$1,185.10 for each session and was paid for by J.A. Montgomery. Mr. Sacco advised that it would be appropriate for the Fund to reimburse J.A. Montgomery for the cost of the training and approve reimbursement for any additional trainings that are scheduled and approved by the Executive Committee.

MOTION TO APPROVE REIMBURSEMENT TO J.A. MONTGOMERY IN THE AMOUNT OF \$2,370.20 FOR EXPENSES ASSOCIATED WITH THE JUNE 4TH AND 5TH DER TRAINING SESSIONS AND AUTHORIZE PAYMENT FOR ADDITIONAL SESSIONS SCHEDULED AND APPROVED BY THE EXECUTIVE COMMITTEE.

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

DUE DILIGENCE REPORTS - Mr. Sacco referred the Committee to the Financial Fast Track chart contained within the agenda booklet. He reported that the Fund's statutory surplus position stands slightly above 9 million. He advised that 2018 that the deficit for the year of 3.3 million continues to be monitored. Mr. Sacco added that there is surplus from the other fund years to extinguish the deficit.

LEGISLATIVE UPDATE - Mr. Sacco said that as a follow-up to the discussion that took place during the May JIF meeting pertaining to Senate Bill S-477 and Assembly Bill A-1741, the extension of the statute of limitation for sexual abuse and sexual molestation and firefighter cancer presumption, the MEL will be issuing correspondence on both bills in the upcoming weeks.

ATTORNEY:

Mr. Zabarsky advised that he had nothing to report.

SAFETY DIRECTOR:

Mr. Mirarchi reviewed the June activities and the July 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 latest MEL Cyber Task Force update highlighting recent cyber events. He then referred to the list of certificates issued for the month.

List of Certificates made part of the Minutes.

RISK MANAGEMENT CONSULTANT:

Mr. Avalone reported that the 2020 data renewal process is underway. He noted that part of the process this year will include the required statutory bond renewal underwriting process for all members renewing with the Ocean JIF in 2020.

Mr. Avalone reminded the Board that it is critical for members to report property/vehicle additions as lack of reporting could jeopardize coverage.

Mr. Avalone reported that due to the rash of recent government cyber events, the cyber renewal will likely change next year. He added that compliance with the MEL Cyber Risk Management Program will be critical in the 2020 fund year.

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

MANAGED CARE:

Ms. Goldstein began by thanking the Board for reappointment on behalf of Medlogix. She then referred to her report contained in the agenda booklet. She informed the Board that for the month of May there was a savings of \$299,402.29 or 50.23% on the medical billing for Workers’ Compensation claims and for the month of June there was a savings of \$270,500.42 or 50.32%. Ms. Goldstein then referred to the quarterly injury report that was distributed prior to the meeting which breaks down the different types of injuries reported during the 2nd quarter of 2019.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Sacco reported that there is a group from Florida that is suing municipalities in regards to ADA compliance on municipality websites. He added that a memo will be distributed to the membership advising of the same. Commissioner Kostecki commented that there is not a statute that mandates ADA compliance. Mr. Shives advised that if the Department of Justice receives an ADA complaint, regardless of the nature of the complaint, the complaint has to be addressed.

MEETING OPENED TO PUBLIC FOR COMMENT:

No Public Comments were made.

Mr. Sacco indicated that the claims were reviewed by the Claims Committee on July 8th and advised that entering into closed session was unnecessary unless any Board members had items for discussion. Ms. Kissane advised that one PAR was amended at the direction of the Claims Committee. She noted that signed copy of the PARs has the updated PAR included and the Claims Committee is recommending approval for all the PARs. Mr. Sacco asked if there were any questions. Hearing none, he asked for a motion to approve the claims.

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

Workers Compensation

- 2019159356
- 001255799
- 2019173538
- 001252285
- 2018121790
- 2019152291

GL, AL, and Property claims

- 2019153305
- 2019154043
- 2017091430
- 001254669
- 2017092080

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

MOTION TO ADJOURN MEETING:

MOTION:	Commissioner Rodgers
SECOND:	Commissioner Kostecki
VOTE:	Unanimous

Meeting Adjourned at: 3:22 PM

NEXT MEETING: September, 2019 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. 16-19

JUNE 2019

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 2018

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001694			
001694	TUCKERTON BOROUGH	AWARDS 2018	750.00
			750.00
001695			
001695	HOLMAN, FRENIA, ALLISON, PC	PROGRESS BILLING FOR AUDIT 12/18	17,775.00
001695	HOLMAN, FRENIA, ALLISON, PC	COST ASSOCIATED WITH CONFIRM. 4/19	46.00
			17,821.00
		Total Payments FY 2018	18,571.00

FUND YEAR 2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001696			
001696	QUAL-LYNX	OUTSIDE ADJUSTER 6/19	5,824.25
001696	QUAL-LYNX	CLAIM ADJUSTING SERVICES 6/19	59,828.17
			65,652.42
001697			
001697	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 6/19	10,723.77
			10,723.77
001698			
001698	PERMA	POSTAGE 4/19	22.00
001698	PERMA	EXECUTIVE DIRECTOR 6/19	25,478.42
001698	PERMA	LOSS FUND MANAGEMENT 6/19	2,362.33
			27,862.75
001699			
001699	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 6/19	3,927.75
			3,927.75
001700			
001700	CITTA, HOLZAPFEL & ZABARSKY PC	PROFESSIONAL SERVICES 5/19	16,739.50
001700	CITTA, HOLZAPFEL & ZABARSKY PC	PROFESSIONAL SERVICES 5/19	1,000.00
001700	CITTA, HOLZAPFEL & ZABARSKY PC	PROFESSIONAL SERVICES 5/19	3,674.08
			21,413.58
001701			
001701	MEDLOGIX	WORKERS COMP MANAGED CARE SVCS 6/19	24,489.75
			24,489.75
001702			
001702	WILLIAM GAROFALO	TREASURER FEE 6/19	3,040.42
			3,040.42
001703			
001703	ALLSTATE INFORMATION MANAGEMNT	ACCT#411 - ARC & STOR - 4.30.19	70.09
			70.09
001704			
001704	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 6/19	1,001.00
			1,001.00

001705
001705

EXECU-TECH, INC.

WEBSITE MAINTENANCE FEE 6/19

200.00

200.00

Total Payments FY 2019

158,381.53

TOTAL PAYMENTS ALL FUND YEARS

\$176,952.53

Chairperson

Attest: _____

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

TOTAL PAYMENTS ALL FUND YEARS \$1,276,683.40

CHAIRPERSON

Attest: _____

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

**OCEAN COUNTY MUNICIPAL JOINT INSURANCE FUND
BILLS LIST**

Resolution No. 17-19

JULY 2019

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 2018

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001706			
001706	HOLMAN, FRENIA, ALLISON, PC	AUDIT 2018	2,500.00
			2,500.00
		Total Payments FY 2018	2,500.00

FUND YEAR 2019

<u>Check Number</u>	<u>Vendor Name</u>	<u>Comment</u>	<u>Invoice Amount</u>
001707			
001707	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 3RD QTR 2019	5,228.00
			5,228.00
001708			
001708	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY 3RD QTR 2019	249,643.00
001708	MUNICIPAL EXCESS LIABILITY JIF	MEL 3RD QTR 2019	858,896.00
			1,108,539.00
001709			
001709	N.J. MUNICIPAL ENVIRONMENTAL	EJIF 2ND INSTALLMENT FEE 2019	238,032.00
			238,032.00
001710			
001710	MUNICIPAL EXCESS LIABILITY RCF	2019 BRICK-RCF RUN-IN ASSESSMENT	10,000.00
			10,000.00
001711			
001711	QUAL-LYNX	OUTSIDE ADJUSTER 7/19	5,824.25
001711	QUAL-LYNX	CLAIM ADJUSTING SERVICES 7/19	59,828.17
			65,652.42
001712			
001712	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 7/19	10,723.77
			10,723.77
001713			
001713	PERMA	LOSS FUND MGT 7/19	2,362.33
001713	PERMA	EXECUTIVE DIRECTOR 7/19	25,478.42
			27,840.75
001714			
001714	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 7/19	3,927.75
			3,927.75
001715			
001715	CITTA, HOLZAPFEL & ZABARSKY PC	PROFESSIONAL SERVICES 6/19	11,568.00
001715	CITTA, HOLZAPFEL & ZABARSKY PC	PROFESSIONAL SERVICES 6/19	3,674.08
			15,242.08
001716			
001716	MEDLOGIX	WORKERS COMP MANAGED CARE SVCS 7/19	24,489.75
			24,489.75
001717			
001717	WILLIAM GAROFALO	TREASURER FEE 7/19	3,040.42
			3,040.42
001718			
001718	ASBURY PARK PRESS	ACCT:ASB-028930 - NOTICE - 6.5.19	41.24
			41.24

001719			
001719	MUNICIPAL EXCESS LIABILITY JIF	MSI 3RD QTR 2019	24,463.00
			24,463.00
001720			
001720	ALLSTATE INFORMATION MANAGEMNT	ACCT#411 - ARC & STOR - 5.31.19	70.09
			70.09
001721			
001721	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 7/19	1,001.00
001721	CONNER STRONG & BUCKELEW	RMC FEE 3RD INSTALLMENT 2019	159,173.00
			160,174.00
001722			
001722	EXECU-TECH, INC.	WEBSITE MAINTENANCE FEE 7/19	200.00
			200.00
		Total Payments FY 2019	1,697,664.27
		TOTAL PAYMENTS ALL FUND YEARS	\$1,700,164.27

Chairperson

Attest:

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer