

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – SEPTEMBER 21, 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 Jen Conicella Robyn Walcoff, Esq. Shai McLeod
Managed Care Services	First MCO Marie Lamb
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney - <i>Absent</i>
Risk Management Consultant	Acrisure, LLC Robin Racioppi
Treasurer	Bibi Taylor - <i>Absent</i>
Attorney	Bruce Bergen, Esq.
Safety	J.A. Montgomery Consulting Glenn Prince
	T&M Associates Mark Worthington

ALSO PRESENT:

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

APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF JULY 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 JULY 20, 2022**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	2 ayes, 0 nays 1 abstention - Chair Wagner

CORRESPONDENCE: None.

SAFETY COMMITTEE: Mr. Worthington advised that since the last Commission meeting, forklift training has been completed as well as the certifications for the Health Department and OEM. Mr. Worthington reported that all fire drills have been completed and the report has been submitted outlining concerns and recommendations. Mr. Worthington reported that the Labor Committee met in August but did not meet in September. Lastly, Mr. Worthington reported that a Hazard Communication training for the DPW was conducted earlier in the day, prior to the meeting. 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. Ms. Conicella reported that the PERMA Claims team has continued to work with the carrier on the 2020 COVID claims recovery. Ms. Conicella said the claims team now knows what information the carrier is looking for and she anticipates there being a resolution prior to the end of the year. Ms. Conicella then thanked Ms. Guze for providing the claims information that has been requested. With no questions, Ms. Conicella concluded her report.

EXECUTIVE DIRECTOR REPORT: Executive Director advised his report was included in the agenda and there were several action items.

AUDIT REPORT AS OF DECEMBER 31, 2021 – Executive Director reported that he has reviewed the Auditor's Report as of December 31, 2021 and it had been sent under separate cover to the Fund Commissioners, Commission Treasurer and Commission Attorney from Suplee, Clooney & Company. Executive Director reported that the Commission Treasurer thoroughly reviewed the audit and had no issues with it. Executive Director reported that based on the positive results of the audit it was agreed that the auditor would not need to attend. Executive Director referred to a copy of Resolution 23-22, Certification of Annual Audit Report for Period ending December 31, 2021 along with the Group Affidavit Form and requested a motion for approval. Executive Director noted the resolution was reviewed by the Commission Attorney.

MOTION TO APPROVE RESOLUTION 23-22 CERTIFICATION OF ANNUAL AUDIT REPORT FOR PERIOD ENDING DECEMBER 31, 2021

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

CYBER SELF-INSURANCE COVERAGE – Executive Director reported that during the July meeting, the Commission approved self-insuring cyber coverage up to a limit of \$250,000. Executive Director noted that the loss funding amount provided by the Actuary, totaling \$20,952 will be pro-rated with an effective date of July 20, 2022. Executive Director advised that in the event of a loss, cyber claims will be adjusted by Mullen Coughlin in conjunction with D&H Alternative Risk Solutions. Chair Wagner indicated that she would like to provide an update regarding the county's cyber security. Chair Wagner advised that she believes the county has addressed everything that has been requested and all policies have been adopted. Chair Wagner noted that the only outstanding item is the MFA. Chair Wagner reported that the county has been in constant contact with two different vendors, Duo and BIO-key. Chair Wagner reported that Duo allowed the county to download their product to test it out, in a limited environment, and see how it would interact with the county's systems. Chair Wagner reported that she found the second vendor, BIO-key while attending a national cyber security conference over the summer. Chair Wagner indicated that she likes BIO-key as they are more biometrically driven but noted that they do not have the ability to let the county test their environment. Chair Wagner advised that she will be meeting with the county IT staff following the Commission meeting and expects to have a decision made on a vendor by the end of the month.

2022 REVISED PLAN OF RISK MANAGEMENT – Executive Director referred to the revised Plan of Risk Management enclosed within the agenda. Executive Director advised that the revised plan reflects the approval of changes made to the Insurance Commission's cyber coverage. Executive Director noted that the changes were highlighted in yellow, then asked for a motion to approve.

MOTION TO APPROVE RESOLUTION 24-22, PLAN OF RISK MANAGEMENT

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

PROFESSIONAL CONTRACTS – Executive Director reported that the Commission Auditor Contract with Suplee, Clooney & Company will expire on September 30, 2022. Executive Director also reported that the Commission Actuary Contract with The Actuarial Advantage, Inc. expires on December 31, 2022. Executive Director advised that the Fund Office will prepare and advertise the RFP for both positions, as it has done in the past. Executive Director noted that the Auditor RFP is for the Fund Year 2022 Year-end Audit which will be presented during the September 2023 Commission meeting.

MOTION TO AUTHORIZE THE FUND OFFICE TO PREPARE AND ISSUE RFPS FOR THE COMMISSION AUDITOR AND COMMISSION ACTUARY POSITIONS

Moved:	Chair Wagner
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Second:
Roll Call Vote:

Commissioner Martins
Unanimous

Executive Director reported that the Executive Director's contract also expires on December 31, 2022 but noted that the contract included an option for two one-year renewals. Executive Director advised that PERMA is in the second year of the renewal. Executive Director further advised that the Fund Office will work with the County representatives and the Chair on the contract renewal.

CERTIFICATE OF INSURANCE REPORTS – Executive Director referred to copies of the certificate of insurance issuance reports from the NJCE listing certificates issued during the months of July and August enclosed within the agenda. Executive Director advised there were (2) two certificates of insurance issued during the month of July and (3) three during the month of August. Executive Director then asked for a motion to approve the reports.

MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORTS

Moved: Chair Wagner
Second: Commissioner Martins
Vote: Unanimous

PROPERTY APPRAISALS – Executive Director reported that AssetWorks was scheduled to conduct property appraisals on September 14th and 15th. Executive Director advised that the County's Facilities Management and the RMC met with the property appraiser on the scheduled dates. Commissioner Martins advised that the property appraisals took place and AssetWorks is working on their report.

NJ COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) – Executive Director reported that the NJCE is scheduled to meet again on Thursday, September 22, 2022 at 9:30 AM via zoom.

NJCE 10TH YEAR ANNIVERSARY – Executive Director said the NJCE previously discussed that 2020 marked the 10th anniversary of the Fund's inception, which began with two County members and has grown to ten members and 27 affiliated entities. Executive Director advised that the NJCE Board agreed to celebrate the milestone with a luncheon hosted at a central New Jersey venue for all Fund Commissioners, Professionals, and staff in April 2023.

UCIFC FINANCIAL FAST TRACK - Executive Director advised the June Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$5,739,487 as of June 30, 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 \$12,474,143.

NJCE PROPERTY AND CASUALTY FINANCIAL FAST TRACK – Executive Director advised that the June Financial Fast Track was included in the agenda. Executive Director reported that as of June 30, 2022 the NJCE has a surplus of \$15,209,010. 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 \$22,084,249.

CLAIMS TRACKING REPORTS – Executive Director advised the Claim Tracking reports as of June 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, none of which were action items.

2022 NJLM ANNUAL CONFERENCE – Mr. Thorpe reminded the Commissioners that the 107th Annual New Jersey State League of Municipalities Conference is scheduled for November 15th through November 17th at the Atlantic City Convention Center in Atlantic City. Mr. Thorpe advised that the MEL JIF will hold its annual Elected Officials seminar on November 16th and it is encouraged that all commissioners attend.

OCTOBER MEETING DATE CHANGE – Mr. Thorpe reported that due to a scheduling conflict, we are recommending rescheduling the October 19th meeting. Mr. Thorpe then opened the floor for discussion of potential rescheduling dates. Following a brief discussion, the Committee decided to reschedule the October meeting date Thursday, October 20, 2022 at 1:00pm via Zoom.

MOTION TO APPROVE CHANGING THE OCTOBER UCIFC MEETING DATE TO THURSDAY, OCTOBER 20, 2022 AT 1:00PM via Zoom.

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

With no questions, Mr. Thorpe concluded his report.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Chair Wagner advised that the Treasurer was unable to attend the meeting and referred to Resolution 25-22, the September Bill List, enclosed within the agenda. Chair Wagner said the Treasurer has reviewed the bill list and is recommending approval of the same.

MOTION TO APPROVE RESOLUTION 25-22 SEPTEMBER 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 advised that he had nothing to report.

CLAIMS ADMINISTRATOR: Ms. Guze reported that for the period of August 1st through August 31st there were a total of 19 claims reported. Ms. Guze advised that 8 claims were report only; 1 was denied; 7 are closed; and 3 remain treating. With no questions, Ms. Guze concluded her report.

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

Month	Total Claims Reported	Medical Only	Loss Time	Total Case Managed	Present Open Claims
August	19	8	2	10	6

Ms. Lamb reviewed the Medical Savings Report for the month of August as noted below.

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	PPO %
August	\$ 246,847	\$ 42,803	\$ 265,358	83%	149	147	99%

With no questions, Ms. Lamb concluded her report.

NJCE SAFETY DIRECTOR: Mr. Prince referred to the Safety Director's report for July through September enclosed within the agenda, which included all risk control activities. Mr. Prince then referred to the listing of all training opportunities that are scheduled through November 30th. Mr. Prince advised that any questions regarding trainings should be directed to him. Lastly, Mr. Prince reminded the Commissioners that the Learning Management System (LMS) is transitioning from FirstNet to BIS and will be rolled out in early 2023. Mr. Prince said the new LMS is cheaper than the current one, has more capabilities, and is more user-friendly. Mr. Prince reported that BIS will be holding webinars for the named administrators and J.A. Montgomery will be available to provide members with in-person tutorials. With no 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 9444, 0040-01, 9795, and 4384. 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 PAR AS DISCUSSED IN EXECUTIVE SESSION

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

NEXT MEETING:

MOTION TO ADJOURN:

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

MEETING ADJOURNED: 10:41 AM

Minutes prepared by: Jason Thorpe, Assisting Secretary