

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – MAY 24, 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
Risk Management Consultant	Acrisure, LLC Robin Racioppi
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:

Evelio Salermo, Union County
Theresa Pacheco, Union County
Jason Thorpe, PERMA Risk Management Services
Cathy Dodd, PERMA Risk Management Services
Pauline Kontomanolis, PERMA Risk Management Services

APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF MARCH 15, 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, a confined space awareness & education training was conducted. Mr. Worthington reported that in addition to various other trainings, a respiratory protection & education training and fit testing was conducted for the Scotch Plains public works employees. 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.

2023 PROPERTY & CASUALTY BUDGET – Executive Director referred to memorandum enclosed within the agenda from the Executive Director to the Commissioners regarding the 2023 Property & Casualty Budget recommendation. Executive Director also referred to a series of emails between various Commission Professionals discussing and arriving at the proposed budget recommendation. Executive Director advised that following various meetings with the Commission Treasurer, Actuary, and Payroll Auditor, a proposed 2023 budget in the amount of \$3,340,854 is being recommended. Executive Director reported that the budget amount represents an overall increase of \$110,151 or 3.41% before dividend credits are applied. Executive Director noted that the budget amount is slightly lower than the previously proposed budget amount and reflects the low end of the range for the loss funds, which the actuary will certify. Executive Director further noted that a dividend credit in the amount of \$500,000 will be applied to the budget which will result in an overall net amount of \$2,840,854. Executive Director advised that a payment schedule of 30% due on 6/15/23, 35% due on 8/15/23 and 35% due on 10/15/23 is being suggested. Executive Director asked if there were any questions or comments on the proposed budget recommendation. Commission Treasurer commented that it was a group effort, working with the Executive Director and other Commission Professionals, to arrive at a budget that reflects all of the Commission's liabilities while still being mindful of the

County's ability to fund. Executive Director asked if there were any further comments and/or questions. Hearing none, Executive Director asked for a motion to adopt the budget.

MOTION TO APPROVE RESOLUTION 15-23 ADOPTING THE 2023 BUDGET IN THE AMOUNT OF \$3,340,854 AND AN ASSESSMENT PAYMENT SCHEDULE AS PROPOSED.

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

SETTLEMENT OF LIABILITY CLAIM – Executive Director referred to a resolution prepared by the Commission Attorney for settlement of a liability claim enclosed within the agenda. Commission Attorney advised that Resolution 16-23 authorizes the settlement in the matter of Cortes v Union County in the amount of \$115,000.00 and that the case was previously approved by the Commissioners.

MOTION TO APPROVE RESOLUTION 16-23 AUTHORIZING SETTLEMENT OF LIABILITY CLAIM.

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

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 March and April. Executive Director advised there were (6) six certificates of insurance issued during the month March and (4) four certificates of insurance issued during the month April. 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

NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE) - Executive Director reported the NJCE met on April 27 at the Forsgate County Club and a celebratory luncheon followed. Executive Director advised the luncheon was well attended with and had guest speakers. Executive Director said during the JIF meeting there was approval to procure a property appraisal. Executive Director reported there were contract awards for the Actuary, Auditor, Litigation Manager, Payroll Auditor and to the Chertoff Group, the Cyber Advisor. Executive Director said the attorney handling the negotiations on the 2020 COVID claims with Safety National attended the closed sessions and recommended a settlement to the Commissioners. The NJCE is scheduled to meet again on June 22, 2023 at 9:30 AM.

UCIFC FINANCIAL FAST TRACK - Executive Director advised the February Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$4,836,857 as of February 28, 2023. Executive Director noted the cash amount was \$12,283,545.

CLAIMS TRACKING REPORTS - Executive Director advised the Claim Tracking reports as of February 28, 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.

INFORMATIONAL ITEMS REPORT: Mr. Thorpe advised that he had four informational items for his report, none of which were action items.

2023 MEL, MRHIF & NJCE EDUCATIONAL SEMINAR – Mr. Thorpe reported that the 12th Annual Educational Seminar was once again held virtually, with 2 sessions, April 21st and April 28th. Mr. Thorpe reported that there was record attendance at both sessions and the seminar qualified for Continuing Education Credits.

FIRST AMENDMENT AUDITS – Mr. Thorpe reported that the Union County Prosecutor's Office has scheduled a training event on First Amendment Audits. Mr. Thorpe advised that the training session is scheduled for June 14, 2023, at the John H. Stamler Police Academy in Union County, at 12:00 pm. Mr. Thorpe further advised that Mr. Keith Hummel of the J.A. Montgomery Law Enforcement Consulting Division has been invited to speak at the event.

2023 BEST PRACTICES SEMINAR – Mr. Thorpe reported that PERMA is presently working on coordinating details for the 2023 NJCE Best Practice Workshop. Mr. Thorpe said that a tentative date and time has been set for October 5th at 1pm. Mr. Thorpe advised that the PERMA claims team is looking for volunteers interested in being part of the Committee for this workshop. Mr. Thorpe advised that if any individuals would like to participate, they should contact Robyn Walcoff and/or Jennifer Davis from the PERMA claims team.

2023 MEETING SCHEDULE – Mr. Thorpe advised that the Commission is not scheduled to meet in June and that the next scheduled meeting is on July 19, 2023 at 10:00 AM.

With no questions, Mr. Thorpe concluded his report.

Executive Director's Report Made Part of Minutes.

TREASURER REPORT: Ms. Taylor referred to Resolution 17-23, the May Bill List, enclosed within the agenda and advised that all the bills were routine in nature. Executive Director asked if there were any questions for the Commission Treasurer on the bill list. Hearing none, Executive Director asked for a motion to approve the resolution.

MOTION TO APPROVE RESOLUTION 17-23 MAY 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 April 1st through April 30th there were 18 worker compensation claims reported; 6 were report only, 1 is still under investigation, 5 were closed, and 6 remain treating. Ms. Guze reported that it is the time of year where there is an increase in tick bites, poison ivy, and bee sting claims. Ms. Guze advised that she has forwarded their report to Mr. Worthington, as she does each month, for him to address these issues when he meets with the directors. 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 April as noted below.

Month	Total Claims Reported	Medical Only	Loss Time	Total Case Managed	Present Open Claims
April	18	9	1	10	6

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

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	PPO %
April	\$ 67,949	\$ 26,337	\$ 41,612	61%	59	57	97%

With no questions, Ms. Lamb 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. Schulz referred to the Safety Director's report for March through May 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 the property carrier, Zurich, has been visiting a variety of buildings that are covered within the program to determine any exposures, and has been submitting recommendations on various issues. Mr. Schulz advised that Mr. Prince will continue to work with Mr. Salerno to address the concerns and close out necessary items. With no questions, Mr. Schulz concluded his report.

Correspondence Made Part of Minutes

OLD BUSINESS: None

NEW BUSINESS: Chair Wagner reported that the county has purchased their Multi-factor Authentication (MFA). Chair Wagner reported that the county is waiting for their tokens to be provided and has already identified the users that will require them, which are the individuals accessing the system through their VPN network. Mr. Cooney advised that the underwriting team will circulate a new cyber insurance application for a fresh update and will then research the cyber insurance options for the Commission.

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

May 24, 2023 Union County Insurance Fund Commission OPEN Minutes

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 2701-01 and 8419. 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
Roll Call Vote:	Unanimous

NEXT MEETING – Executive Director asked whether the Commission would like to meet in-person or virtually for the July meeting. Chair Wagner said the virtual meetings seem to work well for everyone as it is more efficient.

MOTION TO ADJOURN:

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

MEETING ADJOURNED: 10:29AM

Minutes prepared by: Jason Thorpe, Assisting Secretary