

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – JULY 19, 2023
ZOOM VIRTUAL 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	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 Maitilasso
	PERMA Risk Management Services Jennifer Davis Shai McLeod
Managed Care Services	First MCO Marie Lamb
NJCE Underwriting Manager	Conner Strong & Buckelew Ed Cooney Jonathon Tavares
Risk Management Consultant	Acrisure, LLC Robin Racioppi Kelly Haak
Treasurer	Bibi Taylor
Attorney	Bruce Bergen, Esq.
Safety	J.A. Montgomery Consulting Glenn Prince - <i>Absent</i> Ken Schulz
	T&M Associates Mark Worthington

ALSO PRESENT:

Theresa Pacheco, Union County
Christopher Howard, Esq., Union County
Jason Thorpe, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF MAY 24, 2023

Executive Director noted that the closed minutes were emailed to the Commissioners previously.

MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF MARCH 15, 2023

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Worthington reported that since the last Commission meeting, two Labor Safety Committee meetings were held in June and July. Mr. Worthington reported that respirator training and fit testing were conducted for the facilities department. Mr. Worthington reported that forklift trainings and evaluations were conducted for the public works department. confined space awareness & education training was conducted. Mr. Worthington reported that in addition to various other trainings, an additional intern was fit tested for the prosecutor's lab. With no questions, Mr. Worthington concluded his report.

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

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

PROFESSIONAL CONTRACTS – Executive Director reported that the Commission Auditor contract with Suplee, Clooney & Company will expire on September 30, 2023 and the Commission Actuary contract with The Actuarial Advantage, Inc. expires on December 31, 2023. Executive Director advised that the Fund Office will prepare and advertise the RFP for both positions as done in the past. Executive Director noted that the Auditor RFP is for the Fund Year 2023 Year-end Audit which will be presented in September 2024 Commission meeting. With no questions, Executive Director asked for a motion to issue the RFPs.

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

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

Executive Director reported that the Executive Director's contract also expires on December 31, 2023. Executive Director advised that the County has issued the Executive Director RFP in the past and noted that the Fund Office can assist with issuing the RFP for the Executive Director position. Commissioner Martins requested that the RFP specs for the positions of Auditor, Actuary, and Executive Director be sent to her for review prior to being issued. Executive Director advised that the specs will be sent.

CERTIFICATE OF INSURANCE REPORTS – Executive Director referred to a copy of the certificate of insurance issuance reports from the NJCE listing certificates issued during the months of May and June. Executive Director advised that there were (4) four certificates of insurance issued during the month May and (1) one certificate of insurance issued during the month June. Executive Director asked if anyone had any questions on the reports. Hearing none, Executive Director 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 reminded the Commissioners that updated appraisals are a requirement of the NJCE JIF property insurers. Executive Director noted that since Union County had property appraisals conducted in 2022, which was paid by the Insurance Commission, the NJCE JIF will reimburse the Insurance Commission for the out-of-pocket costs for the appraisals. Executive Director advised that the Fund Office has already submitted a voucher to the NJCE JIF on behalf of the Insurance Commission.

CS&B NEW TECHNOLOGY FOR FILE SHARING – Executive Director reported that the NJCE Underwriting Manager is changing the file sharing platform provider as part of their ongoing commitment to improve services. Executive Director noted that Mr. Cooney and Mr. Tavares were present in the meeting and asked them to comment on the new platform. Mr. Tavares said the transition will enhance the efficiency and enable better service. Mr. Tavares advised that over the next few weeks, the files currently shared with the membership via the Egnyte platform will transition over to Microsoft OneDrive and as of August 15, 2023, Egnyte will no longer be active. Mr. Cooney reported that an email was recently sent from the CS&B IT team to authorized users of the Egnyte platform which included a registration link to Microsoft OneDrive. Mr. Cooney advised that if anyone has questions about the new platform, they may contact him.

CYBER COVERAGE UPDATE – Executive Director reported that the NJCE Underwriting Manager is currently working with the insurer on cyber coverage options for the Insurance Commission. Executive Director asked Mr. Cooney if there were any updates. Mr. Cooney reported that the underwriting team met with the carrier during the previous week and a subsequent meeting is being scheduled to determine what the offerings for the Insurance Commission. Chair Wagner asked Mr. Cooney if he had a sense of what types of offering will be provided by the carrier. Mr. Cooney advised that he is unaware of what the offerings will be but will notify the county as soon as he finds out.

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) – Executive Director reported that the NJCE met on Thursday, June 22, 2023 and referred to the written summary of the meeting included in the agenda. Executive Director reported that during the meeting the property appraisal RFP was discussed as well as the scope for the procurement. Executive Director advised that the NJCE is scheduled to meet again on Wednesday, September 27, 2023 at 9:30 AM via zoom.

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 \$4,704,000 as of April 30, 2023. Executive Director noted the cash amount was \$11,818,625.

CLAIMS TRACKING REPORTS - Executive Director advised the Claim Tracking reports as of April 30, 2023, 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.

2023 MEETING SCHEDULE – Executive Director advised that the Commission is not scheduled to meet in August and that the next scheduled meeting is on September 20, 2023 at 10:00 AM.

With no questions, Executive Director concluded his report.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Ms. Taylor referred to Resolution 18-23, the May Supplemental Bill List, and Resolution 19-23, the July Bill List, enclosed within the agenda. Ms. Taylor reported that the May Supplemental Bill List is a reimbursement to the Insurance Commission for a claim payment that was made in error. Ms. Taylor advised that the July bills were routine in nature. Executive Director asked if there were any questions for the Commission Treasurer on the bill lists. Hearing none, Executive Director asked for a motion to approve the resolution.

**MOTION TO APPROVE RESOLUTION 18-23 MAY SUPPLEMENTAL
BILL LIST AND RESOLUTION 19-23 JULY 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 he did not have anything to report.

CLAIMS ADMINISTRATOR: Ms. Guze reported for the period of May 1st through June 30th there were 30 worker compensation claims reported; 7 were report only, 2 were denied, 16 were closed, and 5 remain treating. Ms. Guze noted that 4 of the claims were poison ivy claims. 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 June as noted below.

Month	Total Claims Reported	Medical Only	Loss Time	Total Case Managed	Present Open Claims
June	13	9	0	9	4

Ms. Lamb 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	\$ 72,001	\$ 18,669	\$ 53,332	74%	70	70	100%

With no questions, Ms. Lamb concluded her report.

NJCE SAFETY DIRECTOR: Mr. Schulz referred to the Safety Director's report for May through July enclosed within the agenda, which included all risk control and safety activities. Mr. Schulz then referred to the listing of all training opportunities that are scheduled through July 31st. Mr. Schulz advised that any questions regarding trainings should be directed to Mr. Prince. Mr. Schulz reported that open enrollment for the NJCE Leadership Academy will begin December 1, 2023, and run through December 22nd. Mr. Schulz noted that the registration form will be available to download and complete during the open enrollment period and can be found on the dedicated NJCE Leadership Academy webpage. Mr. Schulz reported that the new NJCE Learning Management System (LMS) launched on May 1st. Mr. Schulz advised that J.A. Montgomery has uploaded LMS FAQ's, video tutorials and a webinar recording of the new LMS Administrator Overview Training on the NJCE website. With no questions, Mr. Schulz 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 1306-02, 9061, 3765, and 6056-02. 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/SARS AS DISCUSSED IN EXECUTIVE SESSION

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

MOTION TO ADJOURN:

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

MEETING ADJOURNED: 10:55AM

Minutes prepared by: Jason Thorpe, Assisting Secretary