

**UNION COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
OCTOBER 29, 2018**

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

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

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

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

UNION COUNTY INSURANCE FUND COMMISSION
AGENDA
OPEN PUBLIC MEETING: October 29, 2018
ADMINISTRATION BUILDING –6TH FLOOR
FREEHOLDER CONFERENCE ROOM
10 ELIZABETHTOWN PLAZA
ELIZABETH, NJ
10:30 AM

- ☐ **MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ☐ **ROLL CALL OF COMMISSIONERS**
- ☐ **APPROVAL OF MINUTES: September 19, 2018 Open Minutes.....Appendix I**
September 19, 2018 Closed Minutes.....Handout

- ☐ **CORRESPONDENCE:**

- ☐ **COMMITTEE REPORTS**
 - Safety Committee: Verbal**
 - Claims Committee: Claims Reporting Memo Pages 4-5**
 - Best Practice Workshop Agenda Pages 6-8**

- ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMAPages 9-19**

- ☐ **TREASURER – Bibi Taylor**
 - Resolution 27-18 October Bill List – Motion.....Page 20**
 - August Treasurer Reports..... Pages 21-22**

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

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

- ☐ **MANAGED CARE – First MCO**
 - Monthly Report –September Pages 23-26**

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

- ☐ **NJCE SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - Monthly Report..... Pages 27-28**
 - Safety Director BulletinPage 29**
 - Media Library Memo.....Page 30**

- ☐ **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 31

- ☐ **APPROVAL OF PARS - Motion**

- ☐ **MEETING ADJOURNMENT**

- ❑ **NEXT SCHEDULED MEETINGS: December 19, 2018 ADMINISTRATION BUILDING, 6TH FLOOR, FREEHOLDER CONFERENCE ROOM, 10 ELIZABETH PLAZA, ELIZABETH, NJ**

UNION COUNTY INSURANCE COMMISSION

To: County of Union
From: Michael Cusack
Date: October 18, 2018

Re: VERY IMPORTANT – Reporting to “Discovery” or “Claims Made and Reported” Policies Prior to 12/31/18 Expiration Date

As a reminder, the following policies are set to expire on **12/31/18**:

Member(s)	Coverage Line	Carrier	Policy No.
Union County Union County Board of Social Services	Public Officials & Employment Practices Liability	ACE American Insurance Company	EON G29007949 001
Union County Union County Board of Social Services	Employed Lawyers Professional Liability	Chubb Group of Insurance Company	8248-9397
Union County Union County Board of Social Services	Crime	National Union Fire Insurance Company of Pittsburgh, PA	06-530-09-53
Union County	Pollution	Zurich American Insurance Company	ZRE554295501

These policies, or portions of these policies, provide coverage on a “discovery” or “claims-made and reported” basis. ***With these types of coverage, any loss discovered or claim made against you MUST be reported during the same policy year within which you discovered the loss or received the claim.*** Therefore, it is imperative that any claim, potential claim, or facts and circumstances that may give rise to a claim be reported to your insurance company prior to the policy expiration.

You should refer to the terms and conditions in your complete policies for specific reporting requirements and coverage triggers. However, with respect to the Public Officials & Employment Practices Liability Policy and the Employed Lawyers Professional Liability Policy, claims generally involve allegations of a **wrongful act** committed by an insured. With respect to the Crime Policy, claims generally involve **theft**. Finally, with respect to the Pollution Policy, claims generally involve a **pollution condition or incident**.

Please conduct a review “sweep” of any Public Officials & Employment Practices Liability, Employed Lawyers Professional Liability, Crime or Pollution claims, suits and/or incidents of which you (or anyone else in your organization) may be aware, which need to be reported to the carrier prior to the expiration date of 12/31/18. Please keep in mind that these policies are “discovery” or “claims made and reported” policies, and failure to timely report a discovered loss or claim (or potential claim of which you are aware) is likely to result in a denial of coverage from the insurance carrier.

Given that the above-referenced policies expire during a holiday time period, please follow your usual claim reporting procedures, and provide notice of any Public Officials & Employment Practices Liability claim or potential claim to **D&H Alternative Risk Solutions** no later than Monday **12/17/18**. Please report any Employed Lawyers Professional Liability or Crime claim or potential claim to **Conner Strong & Buckelew** no later than Monday **12/17/18**. These matters should be emailed to ClaimsTeamC@connerstrong.com, with a copy to me, or faxed to 856-552-4585. If you have any questions, including whether a claim or incident should be reported, please contact me and I will be happy to assist. I can be reached via email at mcusack@connerstrong.com or telephone at 856-552-4584.



New Jersey Counties Excess Joint Insurance Fund

The 7th Annual Joint Insurance Claims Committees Risk Management Best Practices Workshop

WEDNESDAY, OCTOBER 31, 2018

DATE: Wednesday, October 31, 2018

TIME: 8:30am - 9:00am Registration
 9:00am - 12:45pm Seminar
 12:45pm - 1:45pm Q&A, Lunch & Networking

VIDEO CONFERENCES

Conner Strong & Buckelew
 Second Floor Board Room
 9 Campus Drive, Suite 216
 Parsippany, NJ 07054

Conner Strong & Buckelew
 First Floor Conference Room
 231 Main Street
 Toms River, NJ 08754

IN PERSON

Conner Strong & Buckelew
 Buckelew Conference Center
 40 Lake Center Executive Park
 401 Rt. 73 North, Suite 300
 Marlton, NJ 08053

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND
RISK MANAGEMENT BEST PRACTICES WORKSHOP
OCTOBER 31, 2018
Agenda**

8:30 – 9:00

Registration

9:00 – 9:05

Introductions and Opening Remarks

*Michelle M. Leighton, AIC, Vice President, Senior Claim Consultant,
Conner Strong & Buckelew*

9:05 – 9:30

Past Successes and Future Initiatives

*Joseph P. Hrubash, Senior Vice President, Insurance Commission
Executive Director, PERMA Risk Management Services*

*Ed Cooney, MBA, Vice President, Account Executive/Underwriting
Manager, Conner Strong & Buckelew*

9:30 – 10:15

Camden County Addiction Awareness Task Force

*John Pellicane, MBA, DRCC, Mental Health Administrator/Alcohol and
Drug Director, Director Office of Mental Health & Addiction*

*Patty DiRenzo, DRCC, Linkage Coordinator/Job Developer
Office of Mental Health & Addiction*

10:15 – 10:45

*Combating the Opioid Epidemic - Strategies to Manage and Mitigate
Workers' Compensation Claims*

*Michael T. Cusack, Esq., CPCU, ARM-E, Senior Claim Consultant,
Conner Strong & Buckelew*

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PERMA

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND
RISK MANAGEMENT BEST PRACTICES WORKSHOP
OCTOBER 31, 2018
Agenda**

10:45 – 11:00

Break

11:00 – 11:45

The Legalization of Marijuana and its Impact on the Workplace and Workers' Compensation

John C. Kutner, Partner

Weber Gallagher Simpson Stapleton Fires & Newby LLP

11:45 – 12:15

Controlled Insurance Programs (CIP): A Primer

*Harry R. Johnson, CPCU, Managing Director, Senior Vice President,
Construction Practice Leader,
Conner Strong & Buckelew*

*Michelle M. Leighton, AIC, Vice President, Senior Claim Consultant,
Conner Strong & Buckelew*

12:15 – 12:45

Body Worn Cameras in Law Enforcement

Bradley J. Bohler, Senior Vice President, Client Risk Services, BRIT

*Glenn Prince, Public Sector Associate Director
J.A. Montgomery Risk Control*

12:45 – 1:45

Q&A, Lunch and Networking

UNION COUNTY INSURANCE FUND COMMISSION

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

Date: October 29, 2018

Memo to: Commissioners of the Union County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ☐ **RFP for Professional Services – Actuary** – The Commission Service Agreement for the Actuary will expire as of December 31, 2018. The Fund Office will issue a draft copy of the RFP and send to the Commission Attorney for his review and approval before it is advertised in the Commission’s official newspapers.
 - ☐ **Motion to authorize the Fund Office to advertise a Request for Proposals for the 2019 Actuary Position**
- ☐ **Certificate of Insurance Report (Pages 11-12)** - Attached on pages 11-12 is the certificate of insurance issuance report from the NJCE listing those certificates issued during the month of September. There were 6 certificates issued during September.
 - ☐ **Motion to approve the certificate of insurance report**
- ☐ **NJ Counties Excess Joint Insurance Fund (NJCE) (Pages 13-14)** – The NJCE met on September 27, 2018. A summary report of the meeting is included in the agenda on pages 13-14. The NJCE introduced the 2019 Budget at the October 25, 2018 meeting and Budget Adoption is scheduled for November 15, 2018. There was also a discussion on the 2017 Dividend. Executive Director will provide a verbal update at the meeting.
- ☐ **UCIFC 2019 Budget** - The Union County Insurance Fund Commission 2019 Budget will be introduced at the December 19, 2018 meeting. Budget Adoption will be scheduled for the January meeting.
- ☐ **UCIFC Financial Fast Track (Page 15)** - Included in the agenda on page 15 is a copy of the Financial Fast Track for the month of August. As of **August 31, 2018** there is a statutory surplus of **\$1,398,278**. Line 10 of the report, “Investment in Joint Venture” is the Union County Insurance Commission’s share of the equity in the NJCE, **\$1,914,313**. The total cash amount is **\$4,824,960**.
- ☐ **NJCE Property & Casualty Financial Fast Track (Pages 16-17)** – Included in the agenda on pages 16-17 is a copy of the Financial Fast Track for the month of August. As of **August 31, 2018** the Fund has a surplus of **\$13,959,607**. The cash amount is **\$30,173,634**.

- ❑ **Claims Tracking Reports (Pages 18-19)** – Included in the agenda on page 18 is the Claim Activity Report as of August 31, 2018. Also included in the agenda on page 19 is the Claims Management Report Expected Loss Ratio Analysis Report as of August 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.
- ❑ **NJCE Claims Review** – At the last meeting Mr. Cusack discussed open claims prior to the formation of the Commission and recommended a claim review sometime in the spring. It was suggested we discuss this topic again at the next meeting.
- ❑ **2019 Auto ID cards/WC Posting Notices/Renewal Certificate of Insurance** – The 2019 auto ID cards and WC Posting Notices will be sent out for distribution the beginning of December. The NJCE Underwriting Manager's Team will review the certificates which need to be re-issued for the 2019 renewal.
- ❑ **2018 Meeting Schedule** – The Commission is not scheduled to meet in November. The next meeting is scheduled for Wednesday, December 19, 2018 at 10:00 AM.

**Certificate of Insurance Monthly Report
Union County Insurance Commission**

From 9/1/2018 to 9/30/2018

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - County of Union, Dept of Human I - County of Union	Services Division on Aging Att: Frances Benson, Dir, Admin Bldg, Elizabethtown Plaza Elizabeth, NJ 07201	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity.	9/7/2018 #1978774	GL AU EX WC OTH
H - Berkeley Heights Police I - County of Union	Department 29 Park Avenue Berkeley Heights, NJ 07922	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 respect to UCERT/SWAT Tactical training on 09/13/2018 10am - 10pm. Location: Berkeley Heights Recreation Commission, 56 Columbus Avenue, Berkeley Heights, NJ 07922,. The training will involve tactical team movement, breaching with both manual and power tools, and associated tactics.	9/11/2018 #1981080	GL AU EX WC OTH
H - Township of Berkeley Heights I - County of Union	Berkeley Heights Recreation Commission, 56 Columbus Avenue Berkeley Heights, NJ 07922	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 respect to UCERT/SWAT Tactical training on 09/13/2018 10am - 10pm. Location: Berkeley Heights Recreation Commission, 56 Columbus Avenue, Berkeley Heights, NJ 07922,. The training will involve tactical team movement, breaching with both manual and power tools, and associated tactics.	9/11/2018 #1981081	GL AU EX WC OTH
H - New Jersey Veteran's Network I - County of Union	10 Ward Place East Hanover, NJ 07936	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.	9/14/2018 #1984045	GL AU EX WC OTH

Certificate of Insurance Monthly Report
Union County Insurance Commission

From 9/1/2018 to 9/30/2018

H - Wilmington Trust/M&T Bank, M&T I - County of Union	(Merchant and Traders) Bank 99 Wood Ave South Iselin, NJ 08830	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Company E: Property Policy Limit: \$110,000,000 Per Occ Policy Term: 01/01/2018 - 01/01/19 Policy Number: ERP980616205 Company A: Property Policy Limit: \$100,000 Real&Per Prop Policy Term: 01/01/2018 - 01/01/19 Policy Number: SELFINSURED Company A: Crime Policy Limit: \$1,000,000 Policy Term: 01/01/2018 - 01/01/19 Policy Number: 065300953 Evidence of Insurance with respect to UCIA Plainfield Park Madison	9/28/2018 #2007409	GL AU EX WC OTH
H - New Jersey State Council on Arts I - County of Union	225 West State Street, 4th Floor Trenton, NJ 08625	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/18 to 1/1/19 Policy # SP4056379 Certificate holder is additional insured where obligated by virtue of a written contract or written mutual aid agreement or other written agreement with the Named Assured, but only in respect to acts or operations by or on behalf of the Named Assured, and subject to the limitations on coverage contained in any such written contract or written mutual aid agreement or other written agreement as respects to New Jersey State Council on the Arts (NJSCA) grant for Union County Office of Cultural & Heritage Affairs.	9/28/2018 #2007416	GL AU EX WC OTH
Total # of Holders: 6				

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: September 27, 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 the final audit for the period ending December 31, 2017; there were no recommendations or findings. The Board of Fund Commissioners adopted a resolution approving the year-end financials and will execute an affidavit indicating they have read the General Comments section of the Audit Report. The Fund office will file the final report with the Department of Banking & Insurance and Department of Community Affairs and advertise the audit synopsis in the official newspapers.

2019 Renewal & Budget:

Exposure Data & Underwriting Applications – Executive Director reported the fund office is following up with members on outstanding information in order to present the NJCE and local Commission budgets in October.

2019 Budget Discussion – Executive Director said the 2019 budget presentation will focus on projections, loss funding, premiums and will include the increase to the Excess Property Self-Insured Retention (SIR), as well as, surplus retention and dividend strategy.

The timeline for the budget process is as follows:

- October 5th – final deadline for submission of underwriting data
- Week of October 15th – Sub-Committee to review budget presentation
- October 25th – Budget Introduction at JIF meeting
- November 16th – Budget Adoption at JIF meeting

Interested Commissioners wishing to serve on the sub-committee should contact the Fund office and a teleconference meeting will be scheduled based on availability.

Excess Property Third Party Administrator (TPA): As reported the increase to the Excess Property SIR from \$100,000 to \$250,000 will be funded at the NJCE level instead of adding this additional exposure to the underlying Commission and stand-alone County members.

The Board of Fund Commissioners accepted a recommendation that the NJCE issue a Request for Proposals for a TPA to manage and adjust these claims from 1st dollar; the Board granted authorization for the Fund office to release an RFQ subject to review by Fund Attorney.

Financial Fast Track: The Financial Fast Track as of July 31, 2018 reflected a statutory surplus of \$13.8 million.

Online Underwriting & Claims Risk Management Information System: Based on prior authorization from the Board, PERMA has met with representatives from Origami to discuss an online underwriting and claims data platform for members' to access as a resource. Discussions are progressing and we will continue to update the Board on our progress.

New Jersey Counties Excess Joint Insurance Fund – Joint Insurance Claims Committees Best Practices Workshop: The seventh annual Joint Insurance Claims Committees Best Practice Workshop is scheduled for Wednesday, October 31, 2018 at the Conner Strong & Buckelew office in Marlton, NJ. This year's topics include an overview of controlled insurance programs, body worn cameras in law enforcement and topics related to the opioid epidemic. Please hold the date for the Workshop and watch for the e-mail invitation.

2019 Insurance Renewal: Underwriting Manager submitted a report on the renewal and marketing efforts of the 2019 insurance program. Underwriting Manager said the Excess Property SIR will increase from \$100,000 to \$250,000 based on a consistently high ratio of the past 3 years, but noted negotiations are ongoing and additional deductible options will be reviewed. Underwriting Manager said the renewals on the other lines of coverage are expected to be favorable to the budget process.

Risk Control: Safety Director submitted a report reflecting the risk control activities from July to September 2018 and Safety Director Bulletins distributed during that time. Safety Director reminded members that the deadline to submit reimbursement requests to the BRIT safety grant program is October 31st.

Claims Status Summary: AmeriHealth Casualty Services was in need of a Closed Session to discuss claims status and other matters, which was reviewed during Closed Session.

Next Meeting: The next meeting of the NJCE fund is scheduled for October 25, 2018 at 1:00PM at the Camden County Emergency Training Center.

UNION COUNTY INSURANCE COMMISSION						
FINANCIAL FAST TRACK REPORT						
		AS OF	August 31, 2018			
ALL YEARS COMBINED						
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE	
1.	UNDERWRITING INCOME		688,213	5,505,707	0	5,505,707
2.	CLAIM EXPENSES					
		Paid Claims	146,676	819,371	0	819,371
		Case Reserves	16,986	945,798	0	945,798
		IBNR	373,695	2,539,793	0	2,539,793
		Discounted Claim Value	(6,684)	(63,575)	0	(63,575)
	TOTAL CLAIMS		530,673	4,241,387	0	4,241,387
3.	EXPENSES					
		Excess Premiums	209,883	1,679,067	0	1,679,067
		Administrative	14,910	121,338	0	121,338
	TOTAL EXPENSES		224,794	1,800,405	0	1,800,405
4.	UNDERWRITING PROFIT (1-2-3)		(67,253)	(536,085)	0	(536,085)
5.	INVESTMENT INCOME		4,502	20,050	0	20,050
6.	PROFIT (4 + 5)		(62,752)	(516,035)	0	(516,035)
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		8,839	1,914,313	0	1,914,313
11. SURPLUS (6 + 7 + 8)			(53,913)	1,398,278	0	1,398,278
SURPLUS (DEFICITS) BY FUND YEAR						
	2018		(53,913)	1,398,278		1,398,278
TOTAL SURPLUS (DEFICITS)			(53,913)	1,398,278	0	1,398,278
TOTAL CASH						4,824,960
CLAIM ANALYSIS BY FUND YEAR						
FUND YEAR 2018						
		Paid Claims	146,676	819,371		819,371
		Case Reserves	16,986	945,798		945,798
		IBNR	373,695	2,539,793		2,539,793
		Discounted Claim Value	(6,684)	(63,575)		(63,575)
TOTAL FY 2018 CLAIMS			530,673	4,241,387	0	4,241,387
COMBINED TOTAL CLAIMS			530,673	4,241,387	0	4,241,387
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	August 31, 2018		
ALL YEARS COMBINED						
			THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME		1,774,225	14,192,057	118,535,964	132,728,021
2.	CLAIM EXPENSES					
		Paid Claims	28,834	257,321	3,142,296	3,399,616
		Case Reserves	14,789	1,111,202	3,560,908	4,672,110
		IBNR	260,317	(2,251,206)	10,479,791	8,228,585
		Discounted Claim Value	(16,288)	110,984	(777,744)	(666,760)
	TOTAL CLAIMS		287,651	(771,700)	16,405,251	15,633,551
3.	EXPENSES					
		Excess Premiums	1,306,508	10,450,320	82,005,406	92,455,726
		Administrative	132,369	1,117,269	8,815,738	9,933,007
	TOTAL EXPENSES		1,438,877	11,567,589	90,821,144	102,388,733
4.	UNDERWRITING PROFIT (1-2-3)		47,697	3,396,168	11,309,569	14,705,737
5.	INVESTMENT INCOME		23,357	97,828	263,592	361,420
6.	PROFIT (4+5)		71,054	3,493,996	11,573,162	15,067,158
7.	Dividend		0	0	500,000	500,000
8.	Cancelled Appropriations		0	0	607,551	607,551
9.	SURPLUS (6-7-8)		71,054	3,493,996	10,465,611	13,959,607
SURPLUS (DEFICITS) BY FUND YEAR						
	2010		768	145,717	487,880	633,598
	2011		1,317	126,854	986,002	1,112,856
	2012		1,458	253,789	670,408	924,197
	2013		2,599	383,292	1,684,539	2,067,831
	2014		3,198	460,671	2,114,583	2,575,254
	2015		1,650	242,161	1,304,973	1,547,134
	2016		4,097	738,691	2,228,683	2,967,374
	2017		3,618	751,819	988,542	1,740,362
	2018		52,350	391,001		391,001
TOTAL SURPLUS (DEFICITS)			71,054	3,493,996	10,465,610	13,959,606
TOTAL CASH						30,173,634

NEW JERSEY COUNTIES EXCESS JIF				
FINANCIAL FAST TRACK REPORT				
		AS OF	August 31, 2018	
ALL YEARS COMBINED				
		THIS MONTH	YTD CHANGE	PRIOR YEAR END
				FUND BALANCE
CLAIM ANALYSIS BY FUND YEAR				
FUND YEAR 2010				
	Paid Claims	650	1,870	165,365
	Case Reserves	(650)	(75,516)	84,636
	IBNR	0	(76,354)	224,999
	Discounted Claim Value	0	7,542	(12,655)
	TOTAL FY 2010 CLAIMS	0	(142,458)	462,345
FUND YEAR 2011				
	Paid Claims	3,036	27,416	435,147
	Case Reserves	(3,036)	(10,723)	341,117
	IBNR	0	(145,131)	238,736
	Discounted Claim Value	0	7,200	(31,362)
	TOTAL FY 2011 CLAIMS	0	(121,238)	983,638
FUND YEAR 2012				
	Paid Claims	18,768	54,902	1,466,690
	Case Reserves	(2,378)	(103,816)	180,069
	IBNR	(16,389)	(214,858)	623,240
	Discounted Claim Value	0	16,219	(45,106)
	TOTAL FY 2012 CLAIMS	1	(247,553)	2,224,893
FUND YEAR 2013				
	Paid Claims	2,615	100,970	306,969
	Case Reserves	(40,779)	(169,399)	752,266
	IBNR	38,164	(329,571)	680,765
	Discounted Claim Value	0	25,805	(78,671)
	TOTAL FY 2013 CLAIMS	0	(372,195)	1,661,329
FUND YEAR 2014				
	Paid Claims	3,374	39,138	401,039
	Case Reserves	(3,074)	149,403	410,814
	IBNR	(300)	(662,542)	1,268,147
	Discounted Claim Value	0	26,922	(81,671)
	TOTAL FY 2014 CLAIMS	0	(447,078)	1,998,329
FUND YEAR 2015				
	Paid Claims	390	39,448	345,381
	Case Reserves	1,510	806,057	1,255,154
	IBNR	0	(1,112,604)	1,619,464
	Discounted Claim Value	0	40,025	(157,891)
	TOTAL FY 2015 CLAIMS	1,900	(227,075)	3,062,109
FUND YEAR 2016				
	Paid Claims	0	0	0
	Case Reserves	(2)	262,355	250,120
	IBNR	2	(1,042,355)	2,394,880
	Discounted Claim Value	0	56,525	(162,270)
	TOTAL FY 2016 CLAIMS	0	(723,475)	2,482,730
FUND YEAR 2017				
	Paid Claims	0	(6,424)	21,705
	Case Reserves	62,796	244,718	286,733
	IBNR	(56,502)	(1,034,294)	3,429,559
	Discounted Claim Value	0	61,483	(208,119)
	TOTAL FY 2017 CLAIMS	6,293	(734,517)	3,529,878
FUND YEAR 2018				
	Paid Claims	0	0	0
	Case Reserves	403	8,123	8,123
	IBNR	295,343	2,366,503	2,366,503
	Discounted Claim Value	(16,288)	(130,736)	(130,736)
	TOTAL FY 2018 CLAIMS	279,458	2,243,889	0
	COMBINED TOTAL CLAIMS	287,651	(771,700)	16,405,251
				15,633,551

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 August 31, 2018		
COVERAGE LINE- PROPERTY		
CLAIM COUNT - OPEN CLAIMS		
Year	2018	TOTAL
July-18	8	8
August-18	8	8
NET CHGE	0	0
Limited Reserves		\$3,365
Year	2018	TOTAL
July-18	\$12,691	\$12,691
August-18	\$26,924	\$26,924
NET CHGE	\$14,233	\$14,233
Ltd Incurred	\$279,434	\$279,434
COVERAGE LINE- GENERAL LIABILITY		
CLAIM COUNT - OPEN CLAIMS		
Year	2018	TOTAL
July-18	41	41
August-18	50	50
NET CHGE	9	9
Limited Reserves		\$859
Year	2018	TOTAL
July-18	\$31,645	\$31,645
August-18	\$42,929	\$42,929
NET CHGE	\$11,284	\$11,284
Ltd Incurred	\$42,929	\$42,929
COVERAGE LINE- AUTO LIABILITY		
CLAIM COUNT - OPEN CLAIMS		
Year	2018	TOTAL
July-18	17	17
August-18	16	16
NET CHGE	-1	-1
Limited Reserves		\$726
Year	2018	TOTAL
July-18	\$10,900	\$10,900
August-18	\$11,620	\$11,620
NET CHGE	\$720	\$720
Ltd Incurred	\$15,901	\$15,901
COVERAGE LINE- WORKERS COMP.		
CLAIM COUNT - OPEN CLAIMS		
Year	2018	TOTAL
July-18	42	42
August-18	37	37
NET CHGE	-5	-5
Limited Reserves		\$23,360
Year	2018	TOTAL
July-18	\$873,576	\$873,576
August-18	\$864,324	\$864,324
NET CHGE	(\$9,251)	(\$9,251)
Ltd Incurred	\$1,420,790	\$1,420,790
TOTAL ALL LINES COMBINED		
CLAIM COUNT - OPEN CLAIMS		
Year	2018	TOTAL
July-18	108	108
August-18	111	111
NET CHGE	3	3
Limited Reserves		\$8,521
Year	2018	TOTAL
July-18	\$928,812	\$928,812
August-18	\$945,798	\$945,798
NET CHGE	\$16,986	\$16,986
Ltd Incurred	\$1,759,055	\$1,759,055

Union County Insurance Commissions
CLAIMS MANAGEMENT REPORT
EXPECTED LOSS RATIO ANALYSIS

AS OF August 31, 2018

FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION

	Budget	Current		8		MONTH	Last Month		7		MONTH	Last Year		-4		MONTH
		Unlimited	Limited	Actual		TARGETED	Unlimited	Limited	Actual		TARGETED	Unlimited	Limited	Actual		TARGETED
		Incurred	Incurred	31-Aug-18			Incurred	Incurred	31-Jul-18			Incurred	Incurred	30-Aug-17		
PROPERTY	320,021	279,434	279,434	87.32%	195,213	61.00%	263,809	263,809	82.44%	169,611	53.00%	0	0	N/A	N/A	N/A
GEN LIABILITY	427,942	42,929	42,929	10.03%	128,383	30.00%	31,645	31,645	7.39%	106,986	25.00%	0	0	N/A	N/A	N/A
AUTO LIABILITY	259,693	15,901	15,901	6.12%	77,908	30.00%	14,681	14,681	5.65%	64,923	25.00%	0	0	N/A	N/A	N/A
WORKER'S COMP	4,546,370	1,420,790	1,420,790	31.25%	1,182,056	26.00%	1,285,257	1,285,257	28.27%	863,810	19.00%	0	0	N/A	N/A	N/A
TOTAL ALL LINES	5,554,026	1,759,055	1,759,055	31.67%	1,583,560	28.51%	1,595,393	1,595,393	28.72%	1,205,330	21.70%	0	0	N/A	N/A	N/A
NET PAYOUT %	\$813,257				14.64%											

UNION COUNTY INSURANCE FUND COMMISSION BILLS LIST

Resolution No. 27-18

OCTOBER 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>
001029			
001029	PERMA RISK MANAGEMENT SERVICES	POSTAGE 10/18	1.83
001029	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 10/18	12,807.16
			12,808.99
001030			
001030	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICES FEE 10/18	737.50
			737.50
001031			
001031	WESTFIELD LEADER	OCTOBER 29TH MEETING NOTICE	14.28
			14.28
		Total Payments FY 2018	13,560.77

TOTAL PAYMENTS ALL FUND YEARS \$13,560.77

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	August			
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	\$2,971,719.76	2784141.74	187578.02	
Opening Interest Accrual Balance	\$0.00	0	0	
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	\$4,501.89	\$4,155.92	\$345.97
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	\$4,501.89	\$4,155.92	\$345.97
9	Deposits - Purchases	\$2,115,123.95	\$2,008,986.00	\$106,137.95
10	(Withdrawals - Sales)	-\$266,385.97	-\$119,709.71	-\$146,676.26
Ending Cash & Investment Balance		\$4,824,959.63	\$4,677,573.95	\$147,385.68
Ending Interest Accrual Balance		\$0.00	\$0.00	\$0.00
Plus Outstanding Checks		\$70,181.03	\$13,571.76	\$56,609.27
(Less Deposits in Transit)		\$0.00	\$0.00	\$0.00
Balance per Bank		\$4,895,140.66	\$4,691,145.71	\$203,994.95

UNION COUNTY INSURANCE COMMISSION							
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED							
Current Fund Year: 2018 Month Ending: August							
	Property	Liability	Auto	Worker's Comp	NJ CEL	Admin	TOTAL
OPEN BALANCE	(51,692.00)	272,703.89	159,947.69	2,484,604.79	87,765.56	18,389.83	2,971,719.76
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	0.00	406.06	238.16	3,699.60	130.68	27.38	4,501.88
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	406.06	238.16	3,699.60	130.68	27.38	4,501.88
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	77,848.64	104,507.67	63,411.35	1,109,654.23	612,808.12	45,257.88	2,013,487.88
EXPENSES							
Claims Transfers	3,140.17	0.00	(1,248.55)	144,784.64	0.00	0.00	146,676.26
Expenses	0.00	0.00	0.00	0.00	0.00	13,571.76	13,571.76
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	3,140.17	0.00	(1,248.55)	144,784.64	0.00	13,571.76	160,248.02
END BALANCE	23,016.46	377,211.56	224,607.59	3,449,474.38	700,573.68	50,075.95	4,824,959.62



First Managed Care Option, Inc.

Case Management Monthly Activity Report

September 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%	1	13
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%	1	15
Apr-18	2	27	17	3	20	0	85.00%	15.00%	0.00%	3	17
May-18	2	21	18	1	19	0	94.74%	5.26%	0.00%	1	18
Jun-18	3	20	11	4	15	0	73.33%	26.67%	0.00%	2	13
Jul-18	5	31	20	7	27	0	74.07%	25.93%	0.00%	3	24
Aug-18	2	29	22	3	25	0	88.00%	12.00%	0.00%	3	22
Sep-18	3	30	24	1	25	0	96.00%	4.00%	0.00%	14	11
Total FY2018	27	216	145	27	172	0	84.30%	15.70%	0.00%	28	144

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
18	10	28	0	28	8	2

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 10/01/2018

* 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 2



First Managed Care Option, Inc.

Case Management Monthly Activity Report

August 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%	1	13
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%	1	15
Apr-18	2	27	17	3	20	0	85.00%	15.00%	0.00%	3	17
May-18	2	21	18	1	19	0	94.74%	5.26%	0.00%	1	18
Jun-18	3	20	11	4	15	0	73.33%	26.67%	0.00%	4	11
Jul-18	5	31	20	7	27	0	74.07%	25.93%	0.00%	6	21
Aug-18	2	29	22	3	25	0	88.00%	12.00%	0.00%	10	15
Total 2018	24	186	121	26	147	0	82.31%	17.69%	0.00%	26	121

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
11	15	26	0	26	5	10

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 09/04/2018

* 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.



First Managed Care Option

Page 1 of 2



First Managed Care Option, Inc.

Case Management Monthly Activity Report
September 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
Prosecutor / 757-420	1	1	100%

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 10/01/2018

* 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.



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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		
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		
Jul-18	\$192,147	\$84,846	\$2,458,905	\$107,301	56%	129	102	27	79%	0		
Aug-18	\$323,860	\$135,146	\$371,099	\$188,714	58%	263	219	44	83%	0		
Sep-18	\$159,672	\$60,175	\$197,179	\$99,497	62%	185	157	28	85%	0		
Total 2018	\$1,358,277	\$539,646	\$3,820,107	\$818,631	60%	1,098	915	183	83%	0		
Total to Date	\$1,358,277	\$539,646	\$3,820,107	\$818,631	60%	1,098	915	183	83%	0		

Report Run Date:10/01/2018

UCI



UNION COUNTY INSURANCE FUND COMMISSION SAFETY DIRECTOR'S REPORT

TO: Fund Commissioners
FROM: J.A. Montgomery Risk Control, Safety Director
DATE: October 19, 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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September - October 2018 RISK CONTROL ACTIVITIES

MEETINGS ATTENDED / TRAINING / LOSS CONTROL VISITS CONDUCTED

- **September 19:** Attended the UCIFC Executive Safety Committee Meeting in Elizabeth.
- **September 19:** Attended the UCIFC Jail Sub Safety Committee Meeting in Elizabeth.
- **September 19:** Attended the UCIFC Meeting in Elizabeth.
- **October 17:** Attended the UCIFC Executive Safety Committee meeting in Elizabeth.
- **October 17:** Attended the UCIFC Jail Sub Safety Committee meeting in Elizabeth.

UPCOMING MEETINGS / TRAINING / LOSS CONTROL VISITS PLANNED

- **October 29:** Plan to attend the UCIFC meeting in Elizabeth.
- **October 29:** Plan to attend the UCIFC Claims Committee meeting in Elizabeth.
- **October 30:** Plan to attend a BRIT online training platform demo in Elizabeth.

CEL MEDIA LIBRARY

No Videos have been utilized in 2018.

SAFETY DIRECTOR BULLETINS

- Fire Prevention Week – October 4
- Media Library Has Been Updated and Expanded! – October 10

Fire Prevention Week 2018 – October 7 to October 13

The National Fire Prevention Week 2018 theme is *Look. Listen. Learn. Be Aware. Fire can happen anywhere.*™ Fire can and does happen everywhere, and the Safety Director encourages everyone to heed the wisdom of the *Look. Listen. Learn. Be Aware.* Message of the National Fire Protection Association (NFPA).

The most devastating fires, in terms of both lives and dollars lost occur in the home. Please put these best practices to use in your homes, workplace, and the places you visit.

LOOK

Take a proactive position to best protect your family and friends. Periodically inspect your work spaces and your home. Fire can destroy them in seconds. Pay special attention to the following:

- 40% of fires are electrical in origin. Look at electrical outlets, switches and fuse / circuit breaker panels for evidence of overheating such as browning of surrounding surfaces. Make this a habit; when you plug any electrical appliance in, notice the cover plate and surroundings for evidence of overheating. Have any questionable outlet, switch or circuit protective device checked by a qualified electrician immediately.
- Look how much flammable liquids you have stored in your kitchens, garages, and workshops. Make it a habit to limit flammables to what you truly need. Throw out old paint.

LISTEN

Don't ignore or delay responding to alarms. It is human nature to want to investigate whether an alarm is actual or false. Individuals also tend to check with other people if they are evacuating. Fight that inclination and treat all alarms as real, until it is known they are false from a person of authority, such as from law enforcement or fire service.

LEARN

It is actually a myth that people panic in an emergency. The truth is they make bad decisions because they have not prepared for an emergency situation such as a fire. Take time to educate yourself and your family on how fast fire can grow, the importance of knowing two ways out, and how to use a fire extinguisher. Many local fire departments across the nation will be holding open houses in October. Please attend one and learn from the professionals.

BE AWARE

When you not in your workplaces or homes, you must rely on the good judgement of others, such as the stadium operators, restaurant owners, hotel managers, school principals, and the officials of similar sites. When visiting a venue, be alert for sights, sounds, or smells of fire or other emergency. Trust your senses and take reasonable actions to protect yourself and others.

The NFPA has a site dedicated to Fire Prevention Week with handouts, tip sheets, video, and activities at <https://www.nfpa.org/fpw>. Please take a few minutes to visit the site and share what you learned with friends, family and co-workers. Be Safe.

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.

A message from the NJCE JIF Safety Director's office:

The updated and expanded Media Library is here! Significant additions have been made to the DVD library that can be borrowed free of charge. Some of the highlights of the changes include:

- Older titles that do not reflect current regulations or best practice were removed
- Titles on emerging risk control topics were added
- The law enforcement series *In the Line of Duty* was also added

Overall, 134 new DVDs were purchased, including 62 new titles in most every category of the catalogue. Special attention was paid to two especially current topics in risk control:

1. Leadership's role in safety – knowledgeable and emotionally intelligent leaders have the largest impact on employee safety. Several titles were added to the General Safety and Supervisors / Management categories including, *Stress Management for Supervisors and Employees*, *Safety Decision Making*, *Communication Skills: What Everyone Needs to Know*, and *Leading Indicators: It's the Little Things*.
2. New or emerging topics in safety – new science and technology create new hazards. Numerous titles were added to assist with training employees on these changes including *Silica Safety in Industry and Construction*, *Distracted Driving: At What Cost*, *Dealing with the Irate Customer*, and *Social Media at Work*.

In total, The NJCE JIF Media Library now has over 620 DVD titles and 200 VHS titles.

The Safety Director invites leaders of all agencies and departments to visit the NJCE JIF website and view the entire catalog at <https://njce.org/wp-content/uploads/2018/10/2018-NJCE-JIF-Media-Catalog.pdf>. DVD's can be borrowed for 14 days and then returned to J.A. Montgomery Risk Control in a prepaid UPS envelope. Videos can be an important component in your training programs. Please make good use of this NJCE JIF benefit to our members.

If you have any questions please contact the Media Library helpline @ 856-552-4900.

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: **4656, 4863, and 5179**. 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 – September 19, 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 Wayne Ring
	Conner Strong & Buckelew Michael Cusack
Managed Care Services	First MCO Alyson Cronk
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Risk Management Consultant	Acrisure, LLC
Treasurer	Bibi Taylor
Attorney	Robert Barry, Esq.
Safety	J.A. Montgomery Risk Control Glenn Prince T&M Associates Mark Worthington

ALSO PRESENT:

Terry Pacheco, Union County
Mishood Muftau, Esq., Union County
James McCrady, Union County
Christine Baroudi, Conner Strong & Buckelew
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF JULY 18, 2018

**MOTION TO APPROVE THE OPEN MINUTES AND CLOSED
MINUTES OF JULY 18, 2018**

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

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Worthington advised since the last meeting they conducted a HazCom training for the DPW as well as another Respiratory Protection & Fit Test for those on vacation. Mr. Worthington reported a Confined Space Training and Evolution Training was scheduled for next Thursday at Rahway Pool. Mr. Worthington advised Mr. Prince would report on the discussions that took place at Corrections earlier in the morning.

CLAIM COMMITTEE: Mr. Cusack introduced Christine Baroudi who was a new claim associate at Conner Strong & Buckelew. Mr. Cusack reminded everyone the 7th Annual Best Practices Workshop was scheduled for October 31, 2018 at Conner Strong & Buckelew's Marlton office. Mr. Cusack reported this year's topics included an overview of controlled insurance programs, body worn cameras in law enforcement and topics related to the opioid epidemic.

Mr. Cusack also reported the run off claims, claims prior to the start of the Commission, were not going through the Claims Committee process. Mr. Cusack recommended a claim review of those claims once or twice a year. Executive Director indicated in the past there were at least two claim reviews conducted yearly and noted Ms. Martins participated in those meetings. Executive Director suggested conducting a meeting in the Spring of 2019. After a brief discussion, Commission Attorney recommended we talk again and finalize at the October meeting.

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

CERTIFICATE OF INSURANCE REPORT: Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the months of July and August were included in the agenda. Executive Director advised there was 2 certificates issued during the month of July and 1 for the month of August. Executive Director noted the Underwriting Manager was in attendance if anyone had any questions regarding the certificates.

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 reported the Fund Office issued and advertised the RFP for a 2018 Commission Auditor. Executive Director advised the responses were due on June 26, 2018. An Evaluation Committee including the Commission Attorney, Commission Treasurer and PERMA reviewed the two responses received. Executive Director stated the Committee recommended the appointment of Suplee, Clooney & Company. Executive Director referred to Resolution 24-18, Designating Commission Auditor which was included in the agenda and asked Commission Attorney if he had any additional comments. Commission Attorney advised other than what was stated in the resolution, the Committee reviewed both proposals, both were qualified, however under the circumstances the recommendation was for Suplee, Clooney & Company due to their familiarity of the County as well as their experience. Executive Director asked if anyone had any questions on the recommendation and if not requested a motion.

MOTION TO APPROVE RESOLUTION 24-18, DESIGNATING COMMISSION AUDITOR

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

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE held a special meeting on August 16, 2018 to approve 3 PARS. Executive Director advised the NJCE was scheduled to meet again on September 27, 2018 and would introduce the 2019 Budget on October 25, 2018. Executive Director noted Budget Adoption was scheduled for November 15, 2018. Executive Director noted some of the key highlights for the September meeting would include a discussion on the NJCE retaining some of the property coverage above the Commission's retention and authorizing a request for proposals for a property TPA to manage claims from 1st dollar. Also, PERMA was in negotiations with Origami, a Risk Management Systems, reviewing a statement of work and contract. Executive Director advised this was on online system for data collection and claims data.

UCIFC FINANCIAL FAST TRACK: Executive Director advised the July Financial Fast Track was included in the agenda. The Commission had a surplus of \$1,452,190 as of July 31, 2018. Executive Director referred to Line 10 of the report, "Investment in Joint Venture" and indicated \$1,905,474 of the surplus was the UCIFC's share of the NJCE equity.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the July Financial Fast Track was included in the agenda. As of July 31, 2018 the Fund had a surplus of \$13,888,553. Executive Director advised he had some discussions with the Executive Director of the NJCE regarding a larger dividend this year and noted Union would be included in the dividend distribution. Executive Director asked if anyone had any questions regarding the Financial Fast Track.

CLAIMS TRACKING REPORTS: Executive Director advised the Claim Tracking reports as of July 31, 2018 were included in the agenda. Executive Director reported he reviewed the Claims Activity Report and noted he did not find any anomalies. Executive Director referred to a copy of the Claims Management Report Expected Loss Ratio Analysis Report as of July 31, 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 referred to columns 4 and 6 explained property was running higher, however general liability and auto liability were lower and worker compensation was slightly higher. Executive Director asked if anyone had any questions on the claims reports.

2019 RENEWAL APPLICATION AND UPDATED EXPOSURE INFORMATION: Executive Director reported the 2019 property and casualty budget was reliant on a number of factors including updated renewal applications and exposure data. Executive Director advised in conjunction with the County and Risk Manager the Fund Office was waiting for the updated information.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND – JOINT INSURANCE CLAIMS COMMITTEES BEST PRACTICES WORKSHOP: Executive Director advised Mr. Cusack previously spoke about the workshop and asked everyone to save the date. Executive Director noted as in the past the Parsippany office would also host the workshop via video conference.

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

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Ms. Taylor advised there were sufficient funds to make payment for Resolutions 25-18 and 26-18. Ms. Taylor noted the August checks were not released subject to the approval of the resolution, however she had those checks for distribution. Ms. Taylor noted there were 4 reconciling items that were outstanding. Ms. Taylor advised apparently payment was made from D&H to the County, however the checks should have been made payable to the Commission. Ms. Taylor advised she was working with Ms. Dodd to resolve the issue.

MOTION TO APPROVE RESOLUTION 25-18 AUGUST BILL LIST IN THE AMOUNT OF \$13,571.76 AND RESOLUTION 26-18 SEPTEMBER BILL LIST IN THE AMOUNT OF \$13,582.96

Moved:	Chair Wagner
Second:	Commissioner Martins
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: Ms. Guze reported for the month of July there were 36 worker compensation claims. Ms. Guze advised of those claims 36 claims, 34 were closed, 7 were for reporting purposes only and 2 were treating. Ms. Guze advised for the month of August there were 27 claims, 20 were closed, 3 were for reporting purposes only, 2 remain open for subrogation and 7 were treating.

MANAGED CARE: Ms. Cronk advised First MCO's reports were included in the agenda and she would review the months of July and August. Ms. Cronk reported for the month of July there were 31 claims reported, 20 were medical only, 7 lost time and 27 total case managed. Ms. Cronk advised for the month of August there were 29 claims reported, 22 were medical only, 3 were lost time and 25 were total case managed. Ms. Cronk reported for the month of July bills were received in the amount of \$192,147. First MCO repriced the bills to \$84,846 for a total savings of 107,301 or 56% with a 79% PPO penetration. Ms. Cronk continued to review her report and advised for the month of August bills were received in the amount of \$323,860. First MCO repriced the bills to 135,146 for a total savings of \$188,714 or 58% with a PPO penetration of 83%.

Ms. Cronk reported she wanted to provide an update on Clarke Urgent Care. Ms. Cronk indicated they were working with the Director of Contracting. Ms. Cronk noted they were looking for us to have a contract with not just them but with three additional Urgent Cares as well as numerous physician groups. In response to Executive Director's inquiry Ms. Martins advised they just wanted to use the one provider as some of the facilities were outside of the County. Ms. Martins reported they were still in negotiations. Executive Director asked if anyone had any questions on the Managed Care Report.

RISK MANAGER: Ms. Racioppi was not in attendance.

CEL SAFETY DIRECTOR: Mr. Prince reviewed the July – September Risk Control Activities Report which was included in the agenda. Mr. Prince advised the agenda also included three Safety Director Bulletins on "Fall Protection for Fixes Ladders", "Buckle Up" and "Fatalities and Distracted Driving". Mr. Prince also reported there was a sub-committee meeting at Corrections earlier and discussions took place on online training. Mr. Prince advised PEOSH had adopted a position of enforcing the site specific requirement for training. Mr. Prince explained training for Hazard Communication, Right to Know/GHS or Blood Borne Pathogen online training include a site specific component. Mr. Prince advised this could be accomplished in a variety of ways such as Tool Box Talks. 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 4407, 4251-01, 3195-02, 064544, 4245-01, 3719, 46669-01, 4116, 4144, 4201, 3653, and 3782. In addition the Board will enter

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into the session to have an attorney-client privileged communication relative to ongoing negotiations with forensics investigators relative to a potential computer network breach.

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

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

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

MOTION TO APPROVE THE PARS AS DISCUSSED IN EXECUTIVE SESSION

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

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:50AM

Minutes prepared by: Cathy Dodd, Assisting Secretary