

**UNION COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – JULY 20, 2022  
County of Union  
Administration Building – 6<sup>th</sup> Floor  
Freeholder Conference Room  
10 Elizabethtown Plaza  
Elizabeth, NJ  
10:00 AM**

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

**ROLL CALL OF COMMISSIONERS:**

Amy Wagner	Absent
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>Mary Ann Matilasso</b>
	PERMA Risk Management Services <b>Robyn Walcoff, Esq.</b>
Managed Care Services	First MCO <b>Kelly Royce</b>
NJCE Underwriting Manager	Conner Strong & Buckelew <b>Ed Cooney - Absent</b>
Risk Management Consultant	Acrisure, LLC <b>Robin Racioppi - Absent</b>
Treasurer	<b>Bibi Taylor</b>
Attorney	<b>Bruce Bergen, Esq.</b>
Safety	J.A. Montgomery Consulting <b>Glenn Prince</b>
	T&M Associates <b>Mark Worthington</b>

**ALSO PRESENT:**

Moshood Muftau, Esq., 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 JUNE 22, 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 JUNE 22, 2022**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

**CORRESPONDENCE:** None.

**SAFETY COMMITTEE:** Mr. Worthington advised that since the last Commission meeting there were Fit Tests conducted for the Prosecutor Office interns. Mr. Worthington reported that there are two more fire drills scheduled. Lastly, Mr. Worthington reported that the Labor Committee met and discussed safety issues. With no questions, Mr. Worthington concluded his report.

**CLAIMS COMMITTEE:** Ms. Walcoff reported the Claims Committee did not meet, however PARs will be presented during closed session. With no questions, Ms. Walcoff concluded her report.

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

**CYBER COVERAGE UPDATE** – Executive Director said that the cyber coverage expired on 6-26-22. Executive Director reported the NJCE Underwriting Manager has advised him that Cowbell and Chubb would consider revisiting cyber coverage offerings once the MFA and other cyber security controls are in place. Executive Director advised that in the interim, it is being recommended that the County secure coverage with the Insurance Commission and the NJCE JIF, as the other member counties do. Executive Director further advised that he asked the Actuary for the applicable loss funding and noted that for the first \$25,000 of coverage the loss funding is \$5,362. Executive Director further noted that for the NJCE layer of \$225,000 excess \$25,000 the loss funding is \$15,590. Executive Director said this would give the County \$250,000 of coverage until excess coverage can be secured. Executive Director explained that assessments are based on a 12-month coverage period but noted that the assessments can be pro-rated once an effective date is agreed upon. Executive Director further explained that the NJCE JIF is already providing this layer of coverage for our other member counties. Executive Director asked the Treasurer if she had any comments on the recommendation. Ms. Taylor recommended that the Commission self-insure up to \$250,000 rather than purchasing coverage through the NJCE JIF as the Commission has the funds to do so. Executive Director commented that he liked the recommendation and asked for a motion to approve.

**MOTION TO APPROVE THE UNION COUNTY INSURANCE FUND COMMISSION SELF-FUNDING OF CYBER COVERAGE UP TO A LIMIT OF \$250,000.**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Roll Call Vote:	Unanimous

**PROPERTY APPRAISALS** – Executive Director reported that AssetWorks is ready to move forward with the appraisal process upon receipt of authorization by the County. Executive Director advised that AssetWorks is requesting that the County sign the proposal and begin working. Mr. Thorpe advised that he would send a copy of the proposal to Acting Chair Martins for signature following the meeting. Ms. Taylor asked if there was a timeline for completion of the property appraisal process. Executive Director estimated 4-6 weeks but noted that he would confirm with AssetWorks.

**2023 RENEWAL – UNDERWRITING DATA COLLECTION** – Executive Director referred to a memorandum from the NJCE Underwriting Team Manager, enclosed within the agenda, noting some critical items needed for the renewal. Executive Director emphasized that there is a question within Origami regarding whether locations with a value of \$10 million or greater have a sprinkler system that must be answered for the renewal. Executive Director advised that if the question is not answered, the carrier may not cover that location. Executive Director reported that an e-mail was distributed to identified renewal users on June 27, 2022, with the link for the 2023 NJCE JIF Exposure Renewal hosted online via Origami Risk. Executive Director advised that the deadline to complete the data underwriting renewal is August 19, 2022.

**NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE)** – Executive Director reported that the NJCE met on June 23, 2022 and referred to the written summary of the meeting enclosed within the agenda. Executive Director reported that discussions with Safety National regarding COVID claims during fund year 2020 are ongoing. Executive Director advised the ongoing discussions pertain to whether COVID claims should be viewed as one occurrence versus multiple occurrences. Executive Director reported that the NJCE Fund Attorney agreed to have the MEL take the lead on negotiations with Safety National. Ms. Walcoff added that the PERMA Claims Team is working on gathering the necessary data and documentation for the presentation for Safety National. Executive Director also reported that the applications for Optional Ancillary Coverage will be completed online via Broker Buddha. Executive Director noted that an e-mail will be sent out shortly on the new application process which will include instructions and FAQs. Lastly, Executive Director reported that the NJCE is scheduled to meet again on September 22, 2022 at 9:30 AM via zoom.

**UCIFC FINANCIAL FAST TRACK** - Executive Director advised the May Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$5,362,593 as of May 31, 2022. Executive Director referred to Line 10 of the report, “Investment in Joint Venture” and indicated \$1,948,333 of the surplus was the UCIFC’s share of the NJCE equity. Executive Director noted the cash amount was \$12,853,838.

**NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK** – Executive Director advised that the May Financial Fast Track was included in the agenda. Executive Director reported that as of May 31, 2022 the NJCE has a surplus of \$14,790,253. 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 \$26,655,729.

**CLAIMS TRACKING REPORTS** – Executive Director advised the Claim Tracking reports as of May 31, 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 three 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 report from the NJCE listing certificates issued during the month of June enclosed within the agenda. Mr. Thorpe advised there were (2) two certificates issued for the month. Mr. Thorpe asked if anyone had any questions on the reports. Hearing none, Mr. Thorpe asked for a motion to approve the report.

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

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

**2022 NJLM ANNUAL CONFERENCE** – Mr. Thorpe reported that the 107<sup>th</sup> Annual New Jersey State League of Municipalities Conference is scheduled for November 15<sup>th</sup> through November 17<sup>th</sup> at the Atlantic City Convention Center in Atlantic City. Mr. Thorpe noted that the MEL’s annual reception, co-sponsored by the NJCE, will be held on Wednesday, November 16<sup>th</sup>. Executive Director added that invitations will be distributed as the event gets closer.

**2022 MEETING SCHEDULE** – Mr. Thorpe reported that the Commission is not scheduled to meet in August. Mr. Thorpe noted that the next scheduled meeting is on September 21, 2022. Mr. Thorpe asked whether the Commissioners would like to meet in-person for the September meeting or meet virtually. Acting Chair Martins advised that the Commissioners are willing to meet in-person for the next meeting. Executive Director advised that the necessary arrangements will be made to conduct the September 21<sup>st</sup> meeting in-person.

With no questions, Mr. Thorpe concluded his report.

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Ms. Taylor referred to Resolution 22-22, the July 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 22-22 JULY BILL LIST**

Moved:	Commissioner Martins
Second:	Commissioner Scutari

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

**ATTORNEY:** Mr. Bergen advised that he had nothing to report.

**CLAIMS ADMINISTRATOR:** Ms. Guze reported that for the period of June 1<sup>st</sup> through June 30<sup>th</sup> there were a total of 24 claims reported. Ms. Guze advised that 1 claim was report only; 11 are closed; and 4 remain treating. Ms. Guze reported that there was 1 heat exhaustion claim and 1 poison ivy claim. Ms. Guze reported that there were two eye injury claims and emphasized the importance of employees wearing the proper PPE and eye protection. With no questions, Ms. Guze concluded her report.

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

Month	Total Claims Reported	Medical Only	Loss Time	Total Case Managed	Present Open Claims
June	24	19	0	19	14

Ms. Royce reviewed the Medical Savings Report for 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	\$ 709,109	\$ 176,801	\$ 532,308	75%	222	209	94%

With no questions, Ms. Royce concluded her report. Executive Director emphasized the 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 July 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 September 30<sup>th</sup>. 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 more user friendly and has more capabilities than the current system. Mr. Prince advised that notification would be sent as the launch date gets closer and J.A. Montgomery will be providing in-person tutorials for the membership. 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 9830 and 5189. 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:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

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

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

**NEXT MEETING:**

**MOTION TO ADJOURN:**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

**MEETING ADJOURNED: 10:36 AM**

Minutes prepared by: Jason Thorpe, Assisting Secretary