

**UNION COUNTY INSURANCE FUND COMMISSION  
AGENDA AND REPORTS  
SEPTEMBER 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: SEPTEMBER 18, 2019**  
**ADMINISTRATION BUILDING – 6<sup>TH</sup> FLOOR**  
**FREEHOLDER CONFERENCE ROOM**  
**10 ELIZABETH TOWN PLAZA**  
**ELIZABETH, NJ**  
**10:00 AM**

- ☐ **MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ☐ **ROLL CALL OF COMMISSIONERS**
- ☐ **APPROVAL OF MINUTES: July 17, 2019 Open Minutes.....Appendix I**  
**July 17, 2019 Closed Minutes.....Handout**
  
- ☐ **CORRESPONDENCE:**
  
- ☐ **COMMITTEE REPORTS**  
    Safety Committee: ..... Verbal  
    Claims Committee: ..... Verbal
- ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA .....Pages 2-17**
  
- ☐ **TREASURER – Bibi Taylor**  
    Resolution 25-19 September Bill List – Motion.....Page 18  
    June Treasurer Reports -.....Pages 19-20
  
- ☐ **ATTORNEY – Bruce H. Bergen, Esq. .... Verbal**
  
- ☐ **CLAIMS SERVICE – D&H Alternate Risk Solutions, Inc..... Verbal**
  
- ☐ **MANAGED CARE – First MCO**  
    Monthly Report –July & August .....Pages 21-23
  
- ☐ **NJCE SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
    Monthly Report.....Pages 24-25  
    Safety Director Bulletins .....Pages 26-28
  
- ☐ **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 29**
  
- ☐ **APPROVAL OF PARS - Motion**

---

- ☐ **MEETING ADJOURNMENT**
- ☐ **NEXT SCHEDULED MEETING: October 17, 2019 ADMINISTRATION BUILDING, 6<sup>TH</sup> FLOOR, FREEHOLDER CONFERENCE ROOM, 10 ELIZABETH PLAZA, ELIZABETH, NJ**

**UNION COUNTY INSURANCE FUND COMMISSION**

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

Date: September 18, 2019

Memo to: Commissioners of the Union County Insurance Fund Commission

From: PERMA Risk Management Services

Subject: Executive Director's Report

- 
- ☐ **Certificate of Insurance Report (Pages 4-6)** – Attached on pages 4-6 are the certificate of insurance issuance reports from the NJCE listing those certificates issued during the months of July and August. There were 2 certificates issued in July and 6 in August.

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

- ☐ **Commission Auditor Contract** - The Commission Auditor Contract with Suplee, Clooney & Company will expire on September 30, 2019. The RFP was issued and advertised. The responses are due to the Fund Office on Tuesday, September 24, 2019. An Evaluation Committee will review the responses and make a recommendation at the next meeting.
- ☐ **NJ Counties Excess Joint Insurance Fund (NJCE)** – The NJCE is scheduled to meet again on September 26, 2019. A summary report of the meeting will appear in the October agenda. The NJCE will introduce the 2020 Budget on October 24, 2019 and Budget Adoption is scheduled for November 21, 2019.
- ☐ **UCIFC Financial Fast Track (Page 7)** - Included in the agenda on page 7 is a copy of the Financial Fast Track for the month of June. As of **June 30, 2019** there is a statutory surplus of **\$2,900,179**. Line 10 of the report, “Investment in Joint Venture” is the Union County Insurance Fund Commission’s share of the equity in the NJCE, **\$2,277,348**. The total cash amount is **\$7,054,208**.
- ☐ **NJCE Property & Casualty Financial Fast Track (Pages 8-9)** – Included in the agenda on pages 8-9 is a copy of the Financial Fast Track for the month of June. As of **June 30, 2019** the Fund has a surplus of **\$18,085,455**. The cash amount is **\$24,974,932**.
- ☐ **Claims Tracking Reports (Pages 10-11)** – Included in the agenda on page 10 is the Claim Activity Report as of June 30, 2019. Also included in the agenda on page 11 is the Claims Management Report Expected Loss Ratio Analysis Report as of June 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.
- ☐ **Proposed Property Claim Procedures (Pages 12-13)** – Included in the agenda on pages 12-13 is a proposed Property Claims Procedure and Direction of Payment Form prepared by D&H

to address the payment of property claims. D&H will make payment directly to the service provider/vendor under the new procedure with the completion of the Payment Form. This procedure will eliminate any checks being issued by the County for any property damage claims. The Chair has suggested we discuss at the meeting an amendment to the Risk Management Plan to address the property authorization and advance payments.

- ❑ **Property Insurance Coverage Options (Pages 14-15)** – The NJCE JIF Coverage Committee met recently and discussed property coverage for Drones and Working Dogs. The NJCE Underwriting Manager issued a Memorandum on the proposed coverages. A copy of the memorandum is included in the agenda on pages 14-15. If the Commissioners agree to add these coverages, the changes would be incorporated into the Commission’s Risk Management Plan.
- ❑ **Active Shooter/Assailant Coverage (Pages 16-17)** – Attached on pages 16-17 is a memorandum from the NJCE Underwriting Manager regarding Active Shooter/Assailant Coverage. The NJCE will be providing group quotes for Active Shooter Assailant coverage for at the 2020 renewal.
- ❑ **2020 Renewal** – The new Origami System was launched on August 5<sup>th</sup> as part of the 2020 Exposure Renewal Process. The renewal link was distributed to those identified as users so they could view, edit and complete the Exposure Review Process. The 2020 property and casualty budget is reliant on a number of factors including updated renewal applications and exposure data. The deadline to complete the renewal process was September 16, 2019. The Fund Office will follow up with the Risk Manager for a status of the renewal information.
- ❑ **New Jersey Counties Excess Joint Insurance Fund – Risk Management Best Practices Workshop** – The eighth 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. We ask that you hold the date for the Workshop and watch for the email invitation.
- ❑ **October Meeting Date** - As a reminder the next Commission Meeting is scheduled for **Thursday, October 17, 2019** at 10:00 AM.

From 7/1/2019 To 8/1/2019

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

| Holder (H)/<br>Insured Name (I)                         | Holder / Insured Address                                 | Description of Operations   | Issue<br>Date/<br>Cert ID | Coverage           |
|---|--|---|---------------------------|--------------------|
| H - NJ- MVC<br>I - County of Union                      | 225 East State Street<br>PO Box 170<br>Trenton, NJ 08666 | Company D: XS Worker Compensation Statutory x \$1,000,000<br>XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term<br>1/1/19 to 1/1/20 Policy # SP4056379 Evidence of Insurance<br>with respect to 79 West Grand Street, Hampton, NJ 08827   | 7/2/2019<br>#2212642      | GL AU EX<br>WC OTH |
| H - Elizabeth Board of Education<br>I - County of Union | 600 Pearl St<br>Elizabeth, NJ 07202                      | Company D: XS Worker Compensation Statutory x \$1,000,000<br>XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term<br>1/1/19 to 1/1/20 Policy # SP4056379 Evidence of Insurance<br>with respect to Union County Prosecutors Office hosting a<br>"Summer Slam" Youth Basketball Tournament on August 8,<br>2019 from 6pm - 10pm. Approx. 200 people will be in<br>attendance. | 7/30/2019<br>#2240379     | GL AU EX<br>WC OTH |
| <b>Total # of Holders: 2</b>                            |  |   |                           |                    |

# Union County Insurance Commission

## Certificate of Insurance Monthly Report

| Holder (H)/<br>Insured Name (I)                            | Holder / Insured Address   | Description of Operations  | Issue<br>Date/<br>Cert ID | Coverage           |
|--|--|--|---------------------------|--------------------|
| H - Elizabeth Board of Education<br>I - County of Union    | 500 N. Broad Street<br>Elizabeth, NJ 07095   | Company D: XS Worker Compensation Statutory x \$1,000,000<br>XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term<br>1/1/19 to 1/1/20 Policy # SP4056379 The Certificate Holder is<br>an Additional Insured on the above-referenced Commercial<br>General Liability and Excess Liability Policies if required by<br>written contract as respect to use of Thomas G Dunn Sports<br>Center for the 2019 UCPO Summer Slam on 8/5/19 and<br>8/9/19.  | 8/3/2019<br>#2252057      | GL AU EX<br>WC OTH |
| H - State of NJ, Dept of Children &<br>I - County of Union | Families, Metropolitan Business<br>Office - Edison<br>200 Metroplex Drive, 1st Floor<br>Edison, NJ 08817 | Company D: XS Worker Compensation Statutory x \$1,000,000<br>XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term<br>1/1/19 to 1/1/20 Policy # SP4056379 Company D: Auto<br>Physical Dam Policy #: ERP980616207; Policy Term:<br>01/01/2019 - 01/01/2020; Policy Limits: \$15,000,000 Per Occ<br>The Certificate Holder is an Additional Insured on the above-<br>referenced Commercial General Liability and Excess Liability<br>Policies if required by written contract as respect to Human<br>Services Advisory Council (HSAC)-19BEXM Grant  | 8/15/2019<br>#2254861     | GL AU EX<br>WC OTH |
| H - State of NJ, Dept of Children &<br>I - County of Union | Families, Metropolitan Business<br>Office - Edison<br>200 Metroplex Drive, 1st Floor<br>Edison, NJ 08817 | Company D: XS Worker Compensation Statutory x \$1,000,000<br>XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term<br>1/1/19 to 1/1/20 Policy # SP4056379 Company D: Auto<br>Physical Dam Policy #: ERP980616207; Policy Term:<br>01/01/2019 - 01/01/2020; Policy Limits: \$15,000,000 Per Occ<br>The Certificate Holder is an Additional Insured on the above-<br>referenced Commercial General Liability and Excess Liability<br>Policies if required by written contract as respect to 19AXXW<br>grant   | 8/15/2019<br>#2254862     | GL AU EX<br>WC OTH |
| H - State of NJ, Dept of Human<br>I - County of Union      | Services, Division of Family<br>Development<br>6 Quaker Bridge Plaza<br>Hamilton, NJ 08619               | Company D: XS Worker Compensation Statutory x \$1,000,000<br>XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term<br>1/1/19 to 1/1/20 Policy # SP4056379 Company D: Auto<br>Physical Dam Policy #: ERP980616207; Policy Term:<br>01/01/2019 - 01/01/2020; Policy Limits: \$15,000,000 Per Occ<br>The Certificate Holder is an Additional Insured on the above-<br>referenced Commercial General Liability and Excess Liability<br>Policies if required by written contract as respect to Social<br>Services for the Homeless (SSH) SH19020 grant | 8/15/2019<br>#2254863     | GL AU EX<br>WC OTH |
| H - The New Jersey Department of<br>I - County of Union    | Military and Veterans Affairs<br>P.O. Box 340<br>Trenton, NJ 08625                                       | Company D: XS Worker Compensation Statutory x \$1,000,000<br>XS Employers Liability \$5,000,000 x \$1,000,000 Policy Term<br>1/1/19 to 1/1/20 Policy # SP4056379 Company A: Property<br>Policy #: UNIC20191-18; Policy Term: 01/01/2019 -<br>01/01/2020; Policy Limits: \$100,000 Real & PP Company E:<br>Property Policy #: ERP980616207; Policy Term: 01/01/2019 -<br>01/01/2020; Policy Limits: \$110,000,000 Per Occ The New<br>Jersey Department of Military and Veterans Affairs and Its   | 8/22/2019<br>#2256434     | GL AU EX<br>WC OTH |

From 8/1/2019 To 9/1/2019

# **Union County Insurance Commission**

## **Certificate of Insurance Monthly Report**

|   |   |  |                       |                    |
|---|---|--|-----------------------|--------------------|
|   |   | Employees are an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Election Day Polling Place on November 4th, 2019 at location Westfield National Guard Armory, 500 Rahway Ave, Westfield, NJ 07090   |                       |                    |
| H - City of Linden<br>I - County of Union | Recreation Department<br>605 S. Wood Ave.<br>Linden, NJ 07036 | 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 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to use of facilities at Tremley Park, on Main St. at Wood Ave., Linden for Aps vs. Dets softball game on September 26, 2019 | 8/27/2019<br>#2258139 | GL AU EX<br>WC OTH |
| <b>Total # of Holders: 6</b>              |   |  |                       |                    |

| UNION COUNTY INSURANCE COMMISSION |                                |                        |          |               |           |                |              |
|-----------------------------------|--------------------------------|------------------------|----------|---------------|-----------|----------------|--------------|
| FINANCIAL FAST TRACK REPORT       |                                |                        |          |               |           |                |              |
|                                   |                                | AS OF                  |          | June 30, 2019 |           |                |              |
| ALL YEARS COMBINED                |                                |                        |          |               |           |                |              |
|                                   |                                | THIS MONTH             |          | YTD CHANGE    |           | PRIOR YEAR END | FUND BALANCE |
| 1.                                | UNDERWRITING INCOME            |                        | 415,195  | 2,491,168     | 5,739,964 | 8,231,132      |              |
| 2.                                | CLAIM EXPENSES                 |                        |          |               |           |                |              |
|                                   |                                | Paid Claims            | 100,822  | 418,802       | 1,350,944 | 1,769,746      |              |
|                                   |                                | Case Reserves          | 59,955   | 548,700       | 734,406   | 1,283,106      |              |
|                                   |                                | IBNR                   | 224,903  | 888,005       | 3,621,836 | 4,509,841      |              |
|                                   |                                | Discounted Claim Value | (5,426)  | (19,024)      | (101,676) | (120,700)      |              |
|                                   | TOTAL CLAIMS                   |                        | 380,253  | 1,836,484     | 5,605,510 | 7,441,994      |              |
| 3.                                | EXPENSES                       |                        |          |               |           |                |              |
|                                   |                                | Excess Premiums        | 0        | 0             | 0         | 0              |              |
|                                   |                                | Administrative         | 15,027   | 92,147        | 181,152   | 273,299        |              |
|                                   | TOTAL EXPENSES                 |                        | 15,027   | 92,147        | 181,152   | 273,299        |              |
| 4.                                | UNDERWRITING PROFIT (1-2-3)    |                        | 19,914   | 562,538       | (46,698)  | 515,840        |              |
| 5.                                | INVESTMENT INCOME              |                        | 13,251   | 57,083        | 49,908    | 106,991        |              |
| 6.                                | PROFIT (4 + 5)                 |                        | 33,166   | 619,621       | 3,210     | 622,831        |              |
| 7.                                | CEL APPROPRIATION CANCELLATION |                        | 0        | 0             | 0         | 0              |              |
| 8.                                | DIVIDEND INCOME                |                        | 0        | 0             | 0         | 0              |              |
| 9.                                | DIVIDEND EXPENSE               |                        | 0        | 0             | 0         | 0              |              |
| 10.                               | INVESTMENT IN JOINT VENTURE    |                        | 0        | 272,805       | 2,004,543 | 2,277,348      |              |
| 11. SURPLUS (6 + 7 + 8 - 9)       |                                |                        | 33,166   | 892,426       | 2,007,753 | 2,900,179      |              |
| SURPLUS (DEFICITS) BY FUND YEAR   |                                |                        |          |               |           |                |              |
|                                   | 2018                           |                        | 7,596    | 647,072       | 2,007,753 | 2,654,825      |              |
|                                   | 2019                           |                        | 25,570   | 245,354       |           | 245,354        |              |
| TOTAL SURPLUS (DEFICITS)          |                                |                        | 33,166   | 892,426       | 2,007,753 | 2,900,179      |              |
| TOTAL CASH                        |                                |                        |          |               |           | 7,054,208      |              |
| FUND YEAR 2018                    |                                |                        |          |               |           |                |              |
|                                   |                                | Paid Claims            | 2,779    | 178,517       | 1,350,944 | 1,529,461      |              |
|                                   |                                | Case Reserves          | 11,784   | 232,250       | 734,406   | 966,656        |              |
|                                   |                                | IBNR                   | (14,563) | (869,333)     | 3,621,836 | 2,752,503      |              |
|                                   |                                | Discounted Claim Value | 60       | 19,464        | (101,676) | (82,212)       |              |
|                                   | TOTAL FY 2018 CLAIMS           |                        | 60       | (439,101)     | 5,605,510 | 5,166,409      |              |
| FUND YEAR 2019                    |                                |                        |          |               |           |                |              |
|                                   |                                | Paid Claims            | 98,043   | 240,285       |           | 240,285        |              |
|                                   |                                | Case Reserves          | 48,170   | 316,450       |           | 316,450        |              |
|                                   |                                | IBNR                   | 239,466  | 1,757,338     |           | 1,757,338      |              |
|                                   |                                | Discounted Claim Value | (5,487)  | (38,488)      |           | (38,488)       |              |
|                                   | TOTAL FY 2019 CLAIMS           |                        | 380,193  | 2,275,585     | 0         | 2,275,585      |              |
| COMBINED TOTAL CLAIMS             |                                |                        | 380,253  | 1,836,484     | 5,605,510 | 7,441,994      |              |

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     | June 30, 2019 |             |             |
| ALL YEARS COMBINED              |                             |                        |           |               |             |             |
|                                 |                             |                        | THIS      | YTD           | PRIOR       | FUND        |
|                                 |                             |                        | MONTH     | CHANGE        | YEAR END    | BALANCE     |
| 1.                              | UNDERWRITING INCOME         |                        | 1,972,266 | 11,833,593    | 139,838,292 | 151,671,886 |
| 2.                              | CLAIM EXPENSES              |                        |           |               |             |             |
|                                 |                             | Paid Claims            | 108,511   | 566,234       | 3,794,828   | 4,361,063   |
|                                 |                             | Case Reserves          | (208,776) | (901,467)     | 5,641,230   | 4,739,763   |
|                                 |                             | IBNR                   | (27,410)  | 1,044,764     | 8,032,894   | 9,077,658   |
|                                 |                             | Discounted Claim Value | (9,848)   | (147,615)     | (1,272,066) | (1,419,681) |
|                                 | TOTAL CLAIMS                |                        | (137,523) | 561,916       | 16,196,887  | 16,758,803  |
| 3.                              | EXPENSES                    |                        |           |               |             |             |
|                                 |                             | Excess Premiums        | 1,252,909 | 7,489,122     | 97,129,691  | 104,618,813 |
|                                 |                             | Administrative         | 86,226    | 939,665       | 10,482,471  | 11,422,137  |
|                                 | TOTAL EXPENSES              |                        | 1,339,135 | 8,428,787     | 107,612,162 | 116,040,949 |
| 4.                              | UNDERWRITING PROFIT (1-2-3) |                        | 770,653   | 2,842,890     | 16,029,244  | 18,872,134  |
| 5.                              | INVESTMENT INCOME           |                        | 63,482    | 323,342       | 497,530     | 820,872     |
| 6.                              | PROFIT (4+5)                |                        | 834,135   | 3,166,232     | 16,526,774  | 19,693,006  |
| 7.                              | Dividend                    |                        | 0         | 0             | 1,607,551   | 1,607,551   |
| 8.                              | SURPLUS (6-7-8)             |                        | 834,135   | 3,166,232     | 14,919,223  | 18,085,455  |
| SURPLUS (DEFICITS) BY FUND YEAR |                             |                        |           |               |             |             |
|                                 |                             |                        |           |               |             |             |
|                                 | 2010                        |                        | 1,793     | 6,475         | 777,092     | 783,567     |
|                                 | 2011                        |                        | 2,531     | (146,987)     | 878,879     | 731,893     |
|                                 | 2012                        |                        | 3,292     | 38,672        | 1,184,534   | 1,223,206   |
|                                 | 2013                        |                        | 5,507     | 148,360       | 2,027,740   | 2,176,100   |
|                                 | 2014                        |                        | 7,193     | 259,128       | 2,492,972   | 2,752,100   |
|                                 | 2015                        |                        | 97,586    | 260,070       | 1,162,564   | 1,422,634   |
|                                 | 2016                        |                        | 9,630     | 492,811       | 3,256,376   | 3,749,188   |
|                                 | 2017                        |                        | 9,188     | (264,136)     | 2,011,827   | 1,747,691   |
|                                 | 2018                        |                        | 9,929     | 675,103       | 1,127,237   | 1,802,340   |
|                                 | 2019                        |                        | 687,485   | 1,696,736     |             | 1,696,736   |
| TOTAL SURPLUS (DEFICITS)        |                             |                        | 834,135   | 3,166,232     | 14,919,222  | 18,085,454  |
| TOTAL CASH                      |                             |                        |           |               |             | 24,974,932  |

| NEW JERSEY COUNTIES EXCESS JIF<br>FINANCIAL FAST TRACK REPORT |                  |                  |                   |                   |  |
|---|------------------|------------------|-------------------|-------------------|--|
| AS OF June 30, 2019   |                  |                  |                   |                   |  |
| ALL YEARS COMBINED  |                  |                  |                   |                   |  |
|   | THIS<br>MONTH    | YTD<br>CHANGE    | PRIOR<br>YEAR END | FUND<br>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                | 3,031            | 9,666             | 12,697            |  |
| Discounted Claim Value  | 0                | (214)            | (1,005)           | (1,219)           |  |
| <b>TOTAL FY 2010 CLAIMS</b>                                   | <b>0</b>         | <b>2,818</b>     | <b>180,501</b>    | <b>183,318</b>    |  |
| <b>FUND YEAR 2011</b>   |                  |                  |                   |                   |  |
| Paid Claims   | 62,736           | 145,418          | 488,982           | 634,401           |  |
| Case Reserves   | (46,736)         | (92,169)         | 461,457           | 369,288           |  |
| IBNR  | (16,000)         | 112,646          | 39,375            | 152,021           |  |
| Discounted Claim Value  | 0                | (4,688)          | (53,088)          | (57,776)          |  |
| <b>TOTAL FY 2011 CLAIMS</b>                                   | <b>0</b>         | <b>161,207</b>   | <b>936,726</b>    | <b>1,097,934</b>  |  |
| <b>FUND YEAR 2012</b>   |                  |                  |                   |                   |  |
| Paid Claims   | 548              | 8,298            | 1,533,507         | 1,541,805         |  |
| Case Reserves   | (549)            | (2,520)          | 87,538            | 85,018            |  |
| IBNR  | 1                | (33,936)         | 126,579           | 92,643            |  |
| Discounted Claim Value  | 0                | 6,575            | (22,910)          | (16,335)          |  |
| <b>TOTAL FY 2012 CLAIMS</b>                                   | <b>0</b>         | <b>(21,582)</b>  | <b>1,724,714</b>  | <b>1,703,132</b>  |  |
| <b>FUND YEAR 2013</b>   |                  |                  |                   |                   |  |
| Paid Claims   | 1,499            | 16,214           | 520,298           | 536,512           |  |
| Case Reserves   | (1,499)          | (87,323)         | 507,306           | 419,983           |  |
| IBNR  | 0                | (66,644)         | 226,103           | 159,460           |  |
| Discounted Claim Value  | 0                | 18,563           | (77,544)          | (58,981)          |  |
| <b>TOTAL FY 2013 CLAIMS</b>                                   | <b>0</b>         | <b>(119,190)</b> | <b>1,176,165</b>  | <b>1,056,975</b>  |  |
| <b>FUND YEAR 2014</b>   |                  |                  |                   |                   |  |
| Paid Claims   | 3,376            | (13,513)         | 447,238           | 433,725           |  |
| Case Reserves   | (3,376)          | (80,307)         | 655,655           | 575,349           |  |
| IBNR  | 0                | (160,131)        | 472,893           | 312,762           |  |
| Discounted Claim Value  | 0                | 32,523           | (91,782)          | (59,259)          |  |
| <b>TOTAL FY 2014 CLAIMS</b>                                   | <b>0</b>         | <b>(221,427)</b> | <b>1,484,004</b>  | <b>1,262,577</b>  |  |
| <b>FUND YEAR 2015</b>   |                  |                  |                   |                   |  |
| Paid Claims   | 38,920           | 387,304          | 395,960           | 783,264           |  |
| Case Reserves   | (150,047)        | (530,663)        | 2,462,260         | 1,931,597         |  |
| IBNR  | 21,471           | (95,420)         | 603,828           | 508,407           |  |
| Discounted Claim Value  | 0                | 21,042           | (223,216)         | (202,174)         |  |
| <b>TOTAL FY 2015 CLAIMS</b>                                   | <b>(89,656)</b>  | <b>(217,738)</b> | <b>3,238,832</b>  | <b>3,021,094</b>  |  |
| <b>FUND YEAR 2016</b>   |                  |                  |                   |                   |  |
| Paid Claims   | 0                | 0                | 0                 | 0                 |  |
| Case Reserves   | (5,011)          | (15,746)         | 530,313           | 514,567           |  |
| IBNR  | 5,011            | (491,764)        | 1,132,357         | 640,594           |  |
| Discounted Claim Value  | 0                | 64,597           | (170,405)         | (105,807)         |  |
| <b>TOTAL FY 2016 CLAIMS</b>                                   | <b>0</b>         | <b>(442,912)</b> | <b>1,492,266</b>  | <b>1,049,353</b>  |  |
| <b>FUND YEAR 2017</b>   |                  |                  |                   |                   |  |
| Paid Claims   | 166              | 496              | 25,647            | 26,143            |  |
| Case Reserves   | (200)            | 137,143          | 640,084           | 777,226           |  |
| IBNR  | 34               | 238,919          | 2,126,369         | 2,365,288         |  |
| Discounted Claim Value  | 0                | (64,813)         | (247,426)         | (312,239)         |  |
| <b>TOTAL FY 2017 CLAIMS</b>                                   | <b>0</b>         | <b>311,744</b>   | <b>2,544,674</b>  | <b>2,856,418</b>  |  |
| <b>FUND YEAR 2018</b>   |                  |                  |                   |                   |  |
| Paid Claims   | 1,266            | 22,017           | 211,356           | 233,373           |  |
| Case Reserves   | (1,365)          | (231,702)        | 296,617           | 64,915            |  |
| IBNR  | 99               | (441,627)        | 3,295,723         | 2,854,097         |  |
| Discounted Claim Value  | 0                | 27,776           | (384,692)         | (356,916)         |  |
| <b>TOTAL FY 2018 CLAIMS</b>                                   | <b>0</b>         | <b>(623,536)</b> | <b>3,419,005</b>  | <b>2,795,469</b>  |  |
| <b>FUND YEAR 2019</b>   |                  |                  |                   |                   |  |
| Paid Claims   | 0                | 0                |                   | 0                 |  |
| Case Reserves   | 7                | 1,820            |                   | 1,820             |  |
| IBNR  | (38,025)         | 1,979,688        |                   | 1,979,688         |  |
| Discounted Claim Value  | (9,848)          | (248,976)        |                   | (248,976)         |  |
| <b>TOTAL FY 2019 CLAIMS</b>                                   | <b>(47,866)</b>  | <b>1,732,532</b> | <b>0</b>          | <b>1,732,532</b>  |  |
| <b>COMBINED TOTAL CLAIMS</b>                                  | <b>(137,523)</b> | <b>561,916</b>   | <b>16,196,887</b> | <b>16,758,803</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 June 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>    |
| May-19                                  | 3           | 8           | 11              |
| June-19                                 | 1           | 10          | 11              |
| <b>NET CHGE</b>                         | -2          | 2           | 0               |
| Limited Reserves                        |             |             | <b>\$4,763</b>  |
| <b>Year</b>                             | <b>2018</b> | <b>2019</b> | <b>TOTAL</b>    |
| May-19                                  | \$0         | \$9,862     | \$9,862         |
| June-19                                 | \$0         | \$52,396    | \$52,396        |
| <b>NET CHGE</b>                         | \$0         | \$42,534    | \$42,534        |
| <b>Ltd Incurred</b>                     | \$290,449   | \$92,970    | \$383,419       |
| <b>COVERAGE LINE- GENERAL LIABILITY</b> |             |             |                 |
| <b>CLAIM COUNT - OPEN CLAIMS</b>        |             |             |                 |
| <b>Year</b>                             | <b>2018</b> | <b>2019</b> | <b>TOTAL</b>    |
| May-19                                  | 35          | 30          | 65              |
| June-19                                 | 24          | 29          | 53              |
| <b>NET CHGE</b>                         | -11         | -1          | -12             |
| Limited Reserves                        |             |             | <b>\$913</b>    |
| <b>Year</b>                             | <b>2018</b> | <b>2019</b> | <b>TOTAL</b>    |
| May-19                                  | \$31,345    | \$23,207    | \$54,552        |
| June-19                                 | \$25,345    | \$23,030    | \$48,375        |
| <b>NET CHGE</b>                         | (\$6,000)   | (\$177)     | (\$6,177)       |
| <b>Ltd Incurred</b>                     | \$127,940   | \$23,780    | \$151,720       |
| <b>COVERAGE LINE- AUTO LIABILITY</b>    |             |             |                 |
| <b>CLAIM COUNT - OPEN CLAIMS</b>        |             |             |                 |
| <b>Year</b>                             | <b>2018</b> | <b>2019</b> | <b>TOTAL</b>    |
| May-19                                  | 3           | 8           | 11              |
| June-19                                 | 2           | 6           | 8               |
| <b>NET CHGE</b>                         | -1          | -2          | -3              |
| Limited Reserves                        |             |             | <b>\$1,019</b>  |
| <b>Year</b>                             | <b>2018</b> | <b>2019</b> | <b>TOTAL</b>    |
| May-19                                  | \$5,092     | \$5,000     | \$10,092        |
| June-19                                 | \$4,092     | \$4,062     | \$8,154         |
| <b>NET CHGE</b>                         | (\$1,000)   | (\$938)     | (\$1,938)       |
| <b>Ltd Incurred</b>                     | \$27,178    | \$5,062     | \$32,240        |
| <b>COVERAGE LINE- WORKERS COMP.</b>     |             |             |                 |
| <b>CLAIM COUNT - OPEN CLAIMS</b>        |             |             |                 |
| <b>Year</b>                             | <b>2018</b> | <b>2019</b> | <b>TOTAL</b>    |
| May-19                                  | 35          | 26          | 61              |
| June-19                                 | 32          | 26          | 58              |
| <b>NET CHGE</b>                         | -3          | 0           | -3              |
| Limited Reserves                        |             |             | <b>\$20,245</b> |
| <b>Year</b>                             | <b>2018</b> | <b>2019</b> | <b>TOTAL</b>    |
| May-19                                  | \$918,435   | \$230,211   | \$1,148,646     |
| June-19                                 | \$937,219   | \$236,962   | \$1,174,181     |
| <b>NET CHGE</b>                         | \$18,784    | \$6,751     | \$25,535        |
| <b>Ltd Incurred</b>                     | \$2,050,692 | \$434,923   | \$2,485,615     |
| <b>TOTAL ALL LINES COMBINED</b>         |             |             |                 |
| <b>CLAIM COUNT - OPEN CLAIMS</b>        |             |             |                 |
| <b>Year</b>                             | <b>2018</b> | <b>2019</b> | <b>TOTAL</b>    |
| May-19                                  | 76          | 72          | 148             |
| June-19                                 | 59          | 71          | 130             |
| <b>NET CHGE</b>                         | -17         | -1          | -18             |
| Limited Reserves                        |             |             | <b>\$9,870</b>  |
| <b>Year</b>                             | <b>2018</b> | <b>2019</b> | <b>TOTAL</b>    |
| May-19                                  | \$954,872   | \$268,280   | \$1,223,152     |
| June-19                                 | \$966,656   | \$316,450   | \$1,283,106     |
| <b>NET CHGE</b>                         | \$11,784    | \$48,170    | \$59,955        |
| <b>Ltd Incurred</b>                     | \$2,496,260 | \$556,735   | \$3,052,995     |

Union County Insurance Commissions

CLAIMS MANAGEMENT REPORT

EXPECTED LOSS RATIO ANALYSIS

AS OF

June 30, 2019

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

|                 | Budget      | Current   |           | 18        |           |          | Last Month |           | 17        |           |          | Last Year |           | 6         |         |          |
|-----------------|-------------|-----------|-----------|-----------|-----------|----------|------------|-----------|-----------|-----------|----------|-----------|-----------|-----------|---------|----------|
|                 |             | Unlimited | Limited   | Actual    |           | MONTH    | Unlimited  | Limited   | Actual    |           | MONTH    | Unlimited | Limited   | Actual    |         | MONTH    |
|                 |             | Incurred  | Incurred  | 30-Jun-19 |           | TARGETED | Incurred   | Incurred  | 31-May-19 |           | TARGETED | Incurred  | Incurred  | 29-Jun-18 |         | TARGETED |
| PROPERTY        | 320,021     | 290,449   | 290,449   | 90.76%    | 310,700   | 97.09%   | 290,449    | 290,449   | 90.76%    | 310,008   | 96.87%   | 259,904   | 259,904   | 81.21%    | 144,009 | 45.00%   |
| GEN LIABILITY   | 427,942     | 127,940   | 127,940   | 29.90%    | 304,520   | 71.16%   | 133,940    | 133,940   | 31.30%    | 297,616   | 69.55%   | 32,195    | 32,195    | 7.52%     | 81,309  | 19.00%   |
| AUTO LIABILITY  | 259,693     | 27,178    | 27,178    | 10.47%    | 172,519   | 66.43%   | 28,178     | 28,178    | 10.85%    | 167,005   | 64.31%   | 13,157    | 13,157    | 5.07%     | 51,939  | 20.00%   |
| WORKER'S COMP   | 4,546,370   | 2,050,692 | 2,050,692 | 45.11%    | 3,924,020 | 86.31%   | 2,029,129  | 2,029,129 | 44.63%    | 3,829,490 | 84.23%   | 1,013,886 | 1,013,886 | 22.30%    | 636,492 | 14.00%   |
| TOTAL ALL LINES | 5,554,026   | 2,496,260 | 2,496,260 | 44.95%    | 4,711,759 | 84.84%   | 2,481,697  | 2,481,697 | 44.68%    | 4,604,118 | 82.90%   | 1,319,142 | 1,319,142 | 23.75%    | 913,749 | 16.45%   |
| NET PAYOUT %    | \$1,529,604 |           |           |           | 27.54%    |          |            |           |           |           |          |           |           |           |         |          |

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

|                 | Budget    | Current   |          | 6         |         |          | Last Month |          | 5         |         |          | Last Year |          | -6        |     |          |
|-----------------|-----------|-----------|----------|-----------|---------|----------|------------|----------|-----------|---------|----------|-----------|----------|-----------|-----|----------|
|                 |           | Unlimited | Limited  | Actual    |         | MONTH    | Unlimited  | Limited  | Actual    |         | MONTH    | Unlimited | Limited  | Actual    |     | MONTH    |
|                 |           | Incurred  | Incurred | 30-Jun-19 |         | TARGETED | Incurred   | Incurred | 31-May-19 |         | TARGETED | Incurred  | Incurred | 29-Jun-18 |     | TARGETED |
| PROPERTY        | 340,421   | 92,970    | 92,970   | 27.31%    | 153,190 | 45.00%   | 30,843     | 30,843   | 9.06%     | 125,956 | 37.00%   | 0         | 0        | N/A       | N/A | N/A      |
| GEN LIABILITY   | 428,501   | 23,780    | 23,780   | 5.55%     | 81,415  | 19.00%   | 23,957     | 23,957   | 5.59%     | 59,990  | 14.00%   | 0         | 0        | N/A       | N/A | N/A      |
| AUTO LIABILITY  | 258,887   | 5,062     | 5,062    | 1.96%     | 51,777  | 20.00%   | 6,000      | 6,000    | 2.32%     | 38,833  | 15.00%   | 0         | 0        | N/A       | N/A | N/A      |
| WORKER'S COMP   | 4,637,297 | 434,923   | 434,923  | 9.38%     | 649,222 | 14.00%   | 349,721    | 349,721  | 7.54%     | 417,357 | 9.00%    | 0         | 0        | N/A       | N/A | N/A      |
| TOTAL ALL LINES | 5,665,107 | 556,735   | 556,735  | 9.83%     | 935,604 | 16.52%   | 410,521    | 410,521  | 7.25%     | 642,136 | 11.33%   | 0         | 0        | N/A       | N/A | N/A      |

## 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 ( [tlaoudis@risksolutions.com](mailto:tlaoudis@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: \_\_\_\_\_

# Memorandum

**To:** Commissioners of the member Insurance Commissions of the NJCE JIF  
**From:** NJCE JIF Underwriting Manager  
**Date:** July 25, 2019  
**Re:** Property Insurance Coverage Options

---

At the last meeting of the NJCE JIF Coverage Committee, the Committee discussed Property coverage for Drones (UAS) and Working Dogs. The Committee decided to recommend the Insurance Commissions individually review and decide on these coverages, as the NJCE will not participate in the coverage. As such, please review the following optional Property coverages:

1. **Drones (UASs):** The Insurance Commission should consider providing a sublimit of Property (1<sup>st</sup> party physical damage) coverage for member-owned drones of up to \$100,000. When considering the sublimit, typical drones owned by public entities tend to be in the \$10,000 to \$50,000 price range, along with potentially thousands of dollars in equipment attached to those drones.
2. **Working Animals:** Animals are considered property in New Jersey (along with just about every other state), and so not subject to the vicarious, mental anguish type claims. The Committee particularly discussed working dogs, such as those with law enforcement. It may cost a few thousand dollars just for replacement of the animal, not to mention the thousands in training, with an estimated total replacement cost of \$20,000 each. The Commission should consider offering its members Property (1<sup>st</sup> party physical damage) coverage for its members' working dogs up to a \$100,000 sublimit. In considering the sublimit, you can make this a lower limit or a per-dog limit, but a lower limit may not be a concern if the Commission is comfortable with the maximum exposure. Additionally, the Commission should review the coverage guideline, attached.



## Working Animals

### Covered Losses:

- Permanent injury, where animal can no longer perform described function for member.
  - *Could exclude this as this could get into a conflict with general healthcare costs.*
- Death, including humane destruction.

### Covered Causes of Loss:

- All covered causes of loss
  - *Could be more specific, like fire, lightning, wind, hail vehicles, etc.*
- Accidental escape
- Accidental or intentional injury
  - *Could be more specific to shooting, stabbing or poisoning by someone other than you.*

### Indemnification:

- Replacement Cost valuation, so cost to repair or replace with like kind.
- Retraining costs.





# Memorandum

## NJCE Underwriting Manager Team

CONNER  
STRONG &  
BUCKELEW

### Active Shooter / Assailant

There is coverage readily available in the insurance marketplace for Active Shooter or Active Assailant events. Your regular insurance program doesn't have any direct exclusions for these types of events, so you can expect it to respond. For instance, if an active shooter event occurred on your premises, and third parties there for the event made a claim against you for their injuries, your General Liability policy would respond. In the same event, if damage occurred to your premises, your Property Insurance policy would respond. So what is Active Shooter/Assailant insurance for?

Active Shooter/Assailant insurance is meant to cover many of the other key costs associated with an active shooter type of event not covered by your core insurance program. Such costs include the following.

#### Business Interruption

- ✓ Whether it is a loss of revenue at the location, incurring expenses above normal to recover or a shutdown/denial of access determined by authorities, your business interruption costs can be covered.

#### Public Relations

- ✓ The insurer will typically have a panel of public relations consultancies to utilize immediately following an event.

#### Relocation

- ✓ Your operations may need to be temporarily or permanently relocated, and these expenses can be covered.

#### Counseling Costs

- ✓ Whether it is the directly affected visitors and employees or the people of the surrounding community, you may want or need to provide counseling and/or psychiatric services.

#### Medical Expenses

- ✓ Most policies will extend no-fault medical expenses to affected individuals for immediate triage.

#### Employee Retraining and Recruitment Costs

- ✓ Current employees who endured the event may need retraining for their current job or a new role within the organization to fill positions created by the event. Also, employees may leave or no longer be able to work with the organization, and so new employee recruitment will be important.

#### Security Costs

- ✓ Costs for additional security measures required following the event to mitigate any further adverse effects.

#### Other Expenses

- ✓ Following insurer review and approval, there may be other expenses you need that do not fit within the above categories.

As mentioned, the marketplace for this insurance is robust with varying custom policy forms. In addition to the above, you will find more coverages available from various insurers, such as demolition of emotionally scarred buildings. The NJCE will be providing group quotes for Active Shooter/Assailant coverage at the 2020 renewal.

Feel free to also review Conner Strong & Buckelew's Workplace Violence presentation:

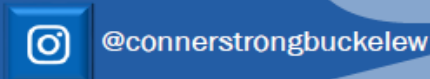
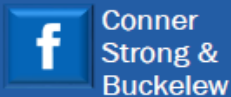
[https://www.connerstrong.com/wp-content/uploads/2019/03/CSB\\_PreparingForTheWorstofWorkplaceViolence.pdf](https://www.connerstrong.com/wp-content/uploads/2019/03/CSB_PreparingForTheWorstofWorkplaceViolence.pdf)

---

# Conner Strong & Buckelew

Insurance, Risk  
Management  
& Employee Benefits

Camden, New Jersey  
1-877-861-3220  
[connerstrong.com](http://connerstrong.com)



CONNER  
STRONG &  
BUCKELEW

## Edward Cooney

VP, Account Executive  
Underwriting Manager  
973-659-6424

[ecooney@connerstrong.com](mailto:ecooney@connerstrong.com)

## Alex DeLuccia

Sr. Account Manager  
856-479-2128

[adeluccia@connerstrong.com](mailto:adeluccia@connerstrong.com)

## Jonathon Tavares

Account Analyst  
856-614-4493

[jtavares@connerstrong.com](mailto:jtavares@connerstrong.com)

## Crystal Chuck

Technical Assistant  
856-479-2115

[cchuck@connerstrong.com](mailto:cchuck@connerstrong.com)

# UNION COUNTY INSURANCE FUND COMMISSION

## BILLS LIST

Resolution No. 25-19

SEPTEMBER 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> |
|--------------------|--------------------------------|--------------------------------------|----------------------|
| 001064             |                                |                                      |                      |
| 001064             | PERMA RISK MANAGEMENT SERVICES | POSTAGE 7/19                         | 1.30                 |
| 001064             | PERMA RISK MANAGEMENT SERVICES | EXEC DIRECTOR FEE 8/19               | 13,063.33            |
| 001064             | PERMA RISK MANAGEMENT SERVICES | EXECUTIVE DIRECTOR FEE 9/19          | 13,063.33            |
|                    |                                |                                      | <b>26,127.96</b>     |
| 001065             |                                |                                      |                      |
| 001065             | THE ACTUARIAL ADVANTAGE        | ACTUARY FEES 9/19                    | 501.50               |
| 001065             | THE ACTUARIAL ADVANTAGE        | ACTUARY FEE 8/19                     | 501.50               |
|                    |                                |                                      | <b>1,003.00</b>      |
| 001066             |                                |                                      |                      |
| 001066             | NJ ADVANCE MEDIA               | ACCT#1188859 - ADV AUDITOR - 9.4.19  | 103.90               |
|                    |                                |                                      | <b>103.90</b>        |
|                    |                                | <b>Total Payments FY 2019</b>        | <b>27,234.86</b>     |
|                    |                                | <b>TOTAL PAYMENTS ALL FUND YEARS</b> | <b>\$27,234.86</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                              | June                                  |                |               |               |
| CURRENT FUND YEAR                          | 2019                                  |                |               |               |
| Description:                               |                                       | Administrative | Claims        |               |
| ID Number:                                 |                                       | Account-       | Account -     |               |
| Maturity (Yrs)                             |                                       | Investors      | Investors     |               |
| Purchase Yield:                            |                                       |                |               |               |
| TOTAL for All                              |                                       |                |               |               |
| Accts & instruments                        |                                       |                |               |               |
| Opening Cash & Investment Balance          | \$7,155,345.75                        | 7151725.24     | 3,620.51      |               |
| 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          | \$13,251.45    | \$13,185.36   | \$66.09       |
| 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                 | \$13,251.45    | \$13,185.36   | \$66.09       |
| 9  | Deposits - Purchases                  | \$91,408.38    | \$1,947.07    | \$89,461.31   |
| 10   | (Withdrawals - Sales)                 | -\$205,797.17  | -\$103,027.74 | -\$102,769.43 |
| Ending Cash & Investment Balance           |                                       |                |               |               |
|  | \$7,054,208.41                        | \$7,063,829.93 |               | -\$9,621.52   |
| Ending Interest Accrual Balance            |                                       |                |               |               |
|  | \$0.00                                | \$0.00         |               | \$0.00        |
| Plus Outstanding Checks                    |                                       |                |               |               |
|  | \$52,562.98                           | \$1,065.67     |               | \$51,497.31   |
| (Less Deposits in Transit)                 |                                       |                |               |               |
|  | \$0.00                                | \$0.00         |               | \$0.00        |
| Balance per Bank                           |                                       |                |               |               |
|  | \$7,106,771.39                        | \$7,064,895.60 |               | \$41,875.79   |

| UNION COUNTY INSURANCE COMMISSION                      |            |            |            |               |        |           |              |
|--|------------|------------|------------|---------------|--------|-----------|--------------|
| SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED |            |            |            |               |        |           |              |
|  |            |            |            |               |        |           |              |
| Current Fund Year: 2019<br>Month Ending: June          |            |            |            |               |        |           |              |
|  | Property   | Liability  | Auto       | Worker's Comp | NJ CEL | Admin     | TOTAL        |
| OPEN BALANCE   | 208,902.46 | 582,730.82 | 392,031.98 | 5,906,374.40  | 0.00   | 65,305.69 | 7,155,345.35 |
| RECEIPTS   |            |            |            |               |        |           |              |
| Assessments  | 0.00       | 0.00       | 0.00       | 0.00          | 0.00   | 0.00      | 0.00         |
| Refunds  | 0.00       | 0.00       | 0.00       | 1,947.07      | 0.00   | 0.00      | 1,947.07     |
| Invest Pymnts  | 386.88     | 1,079.20   | 726.03     | 10,938.40     | 0.00   | 120.95    | 13,251.46    |
| Invest Adj   | 0.00       | 0.00       | 0.00       | 0.00          | 0.00   | 0.00      | 0.00         |
| Subtotal Invest  | 386.88     | 1,079.20   | 726.03     | 10,938.40     | 0.00   | 120.95    | 13,251.46    |
| Other *  | 0.00       | 0.00       | 0.00       | 0.00          | 0.00   | 0.00      | 0.00         |
| TOTAL  | 386.88     | 1,079.20   | 726.03     | 12,885.47     | 0.00   | 120.95    | 15,198.53    |
| EXPENSES   |            |            |            |               |        |           |              |
| Claims Transfers                                       | 19,592.52  | 0.00       | 0.00       | 83,176.91     | 0.00   | 0.00      | 102,769.43   |
| Expenses   | 0.00       | 0.00       | 0.00       | 0.00          | 0.00   | 13,566.43 | 13,566.43    |
| Other *  | 0.00       | 0.00       | 0.00       | 0.00          | 0.00   | 0.00      | 0.00         |
| TOTAL  | 19,592.52  | 0.00       | 0.00       | 83,176.91     | 0.00   | 13,566.43 | 116,335.86   |
| END BALANCE  | 189,696.82 | 583,810.02 | 392,758.01 | 5,836,082.96  | 0.00   | 51,860.21 | 7,054,208.02 |



**First Managed Care Option, Inc.**

## Case Management Monthly Activity Report

August 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%        | 1            | 207          |
| 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%        | 4            | 21           |
| Jun-19          | 5                              | 21              | 10             | 2           | 12                 | 0                  | 83.33%    | 16.67%    | 0.00%        | 0            | 12           |
| Jul-19          | 4                              | 21              | 16             | 1           | 17                 | 0                  | 94.12%    | 5.88%     | 0.00%        | 3            | 14           |
| Aug-19          | 6                              | 22              | 17             | 2           | 19                 | 0                  | 89.47%    | 10.53%    | 0.00%        | 6            | 13           |
| Total FY2019    | 27                             | 159             | 100            | 21          | 121                | 0                  | 82.64%    | 17.36%    | 0.00%        | 15           | 106          |

| 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 |
| 8            | 8         | 16                   | 0               | 16                 | 5                          | 3                     |

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

Report run on 09/03/2019

\* 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.





***First Managed Care Option, Inc.***

**Case Management Monthly Activity Report  
August 2019  
UNION COUNTY INS FUND COMM**

**Members averaging greater than 2 days to report :**

| <b>Employer</b>                             | <b>Total Claims</b> | <b># of Claims &gt; 2 days to report</b> | <b>% of Claims &gt; 2 days to report</b> |
|---|---------------------|--|--|
| Cornerstone Institutional Attends / 791-616 | 1                   | 1  | 100%                                     |
| Sheriff / 755-770                           | 1                   | 1  | 100%                                     |

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

Report run on 09/03/2019

\* 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.





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>1,286</b> | <b>246</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%               | 0            |  |  |
| <b>Total 2019</b>        | <b>\$869,711</b>       | <b>\$314,519</b>   | <b>\$890,124</b>     | <b>\$555,192</b>   | <b>64%</b>   | <b>1,088</b> | <b>1,054</b> | <b>34</b>      | <b>97%</b>        | <b>0</b>     |  |  |
| <b>Total to Date</b>     | <b>\$2,684,607</b>     | <b>\$1,051,624</b> | <b>\$5,168,656</b>   | <b>\$1,632,983</b> | <b>61%</b>   | <b>2,620</b> | <b>2,340</b> | <b>280</b>     | <b>89%</b>        | <b>0</b>     |  |  |

Report Run Date:09/03/2019

UCI





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

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

---

**UCIFC SERVICE TEAM**

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

**July - September 2019  
RISK CONTROL ACTIVITIES**

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

- **July 10:** One session of DDC 6 training was conducted for UCIFC.
- **July 17:** Attended the UCIFC Executive Safety Committee meeting in Elizabeth.
- **July 17:** Attended the UCIFC Jail Sub Safety Committee meeting in Elizabeth.
- **July 17:** Attended the UCIFC meeting in Elizabeth.
- **July 23:** One session of DDC 6 training was conducted for UCIFC.
- **July 23:** One session of DDC 6 training was conducted for UCIFC.
- **August 15:** One session of DDC 6 training was conducted for UCIFC.
- **August 21:** One session of DDC 6 training was conducted for UCIFC.

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

- **September 18:** Plan to attend the UCIFC Executive Safety Committee meeting in Elizabeth.

- **September 18:** Plan to attend the UCIFC Jail Sub Safety Committee meeting in Elizabeth.
- **September 18:** Plan to attend the UCIFC meeting in Elizabeth.
- **September 27:** One session of DDC 6 training is scheduled for UCIFC.

### **CEL MEDIA LIBRARY**

No Videos have been utilized in 2019.

### **SAFETY DIRECTOR BULLETINS**

- Office Safety – July 23.
- New School Year - Driver Awareness – August 27.

### Safety in the Office Environment

Safety in the office environment is not automatic. It is easy to let your guard down in an air-conditioned, carpeted, and well-lit office. DON'T. While offices are safer than a water treatment plant, there are hazards that need to be addressed by office managers and office workers.

#### **Avoiding slip – trip – fall injuries**

S-T-F injuries are the most common and costly injuries to office workers. The Safety Director recommends work places be periodically inspected for hazardous conditions. Pay particular attention to:

- Surfaces of floors – Carpets can fray and lift up. Tiles can get slippery or loosen. Water can accumulate by doors, or in front of kitchen and bathroom sinks. Even the odd piece of paper left on the floor becomes a slip hazard.

Managers should establish a culture where conditions such as spilled water are handled immediately as an act of caring for coworkers and visitors. Provide warning signs and caution tape for when conditions cannot be corrected by office staff and must be reported to facilities. Follow-up on reported deficiencies so that they are not allowed to exist indefinitely.

- Objects on or near the floor – Look for typical objects that present trip hazards, such as electrical cords, open drawers or boxes and purses on the floor. Make it a habit to store these items in a place other than on the floor next to you, or in an aisle. Carrying large items in front of you can obstruct your view of the floor, further increasing the risk. Avoid this behavior and use a cart instead.
- Lighting – Poor lighting is a contributing factor in many slip and trip injuries. Stairwells are especially troublesome areas. It is not uncommon for facilities to reduce electrical bills by turning off some light fixtures in stairwells. The national standard for illumination in offices varies from 250 to 500 lumens, depending on the task. There are smartphone apps that can measure light levels to guide managers when additional lighting is needed.



Standing on chairs is a dangerous act. Get a ladder or step stool

#### **Musculoskeletal injuries from lifting & carrying**

Strains and sprains to shoulders, knees and backs are also among the most common injuries to office workers. The Safety Director recommends these best practices to protect workers when lifting and carrying objects:

- Managers have an obligation to discuss with workers their expectation of how much should be lifted and carried by office staff. Consider the weight, size and shape of the object, the height of the lift and the level the object will be placed down on. Use common lifts such as a box of computer paper, desktop printers, water jugs, etc. as examples of what should be attempted by office workers and when help should be requested. Make it clear that you WANT staff to ask for help with heavy or awkward objects, and EXPECT coworkers to help each other.

*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.*



- Mechanical aids to assist with lifting and carrying must be readily available. Hand trucks, carts, or even a chair with wheels can reduce the strain of carrying heavy objects. Or, make multiple trips. The closer the device is to the area, the more likely it will be used. Many injuries occur when a hand truck was present, but on the other side of the building or another floor. The answer is having multiple devices.
- Store heavier items on shelves that are at waist-height. Store lighter objects on the floor and top shelves. When accessing items from shelves that are over shoulder-height, use a rolling set of stairs instead of a ladder. Proper use of a ladder requires three-points-of-contact. Using two hands to lift an object from a shelf while standing on a ladder will always violate this basic safety rule.

### Setting up your work station

Proper body mechanics can help improve productivity and reduce discomfort. The ideal desk / chair set-up replicates your neutral body posture. OSHA's Computer Station eTool gives the following guidelines to initially adjust your chair:

- *Hands, wrists, and forearms* are straight, in-line and roughly parallel to the floor.
- *Head* is level or bent slightly forward, facing forward, and balanced; generally in-line with the *torso*.
- *Shoulders* are relaxed and *upper arms* hang normally at the side of the body.
- *Elbows* stay in close to the body and are bent between 90° and 120°.
- *Feet* are fully supported by the floor or a footrest may be used if the desk height is not adjustable.
- *Back* is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- *Thighs and hips* are supported by a well-padded seat and generally parallel to the floor.
- *Knees* are about the same height as the hips with the *feet* slightly forward.

Once you have adjusted your chair to these generic guidelines, you may have to fine tune the adjustments to better suit YOUR neutral or relaxed posture. Consider these tips for setting up the top of your desk:

- *Monitors* are between 20 and 28 inches away, and the top of the screen is at or just below eye level. Place monitors perpendicular to windows to reduce glare.
- *Keyboards* should be directly in front of you and at a height where your shoulders are relaxed and your elbows are close to your body. Your wrists ought to be straight and in-line with your forearms. Padded supports can help achieve this alignment and to avoid resting hands or forearms on the edges of a desk.
- *Mouse / pointers* are positioned close to keyboard. Keyboard shortcuts can reduce the strain of reaching for pointers. Trackballs, touch pads, and fingertip joysticks offer opportunities to further reduce stresses of reaching and moving a traditional mouse.
- *Telephones* also need to be kept close to you to minimize reaching for the handset. If work requires significant time on the phone, or entering data onto a computer while on the phone, a headset or speaker will reduce shoulder and neck strain.

OSHA ([www.osha.gov](http://www.osha.gov)) and N.J. PEOSH / DOH (<https://www.nj.gov/health/workplacehealthandsafety/peosh/>) offer additional guidance. Even with perfectly adjusted and laid-out chairs and desks, workers are encouraged to periodically move from their desks for several seconds and stretch those static muscles.

Safety in an office setting is not automatic. It takes a commitment on the part of office managers, office workers, and facilities to create a place that is free of recognizable hazards to workers and visitors. Office managers are encouraged to do three things:

1. Talk to staff frequently about your expectations of creating a safe workplace and hold them accountable.
2. Conduct Job Site Observations. Office tasks can be made safer if we look for better alternatives.
3. Inspect your areas for undesirable conditions. Fix or report them and document your efforts.

## New School Year Driver Awareness Reminder

The new school year will be starting **INSERT YOUR DATE HERE**. Now would be a good time to remind everyone of some things that come with the new school year.

- Younger children are more likely to be excited to see their friends, meet their new teachers, and get their seats in freshly decorated classrooms. Younger children are also more likely to make mistakes around roads.
- Many children will be starting new schools.
  - They will be learning new walking paths, either to the school or to a bus stop
  - They may not have given themselves enough time on the new route, and will be hurrying.
  - Their parents will be learning new driving patterns at an unfamiliar school.
- Older, high school children may be driving their own cars to school for the first time, also struggling with new traffic routes, congested school zones, and even more congested and confusing parking lots.
- Some schools have made adjustments to their drop-off or pick-up zones. School crossing guard posts may have been changed to meet demands.
- All of this can have a ripple-effect to other drivers who will be coping with the actions, inactions, or bad actions of children and drivers.
- **Add anything else that may have occurred in your area that affects walking paths or traffic patterns around schools.**
  - \_\_\_\_\_
  - \_\_\_\_\_

I want to take this opportunity to remind everyone to be especially aware as they operate their personal vehicles and work vehicles. The next couple of weeks can be challenging. Please:

- Watch your speed. A couple of mph faster will not make a real difference in your arrival time
- Scan sidewalks and parked cars for signs of movement
- Keep a safe following distance. Even if you anticipated something, the driver in front of you may not be as alert as you are.
- Be particularly alert at intersections. Practice 'covering your brake' when called for.

---

© All rights reserved.

*This lesson plan 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, please 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: **8917, 7773, 2624, 7692, 7563, 6521, 7828, 4467, 6210, 7469, 8657-01, 8636 & 8540**. 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 – July 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      | Excused |
| Claudia Martins | Present |
| Laura Scutari   | Present |

**FUND PROFESSIONALS PRESENT:**

|                            |  |
|----------------------------|--|
| Executive Director         | PERMA Risk Management Services<br><b>Joseph Hrubash</b>  |
| Claims Service             | D&H Alternative Risk Solutions, Inc.<br><b>Kathleen Guze</b><br><b>Wayne Ring</b>                |
|                            | Conner Strong & Buckelew<br><b>Michael Cusack</b>  |
| Managed Care Services      | First MCO<br><b>Alyson Cronk</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<br><b>Glenn Prince</b><br>T&M Associates<br><b>Mark Worthington</b> |



**ALSO PRESENT:**

Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF APRIL 17, 2019 AND JUNE 19, 2019**

**MOTION TO APPROVE OPEN AND CLOSED MINUTES OF APRIL 17, 2019 AND JUNE 19, 2019**

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

**CORRESPONDENCE: None**

**SAFETY COMMITTEE:** Mr. Worthington reported since the last meeting there were a few fork lift evaluations for the people that missed and training at the Motor Pool.

**CLAIM COMMITTEE:** Mr. Cusack advised he did not have anything to report.

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

**CERTIFICATE OF INSURANCE REPORT:** Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the month of June was included in the agenda. Executive Director advised there were 4 certificates issued during the month of June. 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:  | Commissioner Martins |
| Second: | Commissioner Scutari |
| Vote:   | 2 Yes, 0 Nays        |

**COMMISSIONER AUDITOR CONTRACT:** Executive Director advised the Commission Auditor Contract with Suplee, Clooney & Company would expire on September 30, 2019. Executive Director stated as we did last year, the Fund Office would prepare and advertise the RFP for the 2019 Commission Auditor position. Executive Director reported 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 2019 COMMISSION AUDITOR POSITION**

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

**REVISED 2019 PLAN OF RISK MANAGEMENT:** Executive Director reported effective July 1, 2019 the Plan was amended moving the Garagekeepers Liability coverage to the Property Section allowing full limits for Garagekeepers Liability. Executive Director referred to Resolution 23-19 which was included in the Appendix Section of the agenda and noted the changes were in yellow. Executive Director asked if anyone had any questions and if not requested a motion to adopt Resolution 23-19.

**MOTION TO ADOPT RESOLUTION 23-19, REVISED PLAN OF RISK MANAGEMENT**

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

**NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE):** Executive Director reported the NJCE last met on June 27, 2019 and a written summary report of the meeting was included in the agenda. Executive Director advised the Fund Auditor submitted the 2018 draft audit and there were no recommendations or findings. Executive Director reported the Fund Office would begin the 2020 Underwriting Data Collection through the new Origami System. Executive Director advised additional information regarding system training and access would be provided shortly. Executive Director reported the NJCE appointed Scibal Associates, Inc. t/a Qual-Lynx as the Excess Property Third Party Administrator.

**UCIFC FINANCIAL FAST TRACK:** Executive Director advised the April Financial Fast Track was included in the agenda. The Commission had a surplus of \$2,620,954 as of April 30, 2019. Executive Director referred to Line 10 of the report, "Investment in Joint Venture" and indicated \$2,085,462 of the surplus was the UCIFC's share of the NJCE equity. Executive Director noted the cash amount was \$5,432,202.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the April Financial Fast Track was included in the agenda. As of April 30, 2019 the Fund had a surplus of \$17,081.650. 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 April 30, 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.

**2019 MEETING SCHEDULE:** Executive Director reported the Commission was not scheduled to meet in August and the next scheduled meeting was on September 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 reviewed the bill list and recommended payment and there were no questions on the Commission's financial reports.

## MOTION TO APPROVE RESOLUTION 24-19 JULY BILL LIST

Moved: Commissioner Martins  
Second: Commissioner Scutari  
Vote: 2 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 month of June there were 36 reported claims, 3 claims were denied, 2 claims were report only, 13 claims were closed and 18 remain treating. Ms. Guze reminded everyone that this is the time of year for heat exhaustion claims so there might be a spike in claims.

**MANAGED CARE:** Ms. Cronk advised First MCO's reports were included in the agenda. Ms. Cronk reported on the month of June as noted below.

| Month | Provider Bill Amount | Repriced Amount | Savings   | Percentage of Savings | Number of Bills | In Network Bills | PPO % |
|-------|----------------------|-----------------|-----------|-----------------------|-----------------|------------------|-------|
| June  | \$ 111,638           | \$ 46,064       | \$ 65,573 | 59%                   | 150             | 146              | 97%   |

Ms. Cronk advised that concluded her report unless anyone had any questions.

**NJCE SAFETY DIRECTOR:** Mr. Prince reviewed the June - July Risk Control Activities Report which was included in the agenda. Mr. Prince advised on June 5<sup>th</sup> he conducted a loss control visit at the John Russell Wheeler Spray Park and he was returning to the site this afternoon to ensure the recommendations were completed. Mr. Prince advised that concluded his report unless there were any questions.

### Correspondence Made Part of Minutes

**OLD BUSINESS: None**

**NEW BUSINESS:** Executive Director advised he had a few items for new business. Executive Director reported at a previous meeting he discussed funding the retention for the POL/EPL coverage through the Commission. Executive Director advised if there was interest he would contact the actuary to develop loss funds. Ms. Taylor thanked the Executive Director and recommended she have an internal conversation with County Administration and then a conversation with the Chair of Commission for further direction and recommendation

Executive Director reported the RFP for the TPA was issued and asked if there was any thought in bringing the contract through the Commission. Ms. Taylor advised she would like to have an internal discussion first with County Administration.

**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 7756, 7895, 7954 & 8132. 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.

#### **MOTION TO RETURN TO OPEN SESSION**

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

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

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

Executive Director reminded everyone the next meeting was scheduled for September 18, 2019.

#### **MOTION TO ADJOURN:**

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

#### **MEETING ADJOURNED: 10:20 AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary