

**UNION COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – February 17, 2021  
Telephonic Meeting  
10:00 AM**

Meeting was called to order by 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 <b>Joseph Hrubash</b>
Claims Service	D&H Alternative Risk Solutions, Inc. <b>Kathleen Guze</b> <b>Wayne Ring)</b> <b>Mary Ann Maitilasso</b>
	PERMA Risk Management Services <b>Jen Conicella</b> <b>Robyn Walcoff</b>
Managed Care Services	First MCO <b>Karen Workman</b> <b>Alyssa Hrubash</b>
NJCE Underwriting Manager	Conner Strong & Buckelew <b>Ed Cooney</b>
Risk Management Consultant	Acrisure, LLC <b>Robin Racioppi</b>
Treasurer	<b>Bibi Taylor</b>
Attorney	<b>Bruce Bergen, Esq.</b>
Safety	J.A. Montgomery Risk Control <b>Glenn Prince</b> <b>Jonathan Czarnecki</b>
	T&M Associates

**ALSO PRESENT:**

Terry Pacheco, Union County

Cathy Dodd, PERMA Risk Management Services

**APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF JANUARY 20, 2021**

*Executive Director noted the closed minutes were e-mailed to the Commissioners prior to the meeting for review.*

**MOTION TO APPROVE THE OPEN MINUTES AND CLOSED MINUTES OF JANUARY 20, 2021**

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

**CORRESPONDENCE: None**

**SAFETY COMMITTEE:** Mr. Prince reported the Corrections Safety Committee Meeting met earlier in the morning at 9:00 and discussed a variety of topics including the virtual training programs. Mr. Prince advised he also announced the Munich Re Safety Grant Program which was available and stated he would discuss in more detail during the NJCE Safety Director Report. Mr. Prince reported the Executive Safety Committee would meet following this meeting. Mr. Prince noted the notice and agenda were sent out previously by Mr. Worthington of T&M. Mr. Prince advised that concluded his report unless there were any questions.

**CLAIMS COMMITTEE:** Ms. Conicella advised the Claims Committee did not met prior to the Commission Meeting and the PARS would be discussed during closed session. Ms. Conicella noted they were going to use a Zoom breakout room.

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

**2021 UCIFC BUDGET:** The Executive Director reported his office held a meeting with the Treasurer and discussed the loss funding aspect of the 2021 budget and also addressed the current surplus of the UCIFC. Executive Director said he discussed with the Treasurer there was surplus of \$1.7M out of Fund Year 2018. Executive Director advised he agreed with the Treasurer's recommendation to authorize a 25% dividend of the surplus of \$1.7M. Executive Director said this could be done at the March meeting via resolution. Executive Director noted the dividend of \$425,000 would be applied to the 2021 assessment billing. Ms. Taylor advised she did support the release of a dividend in the amount of \$425,000 and applying to the 2021 assessment. Executive Director asked if anyone had any questions and advised next month the budget would be adopted and the dividend credit would be applied to the assessment.

**CERTIFICATE OF INSURANCE REPORT:** Executive Director referred to copy of the Certificate of Insurance Issuance Report from the NJCE, which was included in the agenda. Executive Director reported for the month of January there were 73 certificates issued. Executive Director asked if anyone had any questions and requested a motion to approve.

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

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

**NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE):** Executive Director reported the NJCE would hold its Reorganization Meeting on February 25, 2021 via Zoom audio/video.

**UCIFC FINANCIAL FAST TRACK:** Executive Director advised the December Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$4,872,477 as of December 31, 2021. Executive Director referred to Line 10 of the report, “Investment in Joint Venture” and indicated \$2,269,870 of the surplus was the UCIFC’s share of the NJCE equity. Executive Director noted the cash amount was \$11,273,792.

**NJCE PROPERTY & CASUALTY FINANCIAL FAST TRACK:** Executive Director reported the December Financial Fast Track not available.

**CLAIMS TRACKING REPORTS:** Executive Director advised the Claim Tracking reports as of December 31, 2020 were included in the agenda. Executive Director noted the Claim Activity Report stated there were 25 new worker compensation claims opened during the month of December and asked the TPA to comment during their report. Executive Director referred to a copy of the Claims Management Report Expected Loss Ratio Analysis Report. Executive Director advised this report measured how the losses were running compared to the actuary’s projections. Executive Director reviewed the Fund Years with the Commission.

**MEDICAL MONITORING ORDERS:** Executive Director advised the last item in his report was regarding a memorandum issued by Director Wojentko prohibiting respondents from entering into Medical Monitoring Orders when a petitioner was receiving an Accidental Disability Pension. Executive Director asked the Commission Attorney if he had any comments. Mr. Bergen advised this was a major change in the policy of the worker compensation bureau; however, they had no control over that. Mr. Bergen advised it was his understanding that it did shift some of the financial burden back us and there was not much that could be done. Executive Director reported the Municipal Excess Liability Joint Insurance Fund was looking at this and would probably provide some guidance or refined details on worker compensation claims

Executive Director advised unless there were any questions that was the end of his report.

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Ms. Taylor reported she did recommend approval of Resolution 16-21, February Bill List. Ms. Taylor advised as detailed earlier there was a recommendation forthcoming next month for the 2021 budget. Ms. Taylor advised she did not have any other comments and asked if there were any questions. Executive Director requested a motion to approve Resolution 16-21.

## MOTION TO APPROVE RESOLUTION 16-21 FEBRUARY BILL LIST

Moved: Commissioner Martins  
Second: Commissioner Scutari  
Roll Call 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. Conicella reported they were continuing to monitor all of the COVID claims and developments. Ms. Conicella advised they were also working on the updated reporting requirements for 2021.

**CLAIMS SERVICE:** Ms. Guze reported for the period of January 1<sup>st</sup> through January 31<sup>st</sup> there were 41 worker compensation claims reported, 12 were work injury claims, 6 were closed and 6 were open. Ms. Guze advised 29 additional claims were COVID claims. Ms. Guze said they were not seeing a decrease in COVID claims being reported but she was hoping with the vaccine for the Correction Officers she would start to see a decrease. In response to Executive Director's inquiry, Ms. Guze said there were no hospitalizations. Ms. Guze concluded her report unless there were any questions.

**MANAGED CARE:** Ms. Workman referred to First MCO's reports, which were included in the agenda. Ms. Workman reviewed the Case Management Monthly Activity Report for the month of January as noted below.

Month	Total Claims Reported	Medical Only	Loss Time	Total Case Managed	% Total Case Managed
January	32	11	18	29	38%

Ms. Workman reviewed the Medical Savings Report for the month of January as noted below.

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	PPO %
January	\$ 534,289	\$ 89,040	\$ 445,249	83%	230	224	97%

Ms. Workman advised that concluded her report unless there were any questions.

**NJCE SAFETY DIRECTOR:** Mr. Prince reported the Safety Director's report for January through February was included in the agenda. Mr. Prince advised they were continuing their online webinars and a listing of all webinar trainings were included in the agenda for the period of 2-1-21 to 3-31-21. Mr. Prince encouraged all departments to consult the training options. Mr. Prince reported the NJCE Underwriting Manager was successful in negotiating a Safety Grant with the new carrier Munich Re. Mr. Prince advised Munich Re agreed to provide a Safety Grant up to \$50,000 for three lines of coverage. Mr. Prince indicated he would send out a letter describing the provisions of the grant and the protocols. Mr. Prince noted last year the amount was \$45,000 so there was an increase of \$5,000. Mr. Prince asked that submissions be sent to him for review. Mr. Prince said previously there was a Committee that reviewed the submissions; however, the carrier wanted to review any submissions for approval. Mr. Prince advised if anyone had questions regarding the grant to reach out to him. Mr. Prince concluded his report unless there were any questions.

Correspondence Made Part of Minutes

**OLD BUSINESS: None**

**NEW BUSINESS: None**

**PUBLIC COMMENT:** No one from the public attended.

**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 8410, 3765 and 0590.

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:	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
Roll Call Vote:	2 Yes, 0 Nays

**MOTION TO ADJOURN:**

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

**MEETING ADJOURNED: 10:30 AM**

Minutes prepared by: Cathy Dodd, Assisting Secretary