

**UNION COUNTY INSURANCE FUND COMMISSION  
AGENDA AND REPORTS  
MAY 16, 2018**

**COUNTY OF UNION  
ADMINISTRATION BUILDING – 6<sup>TH</sup> FLOOR  
FREEHOLDER CONFERENCE ROOM  
10 ELIZABETHTOWN PLAZA  
ELIZABETH, NJ  
10:00 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: MAY 16, 2018**  
**ADMINISTRATION BUILDING –6<sup>TH</sup> FLOOR**  
**FREEHOLDER CONFERENCE ROOM**  
**10 ELIZABETHTOWN PLAZA**  
**ELIZABETH, NJ**  
**10:00 AM**

- ☐ **MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ☐ **ROLL CALL OF COMMISSIONERS**
- ☐ **APPROVAL OF MINUTES: April 18, 2018 Open Minutes .....Appendix I**
  
- ☐ **CORRESPONDENCE:**
  
- ☐ **COMMITTEE REPORTS**
  - Safety Committee: ..... Verbal
  - Claims Committee: ..... Verbal
  
- ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA .....Pages 4-11**
  
- ☐ **TREASURER – Bibi Taylor**
  - Resolution **21-18** May Bill List -Motion.....Page 12
  - March Treasurer Reports.....Page 13-14
  
- ☐ **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 -April ..... Pages 15-16
  
- ☐ **RISK MANAGER – Acirusure, LLC ..... Verbal**
  
- ☐ **NJCE SAFETY DIRECTOR – J.A. Montgomery Risk Control**
  - Monthly Report.....Page 17
  
- ☐ **SAFETY – T&M Associates**
  - Monthly Report..... Verbal
  
- ☐ **OLD BUSINESS**
- ☐ **NEW BUSINESS**
- ☐ **PUBLIC COMMENT**
- ☐ **EXECUTIVE SESSION – in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-12(B)**
  - N.J.S.A 10:4-12 Statement .....Page 18
- ☐ **APPROVAL OF PARS - Motion**

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- ☐ MEETING ADJOURNMENT
  - ☐ NEXT SCHEDULED MEETINGS: June 20, 2018 ADMINISTRATION BUILDING, 6<sup>TH</sup> 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: May 16, 2018

Memo to: Commissioners of the Union County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

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- ☐ **Certificate of Insurance Report (Page 5)** - Attached on page 5 is the certificate of insurance issuance report from the NJCE listing those certificates issued during the month of April. There were 3 certificates issued.
- ☐ **Motion to approve the certificate of insurance report**
- ☐ **RFP for Commission Auditor** – The Commission will require the services of an auditor to perform the 2018 Commission Audit. The Fund Office will prepare and advertise an RFP for the 2018 Commission Auditor position.
- ☐ **Motion to authorize the Fund Office to prepare and issue an RFP for the 2018 Commission Auditor position**
- ☐ **NJ Counties Excess Joint Insurance Fund (NJCE) (Pages 6-7)** – The NJCE met on April 26, 2018. A written summary of the meeting is included in the agenda on pages 6-7. The next NJCE meeting is scheduled for June 28, 2018 at 1:00 PM at the Camden County College Regional Training Center.
- ☐ **UCIFC Financial Fast Track (Page 8)** – Included in the agenda on page 8 is a copy of the Financial Fast Track for the month of March. This will be a monthly report that provides a snapshot of the financial strength of the Commission. As of March 31, 2018 the Commission has a surplus of **\$204,788**. The cash balance is **\$1,610,494**.
- ☐ **NJCE Property & Casualty Financial Fast Track (Pages 9-10)** – Included in the agenda on pages 9-10 is a copy of the Financial Fast Track for the month of March. As of March 31, 2018 the Fund as a surplus of **\$10,774,758**. The cash amount is **\$25,119,846**.
- ☐ **Claims Management Report (Page 11)** – Included in the agenda on page 11 is the Claims Management Report Expected Loss Ratio Analysis Report as of March 31, 2018. This report measures how the losses are running compared to the actuary's projections for 2018. Executive Director will review this report at the meeting.

# Union County Insurance Commission

## Certificate of Insurance Monthly Report

From 4/1/2018 To 4/30/2018

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - New Jersey Historic Trust I - County of Union	P.O. Box 457 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 GRANT FOR UNION COUNTY OFFICE OF CULTURAL & HERITAGE AFFAIRS	4/17/2018  #1887403	GL AU EX WC OTH
H - State of NJ, Dept of Environment I - County of Union	Protection ATTN Steve Csorgo Jr Asst Biologist NJ State Mosquito Control Commission 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 Evidence of insurance Eager Beaver 20 HA SG-A25C Trailer (Ser.# 1YB291860H1B1T117)	4/19/2018  #1888343	GL AU EX WC OTH
H - Westfield Armory I - County of Union	500 Rahway Ave. Westfield, NJ 07090	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	4/23/2018  #1888947	GL AU EX WC OTH
<b>Total # of Holders: 3</b>				

## 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:** April 26, 2018  
**To:** Union County Insurance Fund Commission  
**From:** PERMA Risk Management Services  
**Subject:** New Jersey Counties Excess Meeting Report

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**Financial Audit as of December 31, 2017:** Submitted for information only was correspondence from the Bowman & Company, Fund Auditor, noting their firm's engagement to conduct the audit of financial statements as of 12/31/17.

**Fund Commissioner/Amending Authorized Signatories:** As of March 28, 2018 Commissioner Timothy Sheehan is the NJCE Fund Commissioner representing the County of Gloucester. The Board of Fund Commissioners adopted a Resolution amending the Designating Authorized Signatures for Bank Accounts.

### Professional Contracts

**Litigation Management:** A Request for Proposals was advertised with a deadline to respond by April 24, 2018. Fund Attorney reported a sub-committee met to review the responses from two firms. Fund Attorney submitted a memorandum noting the committee's recommendation to re-appoint the firm Citta, Holzapfel & Zabarsky, P.A. for Litigation Management Services for a one-year term based on the submitted hourly fee proposal. The Board of Fund Commissioners adopted a resolution authorizing the professional services agreement.

**Actuary:** Executive Director said the Fund's contract with The Actuarial Advantage expired November 16, 2017 and as authorized the Fund office issued as solicitation for quotations and The Actuarial Advantage was the only firm to respond. The Board of Fund Commissioners adopted a resolution authorizing the professional services agreement.

**Underwriting Data Validation:** As previously discussed, 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 online underwriting data system.

**Payroll Audits:** Bowman & Company has begun contacting members to perform a 2017 workers' compensation insurance exposure verification audit as part of the 2019 renewal.

**Risk Management Information System (RMIS):** Fund Attorney reported the scope of services for the online RMIS is being finalized and will be issued as a competitive contracting request for proposals. The RMIS is comprised of two components – underwriting data collection and claims – which will be implemented over a 2-year period. Fund Attorney submitted a resolution authorizing use of competitive contracting; once authorization is provided the advertisement will be placed in the Fund's official papers and a recommendation for an award is expected to be provided at the next meeting. The Board of Fund Commissioners adopted a resolution authorizing the initiation of the competitive contracting process.

**Financial Fast Track:** The Financial Fast Track as of March 31, 2018 reflected a statutory surplus of \$10.7 million.

**2018 Financial Disclosures:** The Local Finance Board has issued the annual notice regarding filing of the Financial Disclosure forms. Fund Commissioners and Professionals have until April 30<sup>th</sup> to complete the filing.

#### **Underwriting Manager**

**2019 Property Renewal:** Underwriting Manager submitted a report noting that Zurich will be increasing the property deductible from \$100,000 to \$250,000, as well as, a rate increase for the 2019 renewal based on significant loss activity from 2015-2017; losses were primarily driven by non-natural/catastrophic events. During the 2019 budget development process, the NJCE can consider options to self-fund a property layer.

**Membership:** Underwriting Manager reported that marketing efforts have been underway to offer membership to the County of Monmouth and the County of Essex; copies of exposure summaries for each County were submitted for information. The Fund last adopted a Resolution offering membership to the County of Monmouth in 2017; submitted as part of the agenda was an amended Resolution reaffirming the Fund's offer of membership as the County will likely pass its own resolution to join the Fund on/before December 31, 2018. Also enclosed was a Resolution to offer membership to the County of Essex. The Board of Fund Commissioners adopted both resolutions.

**Risk Control:** Safety Director submitted a report reflecting the risk control activities from February through May 2018 and Safety Director Bulletins distributed during that time.

**Claims Status Summary:** AmeriHealth Casualty Services provided a summary report, which were reviewed during Closed Session.

**Next Meeting:** The next meeting of the NJCE fund is scheduled for June 28, 2018 at 1:00PM at the Camden County Emergency Training Center.

UNION COUNTY INSURANCE COMMISSION					
FINANCIAL FAST TRACK REPORT					
		AS OF	March 31, 2018		
ALL YEARS COMBINED					
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	2,064,640	2,064,640	0	2,064,640
2.	CLAIM EXPENSES				
	Paid Claims	67,320	67,320	0	67,320
	Case Reserves	67,321	67,321	0	67,321
	IBNR	1,075,602	1,075,602	0	1,075,602
	Discounted Claim Value	(22,443)	(22,443)	0	(22,443)
	TOTAL CLAIMS	1,187,799	1,187,799	0	1,187,799
3.	EXPENSES				
	Excess Premiums	629,650	629,650	0	629,650
	Administrative	19,052	44,732	0	44,732
	TOTAL EXPENSES	648,702	674,382	0	674,382
4.	UNDERWRITING PROFIT (1-2-3)	228,138	202,459	0	202,459
5.	INVESTMENT INCOME	2,329	2,329	0	2,329
6.	PROFIT (4 + 5)	230,468	204,788	0	204,788
7.	CEL APPROPRIATION CANCELLATION	0	0	0	0
8.	DIVIDEND INCOME	0	0	0	0
9.	DIVIDEND EXPENSE	0	0	0	0
10.	INVESTMENT IN JOINT VENTURE	0	0	0	0
11. SURPLUS (6 + 7 + 8)		230,468	204,788	0	204,788
SURPLUS (DEFICITS) BY FUND YEAR					
2018		230,468	204,788		204,788
TOTAL SURPLUS (DEFICITS)		230,468	204,788	0	204,788
TOTAL CASH					1,610,494
CLAIM ANALYSIS BY FUND YEAR					
FUND YEAR 2018					
	Paid Claims	67,320	67,320		67,320
	Case Reserves	67,321	67,321		67,321
	IBNR	1,075,602	1,075,602		1,075,602
	Discounted Claim Value	(22,443)	(22,443)		(22,443)
TOTAL FY 2018 CLAIMS		1,187,799	1,187,799	0	1,187,799
COMBINED TOTAL CLAIMS		1,187,799	1,187,799	0	1,187,799
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.					



NEW JERSEY COUNTIES EXCESS JIF						
FINANCIAL FAST TRACK REPORT						
			AS OF	March 31, 2018		
ALL YEARS COMBINED						
			THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME		1,749,866	5,249,598	118,535,964	123,785,562
2.	CLAIM EXPENSES					
		Paid Claims	27,957	87,141	3,142,296	3,229,437
		Case Reserves	232,640	308,675	3,560,908	3,869,583
		IBNR	(216,266)	298,185	10,479,791	10,777,976
		Discounted Claim Value	43,025	(1,784)	(777,744)	(779,529)
	TOTAL CLAIMS		87,356	692,216	16,405,251	17,097,467
3.	EXPENSES					
		Excess Premiums	1,283,040	3,849,119	82,005,406	85,854,524
		Administrative	137,292	417,501	8,815,738	9,233,240
	TOTAL EXPENSES		1,420,331	4,266,620	90,821,144	95,087,764
4.	UNDERWRITING PROFIT (1-2-3)		242,179	290,762	11,309,569	11,600,332
5.	INVESTMENT INCOME		17,102	18,385	263,592	281,977
6.	PROFIT (4+5)		259,281	309,147	11,573,162	11,882,309
7.	Dividend		0	0	500,000	500,000
8.	Cancelled Appropriations		0	0	607,551	607,551
9.	SURPLUS (6-7-8)		259,281	309,147	10,465,611	10,774,758
SURPLUS (DEFICITS) BY FUND YEAR						
	2010		10,364	10,416	487,880	498,296
	2011		482	566	986,002	986,568
	2012		5,273	5,360	670,408	675,768
	2013		(28,587)	(28,426)	1,684,539	1,656,113
	2014		(59,050)	(58,858)	2,114,583	2,055,725
	2015		(234,697)	(234,482)	1,304,973	1,070,491
	2016		155,538	153,631	2,228,683	2,382,313
	2017		361,972	362,216	988,542	1,350,758
	2018		47,986	98,724		98,724
TOTAL SURPLUS (DEFICITS)			259,281	309,147	10,465,610	10,774,757
TOTAL CASH						25,119,846

NEW JERSEY COUNTIES EXCESS JIF					
FINANCIAL FAST TRACK REPORT					
		AS OF	March 31, 2018		
ALL YEARS COMBINED					
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
CLAIM ANALYSIS BY FUND YEAR					
FUND YEAR 2010					
	Paid Claims	0	990	165,365	166,355
	Case Reserves	0	(990)	84,636	83,646
	IBNR	(10,000)	(10,000)	224,999	214,999
	Discounted Claim Value	254	254	(12,655)	(12,400)
TOTAL FY 2010 CLAIMS		(9,746)	(9,746)	462,345	452,599
FUND YEAR 2011					
	Paid Claims	3,660	11,060	435,147	446,207
	Case Reserves	(2,962)	(10,364)	341,117	330,753
	IBNR	(698)	(696)	238,736	238,040
	Discounted Claim Value	591	591	(31,362)	(30,772)
TOTAL FY 2011 CLAIMS		591	591	983,638	984,228
FUND YEAR 2012					
	Paid Claims	3,032	10,839	1,466,690	1,477,529
	Case Reserves	3,463	656	180,069	180,725
	IBNR	(11,495)	(16,495)	623,240	606,745
	Discounted Claim Value	903	903	(45,106)	(44,203)
TOTAL FY 2012 CLAIMS		(4,097)	(4,097)	2,224,893	2,220,796
FUND YEAR 2013					
	Paid Claims	3,577	28,908	306,969	335,877
	Case Reserves	36,380	20,332	752,266	772,598
	IBNR	(9,956)	(19,240)	680,765	661,525
	Discounted Claim Value	732	732	(78,671)	(77,939)
TOTAL FY 2013 CLAIMS		30,733	30,732	1,661,329	1,692,061
FUND YEAR 2014					
	Paid Claims	6,442	22,472	401,039	423,511
	Case Reserves	(6,463)	127,945	410,814	538,759
	IBNR	60,021	(90,417)	1,268,147	1,177,730
	Discounted Claim Value	1,643	1,643	(81,671)	(80,028)
TOTAL FY 2014 CLAIMS		61,643	61,643	1,998,329	2,059,972
FUND YEAR 2015					
	Paid Claims	11,246	12,859	345,381	358,240
	Case Reserves	373,170	341,659	1,255,154	1,596,813
	IBNR	(149,416)	(119,517)	1,619,464	1,499,947
	Discounted Claim Value	2,585	2,585	(157,891)	(155,306)
TOTAL FY 2015 CLAIMS		237,585	237,585	3,062,109	3,299,694
FUND YEAR 2016					
	Paid Claims	0	0	0	0
	Case Reserves	(6)	(6)	250,120	250,114
	IBNR	(164,994)	(164,994)	2,394,880	2,229,886
	Discounted Claim Value	12,765	12,765	(162,270)	(149,505)
TOTAL FY 2016 CLAIMS		(152,235)	(152,235)	2,482,730	2,330,495
FUND YEAR 2017					
	Paid Claims	0	13	21,705	21,718
	Case Reserves	(168,349)	(171,165)	286,733	115,568
	IBNR	(221,651)	(218,849)	3,429,559	3,210,710
	Discounted Claim Value	31,184	31,184	(208,119)	(176,935)
TOTAL FY 2017 CLAIMS		(358,816)	(358,816)	3,529,878	3,171,062
FUND YEAR 2018					
	Paid Claims	0	0		0
	Case Reserves	(2,594)	607		607
	IBNR	291,924	938,393		938,393
	Discounted Claim Value	(7,632)	(52,441)		(52,441)
TOTAL FY 2018 CLAIMS		281,698	886,559	0	886,559
COMBINED TOTAL CLAIMS		87,356	692,216	16,405,251	17,097,467

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 Commissions

CLAIMS MANAGEMENT REPORT

EXPECTED LOSS RATIO ANALYSIS

AS OF

March 31, 2018

**FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION**

		Current		3			Last Month		2			Last Year		-9		
	Budget	Unlimited	Limited	Actual		MONTH	Unlimited	Limited	Actual		MONTH	Unlimited	Limited	Actual		MONTH
		Incurred	Incurred	31-Mar-18		TARGETED	Incurred	Incurred	28-Feb-18		TARGETED	Incurred	Incurred	30-Mar-17		TARGETED
PROPERTY	320,021	26,242	26,242	8.20%	73,605	23.00%	0	0	0.00%	41,603	13.00%	0	0	N/A	N/A	N/A
GEN LIABILITY	427,942	7,624	7,624	1.78%	25,677	6.00%	0	0	0.00%	10,699	2.50%	0	0	N/A	N/A	N/A
AUTO LIABILITY	259,693	6,000	6,000	2.31%	15,582	6.00%	0	0	0.00%	6,492	2.50%	0	0	N/A	N/A	N/A
WORKER'S COMP	4,546,370	94,774	94,774	2.08%	136,391	3.00%	0	0	0.00%	90,927	2.00%	0	0	N/A	N/A	N/A
TOTAL ALL LINES	5,554,026	134,640	134,640	2.42%	251,254	4.52%	0	0	0.00%	149,721	2.70%	0	0	N/A	N/A	N/A
NET PAYOUT %	\$67,144				1.21%											

# UNION COUNTY INSURANCE FUND COMMISSION BILLS LIST

Resolution No. 21-18

MAY 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>
001009			
001009	PERMA RISK MANAGEMENT SE	POSTAGE APRIL 2018	1.84
001009	PERMA RISK MANAGEMENT SE	EXECUTIVE DIRECTOR FEES 05/2018	12,807.16
			<b>12,809.00</b>
001010			
001010	THE ACTUARIAL ADVANTAGE	ACTUARIAL FEES 05/2018	737.50
			<b>737.50</b>
001011			
001011	CONNER STRONG & BUCKELEW	SELECTIVE FIRE & CASUALTY BOND	1,641.00
			<b>1,641.00</b>
001012			
001012	DIVISION OF MOTOR VEHICLES	POSTAGE EXPENSE 04/2018	19.28
			<b>19.28</b>
001013			
001013	WESTFIELD LEADER	LEGAL ADVERTISEMENT - MEETING SCHEDULE	28.05
			<b>28.05</b>
001014			
001014	NJ ADVANCE MEDIA	LEGAL ADVERTISEMENT 4/3/2018	60.45
001014	NJ ADVANCE MEDIA	LEGAL ADVERTISEMENT 3/2/2018	31.00
			<b>91.45</b>
	Total Payments FY		15,326.28

\_\_\_\_\_  
Chairperson

Attest:

Dated:\_\_\_\_\_

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

\_\_\_\_\_  
Treasurer

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS				
UNION COUNTY INSURANCE COMMISSION				
ALL FUND YEARS COMBINED				
CURRENT MONTH	March			
CURRENT FUND YEAR	2018			
		Description:	Administrative Account-Investors	Claims Account - Investors
		ID Number:		
		Maturity (Yrs)		
		Purchase Yield:		
		TOTAL for All Accts & instruments		
Opening Cash & Investment Balance	\$ 1,722,518.83	\$ 1,722,518.83	\$ -	
Opening Interest Accrual Balance	\$ -	\$ -	\$ -	
1	Interest Accrued and/or Interest Cost	\$0.00	\$0.00	\$0.00
2	Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00
3	(Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00
4	Accretion	\$0.00	\$0.00	\$0.00
5	Interest Paid - Cash Instr.s	\$1,798.52	\$1,790.47	\$8.05
6	Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00
7	Realized Gain (Loss)	\$0.00	\$0.00	\$0.00
8	Net Investment Income	\$1,798.52	\$1,790.47	\$8.05
9	Deposits - Purchases	\$57,264.16	\$0.00	\$57,264.16
10	(Withdrawals - Sales)	-\$171,087.56	-\$103,767.75	-\$67,319.81
Ending Cash & Investment Balance		\$1,610,493.95	\$1,620,541.55	-\$10,047.60
Ending Interest Accrual Balance		\$0.00	\$0.00	\$0.00
Plus Outstanding Checks		\$43,656.81	\$16.83	\$43,639.98
(Less Deposits in Transit)		\$0.00	\$0.00	\$0.00
Balance per Bank		\$1,654,150.76	\$1,620,558.38	\$33,592.38

UNION COUNTY INSURANCE COMMISSION							
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED							
<b>Current Fund Year: 2018</b>							
<b>Month Ending: March</b>							
	Property	Liability	Auto	Worker's Com	NJ CEL	Admin	TOTAL
OPEN BALANCE	125,285.19	167,535.24	101,667.35	1,779,860.76	(525,151.94)	73,322.24	1,722,518.84
RECEIPTS							
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invest Pymnts	0.00	0.00	0.00	0.00	0.00	1,798.52	1,798.52
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	0.00	1,798.52	1,798.52
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	1,798.52	1,798.52
EXPENSES							
Claims Transfers	9,448.91	0.00	0.00	57,870.90	0.00	0.00	67,319.81
Expenses	0.00	0.00	0.00	0.00	0.00	46,503.59	46,503.59
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	9,448.91	0.00	0.00	57,870.90	0.00	46,503.59	113,823.40
<b>END BALANCE</b>	<b>115,836.28</b>	<b>167,535.24</b>	<b>101,667.35</b>	<b>1,721,989.86</b>	<b>(525,151.94)</b>	<b>28,617.17</b>	<b>1,610,493.96</b>



**First Managed Care Option, Inc.**

## Case Management Monthly Activity Report

April 2018

UNION COUNTY INS FUND COMM  
NJ

Reported Claims											
Year/Month	# of Claims > 2 days to report	Total Reported*	Medical Only**	Lost Time**	Total Case Managed	Field Case Managed	% Case MO	% Case LT	% Case Field	Active Files	Closed Files
Jan-18		17	11	3	14	0	78.57%	21.43%	0.00%	3	11
Feb-18	4	16	9	2	11	0	81.82%	18.18%	0.00%	1	10
Mar-18	6	25	14	2	16	0	87.50%	12.50%	0.00%	4	12
Apr-18	2	27	18	1	19	0	94.74%	5.26%	0.00%	10	9
<b>Total 2018</b>	<b>12</b>	<b>85</b>	<b>52</b>	<b>8</b>	<b>60</b>	<b>0</b>	<b>86.67%</b>	<b>13.33%</b>	<b>0.00%</b>	<b>18</b>	<b>42</b>

Open Claims						
Medical Only	Lost Time	Telephonic Case Mgmt	Field Case Mgmt	Total Case Managed	Lost Time Returned to Work	Lost Time Out of Work
12	6	18	0	18	3	3

Claim keys	
Medical Only Claim:	Case Managed File, out of work 7 days or less
Lost Time Claim:	Case Managed File, out of work 8 or more days
Lost Time Return to Work:	File is a lost time claim and the injured worker has returned to work
Telephonic Case Mgmt:	Number of new referrals for case management
Active Files:	Number of all open files currently case managed

Report run on 05/01/2018

\* Total Reported includes all Medical Only, Lost Time, Investigation, and Report Only Claims

\*\* Any Change in MO or LT will be reflected in the original reported month.



Page 1 of 1



***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		
Mar-18	\$49,915	\$20,683	\$67,365	\$29,232	59%	76	68	8	89%	0		
Apr-18	\$204,316	\$75,305	\$250,090	\$129,011	63%	104	91	13	88%	0		
<b>Total 2018</b>	<b>\$294,594</b>	<b>\$117,423</b>	<b>\$364,820</b>	<b>\$177,171</b>	<b>60%</b>	<b>246</b>	<b>219</b>	<b>27</b>	<b>89%</b>	<b>0</b>		
<b>Total to Date</b>	<b>\$294,594</b>	<b>\$117,423</b>	<b>\$364,820</b>	<b>\$177,171</b>	<b>60%</b>	<b>246</b>	<b>219</b>	<b>27</b>	<b>89%</b>	<b>0</b>		

Report Run Date:05/01/2018

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## UNION COUNTY INSURANCE FUND COMMISSION SAFETY DIRECTOR'S REPORT

**TO:** Fund Commissioners  
**FROM:** J.A. Montgomery Risk Control, Safety Director  
**DATE:** May 7, 2018

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### UCIFC SERVICE TEAM

Paul Shives, Vice President Public Sector Director <a href="mailto:pshives@jamontgomery.com">pshives@jamontgomery.com</a> Office: 732-736-5213	Glenn Prince, Associate Public Sector Director <a href="mailto:gprince@jamontgomery.com">gprince@jamontgomery.com</a> Office: 856-552-4744 Cell: 609-238-3949	Natalie Dougherty, Executive Assistant <a href="mailto:ndougherty@jamontgomery.com">ndougherty@jamontgomery.com</a> Office: 856-552-4738
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**April - May 2018**

### RISK CONTROL ACTIVITIES

#### **MEETINGS ATTENDED / TRAINING / LOSS CONTROL VISITS CONDUCTED**

- **April 18:** Attended the UCIFC Executive Safety Committee Meeting in Elizabeth.
- **April 18:** Attended the UCIFC Jail Sub Safety Committee Meeting in Elizabeth.
- **April 18:** Attended the UCIFC Meeting in Elizabeth.

#### **UPCOMING MEETINGS / TRAINING / LOSS CONTROL VISITS PLANNED**

- **May 16:** Plan to attend the UCIFC Executive Safety Committee Meeting in Elizabeth.
- **May 16:** Plan to attend the UCIFC Jail Sub Safety Committee Meeting in Elizabeth.
- **May 16:** Plan to attend the UCIFC Meeting in Elizabeth.

#### **CEL MEDIA LIBRARY**

No Videos have been utilized in 2018.

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.

**APPENDIX I**  
***OPEN MINUTES***

**UNION COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – April 18, 2018  
County of Union  
Administration Building – 6<sup>th</sup> Floor  
Freeholder Conference Room  
10 Elizabethtown Plaza  
Elizabeth, NJ  
10:00 AM**

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

**ROLL CALL OF COMMISSIONERS:**

Amy Wagner	Excused
Claudia Martins	Present
Laura Scutari	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
Claims Service	D&H Alternative Risk Solutions, Inc. <b>Kathleen Guze</b> <b>Susan Hammer</b> <b>Jayne Keefe</b>
	Conner Strong & Buckelew <b>Michael Cusack</b>
Managed Care Services	First MCO <b>Kelly Royce</b>
NJCE Underwriting Manager	Conner Strong & Buckelew
Risk Management Consultant	Acrisure, LLC <b>Robin Racioppi</b>
Treasurer	
Attorney	<b>Robert Barry, Esq.</b>
Safety	J.A. Montgomery Risk Control <b>Glenn Prince</b> T&M Associates <b>Mark Worthington</b>

**ALSO PRESENT:**

Terry Pacheco, Union County

James McCrady, Union County

Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF MARCH 27, 2018**

**MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF MARCH 27, 2018**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

**CORRESPONDENCE: None**

**SAFETY COMMITTEE:** Mr. Worthington advised they met earlier with Corrections and the meeting went well. Mr. Worthington stated there were a few outstanding issues which he needed to discuss with facilities, however, the individual was on vacation. Mr. Worthington reported there was a meeting scheduled for the afternoon to discuss the evacuation plans for 10 Elizabethtown Plaza and the Tower across the street along with the Prosecutor's Building. Lastly, Mr. Worthington advised they were starting to schedule Health and Safety Training with Mr. McCrady for the spring.

**CLAIM COMMITTEE:** Mr. Cusack reported the Claims Committee met prior to the Commission Meeting and reviewed three auto physical damage claims within TPA's authority. Executive Director noted it was suggested during the Claims Committee Meeting that if there were only a few claims to review it was not necessary to discuss the claims during the Claims Committee Meeting and then again during the closed portion of the Commission Meeting. Executive Director stated a decision would be made prior to the scheduled meeting date depending on the amount of claims with sufficient advanced notice.

**EXECUTIVE DIRECTOR REPORT:** Executive Director advised his report was included in the agenda and he had four action items, three were in his report and he also had a verbal request.

**2018 MEETING SCHEDULE:** Executive Director referred to a copy of the 2018 Meeting Schedule which was included in the agenda. Executive Director advised the Commission was not scheduled to meet in August or November, however the Commissioners could decide to schedule additional meetings or cancel any meeting. Executive Director requested a motion to adopt Resolution 19-18, Regular Meeting Schedule.

**MOTION TO ADOPT RESOLUTION 19-18, 2018 REGULAR MEETING SCHEDULE**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

**EMPLOYEE DISHONESTY CRIME POLICY:** Executive Director advised a copy of the Employee Dishonesty Crime quote was included in the agenda in the amount of \$1,642. Executive Director reported the policy covered the Executive Director, Commission Treasurer and the Commission Claim Administrator. Executive Director noted if the Commissioners agreed to issue the policy the premium would be paid out of the Miscellaneous and Expense Account line item of the 2018 budget. Executive Director asked if anyone had any questions.

**MOTION TO APPROVE EXPENDITURE FOR EMPLOYEE DISHONESTY COVERAGE IN THE AMOUNT OF \$1,642**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	2 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 March was included in the agenda. Executive Director advised there were 18 certificates issued during the month.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

**NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE):** Executive Director advised the NJCE did not meet in March. The next NJCE meeting was scheduled for April 26, 2018 at 1:00 PM at the Camden County College Regional Training Center.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the February Financial Fast Track was included in the agenda. As of February 28, 2018 the Fund had a surplus of \$10,515,477. Executive Director asked if anyone had any questions regarding the Financial Fast Track.

**UNION COUNTY INSURANCE FUND COMMISSION WEBSITE:** Executive Director reported the hosting of the website was purchased and the template was designed. Executive Director advised Mr. Charkowsky of the County was working with the hosting vendor to log into the site and the set up. Executive Director noted the website address was ucifc.org. In response to Executive Director's inquiry, Ms. Dodd advised she would send Mr. Charkowsky the meeting schedule, agendas, minutes and other documents to post on the site.

**CRIME POLICIES:** Executive Director reported the last item he had to discuss was an inquiry from Mike Yuska regarding crime policies that were in place for statutory positions. Executive Director advised the broker of record was looking to reorganize as the commercial bonds carried a \$1M limit for statutory positions and all of the Union County employees were covered including statutory positions under the NJCE bond. The crime policy with the NJCE has a \$25,000 deductible. The broker of record was looking for an alternative to reduce that amount to \$500 through the commercial market. Executive Director explained since there was now an Insurance Commission, the Commission could

consider self-insuring the deductible. Executive Director advised he was requesting authorization to work with the Actuary to obtain an alternative price within the Commission.

**MOTION TO AUTHORIZE THE ACTUARY TO PROVIDE  
ALTERNATIVE PRICES FOR FUNDING WITHIN THE COMMISSION**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

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 20-18, April Bill List was included in the agenda for approval. Mr. Barry stated Ms. Taylor was not in attendance but she had reviewed the Bill List and recommended its approval.

**MOTION TO APPROVE RESOLUTION 20-18 APRIL BILL LIST IN THE  
AMOUNT OF \$13,077.58**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

**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 from a worker compensation standpoint for the month of March there were 27 work injury claims reported. Of those 27 claims 9 were due to the ice and storm related conditions during March, 8 of the 27 claims were for report only. Ms. Guze advised there were no trends, mostly typical strains and sprains and a few exposure and lifting claims.

**MANAGED CARE:** Ms. Royce reported the total provider bill amount was \$49,915 and First MCO repriced the bills to \$20,683 for a savings of \$29,232 or 59%. Ms. Royce noted the PPO penetration rate was 89%. Ms. Royce advised that concluded her report unless anyone had any questions.

**RISK MANAGER:** Ms. Racioppi reported she was following up on her report last month with regards to cyber liability. Ms. Racioppi advised she expected to have a recommendation today to the Commission, however, one of the quotes came in a bit late and she needed some more time to analyze the proposals and make a recommendation. Ms. Racioppi noted she would have the recommendation for the next meeting.

**CEL SAFETY DIRECTOR:** Mr. Prince reviewed the March – April Risk Control Activity Report which was included in the agenda. Mr. Prince advised last month a Loss Control Visit was conducted at 342 Westminster Ave., the Board of Social Services. Mr. Prince advised the visit identified a few issues and a written report was prepared. Mr. Prince stated the report included some recommendations and he was pleased to report that some of the recommendations were already

completed. Mr. Prince indicated a re-inspection would be scheduled in the next five to six weeks to check on the progress of the recommended items.

Correspondence Made Part of Minutes.

**SAFETY – T&M Associates:** 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 no need for a closed session.

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

**MOTION TO ADJOURN:**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

**MEETING ADJOURNED: 10:09 AM**

Minutes prepared by:  
Cathy Dodd, Assisting Secretary