

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – May 16, 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
	Conner Strong & Buckelew Michael Cusack
Managed Care Services	First MCO
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
James McCrady, Union County
Robert Charkowsky, Union County
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN MINUTES OF APRIL 18, 2018

MOTION TO APPROVE THE OPEN MINUTES OF APRIL 18, 2018

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	2 Yes, 1 Abstained

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Worthington advised there was a Corrections Safety Meeting earlier in the morning and an Executive Meeting was scheduled after the Commission Meeting. Mr. Worthington reported evacuation drills were successfully conducted last week for 10 Elizabethtown Plaza and the Justice Complex across the street along with the Ruotolo Building and the Annex. Lastly, Mr. Worthington advised they were going to schedule the Right to Know Training. Mr. Worthington advised that concluded his report unless anyone had any questions.

CLAIM COMMITTEE: Mr. Cusack reported the Claims Committee met immediately prior to this meeting and D&H discussed five worker compensation PARS along with 2 SARS for property claims. The Committee recommended approval of the claims. Mr. Cusack advised the Committee also discussed three property damage claims which were within D&H's authority of \$5,000. Mr. Cusack advised that concluded his report unless anyone had any questions.

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

CERTIFICATE OF INSURANCE REPORT: Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the month of April was included in the agenda. Executive Director advised there were 3 certificates issued during the month and stated the NJCE Underwriting Manager was in attendance to answer any questions.

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 Commission would require the services of an auditor to perform the 2018 Commission Audit. Executive Director reported the Fund Office would prepare and advertise the RFP. Executive Director asked if anyone had any questions and requested a motion to authorize the Fund Office to prepare and issue the RFP.

**MOTION TO AUTHORIZE THE FUND OFFICE TO PREPARE AND
ISSUE AN RFP FOR THE 2018 COMMISSION AUDITOR POSITION**

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

Executive Director advised the Fund Office would work with the Fund Attorney on the RFP.

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE met on April 26, 2018. Executive Director referred to a copy of the summary report which was included in the agenda. Executive Director reported it was announced Tim Sheehan was the new Fund Commissioner representing the County of Gloucester, replacing Gerald White who retired. Executive Director advised the firm of Citta, Holzapfel & Zabarski, PA was reappointed for Litigation Management Services for a one year term. Executive Director reported Actuarial Advantage was also reappointed. Executive Director advised a resolution was approved authorizing the use of competitive contracting to issue an RFP for the online Risk Management Information System. Executive Director explained the RIMIS was comprised of two components, underwriting data collection and claims. Executive Director noted the NJCE Underwriting Manager submitted a report advising Zurich would be increasing the property deductible from \$100,000 to \$250,000 as well as a rate increase for the 2019 renewal due to significant loss activity for the period of 2015-2017. Executive Director advised the NJCE would insure the 150x100 which will require a third party property administrator at the NJCE level. Executive Director advised the next NJCE meeting was scheduled for June 28, 2018 at 1:00 PM at the Camden County College Regional Training Center. Executive Director asked if anyone had any questions.

UCIFC FINANCIAL FAST TRACK: Executive Director reported the agenda included the first Financial Fast Track for the Union County Insurance Fund Commission. Executive Director advised he was pleased to report as of March 31, 2018 the Commission had a surplus of \$204,788 which appeared on line 11 of the Financial Fast Track. Executive Director reviewed the line items of the report and indicated the Investment in Joint Venture figure, (line 10) was missing from the report. Executive Director stated this amount would be included in future reports and noted the figure was currently just under \$1.5 million.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the March Financial Fast Track was included in the agenda. As of March 31, 2018 the Fund had a surplus of \$10,774,758. Executive Director asked if anyone had any questions regarding the Financial Fast Tracks. Executive Director noted the NJCE would most likely be issuing dividends again this year.

CLAIMS MANAGEMENT REPORT: Executive Director referred to a copy of the Claims Management Report Expected Loss Ratio Analysis Report as of March 31, 2018 which was included in the agenda. Executive Director advised this report correlates to the Financial Fast Track. Executive Director reported this report measures how the losses are 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 projection which led to the surplus noted on the Financial Fast Track.

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 21-18, May Bill List was included in the agenda for approval. Ms. Taylor advised sufficient funds were available to make the payment for the resolution.

MOTION TO APPROVE RESOLUTION 21-18 MAY BILL LIST IN THE AMOUNT OF \$15,326.28

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.

CLAIMS SERVICE: Mr. Cusack advised he did not have anything further to report.

CLAIMS SERVICE: Ms. Guze reported for the month of April there were 29 new worker comp claims of which 1 was denied, 6 were "report only" and 12 were currently "closed for treatment" and 10 were treating. Ms. Guze advised she did not see any negative trends or any safety issues. Ms. Guze noted it appeared all of the injuries by the employees were in the performance of their job.

MANAGED CARE: Executive Director advised a representative from First MCO was not in attendance, however their report was included in the agenda. Executive Director reported the total provider bill amount for the month of April was \$204,316 and First MCO repriced the bills to \$75,305 for a savings of \$129,011 or 63%. Executive Director noted the PPO penetration rate was 88%. Executive Director asked if anyone had any questions on the Managed Care Report.

RISK MANAGER: Ms. Racioppi reported she expected to have their recommendation today on the cyber liability coverage, however she just received some additional quote and program information which was favorable to the County. Ms. Racioppi advised she wanted to take some more time to do the analysis and noted the recommendation would be available for the next meeting.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the April – May Risk Control Activity Report which was included in the agenda. Mr. Prince advised some training opportunities would be discussed at the Safety Committee Meeting following this meeting. Mr. Prince reminded the Commission the Media Library was also available and if anyone needed information on accessing the Library they should reach out to Mr. Prince. Executive Director asked Mr. Prince to discuss the Media Library further during the Safety Committee Meeting. Mr. Prince advised that concluded his report unless anyone had any questions.

Correspondence Made Part of Minutes.

SAFETY: Mr. Worthington advised he had nothing further to report.

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: UCICWC062179, UCICWC061625, UCICWC061595, UCICWC061497, UCICWC062617, VAUCICGA062902, VAUCICGA062635, VAUCICGA06264,

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.

Mr. Cusack pointed out there were two additional property claims which were added after the agenda was issued. Commission Attorney advised there would also be discussion on claim numbers UCICGA061429 & UCICGA062596.

MOTION TO RETURN TO OPEN SESSION

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

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

MOTION TO APPROVE THE PARS AS PRESENTED IN EXECUTIVE SESSION

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

Executive Director advised the next meeting date was June 20, 2018 at 10:00 AM.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:26 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary