

**UNION COUNTY INSURANCE FUND COMMISSION  
AGENDA AND REPORTS  
DECEMBER 18, 2019**

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

**OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE**

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

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

**UNION COUNTY INSURANCE FUND COMMISSION**  
**AGENDA**  
**OPEN PUBLIC MEETING: December 18, 2019**  
**ADMINISTRATION BUILDING – 6<sup>TH</sup> FLOOR**  
**FREEHOLDER CONFERENCE ROOM**  
**10 ELIZABETHTOWN PLAZA**  
**ELIZABETH, NJ**  
**10:00 AM**

- ☐ **MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
  - ☐ **ROLL CALL OF COMMISSIONERS**
  - ☐ **APPROVAL OF MINUTES: October 17, 2019 Open Minutes .....Appendix I**  
**October 17, 2019 Closed Minutes.....Handout**
  
  - ☐ **CORRESPONDENCE:**
  
  - ☐ **COMMITTEE REPORTS**  
Safety Committee: ..... Verbal  
Claims Committee: Claims Committee 2020 Meeting Schedule.....Page 2
  
  - ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA .....Pages 3-23**
  
  - ☐ **TREASURER – Bibi Taylor**  
Resolution **31-19** December Bill List – Motion .....Page 24  
September Treasurer Reports - .....Pages 25-26
  
  - ☐ **ATTORNEY – Bruce H. Bergen, Esq. .... Verbal**
  
  - ☐ **CLAIMS SERVICE – D&H Alternate Risk Solutions, Inc..... Verbal**
  
  - ☐ **MANAGED CARE – First MCO**  
Monthly Report – November .....Pages 27-29
  
  - ☐ **NJCE SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
Monthly Report.....Pages 30-32
  
  - ☐ **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 33**  
**Motion to go into Executive Session**
  - ☐ **APPROVAL OF PARS - Motion**
- 
- ☐ **MEETING ADJOURNMENT**
  - ☐ **NEXT SCHEDULED MEETING: January 16, 2020 ADMINISTRATION BUILDING, 6<sup>TH</sup> FLOOR, FREEHOLDER CONFERENCE ROOM, 10 ELIZABETH PLAZA, ELIZABETH, NJ**

**Union County Insurance Fund Commission**  
**Claims Committee**  
**2020 Meeting Schedule**

All meetings will be held in Freeholder Conference Room 6<sup>th</sup> Floor  
Administration Building, 10 Elizabethtown Plaza, Elizabeth, NJ  
at **9:30AM** unless other arrangements are announced.

January 16, 2020

February 19, 2020

March 18, 2020

April 15, 2020

June 17, 2020

July 15, 2020

September 16, 2020

October 21, 2020

December 16, 2020

**UNION COUNTY INSURANCE FUND COMMISSION**

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

Date: December 18, 2019

Memo to: Commissioners of the Union County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

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- ❑ **Welcome Jennifer Conicella** – We are pleased to announce that Jennifer Conicella has joined PERMA Risk Management as a Senior Associate Claims Consultant. Jennifer comes to us from AmeriHealth and AmTrust and has 13 years of Workers' Compensation claims adjustment experience. Jennifer also has a Master's Degree in International Peace and Conflict Resolution. Jennifer will be working with Robyn Walcoff and Jackie Cardenosa in PERMA Claims, and will be working with all County and Commission members of the NJCE JIF. Below is Jennifer's contact information.

Jenn Conicella, 856-479-2114, [jconicella@permainc.com](mailto:jconicella@permainc.com)

- ❑ **2020 Property & Casualty Budget Temporary Budget (Pages 6-7)** – Attached on page 6 for your review and discussion is the proposed 2020 Property & Casualty Budget in the amount of **\$5,124,850**. The introductory budget represents and overall increase of **\$142,513** or **2.86%**. As we did last year the loss funds of \$4,934,095 represent 90% of the actuarial projected loss funds.

For 2020 the Property Self-Insured Retention (SIR) for UCIFC will increase to \$250,000 from \$100,000. The loss funds also reflect first dollar coverage for property and auto physical damage. Therefore as in the past there is a "0" deductible.

The Chairperson and Treasurer has recommended approving a temporary budget in the amount of \$427,071 which represents 1/12 of the annual budget which is included in the agenda.

The annual assessment once finalized would be billed in three installments and payable as follows: 40% due on 3/15/20, 30% on 5/15/20 and 30% on 10/15/20.

Attached on page 7 is Resolution 30-19, Adoption of a Temporary 2020 Property & Casualty Budget equal to 1/12 of the Proposed 2020 Property & Casualty Budget.

- ❑ **Motion to approve Resolution 30-19 adopting a temporary 2020 Property and Casualty Budget in the amount of \$427,071 equal to 1/12 of the Proposed 2020 Property & Casualty Budget in the amount of \$5,124,850**

- ❑ **Cyber Incident** – The County advises they recently experienced some difficulties with their computer systems. It was agreed a claim would be set up with a reserve of \$150,000 to cover certain expenses necessary to expedite a resolution of the system issues. The County will provide an update on the incident at the meeting.

- ❑ **Motion to authorize payment of computer system related expenses up to \$150,000**

- ❑ **Certificate of Insurance Report (Page 8)** – Attached on page 8 is the certificate of insurance issuance report from the NJCE listing those certificates issued during the month of October. There were 2 certificates issued in October.

- ❑ **Motion to approve the certificate of insurance report**

- ❑ **RFP for Professional Services- Actuary** – The Fund Office issued an RFP for the 2020 Actuary position. The responses were due on November 26, 2019. We received one response from The Actuarial Advantage, Inc., the incumbent. The pricing fee is \$6,138 which represents an increase of 2% over the 2019 fee of \$6,018. Copies of the responses will be available at the meeting.

- ❑ **Motion to approve the Actuarial Advantage Inc. as the 2020 Actuary with a fee of \$6,138**

- ❑ **Property Claims Procedures (Pages 9-10)** – At the October Meeting we approved a new Property Claims Procedure and use of Direction Payment Form for auto physical claims. The procedure was discussed with Chris Meehan of Motor Vehicle. The Commission Treasurer questioned whether the new procedure applied to the property claims. The Fund Office checked with Mr. Dietz of D&H Alternate Risk Solutions, Inc. and he advised the procedure can apply to both situations, auto physical damage and property claims. For reference included in the agenda on pages 9-10 is a copy of the Property Claims Procedure and Direction of Payment Form that was approved in October. As outlined in the procedure, the adjuster would request a direction to pay from the Commission Treasurer or an appropriate party and then the payment would be sent to the respective vendor/provider in the claim.

- ❑ **Motion to approve the new Property Claims Procedure and use of Direction of Payment Form to include auto physical damage claims and property claims**

- ❑ **NJ Excess Counties Insurance Fund (NJCE) (Pages 11-17)** – The NJCE met on October 24, 2019. Attached on pages 11-14 is a written summary of the meeting. The NJCE also met on November 21, 2019 and adopted the 2020 Budget in the amount of \$24,751,509. A summary report of the meeting is included in the agenda on pages 15-17. The NJCE is scheduled to hold their Reorganization Meeting on February 27, 2020.

- ❑ **NJCE Dividend** – The Board of Fund Commissioners authorized a release of a dividend in the amount of \$2,000,000. Union County's share of the dividend is \$318,258.

- ❑ **UCIFC Financial Fast Track (Page 18)** - Included in the agenda on page 18 is a copy of the Financial Fast Track for the month of September. As of **September 30, 2019** there is a statutory surplus of **\$3,713,271**. Line 10 of the report, “Investment in Joint Venture” is the Union County Insurance Fund Commission’s share of the equity in the NJCE, **\$2,511,711**. The total cash amount is **\$8,502,042**.
- ❑ **NJCE Property & Casualty Financial Fast Track (Pages 19-20)** – Included in the agenda on pages 19-20 is a copy of the Financial Fast Track for the month of September. As of **September 30, 2019** the Fund has a surplus of **\$16,851,003**. The cash amount is **\$32,194,328**.
- ❑ **Claims Tracking Reports (Pages 21-22)** – Included in the agenda on page 21 is the Claim Activity Report as of September 30, 2019. Also included in the agenda on page 22 is the Claims Management Report Expected Loss Ratio Analysis Report as of September 30, 2019. This report measures how the losses are running compared to the actuary’s projections for 2019. Executive Director will review both reports at the meeting.
- ❑ **2020 Meeting Schedule (Page 23)** – Attached on page 23 for your consideration is the proposed UCIFC Executive Committee meeting schedule for 2020. The 2020 UCIFC Reorganization meeting is scheduled for Thursday, January 16, 2020 along with the Public Hearing on the budget. As we did during 2019 there are no meetings scheduled for May and November. If the dates are acceptable a resolution will be prepared for approval with the Reorganizational Resolutions in January.

	<b>UNION COUNTY INSURANCE COMMISSION</b>				
	<b>2020 PROPOSED BUDGET :</b>				
	<b>90%</b>			<b>Total</b>	
				<b>Increase/Decrease</b>	
		<b>ANNUALIZED BUDGET FY2019</b>	<b>PROPOSED BUDGET FY2020</b>	<b>\$</b>	<b>%</b>
	APPROPRIATIONS				
	<b>I. Claims and Excess Insurance</b>				
	<b>Claims</b>				
1	Property	306,379	355,673	49,294	16.09%
2	Liability	385,651	393,364	7,713	2.00%
3	Auto	232,998	237,658	4,660	2.00%
4	Workers' Comp.	3,870,000	3,947,400	77,400	2.00%
5					
6	<b>Subtotal - Claims*</b>	<b>4,795,028</b>	<b>4,934,095</b>	<b>139,067</b>	<b>2.90%</b>
7					
8					
9					
10	<b>II. Expenses, Fees &amp; Contingency</b>				
11					
12	Claims Adjustment	0	0	0	0.00%
13	Safety Director	0	0	0	0.00%
14	General Expense				
15	Exec. Director	156,760	159,895	3,135	2.00%
16	Actuary	6,018	6,138	120	1.99%
17	Auditor	9,531	9,722	191	2.00%
18	Attorney	4,000	4,000	0	0.00%
19	Treasurer	4,000	4,000	0	0.00%
20					
21					
22	Misc. Expense & Contingency	7,000	7,000	0	0.00%
23					
24	<b>Total Fund Exp &amp; Contingency</b>	<b>187,309</b>	<b>190,755</b>	<b>3,446</b>	<b>1.84%</b>
25	Risk Managers	0	0	0	0.00%
26					
27					
28	<b>Total FUND Disbursements</b>	<b>4,982,337</b>	<b>5,124,850</b>	<b>142,513</b>	<b>2.86%</b>

**RESOLUTION NO. 30-19**

**UNION COUNTY INSURANCE FUND COMMISSION**

**ADOPTION OF A TEMPORARY 2020 PROPERTY & CASUALTY BUDGET  
EQUAL TO 1/12 OF THE PROPOSED 2020 PROPERTY & CASUALTY BUDGET**

**BE IT RESOLVED** by the Union County Insurance Fund Commission that it hereby approves and adopts a Temporary Budget in the amount of \$427,071 equal to 1/12 of the proposed 2020 Property & Casualty Budget in the amount of \$5,124,850 attached hereto as the Calendar Year 2020 Budget.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on December 18, 2019.

**ADOPTED:**

**BY:** \_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**DATE**

**ATTEST:**

\_\_\_\_\_  
**VICE CHAIR**

\_\_\_\_\_  
**DATE**



From 10/1/2019 To 11/1/2019

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

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - South Jersey Industries and all I - County of Union	Its subsidiaries 1 South Jersey Plaza Hammonton, NJ 08037	Company D: XS Worker Compensation Statutory x \$1,000,000 XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term 1/1/19 to 1/1/20 Policy # SP4056379 Evidence of Insurance.	10/8/2019 #2292362	GL AU EX WC OTH
H - NJ Department of Health I - County of Union	Office of EMS PO Box 360 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 1/1/19 to 1/1/20 Policy # SP4056379 Evidence of insurance. All operations usual to County Governmental Entity as respects to renewal of EMS Provider License.	10/17/2019 #2294990	GL AU EX WC OTH
<b>Total # of Holders: 2</b>				

## Union Commission Insurance Fund Commission (UCIFC) Property Claims Procedure:

In order for D&H to expedite the payment of Union County property claims the below items are needed from the county:

The documents below should be sent to the assigned adjuster, or if before assignment to Theresa Laoudis ( [tloudis@risksolutions.com](mailto:tloudis@risksolutions.com))

Our goal is to accommodate the County's procedure and provide quick response to the vendor to complete repairs.

We will need:

- 3 estimates of the damage (this can be waived at the County's discretion), but we will need a copy of the vendors estimate.
- police report (if applicable)
- color photos of the damage
- in the event of a total loss (vehicle claim) we will need the certificate of title and direction of salvage.

The county will pick the service provider, ***fill out the direction of pay*** return it to the D&H adjuster and then D&H will pay the service provider directly. All payments to any repair facility, contractor, or vendor are to be made only by D&H and no longer should a payment be initiated by a Union County employee via the department budget.

## DIRECTION OF PAYMENT

Date:

Insured:

Date of loss:

Claim Number:

Adjuster:

Insurer: Union County Insurance Fund Commission

I, \_\_\_\_\_ hereby authorize the Union County  
Insurance Fund Commission to directly pay

\_\_\_\_\_ in the amount of -  
\_\_\_\_\_ for services performed on \_\_\_\_\_.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## 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:** October 24, 2019  
**To:** Union County Insurance Fund Commission  
**From:** PERMA Risk Management Services  
**Subject:** New Jersey Counties Excess Meeting Report

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**Financial Fast Track:** Financial Fast Track as of July 31, 2019 reflected a statutory surplus of \$18.9 million.

**December 31, 2018 Audit:** The draft audit was previously reviewed at the June meeting and filed with DOBI & DCA on 6/28/19 along with an extension request to file the final report. Fund Auditor submitted copies of a final audit for the period ending December 31, 2018 and noted there were no changes from the draft and no recommendations or findings. After the conclusion of the review, the Board of Fund Commissioners approved a resolution approving the year-end financials. Fund Commissioners will be asked to execute an affidavit indicating they have read the General Comments section of the Audit Report. The Fund office will file the final report and supporting resolution with the State following the meeting.

### **2020 Renewal & 2020 Budget:**

**Online Underwriting Data Collection & Claims System:** As previously discussed, PERMA entered into a contract with Origami to develop an online underwriting and claims data platform for members to access as a resource.

**Underwriting Data:** Executive Director reported the online underwriting data portion was launched on August 8<sup>th</sup> and members were asked to complete their renewal schedules by September 16<sup>th</sup>. The office will follow up with members on any outstanding schedules. As a reminder, on the NJCE website ([www.njce.org](http://www.njce.org)) is a training webinar on how to complete the renewal schedules.

**Claims:** Executive Director reported the process of mapping and uploading claims information from the various TPA claims systems utilized by underlying Insurance Commissions and Counties to a new NJCE claims system is underway.

**2020 Budget Discussion:** Executive Director said the 2020 budget presentation budget will focus on projections, loss funding and premiums the 2020 budget discussion will include options on increasing self-insured retentions (SIR), as well as, surplus retention and dividend strategy.

The timeline for the budget process is as follows:

October 7<sup>th</sup> – final deadline for submission of underwriting data  
Week of October 14<sup>th</sup> – Sub-Committee to review budget presentation  
October 24<sup>th</sup> – Budget Introduction at JIF meeting

November 21<sup>th</sup> – Budget Adoption at JIF meeting

The Fund office will schedule a teleconference meeting the week of October 14<sup>th</sup> based on availability of sub-committee volunteers.

**Property TPA for Property Damage Claims and Auto Physical Damage in Excess of \$50,000:**

At the June 27, 2019 meeting of the NJCE JIF, a contract to serve as third-party administrator for property claims was awarded to Qual-Lynx. Qual-Lynx was selected after an RFP process and evaluation by Fund Commissioners and JIF Professionals. Effective August 1, 2019 Qual-Lynx became the third-party administrator for all property damage claims (not including equipment breakdown claims nor and auto-physical damage claims less than \$50K.)

**NJCE Claims Review Committee:** In April, the Fund approved the formation and charter of a Claims Review Committee. The advisory committee is tasked to review claims in detail prior to the regular Fund meeting and recommend approval/denial on presented claims. The Claims Review Committee met on September 25, 2019 at 1:00PM via teleconference and the committee presented their recommendations during Closed Session. Committee is scheduled to meet next on October 24, 2019 at noon via teleconference.

**New Jersey Counties Excess Joint Insurance Fund – Risk Management Best Practices Workshop:** The 8<sup>th</sup> Annual Joint Insurance Claims Committees Risk Management Workshop is scheduled for Wednesday, October 30, 2019 at the Conner Strong & Buckelew new corporate National Headquarters in Camden, NJ. This year's topics will include Workers' Compensation key decisions and the challenges of psychiatric claims, Litigation Management Strategies, and Property Risk Engineering. Please hold the date for the Workshop and watch for the email invitation.

**Underwriting Manager:**

**2020 Renewal:** Underwriting Manager submitted copies of a 2020 pre-renewal report and provided a summary on the marketplace overview. Underwriting Manager reviewed the Fund's historical rate performance vs. the market for Property, Casualty, Workers' Compensation and POL/EPL for the 2017-2020 period; report noted the Fund has consistently applied lower rates on all lines of coverage. Underwriting Manager said based on the Fund's property losses alternative options for retentions will be explored for renewal. Overall, Underwriting Manager reported the program is performing extremely well and negotiations are underway with carriers, as well as, an evaluation of alternative markets.

**NJCE Coverage Committee:** A Coverage Committee met on July 9, 2019 and discussed property coverage for Drones and Working Dogs. Enclosed as part of the Underwriting Manager's report was a memorandum on the proposed coverages.

In addition, the Coverage Committee discussed the formation of a Cyber Task Force to address this growing exposure. Volunteers interested in serving – either Commissioners, Staff or IT Personnel – are encouraged to contact the Fund office.

**Ancillary Coverage Option - Active Shooter/Assailant Coverage:** Copies of a memorandum were submitted regarding Active Shooter/Assailant Coverage. Underwriting Manager will be providing group quotes for Active Shooter Assailant coverage for at the 2020 renewal.

**Risk Control:** Safety Director submitted a report reflecting the risk control activities, meetings attended and the Safety Director Bulletins that were distributed from June to October 2019. Safety Director reminded members to submit 2019 BRIT Safety Grant reimbursement requests by September 30<sup>th</sup>.

**Next Meeting:** The next meeting of the NJCE is scheduled for October 24, 2019 at 1:00PM at the Camden County Emergency Training Center.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND					
2020 PROPOSED BUDGET -		Property 750K x 250K			
	APPROPRIATIONS				
	I. Claims and Excess Insurance				
	Claims	ANNUALIZED PAID BUDGET FY2019	PROPOSED BUDGET FY2020	Change \$	Change %
1	Property 750K x 250K	916,911	836,999	(79,912)	-8.7%
2	Liability	977,780	997,334	19,554	2.0%
3	Auto	253,366	258,435	5,069	2.0%
4	Workers' Comp.	2,630,826	2,683,444	52,618	2.0%
5	WC 150 x 1K (7720)	133,746	136,422	2,676	2.0%
6	Subtotal - Claims	4,912,629	4,912,634	5	0.0%
7	Premiums				
8					
9	Property	6,038,785	6,870,070	831,285	13.8%
10	XS Flood to 50	394,438	480,947	86,509	21.9%
11	Liability (Brit)	3,737,523	3,924,404	186,881	5.0%
12	Excess Liability	582,527	611,653	29,126	5.0%
13	Workers Comp (450 x 550) *	1,126,125	1,045,289	(80,836)	-7.2%
14	Workers Comp (Stat x 1MIL)	2,044,417	2,080,846	36,429	1.8%
15					
16					
17	SubTotal Premiums	13,923,815	15,013,209	1,089,394	7.8%
18	Total Loss Fund	18,836,444	19,925,843	1,089,399	5.8%
19					
20	II. Expenses, Fees & Contingency				
21					
22	Claims Adjustment	66,852	68,189	1,337	2.0%
23	Claims Adjustment - Property	8,697	9,219	522	6.0%
24	Safety Director	404,292	412,378	8,086	2.0%
25	General Expense				
26	Exec. Director	670,236	683,641	13,405	2.0%
27	Actuary	22,593	23,045	452	2.0%
28	Auditor	14,637	14,930	293	2.0%
29	Attorney	15,347	15,654	307	2.0%
30					
31	Treasurer	15,346	15,653	307	2.0%
32	Underwriting Manager	426,565	435,096	8,531	2.0%
33	Underwriting Data Consolidation	181,350	98,110	(83,240)	-45.9%
34	Payroll Audit	16,423	16,423	(0)	0.0%
35	Safety Institute Funding		100,000	100,000	100.0%
36					
37	Misc. Expense & Contingency	642,666	20,000	(622,666)	-96.9%
38	Total Fund Exp & Contingency	2,485,004	1,912,337	(572,666)	-23.0%
39	Risk Management Consultant	102,124	102,124	0	0.0%
40					
41	Total Self Insured Program	21,423,572	21,940,304	516,732	2.4%
42					
43	Ancillary Coverages				
44	POL/EPL	1,132,556	1,211,835	79,279	7.0%
45	Crime Program	159,493	167,469	7,976	5.0%
46	Medical Malpractice	715,280	775,608	60,328	8.4%
47	Pollution Liability	212,020	212,020	0	0.0%
48	Employed Lawyers Liability	157,486	165,360	7,874	5.0%
49	Cyber Liability	357,144	390,672	33,528	9.4%
50	Aviation	33,599	67,198	33,599	100.0%
51					
52	Total Ancillary Coverages	2,767,578	2,990,162	222,584	8.0%
53					
54	Total FUND Disbursements	24,191,150	24,930,466	739,316	3.1%



## 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:** November 21, 2019  
**To:** Union County Insurance Fund Commission  
**From:** PERMA Risk Management Services  
**Subject:** New Jersey Counties Excess Meeting Report

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**2020 Budget:** Last month, the Fund introduced a proposed 2020 budget based on certain assumptions of renewal negotiations, as well as, a change to expiring property self-insured retention (SIR). Included in the agenda were copies of the introduced budget from 10/24/19 representing a 3.1% increase and a budget for adoption representing a total of \$24,751,509 or a 2.3% increase. Executive Director said the current budget is based on confirmation of exposure values, and audited payroll figures.

Executive Director summarized the 2020 budget as follows:

**Claims Loss Funds (lines 1-5)** – The main driving factor for the increase is Property; the Fund's property claims experience has not been favorable for the past 5 years and progressive steps are being recommended to address the loss ratio. The expiring 2019 Property SIR is \$150,000 x \$100,000, which is fully funded at the NJCE level. The 2020 budget represents an increase to *Line #1 Property 750K x 250K* from \$150,000 x \$100,000 to \$750,000 x \$250,000.

**Excess Premiums (lines 9-14)** – Underwriting Manager reported that Property and Excess Property premiums are increasing based on both the high loss ratio and hardening property market; renewal negotiations for Casualty and Workers' Compensation indicate flat renewal rates.

**Expenses, Fees & Contingency (lines 22-35)** - Professional fees are budgeted to reflect cost of living adjustment; however, as a reminder, the Board confirms appointments and compensation at the annual February Reorganization meeting.

Line items #33 *Underwriting Data Consolidation* and #34 *Payroll Audit* were introduced during the 2017 budget process reflect a progressive initiative to obtain consistent and ratable data through payroll audits and an underwriting data system. Line item 35 *Safety Institute Funding* was discussed last month to fund instructor-led and online training programs for NJCE members through a Learning Management System (LMS), an online platform used to track and record learning events.

**Ancillary Coverages (lines 43-49)** - The NJCE acts as a pass through for optional Ancillary coverages, which are purchased individually by each County and their autonomous agencies. Underwriting Manager actively negotiates these for renewal.



Following review of the budget and the public meeting, the Board of Fund Commissioners adopted the 2020 budget and certified the assessments. In addition, the Board of Fund Commissioners authorized the Underwriting Manager to bind and enter into the required agreements for the 2020 excess and ancillary coverages; a resolution formalizing the action will be included in the 2020 Reorganization agenda.

**Financial Fast Track:** Enclosed is the Financial Fast Track as of September 30, 2019 reflecting a statutory surplus of \$16.8 million.

**NJCE Claims Review Committee:** The Claims Review Committee met via teleconference on November 15, 2019 and presented their recommendations during Closed Session.

We would like to introduce Jennifer Conicella who recently joined PERMA to serve as Senior Associate Claim Consultant for this Fund and its members.

**Risk Control:** Safety Director submitted a report reflecting the risk control activities, meetings attended and the Safety Director Bulletins. Safety Director reported details on the 2020 BRIT Safety Grant would be distributed to members when made available.

**Next Meeting:** The next meeting of the NJCE is the 2020 Reorganization Meeting scheduled for February 27, 2020 at 1:00PM at the Camden County Emergency Training Center.

<b>NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND</b>				
<b>2020 ADOPTED BUDGET</b>	<b>Property 750K x 250K</b>			
APPROPRIATIONS	(B)	(C)	(F)	(G)
<b>I. Claims and Excess Insurance</b>			(C - B)	(F / B)
<b>Claims</b>	<b>ANNUALIZED PAID BUDGET FY2019</b>	<b>PROPOSED BUDGET FY2020</b>	<b>Change \$</b>	<b>Change %</b>
1 <b>Property 750K x 250K</b>	916,911	836,999	(79,912)	-8.7%
2 Liability	977,780	997,334	19,554	2.0%
3 Auto	253,366	258,435	5,069	2.0%
4 Workers' Comp.	2,630,826	2,683,444	52,618	2.0%
5 W/C 150 x 1K (7720)	<u>133,746</u>	<u>136,422</u>	<u>2,676</u>	<u>2.0%</u>
6 <b>Subtotal - Claims</b>	<b>4,912,629</b>	<b>4,912,634</b>	<b>5</b>	<b>0.0%</b>
7 <b>Premiums</b>				
8				
9 Property	6,038,785	6,671,371	632,586	10.5%
10 XS Flood to 50	394,438	500,691	106,253	26.9%
11 Liability (Brit)	3,737,523	3,924,402	186,879	5.0%
12 Excess Liability	582,527	611,653	29,126	5.0%
13 Workers Comp (450 x 550) *	1,126,125	1,045,289	(80,836)	-7.2%
14 Workers Comp (Stat x 1MIL)	2,044,417	2,080,846	36,429	1.8%
15				
16				
17 <b>SubTotal Premiums</b>	<b>13,923,815</b>	<b>14,834,252</b>	<b>910,437</b>	<b>6.5%</b>
18 <b>Total Loss Fund</b>	<b>18,836,444</b>	<b>19,746,886</b>	<b>910,442</b>	<b>4.8%</b>
19				
20 <b>II. Expenses, Fees &amp; Contingency</b>				
21				
22 Claims Adjustment	66,852	68,189	1,337	2.0%
23 Claims Adjustment - Property	8,697	9,219	522	6.0%
24 Safety Director	404,292	412,378	8,086	2.0%
25 General Expense				
26 Exec. Director	670,236	683,641	13,405	2.0%
27 Actuary	22,593	23,045	452	2.0%
28 Auditor	14,637	14,930	293	2.0%
29 Attorney	15,347	15,654	307	2.0%
30				
31 Treasurer	15,346	15,653	307	2.0%
32 Underwriting Manager	426,565	435,096	8,531	2.0%
33 Underwriting Data Consolidation	181,350	98,110	(83,240)	-45.9%
34 Payroll Audit	16,423	16,423	(0)	0.0%
35 Safety Institute Funding		100,007	100,007	100.0%
36				
37 Misc. Expense & Contingency	642,666	20,000	(622,667)	-96.9%
38 <b>Total Fund Exp &amp; Contingency</b>	<b>2,485,005</b>	<b>1,912,337</b>	<b>(572,667)</b>	<b>-23.0%</b>
39 Risk Management Consultant	102,124	102,124	0	0.0%
40				
41 <b>Total Self Insured Program</b>	<b>21,423,573</b>	<b>21,761,347</b>	<b>337,775</b>	<b>1.6%</b>
42				
43 <b>Ancillary Coverages</b>				
44 POL/EPL	1,132,556	1,211,835	79,279	7.0%
45 Crime Program	159,493	167,469	7,976	5.0%
46 Medical Malpractice	715,280	775,609	60,329	8.4%
47 Pollution Liability	212,020	212,020	0	0.0%
48 Employed Lawyers Liability	157,486	165,360	7,874	5.0%
49 Cyber Liability	357,144	390,672	33,528	9.4%
50 Aviation	33,599	67,198	33,599	100.0%
51				
52 <b>Total Ancillary Coverages</b>	<b>2,767,578</b>	<b>2,990,162</b>	<b>222,584</b>	<b>8.0%</b>
53				
54 <b>Total FUND Disbursements</b>	<b>24,191,151</b>	<b>24,751,509</b>	<b>560,358</b>	<b>2.3%</b>

UNION COUNTY INSURANCE COMMISSION						
FINANCIAL FAST TRACK REPORT						
			AS OF	September 30, 2019		
ALL YEARS COMBINED						
			THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME		415,195	3,736,753	5,739,964	9,476,717
2.	CLAIM EXPENSES					
		Paid Claims	90,833	713,884	1,350,944	2,064,828
		Case Reserves	625,565	1,219,185	734,406	1,953,591
		IBNR	(638,766)	579,114	3,621,836	4,200,950
		Discounted Claim Value	6,243	(14,127)	(101,676)	(115,803)
	TOTAL CLAIMS		83,874	2,498,055	5,605,510	8,103,565
3.	EXPENSES					
		Excess Premiums	0	0	0	0
		Administrative	15,131	137,330	181,152	318,482
	TOTAL EXPENSES		15,131	137,330	181,152	318,482
4.	UNDERWRITING PROFIT (1-2-3)		316,190	1,101,367	(46,698)	1,054,669
5.	INVESTMENT INCOME		14,178	96,983	49,908	146,891
6.	PROFIT (4 + 5)		330,368	1,198,350	3,210	1,201,560
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		25,821	505,708	2,006,003	2,511,711
11. SURPLUS (6 + 7 + 8 - 9)			356,189	1,704,058	2,009,213	3,713,271
SURPLUS (DEFICITS) BY FUND YEAR						
	2018		492,186	1,536,561	2,009,213	3,545,774
	2019		(135,998)	167,497		167,497
TOTAL SURPLUS (DEFICITS)			356,189	1,704,058	2,009,213	3,713,271
TOTAL CASH						8,502,042
FUND YEAR 2018						
		Paid Claims	11,265	195,667	1,350,944	1,546,611
		Case Reserves	64,050	341,667	734,406	1,076,073
		IBNR	(573,666)	(1,781,558)	3,621,836	1,840,278
		Discounted Claim Value	11,467	38,001	(101,676)	(63,675)
	TOTAL FY 2018 CLAIMS		(486,884)	(1,206,223)	5,605,510	4,399,287
FUND YEAR 2019						
		Paid Claims	79,567	518,217		518,217
		Case Reserves	561,514	877,517		877,517
		IBNR	(65,100)	2,360,672		2,360,672
		Discounted Claim Value	(5,224)	(52,128)		(52,128)
	TOTAL FY 2019 CLAIMS		570,758	3,704,278	0	3,704,278
COMBINED TOTAL CLAIMS			83,874	2,498,055	5,605,510	8,103,565
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	September 30, 2019			
ALL YEARS COMBINED						
			THIS	YTD	PRIOR	FUND
			MONTH	CHANGE	YEAR END	BALANCE
1.	UNDERWRITING INCOME		1,972,314	17,750,823	139,838,292	157,589,115
2.	CLAIM EXPENSES					
		Paid Claims	27,646	630,674	3,794,828	4,425,502
		Case Reserves	723,573	611,013	5,641,230	6,252,243
		IBNR	290,507	566,104	8,032,894	8,598,998
		Discounted Claim Value	(71,025)	(187,085)	(1,272,066)	(1,459,150)
	TOTAL CLAIMS		970,701	1,620,706	16,196,887	17,817,593
3.	EXPENSES					
		Excess Premiums	1,249,027	11,234,523	97,129,691	108,364,214
		Administrative	144,961	1,438,395	10,482,471	11,920,866
	TOTAL EXPENSES		1,393,988	12,672,917	107,612,162	120,285,080
4.	UNDERWRITING PROFIT (1-2-3)		(392,375)	3,457,199	16,029,244	19,486,443
5.	INVESTMENT INCOME		45,551	474,582	497,530	972,112
6.	PROFIT (4+5)		(346,824)	3,931,781	16,526,774	20,458,554
7.	Dividend		2,000,000	2,000,000	1,607,551	3,607,551
8.	SURPLUS (6-7-8)		(2,346,824)	1,931,781	14,919,223	16,851,003
SURPLUS (DEFICITS) BY FUND YEAR						
	2010		(248,807)	(238,766)	777,092	538,326
	2011		(435,164)	(460,620)	878,879	418,259
	2012		(247,816)	(191,431)	1,184,534	993,103
	2013		(629,685)	(532,647)	2,027,740	1,495,093
	2014		(245,220)	130,218	2,492,972	2,623,190
	2015		(277,087)	81,316	1,162,564	1,243,880
	2016		(243,677)	436,229	3,256,376	3,692,605
	2017		6,113	(218,313)	2,011,827	1,793,515
	2018		6,605	758,998	1,127,237	1,886,235
	2019		(32,087)	2,166,796		2,166,796
TOTAL SURPLUS (DEFICITS)			(2,346,824)	1,931,781	14,919,222	16,851,003
TOTAL CASH						32,194,328

NEW JERSEY COUNTIES EXCESS JIF FINANCIAL FAST TRACK REPORT AS OF September 30, 2019 ALL YEARS COMBINED				
	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
<b>CLAIM ANALYSIS BY FUND YEAR</b>				
<b>FUND YEAR 2010</b>				
Paid Claims	0	0	171,840	171,840
Case Reserves	0	0	(0)	(0)
IBNR	0	2,546	9,666	12,212
Discounted Claim Value	0	(155)	(1,005)	(1,160)
<b>TOTAL FY 2010 CLAIMS</b>	<b>0</b>	<b>2,391</b>	<b>180,501</b>	<b>182,892</b>
<b>FUND YEAR 2011</b>				
Paid Claims	6,487	199,985	488,982	688,967
Case Reserves	180,213	59,726	461,457	521,183
IBNR	0	(39,375)	39,375	0
Discounted Claim Value	0	10,350	(53,088)	(42,738)
<b>TOTAL FY 2011 CLAIMS</b>	<b>186,700</b>	<b>230,686</b>	<b>936,726</b>	<b>1,167,413</b>
<b>FUND YEAR 2012</b>				
Paid Claims	1,158	13,408	1,533,507	1,546,915
Case Reserves	(1,158)	3,210	87,538	90,748
IBNR	0	(58,257)	126,579	68,322
Discounted Claim Value	0	8,101	(22,910)	(14,809)
<b>TOTAL FY 2012 CLAIMS</b>	<b>0</b>	<b>(33,537)</b>	<b>1,724,714</b>	<b>1,691,177</b>
<b>FUND YEAR 2013</b>				
Paid Claims	4,668	36,206	520,298	556,505
Case Reserves	128,660	242,359	507,306	749,666
IBNR	0	(226,103)	226,103	0
Discounted Claim Value	0	22,618	(77,544)	(54,925)
<b>TOTAL FY 2013 CLAIMS</b>	<b>133,328</b>	<b>75,081</b>	<b>1,176,165</b>	<b>1,251,245</b>
<b>FUND YEAR 2014</b>				
Paid Claims	5,057	(6,707)	447,238	440,531
Case Reserves	(238,881)	(320,937)	655,655	334,718
IBNR	233,824	(36,648)	472,893	436,245
Discounted Claim Value	0	39,137	(91,782)	(52,645)
<b>TOTAL FY 2014 CLAIMS</b>	<b>0</b>	<b>(325,156)</b>	<b>1,484,004</b>	<b>1,158,848</b>
<b>FUND YEAR 2015</b>				
Paid Claims	5,427	294,707	395,960	690,667
Case Reserves	278,803	(4,902)	2,462,260	2,457,358
IBNR	(251,907)	(603,828)	603,828	0
Discounted Claim Value	0	43,819	(223,216)	(179,397)
<b>TOTAL FY 2015 CLAIMS</b>	<b>32,323</b>	<b>(270,204)</b>	<b>3,238,832</b>	<b>2,968,629</b>
<b>FUND YEAR 2016</b>				
Paid Claims	0	64,292	0	64,292
Case Reserves	14,142	172,519	530,313	702,832
IBNR	(14,142)	(939,008)	1,132,357	193,349
Discounted Claim Value	0	88,921	(170,405)	(81,483)
<b>TOTAL FY 2016 CLAIMS</b>	<b>(0)</b>	<b>(613,276)</b>	<b>1,492,266</b>	<b>878,990</b>
<b>FUND YEAR 2017</b>				
Paid Claims	2,102	3,300	25,647	28,947
Case Reserves	4,046	226,885	640,084	866,969
IBNR	(6,148)	109,914	2,126,369	2,236,283
Discounted Claim Value	0	(51,981)	(247,426)	(299,407)
<b>TOTAL FY 2017 CLAIMS</b>	<b>0</b>	<b>288,118</b>	<b>2,544,674</b>	<b>2,832,793</b>
<b>FUND YEAR 2018</b>				
Paid Claims	756	23,492	211,356	234,848
Case Reserves	746	(125,883)	296,617	170,735
IBNR	(1,502)	(616,581)	3,295,723	2,679,142
Discounted Claim Value	0	45,843	(384,692)	(338,849)
<b>TOTAL FY 2018 CLAIMS</b>	<b>0</b>	<b>(673,129)</b>	<b>3,419,005</b>	<b>2,745,876</b>
<b>FUND YEAR 2019</b>				
Paid Claims	1,990	1,990		1,990
Case Reserves	357,003	358,034		358,034
IBNR	330,381	2,973,444		2,973,444
Discounted Claim Value	(71,025)	(393,737)		(393,737)
<b>TOTAL FY 2019 CLAIMS</b>	<b>618,350</b>	<b>2,939,731</b>	<b>0</b>	<b>2,939,731</b>
<b>COMBINED TOTAL CLAIMS</b>	<b>970,701</b>	<b>1,620,706</b>	<b>16,196,887</b>	<b>17,817,593</b>

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 September 30, 2019			
<b>COVERAGE LINE - PROPERTY</b>			
<b>CLAIM COUNT - OPEN CLAIMS</b>			
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
August-19	1	14	15
September-19	1	15	16
<b>NET CHGE</b>	0	1	1
Limited Reserves			<b>\$656</b>
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
August-19	\$0	\$33,926	\$33,926
September-19	\$0	\$10,500	\$10,500
<b>NET CHGE</b>	\$0	(\$23,426)	(\$23,426)
<b>Ltd Incurred</b>	\$290,449	\$142,130	\$432,579
<b>COVERAGE LINE - GENERAL LIABILITY</b>			
<b>CLAIM COUNT - OPEN CLAIMS</b>			
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
August-19	25	45	70
September-19	20	47	67
<b>NET CHGE</b>	-5	2	-3
Limited Reserves			<b>\$1,077</b>
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
August-19	\$20,340	\$36,131	\$56,471
September-19	\$30,340	\$41,839	\$72,179
<b>NET CHGE</b>	\$10,000	\$5,708	\$15,708
<b>Ltd Incurred</b>	\$132,935	\$42,635	\$175,570
<b>COVERAGE LINE - AUTO LIABILITY</b>			
<b>CLAIM COUNT - OPEN CLAIMS</b>			
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
August-19	2	11	13
September-19	2	7	9
<b>NET CHGE</b>	0	-4	-4
Limited Reserves			<b>\$1,010</b>
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
August-19	\$4,092	\$8,312	\$12,404
September-19	\$4,092	\$5,000	\$9,092
<b>NET CHGE</b>	\$0	(\$3,312)	(\$3,312)
<b>Ltd Incurred</b>	\$27,178	\$8,812	\$35,990
<b>COVERAGE LINE - WORKERS COMP.</b>			
<b>CLAIM COUNT - OPEN CLAIMS</b>			
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
August-19	36	31	67
September-19	37	35	72
<b>NET CHGE</b>	1	4	5
Limited Reserves			<b>\$25,856</b>
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
August-19	\$987,591	\$237,634	\$1,225,226
September-19	\$1,041,641	\$819,998	\$1,861,640
<b>NET CHGE</b>	\$54,050	\$582,364	\$636,414
<b>Ltd Incurred</b>	\$2,172,264	\$1,199,272	\$3,371,536
<b>TOTAL ALL LINES COMBINED</b>			
<b>CLAIM COUNT - OPEN CLAIMS</b>			
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
August-19	64	101	165
September-19	60	104	164
<b>NET CHGE</b>	-4	3	-1
Limited Reserves			<b>\$11,911</b>
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
August-19	\$1,012,023	\$316,003	\$1,328,026
September-19	\$1,076,073	\$877,337	\$1,953,411
<b>NET CHGE</b>	\$64,050	\$561,334	\$625,385
<b>Ltd Incurred</b>	\$2,622,827	\$1,392,849	\$4,015,676

Union County Insurance Commissions  
CLAIMS MANAGEMENT REPORT  
EXPECTED LOSS RATIO ANALYSIS

AS OF September 30, 2019

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

	Budget	Current		21			Last Month		20			Last Year		9		
		Unlimited	Limited	Actual		MONTH	Unlimited	Limited	Actual		MONTH	Unlimited	Limited	Actual		MONTH
		Incurred	Incurred	30-Sep-19		TARGETED	Incurred	Incurred	31-Aug-19		TARGETED	Incurred	Incurred	29-Sep-18		TARGETED
PROPERTY	320,021	290,449	290,449	90.76%	313,746	98.04%	290,449	290,449	90.76%	312,734	97.72%	279,316	279,316	87.28%	217,614	68.00%
GEN LIABILITY	427,942	132,935	132,935	31.06%	323,414	75.57%	122,935	122,935	28.73%	317,417	74.17%	50,866	50,866	11.89%	154,059	36.00%
AUTO LIABILITY	259,693	27,178	27,178	10.47%	186,924	71.98%	27,178	27,178	10.47%	182,458	70.26%	13,401	13,401	5.16%	90,893	35.00%
WORKER'S COMP	4,546,370	2,172,264	2,172,264	47.78%	4,125,563	90.74%	2,106,949	2,106,949	46.34%	4,069,068	89.50%	1,470,579	1,470,579	32.35%	1,500,302	33.00%
TOTAL ALL LINES	5,554,026	2,622,827	2,622,827	47.22%	4,949,647	89.12%	2,547,512	2,547,512	45.87%	4,881,678	87.89%	1,814,162	1,814,162	32.66%	1,962,868	35.34%
NET PAYOUT %	\$1,546,754				27.85%											

**FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION**

	Budget	Current		9			Last Month		8			Last Year		-3		
		Unlimited	Limited	Actual		MONTH	Unlimited	Limited	Actual		MONTH	Unlimited	Limited	Actual		MONTH
		Incurred	Incurred	30-Sep-19		TARGETED	Incurred	Incurred	31-Aug-19		TARGETED	Incurred	Incurred	29-Sep-18		TARGETED
PROPERTY	340,421	142,130	142,130	41.75%	231,487	68.00%	137,156	137,156	40.29%	207,657	61.00%	0	0	N/A	N/A	N/A
GEN LIABILITY	428,501	42,635	42,635	9.95%	154,260	36.00%	36,904	36,904	8.61%	128,550	30.00%	0	0	N/A	N/A	N/A
AUTO LIABILITY	258,887	8,812	8,812	3.40%	90,610	35.00%	9,312	9,312	3.60%	77,666	30.00%	0	0	N/A	N/A	N/A
WORKER'S COMP	4,637,297	1,199,272	1,199,272	25.86%	1,530,308	33.00%	566,095	566,095	12.21%	1,205,697	26.00%	0	0	N/A	N/A	N/A
TOTAL ALL LINES	5,665,107	1,392,849	1,392,849	24.59%	2,006,665	35.42%	749,466	749,466	13.23%	1,619,571	28.59%	0	0	N/A	N/A	N/A

**UNION COUNTY INSURANCE FUND COMMISSION**  
**CAMPUS DRIVE, SUITE 216**  
**PARSIPPANY, NJ 07054**

TO: Members of the Commission

**2020 PROPOSED ANNUAL MEETING NOTICE**

Pursuant to Chapter 231, Laws of 1975, known as the Open Public Meeting Acts, the following have been designated as meeting dates of the Union County Insurance Fund Commission at which the business of said Commission may be formally discussed, decided or acted upon.

<u>TIME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>PURPOSE</u>
10:00 AM	January 16, 2020	County of Union Administration Building Freeholder Conference Room 6 <sup>th</sup> Floor 10 Elizabethtown Plaza Elizabeth, NJ	Re-Organization Meeting
10:00 AM	February 19, 2020	“	Regular Meeting
10:00 AM	March 18, 2020	“	Regular Meeting
10:00 AM	April 15, 2020	“	Regular Meeting
10:00 AM	June 17, 2020	“	Regular Meeting
10:00 AM	July 15, 2020	“	Regular Meeting
10:00 AM	September 16, 2020	“	Regular Meeting
10:00 AM	October 21, 2020	“	Regular Meeting
10:00 AM	December 16, 2020	“	Regular Meeting

In addition such other meetings as may be required shall be scheduled and held, but pursuant to and with such additional notice as may be required by statute.

**By: PERMA Risk Management Services**  
**Administrator**

**UNION COUNTY INSURANCE FUND COMMISSION**



**UNION COUNTY INSURANCE FUND COMMISSION  
BILLS LIST**

**Resolution No. 31-19**

**December 2019**

**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 2019**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001072			
001072	PERMA RISK MANAGEMENT SERVICES	POSTAGE 10/19	3.10
001072	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 11/19	13,063.33
001072	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 12/19	13,063.37
			<b>26,129.80</b>
001073			
001073	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 12/19	501.50
001073	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 11/19	501.50
			<b>1,003.00</b>
001074			
001074	WESTFIELD LEADER	RFP - 11.7.19	28.56
001074	WESTFIELD LEADER	2018 SYNOP - 10.31.19	89.76
			<b>118.32</b>
001075			
001075	NJ ADVANCE MEDIA	ACCT#1188859 - ADV - 10.31.19	70.84
001075	NJ ADVANCE MEDIA	ACCT#1188859 - ADV - 11.8.19	103.90
			<b>174.74</b>
001076			
001076	COUNTY OF UNION	POSTAGE REIMBURSEMENT 12.9.19	190.10
			<b>190.10</b>
		<b>Total Payments FY 2019</b>	<b>27,615.96</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>\$27,615.96</b>

\_\_\_\_\_  
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	September		
CURRENT FUND YEAR	2019		
Description:		Administrative Account-Investors	Claims Account - Investors
ID Number:			
Maturity (Yrs)			
Purchase Yield:			
TOTAL for All Accts & instruments			
Opening Cash & Investment Balance	\$8,605,932.95	8,620,740.89	-14807.94
Opening Interest Accrual Balance	\$0.00	-	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	\$14,177.57	\$14,096.48	\$81.09
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	\$14,177.57	\$14,096.48	\$81.09
9 Deposits - Purchases	\$108,536.41	\$14,141.41	\$94,395.00
10 (Withdrawals - Sales)	-\$226,603.98	-\$121,629.86	-\$104,974.12
Ending Cash & Investment Balance	\$8,502,042.95	\$8,527,348.92	-\$25,305.97
Ending Interest Accrual Balance	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$80,593.07	\$1,003.00	\$79,590.07
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00
Balance per Bank	\$8,582,636.02	\$8,528,351.92	\$54,284.10

UNION COUNTY INSURANCE COMMISSION							
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED							
<b>Current Fund Year: 2019</b>							
<b>Month Ending: September</b>							
	Property	Liability	Auto	Worker's Comp	NJ CEL	Admin	TOTAL
OPEN BALANCE	229,679.17	720,913.97	475,753.10	7,075,567.20	0.00	104,019.12	8,605,932.56
RECEIPTS							
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	14,124.50	0.00	0.00	0.00	0.00	0.00	14,124.50
Invest Pymnts	378.38	1,187.64	783.77	11,656.42	0.00	171.36	14,177.57
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	378.38	1,187.64	783.77	11,656.42	0.00	171.36	14,177.57
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	14,502.88	1,187.64	783.77	11,656.42	0.00	171.36	28,302.07
EXPENSES							
Claims Transfers	39,787.80	23.00	2,812.02	62,334.39	0.00	0.00	104,957.21
Expenses	0.00	0.00	0.00	0.00	0.00	27,234.86	27,234.86
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	39,787.80	23.00	2,812.02	62,334.39	0.00	27,234.86	132,192.07
<b>END BALANCE</b>	<b>204,394.25</b>	<b>722,078.61</b>	<b>473,724.85</b>	<b>7,024,889.23</b>	<b>0.00</b>	<b>76,955.62</b>	<b>8,502,042.56</b>



First Managed Care Option, Inc.

## Case Management Monthly Activity Report

November 2019

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
Total FY2018	35	266	171	37	208	0	82.21%	17.79%	0.00%	0	208
Jan-19	3	19	11	2	13	0	84.62%	15.38%	0.00%	1	12
Feb-19	1	19	12	2	14	0	85.71%	14.29%	0.00%	0	14
Mar-19	3	16	9	2	11	0	81.82%	18.18%	0.00%	1	10
Apr-19	1	13	10	0	10	0	100.00%	0.00%	0.00%	0	10
May-19	4	28	15	10	25	0	60.00%	40.00%	0.00%	1	24
Jun-19	5	21	10	2	12	0	83.33%	16.67%	0.00%	0	12
Jul-19	4	21	15	2	17	0	88.24%	11.76%	0.00%	2	15
Aug-19	6	22	17	2	19	0	89.47%	10.53%	0.00%	1	18
Sep-19	3	22	12	5	17	0	70.59%	29.41%	0.00%	4	13
Oct-19	3	23	11	2	13	0	84.62%	15.38%	0.00%	2	11
Nov-19	2	13	6	4	10	0	60.00%	40.00%	0.00%	7	3
Total FY2019	35	217	128	33	161	0	79.50%	20.50%	0.00%	19	142

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
7	12	19	0	19	1	11

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 12/02/2019

\* 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

November 2019

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
Cornerstone RNs / 791-614	1	1	100%
PWF Facilities Management / 775-570	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 12/02/2019

\* 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		
<b>Total 2018</b>	<b>\$1,814,896</b>	<b>\$737,104</b>	<b>\$4,278,532</b>	<b>\$1,077,792</b>	<b>59%</b>	<b>1,532</b>	<b>1,285</b>	<b>247</b>	<b>84%</b>	<b>0</b>		
Jan-19	\$102,433	\$44,170	\$124,014	\$58,263	57%	141	125	16	89%	0		
Feb-19	\$61,468	\$21,019	\$69,599	\$40,448	66%	116	114	2	98%	0		
Mar-19	\$75,028	\$33,993	\$74,695	\$41,034	55%	121	120	1	99%	0		
Apr-19	\$171,377	\$42,745	\$139,822	\$128,633	75%	101	100	1	99%	0		
May-19	\$84,367	\$27,989	\$84,782	\$56,378	67%	107	106	1	99%	0		
Jun-19	\$111,638	\$46,064	\$132,046	\$65,573	59%	150	146	4	97%	0		
Jul-19	\$120,268	\$51,236	\$128,280	\$69,032	57%	166	160	6	96%	0		
Aug-19	\$143,134	\$47,303	\$136,886	\$95,830	67%	186	183	3	98%	1		
Sep-19	\$61,441	\$26,814	\$58,946	\$34,626	56%	99	92	7	93%	0		
Oct-19	\$167,342	\$61,475	\$204,386	\$105,867	63%	160	145	15	91%	1		
Nov-19	\$925,054	\$158,170	\$798,110	\$766,884	83%	125	114	11	91%	0		
<b>Total 2019</b>	<b>\$2,023,548</b>	<b>\$560,978</b>	<b>\$1,951,566</b>	<b>\$1,462,570</b>	<b>72%</b>	<b>1,472</b>	<b>1,405</b>	<b>67</b>	<b>95%</b>	<b>2</b>		
<b>Total to Date</b>	<b>\$3,838,443</b>	<b>\$1,298,082</b>	<b>\$6,230,098</b>	<b>\$2,540,361</b>	<b>66%</b>	<b>3,004</b>	<b>2,690</b>	<b>314</b>	<b>90%</b>	<b>2</b>		

Report Run Date:12/02/2019

UCI



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

**TO:** Fund Commissioners  
**FROM:** J.A. Montgomery Risk Control, Safety Director  
**DATE:** December 9, 2019

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**UCIFC SERVICE TEAM**

Paul Shives, Vice President Public Sector Director <a href="mailto:pshives@jamontgomery.com">pshives@jamontgomery.com</a> Office: 732-736-5213	Glenn Prince, Associate Public Sector Director <a href="mailto:gprince@jamontgomery.com">gprince@jamontgomery.com</a> Office: 856-552-4744 Cell: 609-238-3949	Natalie Dougherty, Senior Administrative Coordinator <a href="mailto:ndougherty@jamontgomery.com">ndougherty@jamontgomery.com</a> Office: 856-552-4738
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**October - December 2019  
RISK CONTROL ACTIVITIES**

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

- **October 17:** Attended the UCIFC Executive Safety Committee meeting in Elizabeth.
- **October 17:** Attended the UCIFC Jail Sub Safety Committee meeting in Elizabeth.
- **October 17:** Attended the UCIFC meeting in Elizabeth.
- **October 29:** One session of DDC 6 training was conducted for UCIFC.
- **November 18:** One session of DDC 6 training was conducted for UCIFC.

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

- **December 18:** Plan to attend the UCIFC meeting in Elizabeth.
- **December 18:** Plan to attend the UCIFC Claims Committee meeting in Elizabeth.
- **December 18:** Plan to attend the UCIFC Executive Safety Committee meeting in Elizabeth.
- **December 18:** Plan to attend the UCIFC Jail Sub Safety Committee meeting in Elizabeth.

### **CEL MEDIA LIBRARY**

No Videos have been utilized in 2019.

### **SAFETY DIRECTOR BULLETINS**

- Minimum Age for Fire & EMS Drivers – November 18.



**Minimum age for Fire / EMS Drivers**

Ambulance and fire apparatus crashes are the second leading cause of injuries for emergency responders. Driver error plays a major role in many of these incidents. Properly selecting and training drivers can have a significant impact on the lives of the crews, the reputation of the agency, and the bottom line of the municipality or district.

While establishing a minimum age is a convenient manner to begin training as an emergency vehicle operator, we believe a minimum level of experience is a better measure of when a member is ready to begin driver training. It takes experience to learn to position a fire pumper or ladder truck at a fire, or an ambulance at an EMS call. Consider the many factors that must be evaluated in seconds as a pumper or ladder truck approaches a bread-and-butter structure fire:

- Hydrant location or tanker supply and laying in hose
- Overhead obstructions
- Curb, street, driveway conditions
- Best access to structure
- Room for later arriving vehicles, and many more

The same types of considerations affect arriving ambulances. Where will paramedics position? Is there an exit route as later arriving units assemble? Traffic hazards? Smoke hazards? And more...

Experience also provides lessons to driver candidates on human tendencies such as 'adrenalin rush', 'wake-effect', and 'siren hypnosis'. Witnessing these effects in ourselves and others, and learning to recognize and control them, is a critical component in the maturing process of driver candidates.

For these reasons the Safety Director's office strongly supports driver candidates have a minimum of three years driving experience and three years of EMS / firefighting experience. We also recommend at least one year experience with the fire or EMS agency, to become familiar with specifics of the local roads and operations.

This is just the beginning, however. Agency leaders must ensure driver candidates are carefully evaluated for driving skills, operational knowledge, and behind-the-wheel behaviors for emotional maturity. The evaluation of drivers should be a detailed and well-documented process.

Agency trainers must be aware to properly prepare the candidate before the evaluation. Trainers must be watchful of the candidate's skill, demeanor, and knowledge of driving large vehicles under extremely stressful conditions. This takes time.

Safety Consultants are available to assist emergency agencies in or strengthening training programs. The CEL provides a model Vehicle Driving Policy, which should be considered for use. The model policy includes training best practices and forms. Contact your Safety Director for a copy of this policy.

*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.*

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 **9463, 9723, 9170, 8515, 7628, 9053 & 8610**. 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 – October 17, 2019  
County of Union  
Administration Building – 6<sup>th</sup> Floor  
Freeholder Conference Room  
10 Elizabethtown Plaza  
Elizabeth, NJ  
10:00 AM**

Meeting was called to order by the Executive Director. 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 <b>Joseph Hrubash</b>
Claims Service	D&H Alternative Risk Solutions, Inc. <b>Kathleen Guze</b> <b>Wayne Ring</b>
	PERMA <b>Robyn Walcoff</b> ( <i>via teleconference</i> )
Managed Care Services	First MCO <b>Suzanne Rajsteter</b>
NJCE Underwriting Manager	Conner Strong & Buckelew
Risk Management Consultant	Acrisure, LLC
Treasurer	<b>Bibi Taylor</b>
Attorney	<b>Bruce H. Bergen, Esq</b>
Safety	J.A. Montgomery Risk Control <b>Glenn Prince</b>
	T&M Associates

**ALSO PRESENT:**

Chris Meehan, Union County

Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF SEPTEMBER 18, 2019 AND  
CLOSED MINUTES OF JULY 17, 2019**

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF SEPTEMBER  
18, 2019**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	3 Yes, 0 Nays

**MOTION TO APPROVE CLOSED MINUTES OF JULY 17, 2019**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	2 Yes, 0 Nays, 1 Abstained

**CORRESPONDENCE: None**

**SAFETY COMMITTEE:** Mr. Prince reported the Jail Sub-Committee met earlier in the morning and a variety of topics were discussed including the upcoming ACA accreditation inspection. Mr. Prince advised he provided some recommendations and he would provide the jail with some documents to assist with the inspection. Mr. Prince advised that concluded his report unless there were any questions.

**CLAIM COMMITTEE:** Executive Director advised Ms. Walcoff of PERMA Claims was on the phone and asked her to review the letter which was included in the agenda. Ms. Walcoff reported the letter included a list of policies that provided coverage on a “discovery” or “claims-made and reported” basis. Ms. Walcoff explained with these type of coverages 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.

Executive Director referred to a copy of the agenda for the Risk Management Best Practices Workshop which was included in the agenda. Executive Director advised the Workshop was scheduled for October 30, 2019 at Conner Strong & Bucklew’s office in Camden and indicated video conference would be available at the Parsippany and Toms River Offices. Executive Director reviewed the topics and presenters for the Workshop.

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

**2018 AUDIT REPORT AS OF DECEMBER 31, 2018:** Executive Director reported the Auditor’s Report as of December 31, 2018 was sent under separate cover to the Fund Commissioners from Suplee, Clooney & Company. Executive Director advised based on the positive results of the audit it was agreed the auditor would not need to attend the meeting. Executive Director advised he was seeking approval of the 2018 Audit and referred to a copy of Resolution 26-19 which was included in the agenda. Executive Director noted the resolution was reviewed by the Commission Attorney.

**MOTION TO APPROVE RESOLUTION 26-19 CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2018**

Moved:	Chairman Wagner
Second:	Commissioner Martins
Roll Vote:	3 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 September was included in the agenda. Executive Director advised there were 4 certificates issued during the month of September. Executive Director asked if anyone had any questions and requested a motion to approve the report.

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

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

**2019 COMMISSIONER AUDITOR RFP** Executive Director advised the Fund Office issued and advertised the RFP for the 2019 Commission Auditor position. The responses were due on September 24, 2019. There was one response received from Suplee, Clooney & Company, the incumbent. Executive Director reported a copy of the response was sent to the Evaluation Committee to make a recommendation. Executive Director advised the Committee recommended Suplee Clooney & Company. Executive Director referred to a copy of Resolution 27-19, Designating Commission Auditor which was included in the agenda. Executive Director noted the resolution was reviewed by the Commission Attorney. Executive Director asked if there were any questions.

**MOTION TO APPROVE RESOLUTION 27-19, DESIGNATING COMMISSION AUDITOR**

Moved:	Chairman Wagner
Second:	Commissioner Martins
Roll Call Vote:	3 Yes, 0 Nays

**COMMISSION ACTUARY CONTRACT:** Executive Director reported the Commission Actuary Contract with Actuarial Advantage expires on December 31, 2019. Executive Director advised as we did last year the Fund Office would prepare and advertise the RFP for the 2020 Commission Actuary position. Executive Director noted a draft copy of the RFP would be sent to the Commission Attorney for his review.

**MOTION TO AUTHORIZE THE FUND OFFICE TO PREPARE AND ISSUE AN RFP FOR THE 2020 COMMISSION ACTUARY POSITION**

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

**PROPERTY CLAIMS PROCEDURES:** Executive Director reported at the September Meeting we discussed changes to the Property Claims Procedure. Executive Director referred to a copy of the new Property Claims Procedure along with the Direction of Payment Form. Executive Director advised the procedure and form was discussed with Chris Meehan of Motor Vehicle who was attending the meeting. Executive Director asked if there were any questions. Commission Treasurer advised she approved the new procedure however this only addressed physical damage claims and the property claims needed to be addressed. Executive Director stated he would review a property procedure for next month.

**MOTION TO APPROVE THE NEW PROPERTY CLAIMS PROCEDURE  
AND USE OF DIRECTION OF PAYMENT FORM**

Moved:	Chairman Wagner
Second:	Commissioner Martins
Roll Call Vote:	3 Yes, 0 Nays

**REVISED PLAN OF RISK MANAGEMENT:** Executive Director advised the Plan of Risk Management was revised to include coverage for drones and working animals per the discussion at the September meeting. Executive Director reported the Plan was also revised to increase the TPA payment authority for auto physical damage claims from \$5,000 to 15,000 and property claims to \$25,000. Executive Director noted this was agreed to at a meeting with the Commission Treasurer, Commission Attorney and PERMA. Executive Director mentioned it was agreed that no amendment was necessary for any special pre approval authority for auto physical damage claims. Executive Director referred to a copy of Resolution 28-19, Revised Plan of Risk Management which was included in the agenda. Executive Director noted the changes were highlighted in yellow and the resolution was reviewed by the Commission Attorney.

**MOTION TO APPROVE RESOLUTION 28-19, REVISED PLAN OF RISK  
MANAGEMENT**

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

**NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE):** Executive Director reported the NJCE last met on September 26, 2019 and a written summary report of the meeting was included in the agenda. Executive Director advised the Board of Fund Commissioners approved a resolution approving the 2018 audit and there were no recommendations or findings. Executive Director reported as of July 31<sup>st</sup>, the NJCE surplus was \$18.9 million and there have been some discussions on the 2020 Budget along with some dividend options. Executive Director noted the dividend issued last year was \$500,000 and he was expecting a larger dividend for this year. Executive Director noted the NJCE Claims Review Committee held their first meeting on September 25, 2019. Executive Director advised the NJCE would introduce the 2020 Budget on October 24, 2019 and Budget Adoption was scheduled for November 21, 2019.

**UCIFC FINANCIAL FAST TRACK:** Executive Director advised the August Financial Fast Track was included in the agenda. The Commission had a surplus of \$3,357,083 as of August 31, 2019. Executive Director referred to Line 10 of the report, "Investment in Joint Venture" and indicated \$2,485,890 of the surplus was the UCIFC's share of the NJCE equity. Executive Director noted the cash amount was \$8,605,932.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the August Financial Fast Track was included in the agenda. As of August 31, 2019 the Fund had a surplus of \$19,197,827. Executive Director asked if anyone had any questions regarding the Financial Fast Tracks.

**CLAIM TRACKING REPORTS:** Executive Director advised the Claim Tracking reports as of August 31, 2019 were included in the agenda. Executive Director referred to a copy of the Claims Management Report and reviewed the actuary's projections compared to the actual losses. Executive Director noted the reports substantiated the surplus on the UCIFC Financial Fast Track.

**UCIFC 2020 BUDGET:** Executive Director reported the Union County Insurance Fund Commission 2020 Budget would be introduced at the December 18, 2019. Budget adoption would be scheduled for the January meeting.

**2020 AUTO ID CARDS/WC POSTING NOTICE/RENEWAL CERTIFICATE OF INSURANCE:** Executive Director reported the 2020 Auto ID Cards and WC Posting Notices would be sent out for distribution the beginning of December. Executive Director advised the NJCE Underwriting Manager's Team would review the certificates which needed to be re-issued for the 2020 renewal.

**2019 MEETING SCHEDULE:** Executive Director advised the Commission was not scheduled to meet in November and the next meeting was scheduled for December 18, 2019.

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 she recommended action for Resolution 29-19, September Bill List.

**MOTION TO APPROVE RESOLUTION 25-19 SEPTEMBER BILL LIST**

Moved:	Chairman Wagner
Second:	Commissioner Martins
Roll Call Vote:	3 Yes, 0 Nays

Executive Director advised the monthly Treasurer reports were included in the agenda.

**ATTORNEY:** Mr. Bergen advised he did not have anything to report.

**CLAIMS SERVICE:** Ms. Guze advised for the period of September 1 through September 30, 2019 there were 25 worker compensation claims, 3 claims were denied, 1 claim was report only, 6 claims were closed and 15 remain treating. Ms. Guze advised there were no glaring safety problems.

**MANAGED CARE:** Ms. Rajsteter advised First MCO's report was included in the agenda and provided the below information for September.



Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	PPO %
September	\$ 61,441	\$ 26,814	\$ 34,626	56%	99	92	93%

Ms. Rajsteter advised that concluded her report unless anyone had any questions. Executive Director commented that the PPO penetration percentage had improved from the earlier months.

**NJCE SAFETY DIRECTOR:** Mr. Prince reviewed the September – October Risk Control Activities Report which was included in the agenda. Mr. Prince advised following the Commission Meeting was the full Safety Meeting. Mr. Prince noted Mr. Worthington was not able to attend that meeting and he would cover the meeting. Mr. Prince advised that concluded his report unless there were 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 1763, 6898, 6956, 7855, 8410 & 9028. 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.

Commission Attorney asked that in terms of the Executive Session once the claims are presented that everyone except the Commissioners and staff of the Commission vacate the room for the second half of the session.

*Mr. Bergen asked that anyone not involved with the worker compensation claims to leave the room.*

**MOTION TO GO INTO CLOSED SESSION**

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

**MOTION TO RETURN TO OPEN SESSION**

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

**MOTION TO APPROVE THE PARS AS DISCUSSED IN EXECUTIVE SESSION**

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

**MOTION TO ADJOURN:**

Moved:	Chairman Wagner
Second:	Commissioner Martins
Roll Call Vote:	3 Yes, 0 Nays

**MEETING ADJOURNED: 10:34 AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary