

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – March 18, 2020
County of Union
Administration Building – 6th Floor
Freeholder Conference Room
10 Elizabethtown Plaza
Elizabeth, NJ
10:00 AM**

Meeting was called to order by Executive Director. Executive Director read the Open Public Meetings notice into record.

Executive Director asked Ms. Dodd to advise who was participating in the meeting by phone. It was noted the Commission Attorney was attending the meeting from the Freeholder Conference Room at the Administration Building for public access.

ROLL CALL OF COMMISSIONERS:

Amy Wagner	Present (via teleconference)
Claudia Martins	Present (via teleconference)
Laura Scutari	Present (via teleconference)

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash (via teleconference)
Claims Service	D&H Alternative Risk Solutions, Inc. Kathleen Guze (via teleconference) Wayne Ring (via teleconference) PERMA Risk Management Services Robyn Walcoff (via teleconference) Jen Conicella (via teleconference)
Managed Care Services	First MCO Suzanne Rajsteter (via teleconference)
NJCE Underwriting Manager	Conner Strong & Buckelew
Risk Management Consultant	Acrisure, LLC Robin Racioppi (via teleconference)
Treasurer	
Attorney	Bruce Bergen, Esq.
Safety	J.A. Montgomery Risk Control Glenn Prince (via teleconference) T&M Associates Mark Worthington (via teleconference)

ALSO PRESENT:

Terry Pacheco, Union County (*via teleconference*)

Cathy Dodd, PERMA Risk Management Services (*via teleconference*)

APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF FEBRUARY 19, 2020

Ms. Dodd noted the closed minutes were e-mailed to the Commissioners on 3-17-20 for their review.

MOTION TO APPROVE THE OPEN MINUTES AND CLOSED MINUTES OF FEBRUARY 19, 2020

Moved:

Chair Wagner

Second:

Commissioner Martins

Vote:

3 Yes, 0 Nays

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Worthington reported the Labor Committee met last week and everything was going well with the Reasonable Suspicion Training until recently due to the current events. Mr. Worthington advised they were working on their training plans and would advise about the schedule shortly. Mr. Worthington advised that concluded his report.

CLAIM COMMITTEE: Ms. Dodd advised the Claims Committee did not meet prior to the Commission Meeting and there was one PAR which would be presented during closed session.

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

2020 PROPERTY & CASUALTY BUDGET INTRODUCTION: Executive Director referred to a copy of the proposed 2020 Property & Casualty Budget in the amount of \$5,124,850. Executive Director advised we previously approved three temporary budgets. Executive Director reported the annual budget represented an overall increase of \$142,513 or 2.86% over last year's budget. Executive Director noted as we did last year the loss funds of \$4,934,095 represented 90% of the actuarial projected loss funds.

Executive Director reported the 2020 Property Self-Insured Retention for the Commission increased to \$250,000 from \$100,000. Executive Director advised the loss funds reflected first dollar coverage for property and auto physical damage. Executive Director stated as in the past there was a "0" deductible.

Executive Director suggested a payment schedule of 30% due on 4/1/20, 35% due on 6/1/20 and 35% due on 9/1/20 as we did last year.

Executive Director referred to Resolution 16-20 adopting the 2020 Budget in the amount of \$5,124,850 and an assessment payment schedule as proposed. Executive Director asked for a motion to approve Resolution 16-20 unless there were any questions. In response to Chair Wagner's inquiry, Executive Director advised the cash balance was \$7.8 million so if the first assessment payment was not made by the due date it would not be a problem.

MOTION TO APPROVE RESOLUTION 16-20, ADOPTING THE 2020 BUDGET IN THE AMOUNT OF \$5,124,850 AND AN ASSESSMENT PAYMENT SCHEDULE AS PROPOSED NOTED ABOVE

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

APPROVED DEFENSE COUNSEL: Executive Director referred to Resolution 17-20, Utilizing Union County Approved Counsel for the County Insurance Commission which was included in the agenda. Executive Director advised the County issued an additional RFQ and appointed Antonelli Kantor, P.C., DiFrancesco Bateman and Shain Schaffer to provide legal services for 2020. Executive Director noted the three law firms were in addition to the firms previously approved by Resolution 6-20 in January. Executive Director reported Resolution 17-20 was reviewed by the Commission Attorney. Executive Director asked for a motion to approve Resolution 17-20 unless there were any questions.

MOTION TO APPROVE RESOLUTION 17-20, UTILIZING UNION COUNTY APPROVED COUNSEL FOR THE COUNTY INSURANCE COMMISSION

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

EMPLOYEE DISHONESTY COVERAGE: Executive Director reported the Employee Dishonesty Coverage policy with Selective Insurance Company was renewing on April 18, 2020. Executive Director advised the policy covered the positions of Executive Director, Third Party Administrator and the Treasurer. Executive Director stated the annual premium was \$1,640. Executive Director noted the limit per loss was \$1,000,000 with a \$10,000 deductible and the premium, terms and conditions were per the expiring policy. Executive Director advised the cost of this coverage would be paid out of the miscellaneous and contingency budget line.

MOTION TO APPROVE EXPENDITURE FOR EMPLOYEE DISHONESTY COVERAGE IN THE AMOUNT OF \$1,640

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

CERTIFICATE OF INSURANCE REPORT: Executive Director reported the certificate of issuance report from the NJCE listing the certificates issued for the month of February was included in the agenda. Executive Director advised there were 6 certificates issued during the month of February.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORT

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

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE): Executive Director reported the NJCE held its Reorganization Meeting on February 27, 2020 and a copy of the summary report was included in the agenda. Executive Director advised the Fund office would work with the Fund Attorney to issue an RFP for the MSI vendor, however this would be delayed due to office closings relating to the current health crisis. Executive Director advised the MEL MRHIF & NJCE Educational Seminar scheduled for May 1st was cancelled and should be rescheduled later in the year.

UCIFC FINANCIAL FAST TRACK: Executive Director advised the January Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$3,936,044 as of January 31, 2020. Executive Director referred to Line 10 of the report, “Investment in Joint Venture” and indicated \$2,138,393 of the surplus was the UCIFC’s share of the NJCE equity. Executive Director noted the cash amount was \$7,864,954.

NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK: Executive Director reported the January Financial Fast Track was included in the agenda. As of January 31, 2020 the Fund had a surplus of \$16,227,772. Executive Director reported the cash amount was \$21,155,238. Executive Director referred to line 7, “Dividend” and noted the NJCE released dividends in the amount of \$3,607,551. Executive Director asked if anyone had any questions regarding the Financial Fast Track.

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

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Executive Director referred to a copy of the March Bill List, Resolution 18-20 which was included in the agenda. Ms. Dodd noted she previously sent a copy of the Bill List and the checks to Ms. Taylor and the Chair. Executive Director asked if anyone had any questions and requested a motion to approve Resolution 18-20.

MOTION TO APPROVE RESOLUTION 18-20 MARCH BILL LIST

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

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

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

CLAIMS SERVICE: Ms. Guze reported for the month of February there were 11 claims reported, 1 claim was denied, 8 were closed, 2 remain treating. Ms. Guze advised she thought the mild weather was a big contributor in the low amount of injuries. Ms. Guze advised that concluded her report unless there were any questions.

MANAGED CARE: Ms. Rajsteter advised First MCO’s reports were included in the agenda. Ms. Rajsteter reviewed the Case Management Monthly Activity Report for the month of February as noted below.

Month	Total Claims Reported	Medical Only	Loss Time	Total Case Managed	% Total Case Managed
February	10	9	0	9	100.00%

Ms. Rajsteter reviewed the Medical Savings Report for the month of February as noted below.

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	PPO %
February	\$ 850,075	\$ 100,112	\$ 749,963	88%	109	105	96%

Executive Director advised Robin Walcoff and Jen Conicella of PERMA Claims were on the phone and asked Ms. Walcoff to discuss the handling of any potential virus claims. Ms. Walcoff reported she had been in touch with all of the Third Party Administrators and Managed Care Providers and asked them to inform her of any claims. Ms. Walcoff advised currently she was in the tracking mode and did not have any claims yet on the County side, however there were some on the municipal side. Ms. Walcoff expected there would be claims by the public health workers. Ms. Walcoff noted J.A. Montgomery sent out communications regarding COVID-19.

Chair Wagner added the County was aware that FEMA had arrived in the State of New Jersey and was setting up 2 sites, hopefully opening this weekend, to residents within a 250-mile radius. Chair Wagner advised one was at Bergen County Community College and the other at the PNC Bank Art Center.

Executive Director noted there would be some mailings sent out to the members of the NJCE addressing some of the worker compensation questions.

NJCE SAFETY DIRECTOR: Mr. Prince reported the Safety Director's report for February – March was included in the agenda. Mr. Prince advised the agenda also included a bulletin on "Service Animals in the Work Place New Safety Briefings". Mr. Prince advised all of the related COVID-19 materials and Safety Director Bulletins were distributed electronically and could be shared with all of your personnel. Mr. Prince noted there were specific bulletins for law enforcement and EMS to address the hazards they face. Mr. Prince stated that if anyone needed anything during the crisis to reach out to him for any accident investigations or safety related issues. Executive Director noted all of the valuable information from J.A. Montgomery would be posted to the NJCE website. Mr. Prince advised that concluded his report unless anyone had any questions.

Correspondence Made Part of Minutes

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: Mr. Bergen advised there was no one from the public at the meeting place.

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 claim number 3652 and potential litigation with Spincube, Inc.

The minutes of the Executive Session shall be separated from the minutes of the Open Public Session. The minutes of the Executive Session, redacted as appropriate and necessary, shall be available in approximately 30 days. The Commission Secretary shall retain the original minutes until such time as the confidential limitations have been removed, at which time they shall be available.

Upon the affirmative vote of a majority of the members present, the Commission may retire to Executive Session.

Upon the Commission's return it may or may not take formal action on the matters discussed.

MOTION TO RETURN TO OPEN SESSION

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

Mr. Bergen noted he put his phone back on to speaker.

MOTION TO APPROVE THE PAR AS DISCUSSED IN EXECUTIVE SESSION

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

Executive Director suggested the April meeting be held telephonically like we just did as long as a County representative could participate in the Freeholder Conference Room.

MOTION TO HOLD THE APRIL MEETING BY TELECONFERENCE

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

Chair Wagner suggested we handle all of the particulars as the April meeting date approached.

MOTION TO ADJOURN:

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

MEETING ADJOURNED: 10:29 AM

Minutes prepared by: Cathy Dodd, Assisting Secretary