

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – JUNE 22, 2022
ZOOM VIRTUAL MEETING
10:00 AM**

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

ROLL CALL OF COMMISSIONERS:

Amy Wagner	Present
Claudia Martins	Present
Laura Scutari	Present

FUND PROFESSIONALS PRESENT:

Executive Director	PERMA Risk Management Services Joseph Hrubash
Claims Service	D&H Alternative Risk Solutions, Inc. Kathleen Guze Mary Ann Matilasso
	PERMA Risk Management Services Jennifer Conicella
Managed Care Services	First MCO Joan Nairn Marie Lambe
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney
Risk Management Consultant	Acrisure, LLC Robin Racioppi - Absent
Treasurer	Bibi Taylor
Attorney	Bruce Bergen, Esq.
Safety	J.A. Montgomery Consulting Glenn Prince
	T&M Associates Mark Worthington

ALSO PRESENT:

Terry Pacheco, Union County
Evelio Salermo, Union County
Cathy Dodd, PERMA Risk Management Services
Jason Thorpe, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF APRIL 20, 2022

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 APRIL 20, 2022

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

CORRESPONDENCE: None.

SAFETY COMMITTEE: Mr. Worthington advised that since the last Commission meeting the Labor Committee met. Mr. Worthington reported that he conducted two Hazard Communication trainings for the DPW personnel who do not have access to computers. Mr. Worthington reported that he scheduled and conducted 13 fire drills at both owned and leased county facilities. With no questions, Mr. Worthington concluded his report.

CLAIMS COMMITTEE: Ms. Conicella reported the Claims Committee did not meet, however PARs will be presented during closed session via a Zoom breakout room. With no questions, Ms. Conicella concluded her report.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and there was one action item.

UCIC PROPERTY APPRAISALS – Executive Director reported that following authorization received at the April Commission meeting, a property appraisal proposal was obtained. Executive Director referred to the proposal submitted by AssetWorks enclosed within the agenda. Executive Director noted that the proposal is based on properties with a value of \$250,000 or more. Executive Director further noted that the proposal is well below the bid threshold. Executive Director asked if there were any questions. Hearing none, Executive Director asked for a motion to award a contract to AssetWorks.

MOTION TO AWARD A CONTRACT TO ASSETWORKS IN THE AMOUNT OF \$9,590 TO CONDUCT PROPERTY APPRAISALS FOR BUILDINGS THAT HAVE A VALUE OF \$250,000 OR GREATER.

Moved:	Chair Wagner
Second:	Commissioner Martins
Roll Call Vote:	Unanimous

UCIC CYBER LIABILITY RENEWAL – Executive Director reported that the UCIC Cyber Liability Policy will expire June 26, 2022. Executive Director advised that the Underwriting Manager is currently working with the County and the Commission RMC to finalize the renewal process. Executive Director said he would like the process to be completed prior to the expiration to avoid any lapses in coverage. Executive Director then asked the Underwriting Manager to provide an update on the renewal. Mr. Cooney reported that he has been working with the County and the Commission RMC for the past few months. Mr. Cooney advised that as previously discussed, the cyber coverage marketplace is tough and demands that certain controls are in place prior to even offering a quote. Mr. Cooney reported that the completion of the renewal is very close, and he has two carriers lined up to potentially provide quotes. Mr. Cooney noted that security discussions need to take place with the IT team at the county prior to quotes being provided. Mr. Cooney advised that a call is scheduled with the IT team later in the day and another call later in the week to finalize the renewal. Executive Director asked if there were any questions or comments. Chair Wagner commented that the delay in finalizing the renewal is being caused by the Multi-Factor Authentication (MFA) requirement. Chair Wagner advised that the county has been working with providers and will be conducting testing in the upcoming week. Chair Wagner advised that the expense for the MFA will be approximately \$120,000. Chair Wagner asked if the expense can be paid for out of the Commission as the county does not have it in its budget. Executive Director responded that he has no issue with the Commission funding the expense and asked if the Treasurer had any issues with it. Ms. Taylor said she would discuss the matter with counsel and will advise the Commission accordingly.

2023 RENEWAL – UNDERWRITING DATA COLLECTION – Executive Director reported that the Fund office is beginning the data collection process earlier this year for the 2023 renewal to provide relevant information to underwriters in a timely manner. Executive Director advised that members and/or risk managers will manage the renewal via Origami as they have done so in the past. Executive Director said he is excited to announce that Conner Strong & Buckelew is utilizing a new platform called Broker Buddha. Executive Director advised that Mr. Thorpe participated in a demonstration of the new platform and asked him to provide a brief overview. Mr. Thorpe reported that the Broker Buddha platform will streamline the renewal applications for the ancillary coverages. Mr. Thorpe advised that the online portal would give the users the ability to save the applications as a draft and finish the application later. Mr. Thorpe further advised that the portal will also display application information from the prior year in order to carry information forward. Mr. Thorpe said the software is intuitive, and instructions are provided when the user signs on. Executive Director advised that additional information on the new platform will follow.

NJCE CYBER TASK FORCE – Executive Director referred to the latest Cyber Bulletin enclosed within the agenda and asked the Underwriting Manager to comment on it. Mr. Cooney advised that the latest bulletin is titled “*Prevent Cyber Events: Learn from Each Other*”. Mr. Cooney reported that the bulletin outlines two claims experienced by members and details the claims process they went through.

2022 MEL, MRHIF & NJCE JIF EDUCATIONAL SEMINAR – Executive Director reported that the 11th annual seminar was conducted virtually on April 29th and May 6th. Executive Director noted that the Fund Office has submitted attendance records to the respective agencies for continuing education credits. Executive Director advised that initially, the MEL/MRHIF/NJCE Educational Seminar was approved for insurance producer credits – 2 general and 1 ethics for each day but noted that upon final review, the State did not approve the ethics credit. Executive Director advised that Ms. Dodd was working the state on the credits and asked her to provide comment.

Ms. Dodd advised that the state did agree to approve 3 general credits for each day. Ms. Dodd said that the state has added the credits to transcripts and is in the process of issuing certificates.

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) – Executive Director reported that the NJCE met on April 28th and referred to a written summary of the meeting enclosed within the agenda. The Executive Director reported that during the meeting the NJCE renewed its contracts for Litigation Manager, Auditor, Payroll Auditor, and Actuary. The Executive Director advised that during the meeting the Final NJCE Safety Committee Charter was presented for the Board’s approval. Executive Director advised that the Safety Committee recently held its first meeting and asked Mr. Prince to provide comment. Mr. Prince reported that the first NJCE Safety Committee meeting was held on June 20th via Zoom. Mr. Prince said there was a large agenda, and the meeting was well attended. Mr. Prince advised that the meetings will be scheduled quarterly and will continue in a virtual format. Executive Director asked if there were any questions or comments. Commissioner Scutari commented that she was in attendance for the meeting and there was a lot of great discussion.

UCIFC FINANCIAL FAST TRACK - Executive Director advised the April Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$5,370,361 as of April 30, 2022. Executive Director referred to Line 10 of the report, “Investment in Joint Venture” and indicated \$1,951,402 of the surplus was the UCIFC’s share of the NJCE equity. Executive Director noted the cash amount was \$12,303,082.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK – Executive Director advised that the April Financial Fast Track was included in the agenda. Executive Director reported that as of April 30, 2022 the NJCE has a surplus of \$14,700,751. Executive Director referred to line 7, “Dividend”, and noted the NJCE released dividends in the amount of \$5,857,551. Executive Director noted the cash amount was \$34,378,613.

CLAIMS TRACKING REPORTS – Executive Director advised the Claim Tracking reports as of April 30, 2022, were included in the agenda. 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.

INFORMATIONAL ITEMS REPORT: Mr. Thorpe advised that he had two informational items for his report, one of which was an action item.

CERTIFICATE OF INSURANCE REPORTS – Mr. Thorpe referred to a copy of the certificate of insurance issuance reports from the NJCE listing certificates issued during the months of April and May enclosed within the agenda. Mr. Thorpe advised there were (8) eight certificates of insurance issued during the month of April and (2) two during the month of May. Mr. Thorpe asked if anyone had any questions on the reports. Hearing none, Mr. Thorpe asked for a motion to approve the reports.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORTS

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

AUTO ID CARDS AND WC POSTING NOTICES – Mr. Thorpe reported that the NJCE Underwriting Team has uploaded the auto ID cards and WC Posting Notices into Origami for members to download on an as-needed basis.

With no questions, Mr. Thorpe concluded his report.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Ms. Taylor referred to Resolution 20-22, the May Bill List and Resolution 21-22, the June Bill List, enclosed within the agenda. Ms. Taylor advised that upon review of the bills, there is a recommendation to approve. Ms. Taylor asked if there were any questions on the bill list. Hearing none, Executive Director asked for a motion to approve the resolution.

**MOTION TO APPROVE RESOLUTION 20-22 MAY BILL LIST AND
RESOLUTION 21-22 JUNE BILL LIST**

Moved:	Chair Wagner
Second:	Commissioner Martins
Roll Call Vote:	Unanimous

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

ATTORNEY: Mr. Bergen reported that at the next Union County Board of County Commissioners there is a resolution to renew the Commission's membership in the NJCE for 3-years effective January 1, 2023. Executive Director thanked the Commissioners and Mr. Bergen for their continued support and confidence in the NJCE program.

CLAIMS ADMINISTRATOR: Ms. Guze reported that for the period of April 1st through May 31st there were a total of 35 claims reported. Ms. Guze advised that 5 of the claims were report only; 12 are closed, 5 were denied; and 13 remain treating. Ms. Guze reported that it is the time of year when there is an increase in bee stings, bug bites, and poison ivy and advised that employees working outdoor should be careful about what they come in contact with. Mr. Prince added that J.A. Montgomery recently distributed a best practices Safety Director Bulletins regarding poison ivy and tick bites. With no questions, Ms. Guze concluded her report.

MANAGED CARE: Executive Director advised that there were two new individuals from First MCO in attendance. Ms. Nairn introduced herself as the Case Management Supervisor and introduced Ms. Lambe and advised that she is the new First MCO Account Manager for the Commission. Ms. Nairn referred to First MCO's reports, which were included in the agenda. Ms. Nairn reviewed the Case Management Monthly Activity Report for the month of May as noted below.

Month	Total Claims Reported	Medical Only	Loss Time	Total Case Managed	Present Open Claims
May	25	15	2	17	14

Ms. Nairn reviewed the Medical Savings Report for the month of May as noted below.

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	PPO %
May	\$ 231,833	\$ 45,577	\$ 186,857	80%	163	160	98%

With no questions, Ms. Nairn concluded her report. Executive Director emphasized the 98% PPO penetration percentage for the month commended First MCO on a job well done.

NJCE SAFETY DIRECTOR: Mr. Prince referred to the Safety Director's report for April through June enclosed within the agenda, which includes all risk control activities. Mr. Prince then referred to the listing of all virtual trainings that are scheduled through August 31st. Mr. Prince advised that any questions regarding the virtual trainings should be directed to him. Mr. Prince reported that J.A. Montgomery will be changing the Learning Management System (LMS) from First Net to BIS. Mr. Prince said the new LMS is very user friendly and has more capabilities than the current system. Mr. Prince advised that the new LMS will also include admin tutorials that will ensure that all designated administrators have the appropriate training and the confidence to access the site properly. Mr. Prince asked if there were any questions. Executive Director asked if the membership would be notified when the new LMS is live. Mr. Prince advised that notification would be sent, and J.A. Montgomery will be providing in-person tutorials for the membership, as they have done in the past. With no further questions, Mr. Prince concluded his report.

Correspondence Made Part of Minutes

OLD BUSINESS: None

NEW BUSINESS: None.

PUBLIC COMMENT: Mr. Bergen indicated there was no public comment.

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 numbers 7760, 9361, 8836-03, 3652, and 4851. 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 GO INTO TO CLOSED SESSION

Moved:	Chair Wagner
Second:	Commissioner Martins

Vote: Unanimous

MOTION TO APPROVE THE PARS AS DISCUSSED IN EXECUTIVE SESSION

Moved: Chair Wagner
Second: Commissioner Martins
Vote: Unanimous

NEXT MEETING: Executive Director asked whether the Commissioners would like to meet in-person for the July 20th meeting or continue to meet virtually. Chair Wagner advised that the Commissioners are willing to return to in-person meetings. Executive Director advised that the necessary arrangements will be made to conduct the July 20th meeting in-person.

MOTION TO ADJOURN:

Moved: Chair Wagner
Second: Commissioner Martins
Vote: Unanimous

MEETING ADJOURNED: 10:36 AM

Minutes prepared by: Jason Thorpe, Assisting Secretary