

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – January 17, 2019
County of Union
Administration Building – 6th Floor
Freeholder Conference Room
10 Elizabethtown Plaza
Elizabeth, NJ
9:30 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	Absent
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 Christine Baroudi
Managed Care Services	First MCO Alyson Cronk
NJCE Underwriting Manager	Conner Strong & Buckelew
Risk Management Consultant	Acrisure, LLC Robin Racioppi
Treasurer	
Attorney	Robert Barry, Esq.
Safety	J.A. Montgomery Risk Control Glenn Prince T&M Associates

ALSO PRESENT:

Terry Pacheco, Union County
Mishood Muftau, Esq., Union County
Eric Bause, Actuarial Advantage, (*via teleconference*)
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF DECEMBER 19, 2018

MOTION TO APPROVE THE OPEN MINUTES AND CLOSED MINUTES OF DECEMBER 19, 2018

Moved:	Chair Wagner
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Prince reported the Jail Safety Sub-Committee met earlier today. A variety of topics were discussed including training and the BRIT Platform offered by the excess carrier. Mr. Prince advised there were some training issues and they are being worked on now. Mr. Prince advised that concluded his report unless anyone had any questions.

CLAIM COMMITTEE: Ms. Baroudi introduced herself from Conner Strong and Buckelew and advised she was filling in for Mr. Cusack. Ms. Baroudi reported the Claims Committee did not have any topics for January and D&H would review 2 claims for payment authority during closed session. Ms. Baroudi advised that concluded her report unless anyone had any questions.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda.

REORGANIZATION RESOLUTIONS: Executive Director recommended to the Chair that he review the reorganization resolutions and then approve by consent. Chair Wagner agreed to Executive Director's recommendation. Executive Director reviewed the following resolutions which were included in the agenda.

- Resolution 1-19 .Certifying the Appointment Chair and Vice Chair
- Resolution 2-19 .Designating Authorized Signatures for Commission Bank Accounts
- Resolution 3-19 .Appointing Agent for Services of Process and Custodian of Records
- Resolution 4-19 .Designating Official Newspapers
- Resolution 5-19 .Designating Authorized Depositories for Commission Assets and Establishing Cash Management Plan
- Resolution 6-19 .Utilizing Union County Approved Counsel for the County
- Insurance Commission
- Resolution 7-19 .Authorizing Commission Treasurer to Process Contracted Payments & Expenses
- Resolution 8-19.Plan of Risk Management 2019

**MOTION TO APPROVE REORGANIZATION RESOLUTIONS 1-19
THROUGH 8-19**

Moved:	Chair Wagner
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

2019 MEETING SCHEDULE: Executive Director referred to a copy of the 2019 Meeting Schedule which was included in the agenda. Executive Director advised the schedule was presented at the last meeting, however there was one change. Executive Director noted the October meeting date was changed to Thursday, October 17, 2019. Executive Director reported there were no meetings scheduled for August or November. Additional meetings could be scheduled with proper notice or cancelled if there were no action items. Executive Director asked for a motion to approve Resolution 9-19 if the schedule was acceptable to the Commissioners.

**MOTION TO APPROVE RESOLUTION 9-19, 2019 MEETING
SCHEDULE**

Moved:	Chair Wagner
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

2019 PROPERTY & CASUALTY BUDGET INTRODUCTION: Executive Director reported he received a call prior to the meeting advising a second temporary budget in the amount of \$704,126 should be presented at the meeting. Executive Director explained a temporary budget representing 1/12 of the annual budget in the amount of \$8,449,506 was approved at the January meeting. Executive Director reported a second temporary was being presented in the amount of \$704,126. The total 2019 temporary budget is \$1,408,252. Executive Director referred to Resolution 10-19 which was included in the agenda and requested a motion to approve a second temporary budget in the amount of \$704,126

**MOTION TO APPROVE RESOLUTION 10-19, ADOPTING A SECOND
TEMPORARY 2019 PROPERTY & CASUALTY BUDGET IN THE
AMOUNT OF \$704,126 EQUAL TO 1/12 OF THE PROPOSED 2019
PROPERTY & CASUALTY BUDGET IN THE AMOUNT OF \$8,449,506**

Moved:	Chair Wagner
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

CERTIFICATE OF INSURANCE REPORT: Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the month of December was included in the agenda. Executive Director advised there was 5 certificates issued during the month of December.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

Moved:	Chair Wagner
Second:	Commissioner Scutari

Vote:

2 Yes, 0 Nays

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE would hold its Reorganization Meeting on February 28, 2019 at 1:00 PM at the Camden County College Regional Emergency Training Center.

UCIFC FINANCIAL FAST TRACK: Executive Director advised the October Financial Fast Track was included in the agenda. The Commission had a surplus of \$1,673,497 as of October 31, 2018. Executive Director referred to Line 10 of the report, "Investment in Joint Venture" and indicated \$1,888,221 of the surplus was the UCIFC's share of the NJCE equity. Executive Director noted the cash amount was \$4,493,752.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the October Financial Fast Track was included in the agenda. As of October 31, 2018 the Fund had a surplus of \$14,039,701. 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 October 31, 2018 were included in the agenda. Executive Director advised he had no concerns about the amount of open claims. Executive Director referred to a copy of the Claims Management Report Expected Loss Ratio Analysis Report 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 and explained we were running high on property claims, however the other lines were doing well. Executive Director asked if anyone had any questions on the claims reports.

RESTRICTED/LIGHT DUTY SUBJECT: Executive Director reported the Fund Office was reviewing the Restricted/Light Duty summary report from the TPA along with obtaining some Transitional Duty Policies. Executive Director advised recommendations would be provided at a future meeting.

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

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Executive Director advised the January Bill List was included in the agenda and requested a motion for approval. Chair Wagner reported Ms. Taylor was not present. In response to Chair Wagner's inquiry, Ms. Dodd stated she did send a copy of the bill list to Ms. Taylor with the checks in advance of the meeting. Ms. Dodd noted the bill list included the normal monthly checks and there were no questions from Ms. Taylor.

MOTION TO APPROVE RESOLUTION 11-19 JANUARY BILL LIST

Moved:

Chair Wagner

Second:

Commissioner Scutari

Vote:

2 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.

CLAIMS SERVICE: Ms. Guze reported there were 25 claims and of those claims 17 claims were closed, 7 remained open for treatment and 1 was in litigation. Ms. Guze advised there were no safety issues.

MANAGED CARE: Ms. Cronk reported she had good news regarding the Clark Urgent Care Contract. Ms. Cronk reported the contract was signed around January 5th. Ms. Cronk noted this should drive up the PPO penetration rate. Ms. Cronk advised First MCO's reports were included in the agenda. Ms. Cronk reported on the month of December as noted below.

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	PPO %
December	\$ 218,607	\$ 110,140	\$ 108,467	50%	138	121	88%

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

NJCE SAFETY DIRECTOR: Mr. Prince reviewed the December - January Risk Control Activities Report which was included in the agenda. Mr. Prince advised he was working with Mr. Salerno on some Defensive Driving Courses and two were scheduled for February 14th and February 20th. Mr. Prince reported the classes were 6 hours and the location of classes were to be determined. 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 4981 and 4954. In addition the Board will enter 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 Scutari
Vote:	2 Yes, 0 Nays

MOTION TO APPROVE THE PARS AS DISCUSSED IN EXECUTIVE SESSION

Moved:	Chair Wagner
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

MOTION TO ADJOURN:

Moved:	Chair Wagner
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays

MEETING ADJOURNED: 10:05 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary