

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – June 20, 2018
County of Union
Administration Building – 6th Floor
Freeholder Conference Room
10 Elizabethtown Plaza
Elizabeth, NJ
10:00 AM**

Meeting was called to order by Chair Wagner. Executive Director 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 Jayne Keefe Wayne Dietz
	Conner Strong & Buckelew Michael Cusack Michelle Leighton
Managed Care Services	First MCO Karen Workman
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Risk Management Consultant	Acrisure, LLC Robin Racioppi
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
Mishood Muftau, Esq.
James McCrady, Union County
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN MINUTES OF MAY 16, 2018

MOTION TO APPROVE THE OPEN MINUTES OF MAY 16, 2018

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

Ms. Dodd advised the closed minutes were not distributed and requested the approval be tabled until the next meeting.

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Worthington advised last week there was some respiratory protection fit test training as well as the actual fit test for Parks, DPW employees and the Prosecutor's Lab. Mr. Worthington reported the jail subcommittee met earlier in the morning. Mr. Worthington stated a packet was created for the seasonal employees for their orientation on June 26th. Mr. McCrady reported there was dialog at the jail subcommittee regarding some facilities issues regarding pods, catwalks and some glass.

CLAIM COMMITTEE: Mr. Cusack reported the Claims Committee did not meet prior to the Commission Meeting and the PARS were scheduled to be presented during the Executive Session of the meeting.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and he had one action item.

CERTIFICATE OF INSURANCE REPORT: Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the month of May was included in the agenda. Executive Director advised there were 4 certificates issued during the month and stated the NJCE Underwriting Manager was in attendance to answer any questions. Chair Wagner asked if anyone 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

RFP FOR COMMISSION AUDITOR: Executive Director advised the Fund Office issued and advertised the RFP for the 2018 Commission Auditor position. Executive Director noted the responses were due on June 26, 2018 and a recommendation would be made at the July meeting.

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE was scheduled to meet on June 28, 2018 at 1:00 PM at the Camden County College Regional Training Center. Executive Director advised at the last NJCE meeting the Board adopted a resolution initiating the use of a competitive contracting request for proposals for the procurement of a RMIS. The responses were reviewed by a sub-committee and were rejected to be non-compliant with the proposal specifications. Executive Director reported the NJCE Board of Commissioners would discuss a re-issuance of a proposal, therefore the process for collection of the renewal data for 2019 would remain the same as last year.

UCIFC FINANCIAL FAST TRACK: Executive Director reported the April Financial Fast Track was included in the agenda. Executive Director advised the Commission had a surplus of \$1,764,500 as of April 30, 2018. Executive Director advised that \$1,489,944 on line 10 of the report "Investment in Joint Venture" was the UCIFC's share of NJCE JIF's equity. Executive Director noted the cash amount was \$1,540,334.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the April Financial Fast Track was included in the agenda. As of April 30, 2018 the Fund had a surplus of \$10,812,288. Executive Director asked if anyone had any questions regarding the Financial Fast Tracks.

CLAIMS TRACKING REPORTS: Executive Director referred to the Claim Activity Report as of April 30, 2018. Executive Director advised this report shows open claims from the prior month and noted there was some heavy activity on worker compensation and liability claims. Executive Director also referred to a copy of the Claims Management Report Expected Loss Ratio Analysis Report as of April 30, 2018 which was included in the agenda. Executive Director advised this report measured how the losses were running compared to the actuary's projections. Executive Director explained column 6 was the actuary's projections of the loss funds allocated for the Commission and column 4 referred to the actual incurred amount. Executive Director reported the losses were less than the actuary's projections.

2019 RENEWALS: Executive Director advised the Fund Office would start the data collection process for the 2019 renewals. Executive Director noted as he stated earlier a RMIS system would not be in place for the 2019 renewals so the data collection would be gathered with excel spreadsheets and the completion of applications. Executive Director reported the Fund Office would work with the Commission Risk Manager to collect the data.

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

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Executive Director reported Resolution 22-18, June Bill List was included in the agenda for approval. Ms. Taylor advised there were sufficient funds to approve the bills listed on Resolution 22-18.

**MOTION TO APPROVE RESOLUTION 22-18 JUNE BILL LIST IN THE
AMOUNT OF \$13,633.67**

Moved:

Chair Wagner

Second:

Commissioner Martin

Vote:

3 Yes, 0 Nays

Executive Director advised the monthly Treasurer reports were included in the agenda.

ATTORNEY: Mr. Barry advised he did not have anything to report at this time, however, there would be a discussion during closed session on the hiring of Mullen Coughlin.

CLAIMS SERVICE: Ms. Guze reported for the month of May there were 21 worker compensation claims. Ms. Guze advised of those claims 18 were closed and 3 remained treating. Ms. Guze advised she did not see any trends or any issues that would cause any concerns. Ms. Guze noted it was the time of year for poison ivy, bug bites and dehydration claims. Ms. Guze pointed out the type of claims this month were trip and falls, lifting and carelessness.

MANAGED CARE: Ms. Workman advised their report was included in the agenda. Ms. Workman reported the total provider bill amount for the month of May was \$76,908 and First MCO repriced the bills to \$32,390 for a savings of \$44,518 or 58%. Executive Director asked if anyone had any questions on the Managed Care Report. Ms. Leighton noted the PPO penetration rate was only 75% and asked if First MCO could provide some recommendations at the next meeting to increase the PPO rate. Ms. Workman advised she would discuss the question with her networking department.

RISK MANAGER: Ms. Racioppi advised she did not have anything to report for open session.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the May – June Risk Control Activities Report which was included in the agenda. Mr. Prince advised the agenda also included a Safety Director Bulletin on Ticks and Tick-borne Diseases. Mr. Prince reminded everyone that the CEL Media Library was available for all Safety Training for any work setting. Mr. Prince indicated the training was online and encouraged all of the departments to review the Library to enhance their safety training. Mr. Prince advised he would send information out electronically regarding the Media Library. Mr. Prince advised that concluded his report unless anyone had any questions.

Correspondence Made Part of Minutes.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

CLOSED SESSION: Executive Director advised there was a need for a closed session. Commission Attorney stated that pursuant to the provisions of the Open Public Meetings Act, a public body may enter into Executive Session for the purpose of discussing certain enumerated subjects. Commission Attorney then read the below statement which was included in the agenda.

N.J.S.A. 10:4-12(B)

Pursuant to provisions of the Open Public Meetings Act a public body may enter into Executive Session for the purpose of discussing certain enumerated subjects. This Commission now wishes to enter Executive Session for the purpose of discussing claims UCICWC062515, UCICWC062983, 062595, 062716, 063134, 06243001, 06243002, 06319501, 06326101,

063543, 062888. In addition the Board will enter into the session to have an attorney-client privileged communication relative to the retention of the firm of Mullen Coughlin who specialize in data security to provide legal advice and other wise assist the County with the purpose of response of a potential security incident.

The minutes of the Executive Session shall be separated from the minutes of the Open Public Session. The minutes of the Executive Session, redacted as appropriate and necessary, shall be available in approximately 30 days. The Commission Secretary shall retain the original minutes until such time as the confidential limitations have been removed, at which time they shall be available.

Upon the affirmative vote of a majority of the members present, the Commission may retire to Executive Session.

Upon the Commission's return it may or may not take formal action on the matters discussed.

MOTION TO RETURN TO OPEN SESSION

Motion:	Chair Wagner
Second:	Commissioner Martins
	3 Yes, 0 Nays

The individuals that were asked to leave the meeting for Executive Session returned to the meeting.

Commission Attorney reported as a result of the discussions in Executive Session regarding the security issue and the hiring of Mullen Coughlin a motion was needed.

Chair Wagner advised she would make the following motion:

MOTION TO RETAIN THE MULLEN COUGHLIN FIRM IN AN AMOUNT NOT TO EXCEED \$25,000 AND AUTHORIZE THE COMMISSION TREASURER TO TRANSFER THAT AMOUNT FROM THE ADMINISTRATIVE ACCOUNT TO THE CLAIMS ACCOUNT

Motion:	Chair Wagner
Second:	Commissioner Martins
	3 Yes, 0 Nays

Executive Director stated for the record D&H would be asked to set up a claim.

Executive Director requested a motion to approve the PARS as presented in Executive Session.

MOTION TO APPROVE THE PARS AS READ INTO RECORD BY THE COMMISSION ATTORNEY

Motion:	Commissioner Wagner
Second:	Commissioner Martins
	3 Yes, 0 Nays

Executive Director advised the next meeting date was July 16, 2018 at 10:00 AM.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:38 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary