

**UNION COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
JULY 18, 2018**

**COUNTY OF UNION
ADMINISTRATION BUILDING – 6TH 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: JULY 18, 2018
ADMINISTRATION BUILDING –6TH 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:** June 20, 2018 Open MinutesAppendix I
June 20, 2018 Closed Minutes.....Handout
May 16, 2018 Closed MinutesHandout

- ☐ **CORRESPONDENCE:**

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

- ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMAPages 4-13**

- ☐ **TREASURER – Bibi Taylor**
Resolution 23-18 July Bill List -MotionPage 14
May Treasurer Reports..... Pages 15-16

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

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

- ☐ **MANAGED CARE – First MCO**
Monthly Report -June Pages 17-19

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

- ☐ **NJCE SAFETY DIRECTOR – J.A. Montgomery Risk Control**
Monthly Report.....Page 20
Safety Director Bulletin – Preparing for the 2018 Hurricane Season.....Page 21

- ☐ **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 22

- ☐ **APPROVAL OF PARS - Motion**

- ☐ **MEETING ADJOURNMENT**

- ❑ **NEXT SCHEDULED MEETINGS: September 19, 2018 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: July 18, 2018

Memo to: Commissioners of the Union County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ☐ **Certificate of Insurance Report (Page 6)** - Attached on page 6 is the certificate of insurance issuance report from the NJCE listing those certificates issued during the month of June. There was 1 certificate issued.

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

- ☐ **NJ Counties Excess Joint Insurance Fund (NJCE) (Pages 7-8)** – The NJCE met on June 28, 2018. Included in the agenda on pages 7-8 is a summary report of the meeting. The next NJCE meeting is scheduled for September 27, 2018 at 1:00 PM at the Camden County College Regional Training Center.
- ☐ **RFP for Commission Auditor** – The Fund Office issued and advertised the RFP for the 2018 Commission Auditor position. The responses were due on June 26, 2018 at 2:00 PM. Two responses were received as noted below. We suggest the Commission form an Evaluation Committee to review the responses and make a recommendation at the next meeting.

Name of Firm	2018 Fee
Suplee, Clooney & Company 308 East Broad Street Westfield, NJ 07090	\$9,000
Bowman & Company, LLP 601 White Horse Road Voorhees, NJ 08043	\$9,000

- ☐ **UCIFC Financial Fast Track** - The May Financial Fast Track was not available to include in the agenda.
- ☐ **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 May. As of May 31, 2018 the Fund as a surplus of **\$10,876,473**. The cash amount is **\$26,329,728**.
- ☐ **Claims Tracking Reports (Pages 11-12)** – Included in the agenda on page 11 is the Claim Activity Report as of May 31, 2018. Also included in the agenda on page 12 is the Claims Management Report Expected Loss Ratio Analysis Report as of May 31, 2018. This report

measures how the losses are running compared to the actuary's projections for 2018. Executive Director will review both reports at the meeting.

- ❑ **Cyber Coverage (Page 13)** – Included in the agenda on page 13 is an e-mail from Ms. Racioppi advising the County of Union has purchased the Chubb Cyber Enterprise Risk Management Policy with limits of \$2,000,000 with a \$25,000 deductible effective 6-26-18 through 6-26-19 through Beckerman & Company. No action is necessary by the Commission.
- ❑ **2018 Meeting Schedule** – The Commission is not scheduled to meet in August. The next scheduled meeting is on September 19, 2018. The Commission previously adopted Resolution 16-18, Authorizing the Commission Treasurer to Process Contracted Payments and Expenses when the Commission does not meet.

Certificate of Insurance Monthly Report
Union County Insurance Commission

From 6/1/2018 to 6/30/2018

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Rahway Board of Education I - County of Union	Rahway Board of Education P.O. Box 1024 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 Evidence of insurance with respects to Buildings and Grounds use	6/7/2018 #1908134	GL AU EX WC OTH
Total # of Holders: 1				

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: June 28, 2018
To: Union County Insurance Fund Commission
From: PERMA Risk Management Services

Subject: New Jersey Counties Excess Meeting Report

December 31, 2017 Audit: Fund Auditor submitted and reviewed a draft financial audit for the period ending December 31, 2017. Fund Auditor noted a final report would be prepared for the next meeting and stated there were no recommendations or findings. The Board adopted Resolution 33-18 authorizing the Fund office to file the draft audit and request an extension to submit the final report to the Department of Community Affairs.

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 continues to survey members to perform a 2017 workers' compensation insurance exposure verification audit as part of the 2019 renewal. Mr. Miles reported a majority of the data has been collected; once categorized each member will verify accurateness before the information is transferred to the Fund office.

Risk Management Information System (RMIS): At the last meeting, the Board adopted a resolution initiating the use of a competitive contracting request for proposals (CCRFP) for the procurement of a RMIS. Fund Attorney reported the responses were reviewed by a sub-committee and all were rejected to be non-compliant with the CCRFP specifications. The Board adopted Resolution 32-18 noting the rejection of responses based on non-compliance.

2019 Renewal - Data Collection: As in the past, the fund office will start the data collection process for the 2019 renewal in order to provide relevant information to underwriters. The process will begin in mid-July with deadline to have all exposure data by September to present a budget by the October meeting.

Financial Fast Track: The Financial Fast Track as of April 30, 2018 reflected a statutory surplus of \$10.8 million.

Underwriting Manager: Report submitted on two recommendations coming out of the NJCE Coverage Committee meeting: 1) Self-Insured Layer Policy Forms and 2) Cyber Reimbursement Program. Underwriting Manager reported that a 2020 initiative is to move to a manuscript policy form, which would strengthen coverage review and ultimately claim determinations. The process would require services of a Technical Writer and a Coverage Attorney with the NJCE acting as

the lead and disseminating any policy form to the local Commission/County members. The other initiative is to develop a compliance program on minimum cyber security standards for County operations; the program would include a deductible reimbursement in the event of a claim. The Board agreed to the recommendations and authorized the Coverage Committee to move forward and report back when available.

Best Practices Workshop 2018: The next workshop is scheduled for Fall 2018; those interested in participating in a planning committee conference call were invited to contact the Fund office for more information.

Risk Control: Safety Director submitted a report reflecting the risk control activities from April to July 2018 and Safety Director Bulletins distributed during that time. Safety Director reminded members that BRIT provides a free online training platform for members to access as an additional resource.

Claims Status Summary: AmeriHealth Casualty Services provided a summary report of open claims with reserves, which was reviewed during Closed Session.

Next Meeting: The next meeting of the NJCE fund is scheduled for September 27, 2018 at 1:00PM at the Camden County Emergency Training Center.

NEW JERSEY COUNTIES EXCESS JIF						
FINANCIAL FAST TRACK REPORT						
			AS OF	May 31, 2018		
ALL YEARS COMBINED						
			THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME		1,847,068	8,859,453	118,535,964	127,395,417
2.	CLAIM EXPENSES					
		Paid Claims	4,761	193,167	3,142,296	3,335,463
		Case Reserves	202,533	484,043	3,560,908	4,044,951
		IBNR	104,836	641,350	10,479,791	11,121,141
		Discounted Claim Value	(17,423)	(36,669)	(777,744)	(814,413)
	TOTAL CLAIMS		294,707	1,281,891	16,405,251	17,687,142
3.	EXPENSES					
		Excess Premiums	1,375,478	6,520,557	82,005,406	88,525,963
		Administrative	138,160	696,289	8,815,738	9,512,028
	TOTAL EXPENSES		1,513,638	7,216,846	90,821,144	98,037,991
4.	UNDERWRITING PROFIT (1-2-3)		38,723	360,716	11,309,569	11,670,285
5.	INVESTMENT INCOME		25,462	50,147	263,592	313,739
6.	PROFIT (4+5)		64,185	410,862	11,573,162	11,984,024
7.	Dividend		0	0	500,000	500,000
8.	Cancelled Appropriations		0	0	607,551	607,551
9.	SURPLUS (6-7-8)		64,185	410,862	10,465,611	10,876,473
SURPLUS (DEFICITS) BY FUND YEAR						
	2010		821	11,447	487,880	499,327
	2011		1,418	2,348	986,002	988,350
	2012		1,586	7,354	670,408	677,761
	2013		2,785	(24,912)	1,684,539	1,659,627
	2014		3,429	(54,550)	2,114,583	2,060,033
	2015		3,799	(229,704)	1,304,973	1,075,269
	2016		4,383	159,136	2,228,683	2,387,818
	2017		4,184	368,362	988,542	1,356,904
	2018		41,779	171,382		171,382
TOTAL SURPLUS (DEFICITS)			64,185	410,862	10,465,610	10,876,472
TOTAL CASH						26,329,728

NEW JERSEY COUNTIES EXCESS JIF					
FINANCIAL FAST TRACK REPORT					
		AS OF	May 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	(1)	(49,636)	84,636	35,000
	IBNR	1	38,646	224,999	263,645
	Discounted Claim Value	0	254	(12,655)	(12,400)
TOTAL FY 2010 CLAIMS		0	(9,746)	462,345	452,599
FUND YEAR 2011					
	Paid Claims	2,960	16,980	435,147	452,127
	Case Reserves	8,039	(285)	341,117	340,832
	IBNR	(10,999)	(16,695)	238,736	222,041
	Discounted Claim Value	0	591	(31,362)	(30,772)
TOTAL FY 2011 CLAIMS		0	591	983,638	984,228
FUND YEAR 2012					
	Paid Claims	3,581	18,300	1,466,690	1,484,991
	Case Reserves	(101,655)	(84,579)	180,069	95,490
	IBNR	98,074	61,279	623,240	684,519
	Discounted Claim Value	0	903	(45,106)	(44,203)
TOTAL FY 2012 CLAIMS		0	(4,097)	2,224,893	2,220,796
FUND YEAR 2013					
	Paid Claims	1,499	94,607	306,969	401,576
	Case Reserves	(1,508)	(117,865)	752,266	634,400
	IBNR	9	53,259	680,765	734,024
	Discounted Claim Value	0	732	(78,671)	(77,939)
TOTAL FY 2013 CLAIMS		0	30,732	1,661,329	1,692,061
FUND YEAR 2014					
	Paid Claims	(4,481)	23,363	401,039	424,401
	Case Reserves	51,050	173,702	410,814	584,516
	IBNR	(46,569)	(137,065)	1,268,147	1,131,082
	Discounted Claim Value	0	1,643	(81,671)	(80,028)
TOTAL FY 2014 CLAIMS		0	61,643	1,998,329	2,059,972
FUND YEAR 2015					
	Paid Claims	1,179	39,058	345,381	384,439
	Case Reserves	244,882	629,704	1,255,154	1,884,858
	IBNR	(246,061)	(433,762)	1,619,464	1,185,702
	Discounted Claim Value	0	2,585	(157,891)	(155,306)
TOTAL FY 2015 CLAIMS		0	237,585	3,062,109	3,299,694
FUND YEAR 2016					
	Paid Claims	0	0	0	0
	Case Reserves	1,078	1,270	250,120	251,390
	IBNR	(1,078)	(166,270)	2,394,880	2,228,610
	Discounted Claim Value	0	12,765	(162,270)	(149,505)
TOTAL FY 2016 CLAIMS		0	(152,235)	2,482,730	2,330,495
FUND YEAR 2017					
	Paid Claims	23	(131)	21,705	21,574
	Case Reserves	(52)	(70,178)	286,733	216,555
	IBNR	29	(319,858)	3,429,559	3,109,701
	Discounted Claim Value	0	31,184	(208,119)	(176,935)
TOTAL FY 2017 CLAIMS		0	(358,984)	3,529,878	3,170,894
FUND YEAR 2018					
	Paid Claims	0	0		0
	Case Reserves	700	1,910		1,910
	IBNR	311,430	1,561,817		1,561,817
	Discounted Claim Value	(17,423)	(87,325)		(87,325)
TOTAL FY 2018 CLAIMS		294,707	1,476,401	0	1,476,401
COMBINED TOTAL CLAIMS		294,707	1,281,891	16,405,251	17,687,142

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		
CLAIM ACTIVITY REPORT		
AS OF 5/31/18		
COVERAGE LINE - PROPERTY		
CLAIM COUNT - OPEN CLAIMS		
Year	2018	TOTAL
April-18	15	15
May-18	13	13
NET CHGE	-2	-2
Limited Reserves		\$3,566
Year	2018	TOTAL
April-18	\$68,961	\$68,961
May-18	\$46,358	\$46,358
NET CHGE	(\$22,603)	(\$22,603)
Ltd Incurred	\$72,590	\$72,590
COVERAGE LINE - GENERAL LIABILITY		
CLAIM COUNT - OPEN CLAIMS		
Year	2018	TOTAL
April-18	26	26
May-18	31	31
NET CHGE	5	5
Limited Reserves		\$1,023
Year	2018	TOTAL
April-18	\$27,386	\$27,386
May-18	\$31,724	\$31,724
NET CHGE	\$4,338	\$4,338
Ltd Incurred	\$31,724	\$31,724
COVERAGE LINE - AUTO LIABILITY		
CLAIM COUNT - OPEN CLAIMS		
Year	2018	TOTAL
April-18	8	8
May-18	9	9
NET CHGE	1	1
Limited Reserves		\$797
Year	2018	TOTAL
April-18	\$8,000	\$8,000
May-18	\$7,176	\$7,176
NET CHGE	(\$824)	(\$824)
Ltd Incurred	\$8,925	\$8,925
COVERAGE LINE - WORKERS COMP.		
CLAIM COUNT - OPEN CLAIMS		
Year	2018	TOTAL
April-18	26	26
May-18	25	25
NET CHGE	-1	-1
Limited Reserves		\$21,659
Year	2018	TOTAL
April-18	\$116,789	\$116,789
May-18	\$541,486	\$541,486
NET CHGE	\$424,697	\$424,697
Ltd Incurred	\$732,782	\$732,782
TOTAL ALL LINES COMBINED		
CLAIM COUNT - OPEN CLAIMS		
Year	2018	TOTAL
April-18	75	75
May-18	78	78
NET CHGE	3	3
Limited Reserves		\$8,035
Year	2018	TOTAL
April-18	\$221,136	\$221,136
May-18	\$626,745	\$626,745
NET CHGE	\$405,609	\$405,609
Ltd Incurred	\$846,021	\$846,021

Union County Insurance Commissions

CLAIMS MANAGEMENT REPORT

EXPECTED LOSS RATIO ANALYSIS

AS OF

May 31, 2018

FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION

		Current		5			Last Month		4			Last Year		-7		
	Budget	Unlimited Incurred	Limited Incurred	Actual 31-May-18		MONTH TARGETE	Unlimite d	Limited Incurred	Actual 30-Apr-18		MONTH TARGETE	Unlimite d	Limited Incurred	Actual 30-May-17		MONTH TARGETE
PROPERTY	320,021	72,590	72,590	22.68%	118,408	37.00%	88,958	88,958	27.80%	96,006	30.00%	0	0	N/A	N/A	N/A
GEN LIABILITY	427,942	31,724	31,724	7.41%	59,912	14.00%	27,386	27,386	6.40%	42,794	10.00%	0	0	N/A	N/A	N/A
AUTO LIABILITY	259,693	8,925	8,925	3.44%	38,954	15.00%	8,000	8,000	3.08%	25,969	10.00%	0	0	N/A	N/A	N/A
WORKER'S COMP	4,546,370	732,782	732,782	16.12%	409,173	9.00%	224,314	224,314	4.93%	272,782	6.00%	0	0	N/A	N/A	N/A
TOTAL ALL LINES	5,554,026	846,021	846,021	15.23%	626,447	11.28%	348,658	348,658	6.28%	437,552	7.88%	0	0	N/A	N/A	N/A
NET PAYOUT %	\$219,276				3.95%											

From: Robin Racioppi [mailto:r.racioppi@naimc.com]
Sent: Friday, July 13, 2018 9:27 AM
To: Cathy L Dodd <cdodd@connerstrong.com>
Cc: Claudia Martins <cmartins@ucnj.org>
Subject: RE: Union County Insurance Fund Commission Meeting, Wednesday, July 16, 2018, 10:00 AM

Good Morning Cathy,

Due to a planned vacation I will not be attending next week's Commission meeting.

The only item I wanted to report on and close out is the cyber coverage. Please be advised the County of Union has purchased the Chubb Cyber Enterprise Risk Management Policy with limits of \$2,000,000 and a \$25,000 deductible effective 6/26/18-19 through their Broker, Beckerman & Company. No action is needed by the Commission.

Should you have any questions/concerns on this, please feel free to contact me on my cell.

Thank you.

Robin Racioppi, ARM-P

NAIM North American Insurance Management



Tel 800.543.9755
Fax 610.459.2299
Cell 609.560.4620

UNION COUNTY INSURANCE FUND COMMISSION BILLS LIST

Resolution No. 23-18

JULY 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.

001019			
001019	PERMA RISK MANAGEMENT SERVICES	EXEC DIR FEE JULY	12807.16
			12807.16
001020			
001020	THE ACTUARIAL ADVANTAGE	ACTUARIAL FEE 7/18	737.50
			737.50
001021			
001021	DIVISION OF MOTOR VEHICLES	REIMB FOR POSTAGE	21.90
			21.90
001021			
001021	DIVISION OF MOTOR VEHICLES	VOID	-21.90
			-21.90
001022			
001022	COUNTY OF UNION	REIMB FOR POSTAGE 07/18	21.90
			21.90

TOTAL PAYMENTS ALL FUND YEARS \$ 13,566.56

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	May		
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	\$1,540,333.51	1572835.51 -	32,502.00
Opening Interest Accrual Balance	\$0.00	0	-
1	Interest Accrued and/or Interest Cost	\$0.00	\$0.00
2	Interest Accrued - discounted Instr.s	\$0.00	\$0.00
3	(Amortization and/or Interest Cost)	\$0.00	\$0.00
4	Accretion	\$0.00	\$0.00
5	Interest Paid - Cash Instr.s	\$2,038.42	\$2,020.93
6	Interest Paid - Term Instr.s	\$0.00	\$0.00
7	Realized Gain (Loss)	\$0.00	\$0.00
8	Net Investment Income	\$2,038.42	\$2,020.93
9	Deposits - Purchases	\$2,067,826.00	\$2,008,986.00
10	(Withdrawals - Sales)	-\$168,189.44	-\$74,166.28
	Ending Cash & Investment Balance	\$3,442,008.49	\$3,509,676.16
	Ending Interest Accrual Balance	\$0.00	\$0.00
	Plus Outstanding Checks	\$68,616.23	\$756.78
	(Less Deposits in Transit)	\$0.00	\$0.00
	Balance per Bank	\$3,510,624.72	\$3,510,432.94
			\$191.78

UNION COUNTY INSURANCE COMMISSION							
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED							
Current Fund Year: 2018							
Month Ending: May							
	Property	Liability	Auto	Worker's Comp	NJ CEL	Admin	TOTAL
OPEN BALANCE	106,530.75	167,690.90	101,761.81	1,673,935.82	(525,151.94)	15,566.18	1,540,333.52
RECEIPTS							
Assessments	77,848.64	104,101.61	63,173.19	1,105,954.63	612,677.44	45,230.50	2,008,986.00
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invest Pymnts	105.13	165.49	100.43	1,652.00	0.00	15.36	2,038.41
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	105.13	165.49	100.43	1,652.00	0.00	15.36	2,038.41
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	77,953.77	104,267.10	63,273.62	1,107,606.63	612,677.44	45,245.86	2,011,024.41
EXPENSES							
Claims Transfers	8,503.57	0.00	1,748.55	83,771.04	0.00	0.00	94,023.16
Expenses	0.00	0.00	0.00	0.00	0.00	15,326.28	15,326.28
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	8,503.57	0.00	1,748.55	83,771.04	0.00	15,326.28	109,349.44
END BALANCE	175,980.95	271,958.00	163,286.87	2,697,771.41	87,525.51	45,485.75	3,442,008.49



First Managed Care Option, Inc.

Case Management Monthly Activity Report

June 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	10	4	14	0	71.43%	28.57%	0.00%	2	12
Feb-18	4	16	9	2	11	0	81.82%	18.18%	0.00%	0	11
Mar-18	6	25	14	2	16	0	87.50%	12.50%	0.00%	3	13
Apr-18	2	27	19	1	20	0	95.00%	5.00%	0.00%	5	15
May-18	2	21	18	1	19	0	94.74%	5.26%	0.00%	2	17
Jun-18	3	20	14	1	15	0	93.33%	6.67%	0.00%	8	7
Total 2018	17	126	84	11	95	0	88.42%	11.58%	0.00%	20	75

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
13	7	20	0	20	4	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 07/02/2018

* 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.



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First Managed Care Option, Inc.

Case Management Monthly Activity Report

June 2018

UNION COUNTY INS FUND COMM

Members averaging greater than 2 days to report :

Employer	Total Claims	# of Claims > 2 days to report	% of Claims > 2 days to report
Dept. of Correctional Services - UC JAIL / 763-300	5	1	20%

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 07/02/2018

* 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.



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First MCO Bill Review Services
UNION COUNTY INS FUND COMM

Medical Savings by Month

First Managed Care Option, Inc.

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		
May-18	\$76,908	\$32,390	\$88,135	\$44,518	58%	147	110	37	75%	0		
Jun-18	\$311,096	\$109,666	\$339,968	\$201,431	65%	128	108	20	84%	0		
Total 2018	\$682,599	\$259,479	\$792,923	\$423,120	62%	521	437	84	84%	0		
Total to Date	\$682,599	\$259,479	\$792,923	\$423,120	62%	521	437	84	84%	0		

UNION COUNTY INSURANCE FUND COMMISSION SAFETY DIRECTOR'S REPORT

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: July 8, 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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June – July 2018 RISK CONTROL ACTIVITIES

MEETINGS ATTENDED / TRAINING / LOSS CONTROL VISITS CONDUCTED

- **June 20:** Attended the UCIFC Executive Safety Committee Meeting in Elizabeth.
- **June 20:** Attended the UCIFC Jail Sub Safety Committee Meeting in Elizabeth.
- **June 20:** Attended the UCIFC Meeting in Elizabeth
- **July 3:** Attended a Client meeting in Elizabeth.

UPCOMING MEETINGS / TRAINING / LOSS CONTROL VISITS PLANNED

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

CEL MEDIA LIBRARY

No Videos have been utilized in 2018.

SAFETY DIRECTOR BULLETINS

Preparing for the 2018 Hurricane Season.

Prepare Now for Hurricane Season

The Atlantic hurricane season runs from June 1 to November 30, with the peak activity during September through November. Effective planning is the key to maintaining your organization's operations and being able to provide for your community. Everyone has a role to play to prepare for a hurricane. Public-sector employers play an essential role in helping individuals and the community as a whole to be more prepared. This Bulletin will concentrate on better preparing your employees, facilities, and operations so you can continue to serve your community before, during and immediately after a hurricane.

One of the most effective ways to share information about personal and organizational preparedness is to talk to your staff. Add preparedness discussions to the agenda of your staff meetings ahead of the storm season. Consider the following discussion points, as provided in FEMA's booklet, *Prepare your Organization for a Hurricane Playbook*.

https://www.fema.gov/media-library-data/1409933369110-5d82e4e75ba272f6cfd656ff190c422/prepareathon_playbook_hurricane_final_090414_508.pdf

- Share the potential impact of hurricanes – New Jersey has recently had to deal with a series of hurricanes and a superstorm and we have learned a lot. But as the years pass, those with the experience and firsthand knowledge are leaving. It is important to share the lessons learned with newer leaders in the organization. Even more effective is to write them down. These notes become the genesis of a response and recovery plan that is tailored to your community.
- Review the National Weather Service terms; advisory, watch and warning. Relate them in terms of timelines and severity of approaching storms.
- Outline your organization's emergency communication plan. Routine lines of authority and communication often need to be modified during emergencies as people and electronic communication modes are unavailable. Lines of authority and communication can further change when an official state of emergency is declared. Review routine, emergency, and back-up plans for communications now.
 - Inventory routine, emergency and back-up equipment. Evaluate on-hand inventory against your needs assessment.
 - Test emergency and back-up equipment. Ensure they are in operational readiness.
 - Verify contact information of all responders. Distribute updated information to stakeholders.
- Review your organization's preparation, response, and recovery procedures with elected officials and department leaders. Consensus, cooperation, and coordination between leaders are needed for effective preparation, response, and recovery operations. Get them now. Focus on priorities and capabilities.
 - Distribute any written plans and discuss past operations' successes and challenges
 - Adjust plans and procedures according to lessons-learned and changes in your community
 - Encourage department leaders to continue the discussions with their supervisors and employees. Readiness starts with the employee. If he or she has not made preparations for their families and homes, they cannot be ready to serve their community. Consider distributing the Red Cross's Family Disaster Plan fillable form to assist with their planning.

http://www.redcross.org/images/MEDIA_CustomProductCatalog/m12140360_ARC_Family_Disaster_Plan_Template_r083012.pdf

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.

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: UCICWC062525, UCICWC062929, 063763-01, 061914, and 063758-01 along with a discussion on legal and forensics services.

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 – 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

June 20, 2018

Union County Insurance Fund Commission OPEN Minutes

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

June 20, 2018

Union County Insurance Fund Commission OPEN Minutes

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,

June 20, 2018

Union County Insurance Fund Commission OPEN Minutes

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

Correspondence Made Part of Minutes.