

**UNION COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
MARCH 27, 2018**

**COUNTY OF UNION
ADMINISTRATION BUILDING – 6TH FLOOR
FREEHOLDER CONFERENCE ROOM
10 ELIZABETHTOWN PLAZA
ELIZABETH, NJ
10:30 AM**

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

In accordance with the Open Public Meetings Act, notice of this meeting was given by:

- I. Advertising the notice in the Star Ledger and Westfield Leader**
- II. Filing advance written notice of this meeting with the Commissioners of the Union County Insurance Fund Commission; and**
- III. Posting notice on the Public Bulletin Board of the Office of the County Clerk**

UNION COUNTY INSURANCE FUND COMMISSION
AGENDA
OPEN PUBLIC MEETING: MARCH 27, 2018
ADMINISTRATION BUILDING –6TH FLOOR
FREEHOLDER CONFERENCE ROOM
10 ELIZABETHTOWN PLAZA
ELIZABETH, NJ
10:30 AM

- ☐ **MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ☐ **ROLL CALL OF COMMISSIONERS**
- ☐ **APPROVAL OF MINUTES: February 26, 2018 Open Minutes.....Appendix I**

- ☐ **CORRESPONDENCE:**

- ☐ **COMMITTEE REPORTS**
 - Safety Committee: Verbal
 - Claims Committee: Verbal

- ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMAPages 4-14**

- ☐ **TREASURER – Bibi Taylor**
 - Resolution 18-18 March Bill List -Motion.....Page 15

- ☐ **ATTORNEY – Robert Barry, Esq. Verbal**

- ☐ **CLAIMS SERVICE – Conner Strong & Buckelew Verbal**

- ☐ **CLAIMS SERVICE – D&H Alternate Risk Solutions, Inc. Verbal**

- ☐ **MANAGED CARE – First MCO**
 - Monthly Report - February.....Page 16

- ☐ **RISK MANAGER – Acirusure, LLC Verbal**

- ☐ **NJCE SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - Monthly Report..... Pages 17-18
 - Safety Director Bulletin – Comprehensive Playground Inspection Programs Pages 19-21
 - BRIT 2018 Grant Letter Pages 22-23

- ☐ **SAFETY – T&M Associates**
 - Monthly Report..... Verbal

- ☐ **OLD BUSINESS**
- ☐ **NEW BUSINESS**
- ☐ **PUBLIC COMMENT**
- ☐ **CLOSED SESSION**
 - Resolution 19-18 Closed Session..... Page 24
 - Motion for Executive Session (in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-12)

☐ APPROVAL OF PARS - Motion

☐ MEETING ADJOURNMENT

☐ NEXT SCHEDULED MEETINGS: TBD ADMINISTRATION BUILDING, 6TH FLOOR,
FREEHOLDER CONFERENCE ROOM, 10 ELIZABETH PLAZA, ELIZABETH, NJ

UNION COUNTY INSURANCE FUND COMMISSION

9 Campus Drive, Suite 216
Parsippany, NJ 07054
Telephone (201) 881-7632 Fax (201) 881-7633

Date: March 27, 2018

Memo to: Commissioners of the Union County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ☐ **Claims Committee Meeting Schedule, Assignments and Claims Charter (Pages 6-8)** – Attached on pages 6-8 is a copy of the Claims Committee Meeting Schedule, Assignments and Claims Charter. The Committee will meet on the third Wednesday of each month at 10:00 AM.

- ☐ **Motion to approve the Claims Committee Meeting Schedule, Assignments and Claims Charter**

- ☐ **Certificate of Insurance Report (Appendix II)** - Attached in Appendix II is the certificate of insurance issuance report from the NJCE listing those certificates issued during the month of February. There were 60 certificates issued.

- ☐ **Motion to approve the certificate of insurance report**

- ☐ **2018 Actuary Position (Page 9)** –The Fund Office issued an RFP for the 2018 Actuary Position and the responses were due on February 23, 2018 at 2:00 PM. The Fund Office reviewed and evaluated the responses. Attached on page 9 is a summary of the responses that were received and the proposed fees. The Fund Office reviewed and evaluated the responses. Based on the fee and experience with working on the NJCE and Insurance Commissions it is our recommendation the Commissioners appoint The Actuarial Advantage, Inc.

- ☐ **Motion to approve _____ for actuarial services for 2018 with a fee of \$_____**

- ☐ **NJ Excess Counties Insurance Fund (NJCE) (Pages 10-12)** – As mentioned at the last meeting the NJCE held their Reorganization Meeting on February 22, 2018. A summary report of the meeting is included in the agenda on pages 10-12. The next NJCE meeting is scheduled for April 26, 2018 at 1:00 PM at the Camden County College Regional Training Center.

- ☐ **NJCE Property & Casualty Financial Fast Track (Pages 13-14)** – Included in the agenda on pages 13-14 is a copy of the Financial Fast Track for the month of January. As of January 31, 2018 the Fund as a surplus of \$10,485,901. The cash amount is \$16,820,962.

- ❑ **Union County Insurance Fund Commission Website** – The Fund Office has contacted Robert Charkowsky of the County and he is starting to create the Union County Insurance Fund Commission Website. We will provide updates on the website when they become available.
- ❑ **Employee Dishonesty Crime Policy** – The Fund Office is in the process of obtaining the necessary applications to obtain a quote from Selective Insurance Company. The quote should be available for the next meeting.
- ❑ **2018 Limit Schematics (Appendix III)** – Included in Appendix III is a copy of the 2018 Limit Schematics for the Union County Insurance Fund Commission. A copy of the Limit Schematics will also be available on the Conner Strong & Buckelew website along with the policies.
- ❑ **2018 Meeting Schedule** – The Fund Office is suggesting the Commission meet on the third Wednesday of the month at 10:30 AM following the Claims Committee Meeting. We are also suggesting the Commission not meet in August or November. There is typically very little activity in these two months. The Commission already passed Resolution 16-18 to allow the Commission Treasurer to process contracted payments and expenses. Below are the suggested dates. The schedule could be amended during the year if necessary. If the Commissioners are available for the suggested dates, the Fund Office will prepare a meeting schedule and resolution for approval at the next meeting on April 18, 2018.

April 18, 2018	September 19, 2018
May 16, 2018	October 17, 2018
June 20, 2018	December 19, 2018
July 18, 2018	

UNION COUNTY INSURANCE FUND COMMISSION

CLAIMS COMMITTEE MEETING SCHEDULE, ASSIGNMENTS, AND CLAIMS CHARTER

The Claims Committee will conduct meetings on the following schedule:

Claims Committee meetings will be held at 10:00 a.m. on the third Wednesday of each month.

2018 CLAIMS COMMITTEE ASSIGNMENTS

Committee Members

Name	Affiliation
Claudia Martins (Chair)	Union County Insurance Fund Commission
Joyce Runfolo	Union County
Moshood Muftau	Union County
Terry Pacheco	Union County

Fund Professionals

PERMA
Conner Strong & Buckelew
Acrisure
J.A. Montgomery Risk Control
D&H Alternative Risk Solutions
First MCO

CLAIMS COMMITTEE CHARTER

The Union County Insurance Fund Commission hereby constitutes and establishes a Claims Committee, an advisory committee authorized by the Commission's rules and regulations.

Composition

The Claims Committee shall be comprised of at least one representative from each member of the Union County Insurance Fund Commission, including one Union County Insurance Fund Commissioner. Each representative shall have one vote. As additional members join the Union County Insurance Commission, a representative from the new member entity shall be appointed to the Claims Committee.

Also serving on the Committee, with no voting privileges, shall be a representative from the Executive Director's office, a representative from County Counsel's office, a representative from the Risk Management Consultant's office, a representative from the Third Party Administrator's office, and a representative from the CEL's Safety Director's office.

January 2018 Edition

UNION COUNTY INSURANCE FUND COMMISSION

Authority and Responsibility

1. The Claims Committee shall review and recommend for approval or denial all payment authority requests which are subject to any combination of payments that exceed fifteen thousand dollars (\$15,000) for Auto Liability and General Liability including Law Enforcement Legal Liability, fifteen thousand dollars (\$15,000) for Workers' Compensation claims, and five thousand dollars (\$5,000) for Property including Auto Physical Damage and Equipment Breakdown claims, inclusive of legal fees, expenses, and such other items to be charged to the Union County Insurance Fund Commission. This notification also includes any prior claim where a request for additional payment authority is needed beyond an amount previously approved, any requests for lien compromises, and any subrogation abandonment requests.
2. The Claims Committee shall develop and recommend claims cost containment programs. The Claims Committee shall also recommend for approval or denial all settlement authority requests.

Claims Committee Bylaws

The Claims Committee of the Union County Insurance Fund Commission was established in January 2018, where the Union County Insurance Fund Commission adopted a resolution appointing certain employees of member entities to the Claims Committee, an advisory committee authorized by the Commission's rules and regulations. The Committee's operational guidelines are set down herein and may be amended by the Commissioners of the Union County Insurance Fund Commission.

Meetings

The Claims Committee shall meet on a regular basis, typically monthly, on the third Wednesday of the month, and as many times as the Committee Chairperson deems necessary; provided, however, if there are five or less payment authority requests to review in one month, the Claims Committee may conduct the review of the payment authority requests electronically or telephonically in lieu of an in-person meeting.

Attendance

A majority of members of the Claims Committee shall be present at all meetings. In addition, a representative from the Executive Director's office, a representative from County Counsel's office, a representative from the Risk Management Consultant's office, a representative from the Third Party Administrator's Office, and a representative from the CEL's Safety Director's office shall attend such meetings. As necessary or desirable, the Chairman may request other professionals and/or member representatives to also attend in order to exchange views on any issue that may be at hand.

January 2018 Edition

UNION COUNTY INSURANCE FUND COMMISSION

Specific Duties

In undertaking its responsibilities as outlined above, the Claims Committee is to:

1. Apprise the Commissioners of the Union County Insurance Fund Commission, through special presentations as necessary, of significant developments in the course of performing its responsibility.
2. Review and recommend for approval or denial all payment authority requests that are subject to any combination of payments that exceeds fifteen thousand dollars (\$15,000) for Auto Liability and General Liability including Law Enforcement Legal Liability, fifteen thousand dollars (\$15,000) for Workers' Compensation claims, and five thousand dollars (\$5,000) for Property including Auto Physical Damage and Equipment Breakdown claims, inclusive of legal fees, expenses, and such other items to be charged to the Union County Insurance Fund Commission. This notification also includes any prior claim where a request for additional payment authority is needed beyond an amount previously approved, any requests for lien compromises, and any subrogation abandonment requests.
3. Recommend to Commissioners of the Union County Insurance Fund Commission any appropriate changes or extensions in the duties of the Committee.
4. Report regularly to the Commissioners of the Union County Insurance Fund Commission on the discharge of these responsibilities.

January 2018 Edition

UNION COUNTY INSURANCE FUND COMMISSION
2018 ACTUARY RESPONSES

Name of Firm	2018 Fee
<u>The Actuarial Advantage, Inc.</u> 111 Veterans Square, First Floor Media, PA 19063	\$5,900
<u>SGRISK Actuaries Consultants</u> 1050 Wall Street West, Suite 160 Lyndhurst, NJ 0701	\$9,000
<u>By the Numbers Actuarial Consulting, Inc.</u> 118 Warfield Road Cherry Hill NJ 08034	\$6,000

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND

9 Campus Drive – Suite 216
Parsippany, NJ 07054-4412
Telephone (201) 881-7632 Fax (201) 881-7633

Date: February 22, 2018
To: Union County Insurance Fund Commission
From: PERMA Risk Management Services
Subject: New Jersey Counties Excess Meeting Report

Special Presentation: Chairman Angilella acknowledged Commissioner Gerald White who announced his retirement as of February 28, 2018. Commissioner White was an essential part in the formation and success of the NJCE JIF with Gloucester County as one of the charter members.

2018 Reorganization: The NJCE conducted its 2018 Reorganization and adopted the respective resolutions to conduct the business of the Fund.

As per the NJCE Bylaws, the total number of commissioners exceeds seven and can meet as an Executive Committee with a Chair, Secretary, and a five-member Executive Committee and up to four Alternate Commissioners. Below is a listing of the 2018 Executive Committee and alternates; however, the NJCE meets as a Board of Fund Commissioners.

2018 Officers & Executive Committee

Chairman	Ross Angilella	Camden County Insurance Commission
Secretary	John Kelly	Ocean County
Executive Committee	Janette Kessler	Atlantic County Insurance Commission
	Kendall Collins	Burlington County Insurance Commission
	Ken Mecouch	Cumberland County Insurance Commission
	Gerald White	Gloucester County Insurance Commission <i>Replacement to be determined</i>
	Edmund Shea	Hudson County
Alternates	Andrew Mair	Mercer County Insurance Fund Commission
	Michael Yuska	Union County Insurance Commission

Public Meeting Procedures: The Board of Fund Commissioners confirmed the following meeting schedule:

2018 Meeting Schedule & 2019 Reorganization

April 26, 2018	Camden County Emergency Training Center	1:00PM
June 28, 2018	Camden County Emergency Training Center	1:00PM
September 27, 2018	Camden County Emergency Training Center	1:00PM
October 25, 2018	Camden County Emergency Training Center	1:00PM
November 15, 2018	Camden County Emergency Training Center	1:00PM
February 28, 2019	2019 Reorganization Camden County Emergency Training Center	1:00PM

2018 Risk Management Plan: Included as part of the Reorganization was the 2018 Risk Management Plan with changes highlighted from the prior year.

Commission Membership – Status Update: As of 1/1/18, the County of Salem dissolved its Commission and membership. The Counties of Atlantic, Burlington and Cumberland have renewed membership with the NJCE JIF for another 3-year period; additionally the County of Union has formed a Commission.

Underwriting Data Validation: As reported during the 2017 budget development, the Board agreed that the Fund introduce progressive initiatives to obtain consistent and ratable data through payroll audits, property appraisals and an underwriting data system.

- **Payroll Audits:** The Board previously authorized an agreement for Payroll Auditing Services with Bowman & Company. Executive Director reported that this process will be initiated for the 2019 renewal and members should anticipate receiving requests for payroll information in the coming weeks.
- **Underwriting/Claims Data System:** Executive Director requested authorization to draft and release a Request for Qualifications (RFQ) for an online Underwriting/Claims Data system. Proposed timeline is to implement the underwriting data collection first followed by a focus on claims data. Fund Attorney to review proposed scope of services to determine if an RFQ and/or other regulatory contractual process is required. The Board of Fund Commissioners authorized a release subject to review by Fund Attorney.

Underwriting Manager

2018 Excess & Ancillary Renewal Program Report: Underwriting Manager submitted a report on the renewal and noted the following highlights:

- Negotiations with Zurich, the Fund's Property carrier, resulted in a favorable rate renewal and a flat deductible despite loss activity.
- Safety National, the Fund's Excess Workers' Compensation carrier, renewed for a 2nd year of a two-year agreement at a 3% rate decrease.
- Ancillary coverages were either renewed with incumbent carriers or marketed for better rates/terms. Of note, AIG was replaced by Chubb to provide public officials/employment practices liability and cyber liability; AIG was replaced by Ironshore/Chubb for medical malpractice.

2018 Extraordinary Unspecifiable Services (EUS): The Board of Fund Commissioners previously approved authorization for the Underwriting Manager to bind coverage of the 2018 renewal program. The EUS statements binding the coverage are kept on file in the fund office; a summary statement was included in the agenda for information. The Board of Fund Commissioners adopted a resolution memorializing the authorization for the Underwriting Manager to bind coverage.

2018 Budget: In accordance with the regulations, the budget adopted by the Fund was advertised in the Fund's official newspapers and filed with the State.

2018 Financial Disclosures: Board members should anticipate the online filing of the Financial Disclosure forms as both a NJCE Commissioner, as well as, any County-related positions that

require filing. It is expected the Division of Local Government Services will distribute a notice in March and forms will need to be filed by April 30th.

Financial Fast Track: The Financial Fast Track as of December 31, 2017 reflected a statutory surplus of \$10.5 million.

Claims Status Summary: AmeriHealth Casualty Services provided a summary report of open claims with reserves for the Board's information only.

Risk Control: Safety Director's report included a staff announcement, a report reflecting the risk control activities from November 2017 thru March 2018 and Safety Director Bulletins.

Safety Director submitted a memorandum on the 2018 BRIT Safety Grant Program in which Counties may receive reimbursement up to 50% of the cost of a safety item or service; the annual grant available to all nine members is \$45,000. The Board of Fund Commissioners agreed with a suggestion to split the total funding into nine (9) grants of \$5,000 each. The un-used funds will be allocated proportionately at year-end to those members that were approved for grant funding.

Next Meeting: The next meeting of the NJCE fund is scheduled for April 26, 2018 at 1:00PM at the Camden County Emergency Training Center.

NEW JERSEY COUNTIES EXCESS JIF						
FINANCIAL FAST TRACK REPORT						
			AS OF	January 31, 2018		
ALL YEARS COMBINED						
			THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME		1,749,866	1,749,866	118,535,964	120,285,830
2.	CLAIM EXPENSES					
		Paid Claims	22,339	22,339	3,142,296	3,164,635
		Case Reserves	(44)	(44)	3,560,908	3,560,864
		IBNR	304,877	304,877	10,479,791	10,784,668
		Discounted Claim Value	(22,587)	(22,587)	(777,744)	(800,331)
	TOTAL CLAIMS		304,585	304,585	16,405,251	16,709,836
3.	EXPENSES					
		Excess Premiums	1,283,040	1,283,040	82,005,406	83,288,445
		Administrative	140,606	140,606	8,815,738	8,956,344
	TOTAL EXPENSES		1,423,645	1,423,645	90,821,144	92,244,789
4.	UNDERWRITING PROFIT (1-2-3)		21,636	21,636	11,309,569	11,331,205
5.	INVESTMENT INCOME		(1,346)	(1,346)	263,592	262,246
6.	PROFIT (4+5)		20,290	20,290	11,573,162	11,593,452
7.	Dividend		0	0	500,000	500,000
8.	Cancelled Appropriations		0	0	607,551	607,551
9.	SURPLUS (6-7-8)		20,290	20,290	10,465,611	10,485,901
SURPLUS (DEFICITS) BY FUND YEAR						
	2010		(54)	(54)	487,880	487,826
	2011		(89)	(89)	986,002	985,913
	2012		(93)	(93)	670,408	670,315
	2013		(170)	(170)	1,684,539	1,684,369
	2014		(205)	(205)	2,114,583	2,114,378
	2015		(227)	(227)	1,304,973	1,304,746
	2016		(258)	(258)	2,228,683	2,228,425
	2017		(253)	(253)	988,542	988,289
	2018		21,639	21,639		21,639
TOTAL SURPLUS (DEFICITS)			20,290	20,290	10,465,610	10,485,900
TOTAL CASH						16,820,962

NEW JERSEY COUNTIES EXCESS JIF				
FINANCIAL FAST TRACK REPORT				
		AS OF	January 31, 2018	
ALL YEARS COMBINED				
		THIS MONTH	YTD CHANGE	PRIOR YEAR END
				FUND BALANCE
CLAIM ANALYSIS BY FUND YEAR				
FUND YEAR 2010				
	Paid Claims	350	350	165,365
	Case Reserves	(350)	(350)	84,636
	IBNR	0	0	224,999
	Discounted Claim Value	0	0	(12,655)
	TOTAL FY 2010 CLAIMS	0	0	462,345
FUND YEAR 2011				
	Paid Claims	4,440	4,440	435,147
	Case Reserves	(4,440)	(4,440)	341,117
	IBNR	0	0	238,736
	Discounted Claim Value	0	0	(31,362)
	TOTAL FY 2011 CLAIMS	0	0	983,638
FUND YEAR 2012				
	Paid Claims	3,323	3,323	1,466,690
	Case Reserves	(3,323)	(3,323)	180,069
	IBNR	0	0	623,240
	Discounted Claim Value	0	0	(45,106)
	TOTAL FY 2012 CLAIMS	0	0	2,224,893
FUND YEAR 2013				
	Paid Claims	5,885	5,885	306,969
	Case Reserves	3,399	3,399	752,266
	IBNR	(9,284)	(9,284)	680,765
	Discounted Claim Value	0	0	(78,671)
	TOTAL FY 2013 CLAIMS	0	0	1,661,329
FUND YEAR 2014				
	Paid Claims	7,758	7,758	401,039
	Case Reserves	(7,758)	(7,758)	410,814
	IBNR	0	0	1,268,147
	Discounted Claim Value	0	0	(81,671)
	TOTAL FY 2014 CLAIMS	0	0	1,998,329
FUND YEAR 2015				
	Paid Claims	570	570	345,381
	Case Reserves	(567)	(567)	1,255,154
	IBNR	(3)	(3)	1,619,464
	Discounted Claim Value	0	0	(157,891)
	TOTAL FY 2015 CLAIMS	0	0	3,062,109
FUND YEAR 2016				
	Paid Claims	0	0	0
	Case Reserves	0	0	250,120
	IBNR	0	0	2,394,880
	Discounted Claim Value	0	0	(162,270)
	TOTAL FY 2016 CLAIMS	0	0	2,482,730
FUND YEAR 2017				
	Paid Claims	13	13	21,705
	Case Reserves	8,995	8,995	286,733
	IBNR	(9,005)	(9,005)	3,429,559
	Discounted Claim Value	0	0	(208,119)
	TOTAL FY 2017 CLAIMS	4	4	3,529,878
FUND YEAR 2018				
	Paid Claims	0	0	0
	Case Reserves	4,000	4,000	4,000
	IBNR	323,168	323,168	323,168
	Discounted Claim Value	(22,587)	(22,587)	(22,587)
	TOTAL FY 2018 CLAIMS	304,581	304,581	0
COMBINED TOTAL CLAIMS		304,585	304,585	16,405,251
				16,709,836

This report is based upon information which has not been audited nor certified by an actuary and as such may not truly represent the condition of the fund.

UNION COUNTY INSURANCE FUND COMMISSION BILLS LIST

Resolution No. 18-18

MARCH 2018

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

BE IT RESOLVED that the Union County Insurance Fund Commission, hereby authorizes the Commission 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 Commission.

FUND YEAR 2018

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001002			
001002	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 03/2018	12,807.16
			12,807.16
001003			
001003	COUNTY OF UNION	2018 ANNUAL FEE FOR COMMISSION TREASURER	4,000.00
001003	COUNTY OF UNION	2018 ANNUEL FEE COMMISSION ATTORNEY	4,000.00
			8,000.00
001004			
001004	WESTFIELD LEADER	LEGAL AD-3/1/18, MAR 27TH MTG NOTICE	16.83
			16.83
TOTAL PAYMENTS FY 2018			20,823.99

TOTAL PAYMENTS ALL FUND YEARS \$ 20,823.99

Chairperson

Attest:

Dated:_____

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

Treasurer



First Managed Care Option, Inc.

**First MCO Bill Review Services
UNION COUNTY INS FUND COMM**

Medical Savings by Month

NJ

Month of Reprice Service	Provider Billed Amount	First MCO Repriced	U & C / Fee Schedule	Savings	% of Savings	# of Bills	In Network	Out Of Network	% PPO Penetration	# of Appeals		
Jan-18	\$4,991	\$2,274	\$5,855	\$2,717	54%	8	6	2	75%	0		
Feb-18	\$35,372	\$19,161	\$41,510	\$16,211	46%	58	54	4	93%	0		
Total 2018	\$40,363	\$21,435	\$47,365	\$18,928	47%	66	60	6	91%	0		
Total to Date	\$40,363	\$21,435	\$47,365	\$18,928	47%	66	60	6	91%	0		

Report Run Date:03/01/2018

UCI





UNION COUNTY INSURANCE FUND COMMISSION SAFETY DIRECTOR'S REPORT

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: March 15, 2018

UCIFC SERVICE TEAM

Paul Shives, Vice President Public Sector Director pshives@jamontgomery.com Office: 732-736-5213	Glenn Prince, Associate Public Sector Director gprince@jamontgomery.com Office: 856-552-4744 Cell: 609-238-3949	Natalie Dougherty, Executive Assistant ndougherty@jamontgomery.com Office: 856-552-4738
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February – March 2018

RISK CONTROL ACTIVITIES

MEETINGS ATTENDED / TRAINING / LOSS CONTROL VISITS CONDUCTED

- **February 21:** Attended the UCIFC Executive Safety Committee Meeting in Elizabeth.
- **February 21:** Attended the UCIFC Jail Sub Safety Committee Meeting in Elizabeth.
- **February 26:** Attended the UCIFC Meeting in Elizabeth.

UPCOMING MEETINGS / TRAINING / LOSS CONTROL VISITS PLANNED

- **March 21:** Plan to attend the UCIFC Executive Safety Committee Meeting in Elizabeth.
- **March 21:** Plan to attend the UCIFC Jail Sub Safety Committee Meeting in Elizabeth.
- **March 27:** Plan to attend the UCIFC Meeting in Elizabeth.

CEL MEDIA LIBRARY

No Videos have been utilized in 2018.

SAFETY DIRECTOR BULLETINS

- Playground Inspections – March 16.

Comprehensive Playground Inspection Programs

As spring approaches, it is a great time inspect playgrounds and to review your Playground Maintenance Program. A complete Program consists of visual inspections at three basic frequencies.

Annual Audit

A comprehensive playground risk management program starts with an annual audit. The audit consists of inventorying and examining each piece of playground and ancillary equipment, the park's grounds and structures, and perimeter streets and curbs. *Take pictures to document the condition of each piece of playground equipment and the surrounding areas.*

Periodic (weekly to monthly) Inspections

Many departments begin to ramp-up the inspection program's frequency rate beginning in Spring. The frequency of a playground's inspection is determined by several factors, the season, how many children use the playground, harsh environments such as on a beach, neighborhood demographics, age of equipment, history of damage, and more. *Define the frequency of inspections in the written Playground Maintenance Program.*

Use a checklist. A checklist offers the advantage of documenting what was inspected and found to be in satisfactory condition. By only reporting deficiencies, the worker who completed the report is open to questions of what conditions were or were not inspected, possibly months or years later. Remember the rule of documentation, "If it is not written down, it did not happen."

Daily Inspections

Workers are in the parks almost every day; cutting grass, picking up trash, or even just driving by on their way to other assignments. *Instruct workers to visually check the playground equipment and grounds for obvious problems* such as broken equipment, graffiti, etc. This quick check does not require paperwork unless a deficiency is found. *Instruct workers to immediately correct conditions that can be fixed, or report conditions as soon as possible conditions that cannot be corrected.* The Playground Maintenance Program should describe the documentation process for when repairs are made, or how a deficiency report is submitted.

Playgrounds require maintenance and repairs from time to time. *Record even routine maintenance activities* such as replenishing mulch or closing the gaps on S-hooks. Playground owners should have a "paper trail" of work performed by employees. *Document all repairs to playground equipment.* Repairs should be made using manufacturer's parts. Use tamper-resistant hardware.

Spring is also a good time to review your policies with employees who will be in and around playgrounds. *Hold a Safety Briefing to remind employees what to look for, what deficiencies can be fixed immediately, and how to report deficiencies that cannot be corrected on the spot.* A Safety Briefing lesson plan is provided on page 2.

Please use the bolded italicized items above as an Action Plan to ready your playgrounds for the summer season. We also want to remind our members of three other resources:

1. J.A. Montgomery Risk Control offers a Playground Safety Inspections class.
2. Your Safety Consultant is ready to assist with any aspect of your program.

This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.

Safety Briefing

The conditions of our playgrounds and parks are important to the residents of our community. Let's take a moment to discuss the policies and procedures we have in place to ensure our playgrounds are safe.

Our playgrounds are inspected *[INSERT FREQUENCY]* by *[INSERT DEPARTMENT OR NAME OF INDIVIDUAL]*. But we are in or driving past playgrounds and parks almost every day. We can have a bigger impact on the appearance and safety of our parks and playgrounds than a periodic inspection. I want to review this department's policies if you see problems in our parks, such as:

- Damaged playground equipment
- Broken glass
- Graffiti
- *[ADD ADDITIONAL OR LOCAL CONCERNS]*

If you are in a park, cutting grass or collecting trash, etc., and see a condition that you can correct such as:

- Mulch around playground equipment that has been significantly kicked out such as under swings
- Objects, such as tables or toys that were moved into the fall zones of playground equipment
- Swings over the top of the swing set's top support bar
- A loose or damaged component that can be quickly tightened, fixed, or replaced.

Our policy is to take care of it right then and record it *[HOW - write it down where or call it in to who.]*. For example, if you are collecting trash and see that the mulch at the bottom of the sliding board is kicked out, we want you to take 5 minutes to rake mulch back under the slide. Or, to sweep up broken glass. But, we also need to document it. This helps the town protect itself from liability claims.

If you see a condition that will require lengthy repairs, call *[WHO]* at your first opportunity. If the condition is severe enough, stay there until we can make it safe. If it is not a severe hazard, and you have a cone or CAUTION tape, secure the scene as best you can. If you are not sure of how dangerous a condition is, contact *[WHO]* for guidance.

If you see conditions such as:

- Arson
- Intentional damage
- Significant graffiti
- Any other criminal activity

Call *[Police or WHO – department and / or the police on their non-emergency number]*.

What questions do you have?

This lesson plan is intended for general information purposes. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.

<div style="text-align: center;">Playground Safety Checklist</div> <div style="text-align: center;">Recommended inspection frequency: minimum monthly during season;(March-October)</div>				
Municipality:			Inspection Date: / /	
Name of Inspector:			Title:	
Location Surveyed:				
#	Needs Work	O K	N/A	CONDITION: Write line #'s & comments on back for all "Needs Work" listings, and notify management to initiate required corrective action
General Condition of Grounds and Equipment – Provide details of conditions that Need Work on reverse				
1				Surfacing material is at adequate depth, (min 9"); not compacted or overgrown with vegetation
2				Surface material (Use Zone) extends a minimum of 6 feet in all directions from all equipment.
3				Surface material has adequate drainage & no tripping hazards such as roots, rocks, etc.
4				Surface material has not been kicked out from under swings, front of slide, etc.
5				Area free of vandalism (broken glass, trash, graffiti, etc.)
6				Signs are present and legible – Rules, Hours & Age appropriate, supervision Suggested?
7				Freezing weather, Hot surface & bike helmet warning signs posted?
8				Benches, picnic tables, trees, etc. are not located in the Use Zones of play equipment
9				Overhead wires or tree branches cleared to above 84 inches over play equipment.
10				Overhanging dead tree limbs have been removed.
11				Fencing is not damaged; have exposed sharp edges, any post caps missing, etc.
12				Anchors / foots are not broken, exposed, cracked, or loose in the ground
13				Platforms and railings are not cracked, bent, warping, rusting, etc.
14				Steps, rungs, and platforms are in good condition and free of damage or excessive rust.
15				Steps, rungs, and platforms do not allow accumulation of water or debris
16				Hardware – Bolts & nuts are not loose, rusted, or extend more than 2 threads.
17				Hardware is tamper resistant & compatible with the OEM (Original Equipment Manufacture)?
18				Exposed ends of columns and tubing are covered by plugs or caps
19				Paint is not chipped or peeling (If installed before 1978 lead paint is possible- should test)
20				Wood is not cracked, heavily splintered, or otherwise significantly deteriorated.
Specific Equipment – Provide details of conditions that Need Work on reverse				
21				Swings – surface material extended twice the height to the front and rear of swings
22				Swings – no missing, damaged or loose swing seats; heavy seats with sharp edges or corners
23				Swings - "S" hooks closed to maximum of width of a dime; (0.04")
24				Swings – no worn bearings, hangers or chains. Bearings are lubricated.
25				Slides are not cracked, bent, or otherwise damaged.
26				Rigid climbers are smooth, not cracked, bent, or otherwise damaged.
27				Flexible climbers do not present choke hazard. Ropes secured top and bottom.
28				Rockers are in good condition. "D" shape handles?
29				Merry-go rounds: 1) bottom of deck is not greater than 9" above surfacing, 2) include a speed limiter, & 3) has hand holds, 4) no open spaces in deck- essentially round?
30				Seesaw fulcrum is fixed, enclosed, or designed to prevent crush & shear; no footrests?
31				All moving or sliding parts move freely
Ancillary Activities or Equipment – Provide details of conditions that Need Work on reverse				
32				Sand play is located in shaded area, inspected & raked weekly to remove debris.
33				Lamp posts & poles are free of cracks in welds. Lights work. Electrical components covered.

Keep all inspection reports for the life of the equipment

J. A. Montgomery Risk Control April 2016

From: Glenn Prince, Public Sector Associate Director
To: New Jersey Counties Joint Insurance Fund Commissioners
Date: March 1, 2018
Subject: BRIT Safety Grant Program
Union County Insurance Commission

Commissioners,

The NJ CEJIF is pleased to announce the availability of safety program funding through the BRIT Safety Grant Program.

To help control frequency and severity of general liability claims, member counties can receive reimbursement for up to 50% of the cost of a safety item or service.

Program Overview:

- The BRIT Safety Grant Program is a cost sharing program where counties can receive reimbursement for up to 50% of the cost of a safety item or service.
- The total amount of Grant funding available to members of the NJCEJIF for this policy period is \$45,000.
- On February 22, 2018 the NJCEJIF Board of Fund Commissioners agreed with a suggestion to split the total funding into nine grants of \$5,000.00 each. Any grant funds that are not utilized will be allocated proportionately at the end of 2018 to those members that were approved for grant funding.
- The safety item or service can't be "typical". For example; training on bloodborne pathogens, back injury prevention and other regulatory issues should already be part of a members overall safety program. Items such as patient lifting boards for EMS or police liability training are specialized and are examples of items that would qualify.
- Safety Grant funding requests for 2018 must be submitted to Glenn Prince gprince@jamontgomery.com no later than October 31th, 2018. Once the preliminary approval is received from BRIT, the request will be added to the next NJCEL JIF meeting agenda for review.
- If approved, the funding will be paid only after the approved items or services have been purchased and proof of payment has been received.

Please feel free to contact me with any questions.

Glenn Prince
Public Sector Associate Director
JA Montgomery Risk Control
856- 552-4744 office

RESOLUTION NO. 19-18

**UNION COUNTY INSURANCE FUND COMMISSION
RESOLUTION FOR CLOSED SESSION**

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; now, therefore,

BE IT RESOLVED by the Union County Insurance Fund Commission, County of Union, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter-specified subject matter.
2. The general nature of the subject matter to be discussed:

CONTRACTS:

LITIGATION: 061519, 062073, 061675, 061676, 061905, 061912, 061915

PERSONNEL:

3. It is anticipated at this time that the above subject matter will be made public when the members of the Union County Insurance Fund Commission have made final determination.
4. This resolution shall take effect immediately.

ADOPTED by the UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on March 27, 2018.

ADOPTED:

BY: _____
CHAIR

DATE

ATTEST:

VICE CHAIR

DATE

APPENDIX I

OPEN MINUTES

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – February 26, 2018
County of Union
Administration Building – 6th Floor
Freeholder Conference Room
10 Elizabethtown Plaza
Elizabeth, NJ
2:00 PM**

Meeting was called to order by Chair Wagner. Ms. Dodd read the Open Public Meetings notice into record.

ROLL CALL OF COMMISSIONERS:

Amy Wagner	Present
Claudia Martins	Present
Laura Scutari	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	D&H Alternative Risk Solutions, Inc. Kathleen Guze Wayne Dietz Nancy Carrasco Janine Leahy
	Conner Strong & Buckelew Michelle Leighton Michael Cusack
Managed Care Services	First MCO Kelly Royce
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Risk Management Consultant	Acrisure, LLC
Treasurer	Bibi Taylor
Attorney	Robert Barry, Esq.
Safety	J.A. Montgomery Risk Control Glenn Prince T&M Associates Mark Worthington

ALSO PRESENT:

Terry Pacheco, Union County
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF JANUARY 23, 2018

MOTION TO APPROVE THE OPEN & CLOSED MINUTE OF JANUARY 23, 2018

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	3 Yes, 0 Nays

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Worthington advised there was no report at this time.

CLAIM COMMITTEE: Mr. Cusack referred to a draft copy of the Claims Committee Charter which was included in the agenda. Mr. Cusack noted the meeting dates needed to be inserted, however the language was finalized unless anyone had any objections. Mr. Cusack advised the agenda also included sample PAR templates for workers' compensation, general liability and property damage claims. In response to Executive Director's inquiry, Ms. Martins advised the Claims Committee currently meets after the Safety Committee on the third Wednesday of the month. Mr. Worthington confirmed the next Safety Committee Meeting was scheduled for March 21st. Executive Director recommended inserting the meeting dates in the Charter and presenting next month for approval. Executive Director asked if anyone had any questions on the PAR templates and the Commissioners advised they did not.

Executive Director introduced Robyn Walcoff, Claims Manager of PERMA, and noted she also oversees the NJCE claims. Executive Director advised Ms. Walcoff recently updated the NJCE 2018 Claim Reporting Requirements which was a tool for the Third Party Administrators. Ms. Walcoff advised the Requirements would be closely reviewed with representatives of D&H Alternatives and expressed the importance of timely reporting of claims. Ms. Leighton reported the excess carriers have tightened the reporting requirement wording for the TPA's criteria for reporting losses and Ms. Leighton reiterated the importance of timely reporting of claims as the carriers have strict provisions for late reporting. Ms. Walcoff noted if a claim was approaching arbitration, mediation or trial the carriers needed to know immediately even if it did not reach their layer so they can monitor the claim. Ms. Leighton stated once the Underwriting Manager released the policies to the authorized representatives of the Commission they should read the policies to become familiar with the reporting requirements. Executive Director suggested the Claim Reporting Requirements be reviewed at the next Claim Committee meeting.

EXECUTIVE DIRECTOR REPORT: Executive Director advised he would begin his report which was included in the agenda and noted he had three action items.

2018 PROPERTY & CASUALTY PLAN OF RISK MANAGEMENT: Executive Director referred to a copy of the 2018 Property & Casualty Plan of Risk Management, Resolution 15-18, which was included in the agenda. Executive Director introduced Ed Cooney of Conner Strong & Buckelew, the NJCE Underwriting Manager, and asked him to comment on the Plan. Mr. Cooney

reported the Plan was an outline or overview of the Commission's coverage in the Fund and with the excess carriers. Executive Director noted the document also included reserving philosophy, the method of assessing member contributions and the claim payment authority of the claims administrator. Executive Director asked if there were any questions on the Plan and if not requested a motion to adopt Resolution 15-18, 2018 Plan of Risk Management. Chair Wagner asked the Commissioners and Commission Attorney if they were comfortable with the wording of the Plan and they all replied "yes".

MOTION TO ADOPT RESOLUTION 15-18 2018 PLAN OF RISK MANAGEMENT

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	3 Yes, 0 Nays

RESOLUTION # 16-18: Executive Director referred to a copy of Resolution 16-18 which was included in the agenda. Executive Director advised he was recommending approval of the resolution to allow the Commission Treasurer to pay certain Commission Contracted payments and expenses during any month the Commission did not meet. Executive Director noted the resolution was reviewed by the Commission Attorney.

MOTION TO ADOPT RESOLUTION 16-18, AUTHORIZING COMMISSION TREASURER TO PROCESS CONTRACTED PAYMENTS AND EXPENSES

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	3 Yes, 0 Nays

CERTIFICATE OF INSURANCE REPORT: Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the month of January was included in Appendix III section of the agenda. Executive Director advised there were 51 certificates issued during the month. Chair Wagner asked the Commissioners if they had any questions on the report.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	3 Yes, 0 Nays

NJ EXCESS COUNTIES INSURANCE FUND (NJCE): Executive Director advised the NJCE held their Reorganization Meeting on February 22, 2018. Executive Director reported Ross Angilella of Camden County would continue as the Chairman and Jack Kelly of Ocean County as the Secretary. Atlantic, Burlington and Cumberland Counties all renewed their membership in the NJCE for another three years. Executive Director advised a request was authorized to release a Request for Qualifications (RFQ) for an online Underwriting/Claim Data system. Executive Director noted the NJCE was scheduled to meet again on April 26, 2018 at 1:00 PM.

2018 ACTUARY POSITION: Executive Director reported the Fund Office issued an RFP for the 2018 Actuary position and the responses were due on February 23, 2018 at 2:00. Executive Director distributed a summary of the responses received. Executive Director advised three responses were received, one from The Actuarial Advantage, Inc., who was used to develop the loss funds for the Commission prior to its start and is the actuary firm for the NJCE along with the other Insurance Commissions. The other responses received were from SGRisk Actuaries Consultants and By the Numbers Actuarial Consulting, Inc. Executive Director suggested a recommendation would be made for the next meeting. In response to Chair Wagner's inquiry, Executive Director advised there was a score card that was used for evaluating the responses.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the December Financial Fast Track was included in the agenda. As of December 31, 2017 the Fund had a surplus of \$10,565,661. Executive Director asked if anyone had any questions regarding the Financial Fast Track.

UNION COUNTY INSURANCE FUND COMMISSION WEBSITE: Executive Director referred to a copy of Legislation which was included in the agenda which required Joint Insurance Funds to have a website and it must include an extensive list of public documents. Executive Director advised some of the member Commissions utilize an outside vendor Spark Creative Group as their website vendor and a few Commissions use their in-house IT Department. Executive Director distributed a summary of the approximate costs of using an outside vendor along with a list of the other Commission Websites. Chair Wagner stated she was inclined to do in house. In response to Executive Director's inquiry, Chair Wagner advised the contact was Robert Charkowsky and she would forward his contact information. In response to Chair Wagner's inquiry the Commissioners agreed to that suggestion.

OPRA REQUESTS: Executive Director reported the NJCE had set up a process for PERMA to handle any Commission related OPRA requests. Executive Director referred to a copy of the form which was included in the agenda with the instructions and contact information. Executive Director noted the form would be posted on the Union County Insurance Fund Commission website once the website was created. Ms. Dodd advised she would send an electronic copy of the request form to Chair Wagner. Ms. Walcoff noted the e-mail address for OPRA Requests should be sent to opra@permainc.com as there was a team that monitored this mailbox.

EMPLOYEE DISHONESTY CRIME POLICY: Executive Director advised the Joint Insurance Funds in the State of New Jersey are required by law to carry an employee dishonesty crime policy on their Executive Director, Third Party Administrator and Treasurer. Although an Insurance Commission is not subject to the same regulation Executive Director felt it was prudent for the Commission to purchase this coverage through Selective Insurance Company. Ms. Dodd advised there were some applications that had to be submitted to obtain a quote and she would work with Ms. Taylor to complete the documents. Executive Director indicated the cost of the policy could be paid out of the miscellaneous and expense contingency line of the budget.

SECTION 111 MANDATORY REPORTING: Executive Director reported the Commission successfully registered for Section 111 Mandatory Reporting. Executive Director advised this was mandatory to ensure there were no duplicate payments through workers' compensation and Medicare.

REVISED RESOLUTIONS: Executive Director advised the Commission Attorney made the necessary revisions to the Resolutions 3-18, Designating Commission Treasurer, 4-18, Designating

Commission Attorney, 5-18, Designating Authorized Depositories for Fund Assets, 6-18, Designating Authorized Signatures for Commission Bank Accounts and 10-18, Approving the Rules & Regulations which were approved at the last meeting. Executive Director noted Ms. Dodd would obtain the signatures of the Chair and Vice Chair after the meeting.

NJCE BULLETING 18-07: Executive Director reported the agenda included NJCE Bulletin 18-07 prepared by the NJCE Underwriting Manager listing resources for Employment Practices Liability and Cyber. Mr. Cooney stated the Bulletin included information on how to access EPL Assist which provided a wide variety of legal content, forms and analysis and the ability to interact with Little lawyers who were dedicated to assisting Chubb insureds. Mr. Cooney noted that currently Union County did not purchase Cyber Coverage so that part of the bulletin was not applicable for Union County.

2018 EXCESS INSURANCE AND ANCILLARY COVERAGE POLICIES: Executive Director stated the NJCE renewal policies would again be available electronically through the Conner Strong & Buckelew secure website. Executive Director advised the NJCE Underwriting Manager was reviewing the policies and would release an e-mail with instructions to access the website when the policies were available. Executive Director noted the limit/retention schematics and Plan of Risk Management would also be available on the website. The policies were expected to be available by April 1, 2018.

2018 MEETING SCHEDULE: Executive Director reported he would like to discuss a meeting date for March and suggested 5 different dates. After a brief discussion it was agreed the next meeting would be scheduled for March 27, 2018 at 10:30 AM. Executive Director advised a draft schedule of meeting dates would be prepared for the next meeting.

Executive Director advised that concluded his report unless anyone had any questions.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Executive Director advised Resolution 17-18, February Bill List was included in the agenda for approval. Executive Director asked if there were any questions on the first Bill List and if not requested a motion to approve Resolution 17-18.

MOTION TO APPROVE RESOLUTION 17-18 FEBRUARY BILL LIST IN THE AMOUNT OF \$25,679.60

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	3 Yes, 0 Nays

ATTORNEY: Mr. Barry advised he did not have anything to report at this time.

CLAIMS SERVICE: Executive Director reported the Claims Service was discussed earlier. In response to Ms. Leighton's inquiry, Ms. Martins advised the Claim Committee Meeting would start at 10:00 AM.

MANAGED CARE: Ms. Royce advised there were 8 bills for the month of January. Ms. Royce explained the bills were low with the recent creation of Commission in January and there were only

17 claims that were case managed for treatment. The total amount of bills were \$4,991, First MCO repriced the bills to \$2,274 for a savings of \$2,717 or 54%. In response to Ms. Leighton's inquiry, Ms. Royce advised she just set up the account so copies of the report would be sent to Ms. Dodd to insert in future agendas. Ms. Royce advised that concluded her report unless anyone had any questions.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the January to February Risk Control Activity Report which was included in the agenda. Mr. Prince also referred to two Safety Director Bulletins, "Annual reminder to post 300A Summary Injury Logs" and "Safe Patient Lifting Resources for Emergency Agencies". Mr. Prince reviewed the second page of the NJPEOSH Recording and Reporting of Occupational Injuries and Illnesses noting the matrix was helpful in determining whether a notification should be made to PEOSH regarding any employee illness or injury required by the statute. Lastly, Mr. Prince stated at the NJCE meeting the Commissioners voted to approve the BRIT Safety Grant for all Commissions. Mr. Prince explained the annual grant was available to all nine members in the amount of \$45,000. It was agreed to split the total funding into nine (9) grants of \$5,000. The un-used funds would be allocated proportionately at year-end to those members that were approved for grant funding. Mr. Prince noted this was a matching grant, 50% of the cost of a safety item or service. Mr. Prince reported a letter would be included in the next agenda with all of the pertinent information. Mr. Prince advised that concluded his report unless anyone had any questions. In response to Executive Director's inquiry, Mr. Prince advised there was a Safety meeting at the Jail conducted by Mr. Worthington at 8:30 AM and then another Safety meeting was held at 9:30 AM on the third Wednesday of the month.

SAFETY: Mr. Worthington advised he did not have anything to add to Mr. Prince's report.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

Executive Director advised there was no need for an Executive Session and requested a motion to adjourn the meeting. Executive Director noted the next meeting was scheduled for Tuesday, March 27, 2018 at 10:30 AM.

MOTION TO ADJOURN:

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	3 Yes, 0 Nays

MEETING ADJOURNED: 2:28 PM

Minutes prepared by:
Cathy Dodd, Assisting Secretary

APPENDIX II

CERTIFICATE OF INSURANCE REPORT

Union County Insurance Commission

Certificate of Insurance Monthly Report

From 2/1/2018 To 2/28/2018

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - NJ Transit I - County of Union	One Penn Plaza East Newark, NJ 07105	Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies and Loss Payee on the Property Policy if required by written contract as respects to a 2013 Ford Supreme Startrans Senator II vin #1FDFE4FS7EDA13545, vehicle # 16-1695, value, \$53,950.	2/7/2018 #1853508	AU EX OTH
H - NJ Transit I - County of Union	One Penn Plaza East Newark, NJ 07105	Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies and Loss Payee on the Property Policy if required by written contract as respects to hanging banner(s) on the Cranford, Garwood, Westfield Bridges in Cranford, Garwood, Westfield, NJ for the policy year.	2/7/2018 #1853509	AU EX OTH
H - NJ Transit I - County of Union	Attn: Section 5310 Program One Penn Plaza East - 4th Floor Newark, NJ 07105	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to: Year Make Model Vin # 5310 # 2011 Ford Supreme Minibus 1FDFE4FSXBDA83603 16-1446 2013 Ford Supreme Startrans 1FDFE4FS3DDA64264 16-1507 2013 Ford Champion Challenger 1FDFE4FS8DDB12650 16-1589 2013 Ford Champion Challenger 1FDFE4FS6DDB19273 16-1609 2013 Ford Champion Challenger 1FDFE4FS8DDA92996 16-1570 2013 Ford Champion Challenger 1FDFE4FS9DDB36441 16-1675 2013 Ford Supreme Startrans 1FDFE4FSTEDA13545 16-1695 2014 Mobility Ventures 57WMD1A63EM101253 2014 Mobility Ventures 57WMD1A62EM100515	2/7/2018 #1853510	AU EX OTH
H - NJ Transit I - County of Union	One Penn Plaza East, 4th Floor	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respects respects the following vehicles: 2008 Ford II Ext. Minibus/front lift VIN # 1FD4E45PX8DB17763, 2011 Ford E350 Supreme Minibus/rear lift VIN #1FDEE3FSOBDA635581, 2011 Ford Supreme Ext Minibus/rear lift VIN #1FDFE4FSXBDA83603.	2/7/2018 #1853511	AU EX OTH
H - NJ Transit I - County of Union	One Penn Plaza East Newark, NJ 07105	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respects the Countys JARC (Job Access Reverse Commute) service.	2/7/2018 #1853512	AU EX OTH
H - NJ Transit I - County of Union	One Penn Plaza East Newark, NJ 07105	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respects NJ JARC service for SFY 2018 NJ-JARC 4 Grant Program.	2/7/2018 #1853513	AU EX OTH

Union County Insurance Commission

Certificate of Insurance Monthly Report

From 2/1/2018 To 2/28/2018

H - NJ Transit Attn: Section 5310 I - County of Union	Program One Penn Plaza East, 4th Floor Newark, NJ 07105	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies and Loss Payee if required by written contract as respects 2017 Ford E-350 8 passenger & 2 Mobility device van Vin # 1FDEE3FS5HDC57222 Cost: \$ 53,654 Vehicle # 16-1792 and 2017 Ford E 350 8 passenger & 2 Mobility devise van Vin #1FDEE3FS7HDC57223 Cost: \$53,654 Vehicle # 16-1793.	2/7/2018 #1853514	AU EX OTH
H - NJ Transit Attn: Section 5310 I - County of Union	Program One Penn Plaza East - 4th Floor Newark, NJ 07105	The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to 5310 program vehicle vin # 1FDEE3FS9HDC61922 and 5310 vehicle # 16-1893 valued at \$54,288.	2/7/2018 #1853515	AU EX OTH
H - NJ Transit Attn: Section 5310 I - County of Union	Program One Penn Plaza East - 4th Floor Newark, NJ 07105	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to 5310 program vehicle vin # 1FDEE3FS9HDC61922 and 5310 vehicle # 16-1893 valued at \$54,288.	2/7/2018 #1853521	GL AU EX WC OTH
H - Linden Police Department I - County of Union	Shooting Range 1 Range Road (Lower Road) Linden, NJ 07036	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and as respects to use of facilities by Union County Department of Corrections for qualifying purposes.	2/7/2018 #1853522	GL AU EX WC OTH
H - Union County Paratransit System I - County of Union	79 W. Grand Street Elizabeth, NJ 07202	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity as respects the Union County Paratransit System.	2/7/2018 #1853523	GL AU EX WC OTH
H - Berkeley Heights Public School I - County of Union	District 345 Plainfield Ave Berkely Heights, NJ	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity as respects to use of facilities.	2/7/2018 #1853524	GL AU EX WC OTH
H - County of Union Department of I - County of Union	Human Services Division on Aging ATTN: Frances Benson, Director Administration Building Elizabeth, NJ 07201	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity.	2/7/2018 #1853525	GL AU EX WC OTH

Union County Insurance Commission

Certificate of Insurance Monthly Report

From 2/1/2018 To 2/28/2018

H - Linden Board of Education I - County of Union	2 E Gibbons Street Linden, NJ 07036	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to use of facilities.	2/7/2018 #1853526	GL AU EX WC OTH
H - National Railroad Passenger I - County of Union	Corp. - Amtrak 60 Massachusetts Avenue NE WASHINGTON, DC 20002	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the lease of Parking Lot 4A.	2/7/2018 #1853527	GL AU EX WC OTH
H - State of New Jersey - MVC PIF I - County of Union	Section PO Box 170 Trenton, NJ 08666	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity as respects Union County Vehicles.	2/7/2018 #1853528	GL AU EX WC OTH
H - State of New Jersey, Dept. of I - County of Union	Environmental Protection ATTN: Steve Csorgo Jr., Assistant Biologist PO Box 400 Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Argo Conquest ATV (SER# 2DG3800G82NC19669) and ATV Trailer SG-21479 (SER# 1D931210230028002).	2/7/2018 #1853529	GL AU EX WC OTH
H - Union County College I - County of Union	1033 Springfield Avenue Cranford, NJ 07016	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and as respects use of facilities for Volleyball for People with Special Needs Program.	2/7/2018 #1853530	GL AU EX WC OTH
H - Wayne Fennes I - County of Union	112 South Michigan Ave Kenilworth, NJ 07033	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to (while engaging in) Subject to the terms, conditi Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/17 to 1/1/18 Policy # SP4054261	2/7/2018 #1853531	GL AU EX WC OTH
H - City of Jersey City	280 Grove Street	Company D: XS Worker Compensation Statutory x \$1,000,000 XS	2/7/2018	GL AU EX

Union County Insurance Commission

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I - County of Union	Jersey City, NJ 07302	Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and as respects the Union County Prosecutor's Office/Union County Emergency Response Team (UCERT) for Police Tactical Training at the Jersey City Police Training Academy, 13-15 Linden Ave East, Jersey City, New Jersey. A3D Company E: XS Worker Compensation	#1853532	WC OTH
H - City of Linden, Dept of Public I - County of Union	Works Property & Community Srvc R 605 S Wood Ave Linden, NJ 07036	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect TO USE OF FACILITIES AT TREMLEY POINT FIELD, 2601 TREMLEY POINT ROAD, LINDEN, NJ ON October 12, 2017.	2/7/2018 #1853533	GL AU EX WC OTH
H - New Jersey Department of Human I - County of Union	Services (DHS) Division of Mental Health & Addiction Services PO Box 700 Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract.	2/7/2018 #1853534	GL AU EX WC OTH
H - Gateway Family YMCA I - County of Union	144 Madison Avenue Elizabeth, NJ 07201	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 RE: License Agreement The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to license agreement for use of facilities at 1564 Irving Street, Rahway, NJ 07065.	2/7/2018 #1853535	GL AU EX WC OTH
H - New Jersey Veterans Network I - County of Union	3 Bond Drive Union, NJ 07083	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 RE: Watchung Reservation The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to use of Watchung Reservation on September 16-17, 2017 for a camping trip sponsored by the Union County Freeholders.	2/7/2018 #1853536	GL AU EX WC OTH
H - City of Rahway Dept of Parks & I - County of Union	Recreation 275 E Milton Ave Rahway, NJ 07065	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Re: Youth Services meeting Certificate holder is additional insured AS RESPECTS TO USE OF FACILITIES FOR UC SHOUT MEETING BEING HELD BY YOUTH SERVICES- UNION COUNTY HUMAN SERVICES	2/7/2018 #1853537	GL AU EX WC OTH
H - NJ Department of Children & I - County of Union	Families, Division of Women 200 Metroplex Drive, Suite 100-B Edison, NJ 08817	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional	2/7/2018 #1853538	GL AU EX WC OTH

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From 2/1/2018 To 2/28/2018

		Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to 2018 NJ DCF/Division on Women #17 AXXW grant application.		
H - NJ Department of Children & I - County of Union	Families, Division of Women 200 Metroplex Drive, Suite 100-B Edison, NJ 08817	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to 2018 NJ DCF/Division on Women #17 AXXW grant application.	2/7/2018 #1853539	GL AU EX WC OTH
H - Union County Prosecutors I - County of Union	32 Rahway Avenue Elizabeth, NJ 07202	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity as respects Union County Improvement Authority Lease Revenue Bonds, Series 2005 (County Prosecutor's Office Project).	2/7/2018 #1853540	GL AU EX WC OTH
H - Union County Prosecutors I - County of Union	32 Rahway Avenue Elizabeth, NJ 07202	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity as respects Union County Improvement Authority Lease Revenue Bonds, Series 2005 (County Prosecutor's Office Project).	2/7/2018 #1853541	GL AU EX WC OTH
H - Department of Human Services I - County of Union	222 South Warren Street, PO Box 700 Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of Insurance. All operations usual to County Governmental Entity. (see page 2) A3D Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/17 to 1/	2/7/2018 #1853542	GL AU EX WC OTH
H - Department of Human Services I - County of Union	222 South Warren Street, PO Box 700 Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of Insurance. All operations usual to County Governmental Entity. (see page 2) A3D Company D: XS Liability \$10,000,000 XS of \$10,000,000, (\$10,000,000 Annual Aggregate) Policy Term: 1/1/17 to 1/	2/7/2018 #1853543	GL AU EX WC OTH
H - The Gateway Family YMCA, I - County of Union	144 Madison Ave Elizabeth, NJ 07201	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to Intoxicated Drivers Resource Center (IDRC) Rental Agreement Subject to the terms, conditions, limitations and exclusions of the policy	2/7/2018 #1853545	GL AU EX WC OTH
H - Jerome Dunn Academy School #9	125 Third Street Elizabeth, NJ 07201	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to	2/7/2018	GL AU EX WC OTH

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From 2/1/2018 To 2/28/2018

I - County of Union		1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to use of facilities. Subject to the terms, conditions, limitations and exclusions of the policy.	#1853546	
H - NJ Department of Health, Office I - County of Union	of EMS PO Box 360 Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity as respects to renewal of EMS Provider License.	2/7/2018 #1853547	GL AU EX WC OTH
H - Union County College I - County of Union	1033 Springfield Ave Cranford, NJ 07016	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect TO USE OF FACILITIES FOR TRAINING PURPOSES	2/7/2018 #1853548	GL AU EX WC OTH
H - Department of Human Services, I - County of Union	DHS 222 South Warren Street/P.O. Box 700 Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and	2/7/2018 #1853549	GL AU EX WC OTH
H - Simon Property Group Inc., Simon I - County of Union	Mgmt Assoc II, LLC JG Elizabeth II LLC 7600 Market St Boardman, OH 44512	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to lease agreement for Mills at Jersey Gardens located at 651 Kapkowski Rd., Elizabeth, NJ 07201. Subject to the terms, conditions, limitations and exclusions of the policy	2/7/2018 #1853550	GL AU EX WC OTH
H - M&T Bank I - County of Union	34 Exchange Place, Plaza 3, Suite 803 Jersey City, NJ 07311	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity as respects to JDC Project Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4054261	2/7/2018 #1853551	GL AU EX WC OTH
H - Park Madison M&T Bank I - County of Union	99 Wood Ave, 10th fl Iselin, NJ 08830	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity.	2/7/2018 #1853552	GL AU EX WC OTH

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H - M&T Bank I - County of Union	99 Wood Ave., 10th fl Iselin, NJ 08830	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity as respects to Plainfield Park Madison Project Bonds. Company E: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4054261	2/7/2018 #1853553	GL AU EX WC OTH
H - NJ Department of Health (DOH) I - County of Union	Div of Mental Hlth & Addiction Sr PO box 362 Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to 2018 alcohol and drug abuse grant (A/DA) Subject to the terms, conditions, limitations and exclusions of the policy	2/7/2018 #1853554	GL AU EX WC OTH
H - Governor's Council on Alcoholism I - County of Union	and Drug Abuse 11 Quakerbridge Plaza Mercerville, NJ 08619	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to FY2019 MUNICIPAL ALLIANCE GRANT (ALLIANCE) Subject to the terms, conditions, limitations and exclusions of the policy	2/7/2018 #1853555	GL AU EX WC OTH
H - State of New Jersey, Dept of I - County of Union	Human Services Div of Disability Services PO box 705 Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to PERSONAL ASSISTANCE SERVICE PROGRAM (PASP) Subject to the terms, conditions, limitations and exclusions of the policy	2/7/2018 #1853556	GL AU EX WC OTH
H - State of New Jersey, Dept of I - County of Union	Human Svcs Div of Family Development PO box 716 Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to SOCIAL SERVICES FOR THE HOMELESS (SSH) GRANT Subject to the terms, conditions, limitations and exclusions of the policy	2/7/2018 #1853557	GL AU EX WC OTH
H - State of New Jersey, Dept of I - County of Union	Children & Families 200 Metroplex Dr., Ste 100B Edison, NJ 08817	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to 18AXXW state contract to provide rape care and education/prevention services Subject to the terms, conditions, limitations and exclusions of the policy	2/7/2018 #1853558	GL AU EX WC OTH
H - Rutgers School of Health I - County of Union	Professions, Health Information Management Program 65 Bergen St., SSB350	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations	2/7/2018 #1853559	GL AU EX WC OTH

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	Newark, NJ 07107	usual to County Governmental Entity		
H - NJ Department of Health (DOH) I - County of Union	Division of Mental Health and Addiction Services (DMHAS) P.O. Box 362 Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 RE: 2018 Alcohol and Drug Abuse Grant (A/DA) The Certificate Holder is an Additional Insured on the above- referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to 2018 Alcohol and Drug Abuse Grant (A/DA).	2/7/2018 #1853560	GL AU EX WC OTH
H - Governor's Council on Alcoholism I - County of Union	and Drug Abuse 11 Quakerbridge Plaza Hamilton, NJ 08619	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 RE: FY2019 Municipal Alliance Grant (Alliance) The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to FY2019 Municipal Alliance Grant (Alliance).	2/7/2018 #1853561	GL AU EX WC OTH
H - State of New Jersey NJ I - County of Union	Department of Children & Families Div Child Prot & Perm Merto Bus Office 200 Metroplex Dr Ste 100B Edison, NJ 08817	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Human Services Advisory Council (HSAC) grant	2/7/2018 #1853562	GL AU EX WC OTH
H - Township of Union I - County of Union	PO Box 3609 Union, NJ 07083	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to USE OF PISTOL RANGE	2/7/2018 #1853563	GL AU EX WC OTH
H - City of Summit I - County of Union	512 Springfield Ave Summit, NJ 07901	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured. Subject to the terms, conditions, limitations and exclusions of the policy	2/7/2018 #1853564	GL AU EX WC OTH
H - John N Rodriguez I - County of Union	105 Van Houten Ave Passaic, NJ 07055	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to LEASE OF PARKING SPACES LOCATED AT 28 PRINCE STREET, ELIZABETH, NJ. Subject to the terms, conditions, limitations and exclusions of the policy.	2/7/2018 #1853565	GL AU EX WC OTH
H - H-Cranford Conduit Limited	Partnership H-Cranford Credit Limited	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to	2/7/2018	GL AU EX WC OTH

Union County Insurance Commission

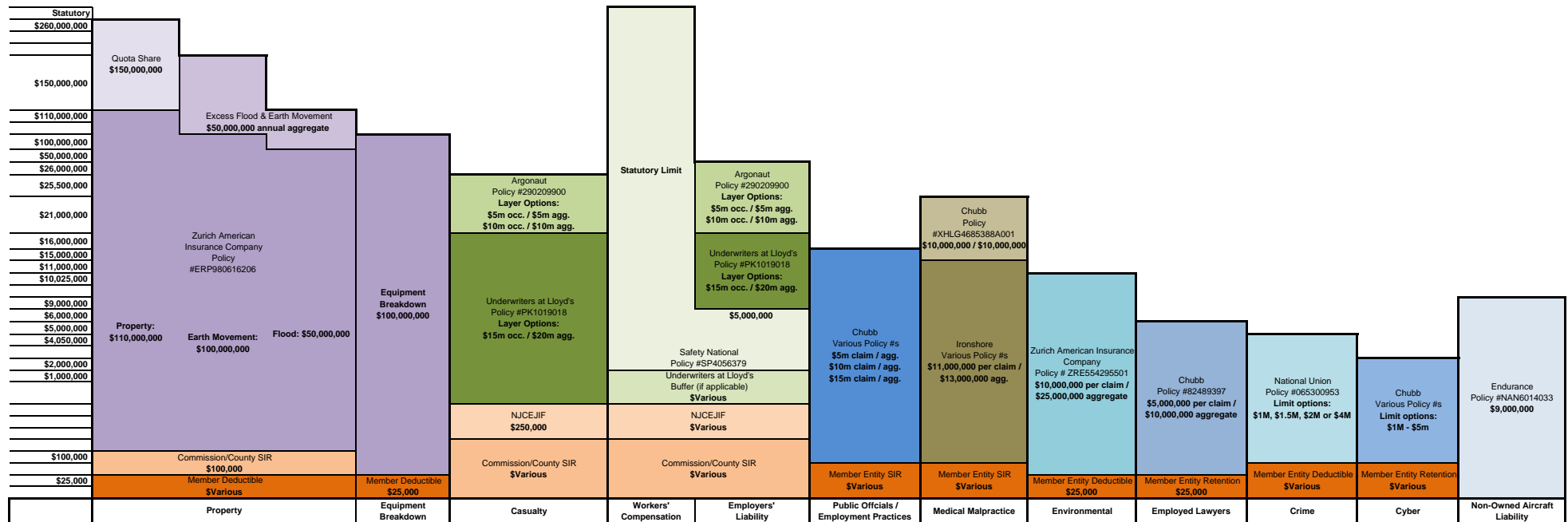
Certificate of Insurance Monthly Report

From 2/1/2018 To 2/28/2018

I - County of Union	Partnership 400 Plaza Drive Secaucus, NJ 07094	1/1/19 Policy # SP4056379 All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to USE OF FACILITIES LOCATED AT 750 WALNUT AVENUE, CRANFORD FOR LAW ENFORCEMENT TRAINING. Subject to the terms, conditions, limitations and exclusions of the policy	#1853566	
H - To Whom It May Concern I - County of Union		Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity.	2/7/2018 #1853567	GL AU EX WC OTH
H - NJ Transit, Attn.: Section 5310 I - County of Union	Program One Penn Plaza East, 4th fl Newark, NJ 07105	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Re: Paratransit Vehicle NUMBER 16-187 2Certificate holder is included as additional insured ATIMA for General and Excess Liability pursuant to the terms, conditions, limitations and exclusions of the JIF Casualty Insurance Policy only and as loss payee with respects to PARATRANSIT 5310 VEHICLE NUMBER 16-1872, 2017 FORD E-350 VIN# 1FDEE3FS7HDC65919	2/7/2018 #1853568	GL AU EX WC OTH
H - Logisticare Solutions and DMAHS I - County of Union	NJ Compliance Team Lead 200 Metroplex Dr., Ste 200 Edison, NJ 08817	All operations usual to County Governmental Entity including certificate holder as additional insured for General Liability but only with respects to the negligent acts of the named insured as respects to medical transportation services. Subject to the terms, conditions, limitations and exclusions of the policy	2/7/2018 #1854114	GL EX OTH
H - County of Union, Prosecutors I - County of Union	Office 32 Rahway Ave Elizabeth, NJ 07202	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity	2/14/2018 #1857686	GL AU EX WC OTH
H - New Jersey Historical Commission I - County of Union	225 West State Street Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and subject to the limitations on coverage contained in any such written contract or written mutual aid agreement or other written agreement as respects to the grant for Union County Office of Cultural & Heritage Affairs	2/21/2018 #1860505	GL AU EX WC OTH
Total # of Holders: 60				

APPENDIX III

LIMIT SCHEMATICS



NOTES:

1. An Excess Flood and Earthquake policy was placed with Aspen Specialty (25%)/Axis Surplus (30%)/Endurance American Specialty (20%)/Velocity Risk Underwriters (25%) effective 01/01/2018, which provides a \$50,000,000 per occurrence and annual aggregate policy limit for Flood and Earthquake coverage excess of the aggregate policy limits provided by Zurich (For Flood: \$25,000,000 for locations in a SFHA, \$50,000,000 for all other locations. For Earthquake: \$100,000,000).
2. Underwriters at Lloyd's (Brit) policy limits apply per Commission/Member County.
3. WC/EL SIR for Police/Fire is \$1,150,000.

MEMBER ENTITIES & DEDUCTIBLES:

Entity	Property	Vacant Property	Auto Physical Damage		Equipment Breakdown
			Comprehensive	Collision	
Union County	\$100,000	\$250,000	\$100,000	\$100,000	\$25,000





\$10,000,000	ACE American Insurance Company Policy # EON G29007949 001 \$10,000,000
\$2,000,000	
\$1,000,000	
Various	Entity Self Insured Retention Various
	Public Officials Liability & Employment Practices Liability

MEMBER ENTITIES & SELF-INSURED RETENTIONS:

Entity	Public Officials / Employment Practices	
	All Other	Employment
Union County	\$250,000	\$250,000
Union County Board of Social Services	\$250,000	\$250,000



\$10,000,000	Zurich American Insurance Company Policy # ZRE554295501 \$10,000,000 per claim / \$25,000,000 aggregate	Zurich American Insurance Company Policy # ZRE554295501 \$1,000,000	Zurich American Insurance Company Policy # ZRE554295501 \$1,500,000
\$1,500,000			
\$1,000,000			
\$25,000	Member Entity Deductible \$25,000		
	Pollution All Other	Pollution Cumberland UA	Pollution Atlantic UA

MEMBER ENTITIES:

Camden County
Camden County College
Camden County College Foundation
Camden County Mosquito Commission
Camden County Municipal Utilities Authority
Camden County Pollution Control Financing Authority
Camden County Health Services Center
Camden County Board of Social Services
Camden County Improvement Authority
Gloucester County
Rowan College at Gloucester County
Gloucester County Utilities Authority
Gloucester County Improvement Authority
Gloucester County Library Commission
Burlington County
Burlington County Board of Social Services
Burlington County Bridge Commission
County of Union
Cumberland County Utilities Authority
Ocean County Mosquito Extermination Commission
County of Ocean Board of Chosen Freeholders
Atlantic County Utilities Authority
Cumberland County
Mercer County
Mercer County Improvement Authority



\$5,000,000	Chubb Insurance Company of New Jersey Policy # 82489397 \$5,000,000 per claim / \$10,000,000 aggregate
Various	Member Entity Retention Various
	Employed Lawyers

MEMBER ENTITIES & SELF-INSURED RETENTIONS:

Entity	Self-Insured Retention
Camden County	\$50,000
Camden County Board of Social Services	\$25,000
Camden County College	\$25,000
Camden County Municipal Utilities Authority	\$25,000
Gloucester County	\$25,000
Union County	\$25,000
Union County Board of Social Services	\$25,000
Cumberland County	\$25,000
County of Atlantic	\$25,000



\$4,000,000	National Union Policy # 065300953 \$4,000,000	National Union Policy # 065300953 \$2,000,000	National Union Policy # 065300953 \$1,500,000	National Union Policy # 065300953 \$1,000,000	National Union Policy # 065300953 \$1,000,000	National Union Policy # 065300953 \$1,000,000	National Union Policy # 065300953 \$1,000,000
\$2,000,000							
\$1,500,000							
\$1,000,000							
Various	Member Entity Deductible \$50,000	Member Entity Deductible \$50,000			Member Entity Deductible \$25,000	Member Entity Deductible \$15,000	Member Entity Deductible \$10,000
	Crime						

NOTES:
1. Each Entity listed below has its own limit of insurance.

MEMBER ENTITIES:

	Camden County (including Camden County Police)	The County of Ocean	County of Atlantic (including Meadowview Nursing Home)	Cumberland County	Union County	Atlantic County Improvement Authority	County of Burlington
		The Ocean County Board of Chosen Freeholders		Hudson County	Union County Board of Social Services	Atlantic County Utilities Authority	Burlington County Bridge Commission
		The Ocean County Library Commission, Inc.		Mercer County	Runnells Specialized Hospital of Union County	Camden County Health Services Center	Camden County Board of Social Services
		The Ocean County Mosquito Extermination Commission				Gloucester County	Camden County College (including Camden County College Foundation)
		The Ocean County Private Industry Council, Inc.				Mercer County Improvement Authority	Camden County Municipal Utilities Authority
							Pollution Control Financing Authority of Camden County
							Cumberland County Board of Social Services
							Gloucester County Improvement Authority
							Gloucester County Library Commission
							Gloucester County Utilities Authority
							Rowan College at Gloucester County



\$9,000,000	Endurance American Insurance Company Policy # NAN6014033 \$9,000,000
	Non-Owned Aircraft Liability

MEMBER ENTITIES:

Atlantic County
Atlantic County Improvement Authority
Atlantic County Utilities Authority
Burlington County
Burlington County Board of Social Services
Burlington County Bridge Commission
Camden County
Camden County Board of Social Services
Camden County College
Camden County Department of Police Services
Camden County Improvement Authority
Camden County Municipal Utilities Authority
Camden County Pollution Control Financing Authority
Cumberland County
Cumberland County Improvement Authority
Cumberland County Utilities Authority
Gloucester County
Gloucester County Improvement Authority
Gloucester County Library Commission
Gloucester County Utilities Authority
Rowan College at Gloucester County
Hudson County
Mercer County
Mercer County Improvement Authority
Ocean County
Union County

