

Agenda
UDS Technical Support Group Conference Call
February 24, 2010

1. Call to Order
2. Roll Call
3. NCIGF Anti-Trust Policy
4. Approval of Minutes from December 9, 2009 TSG Conference Call
5. Summary/Discussion - TSG Membership, Voting Eligibility and Voting Procedures – Jim Hamilton
6. Status Reports:
 - a. “D” Record Survey– John Arment (FTSG Chair)
 - b. “M” Record/MSP – John Arment
 - c. “I” Record – Julie Snyder
 - d. UDS Claims Manual Update – Julie Snyder
7. Help Desk – “Hot Button” Topics – Mark Might
8. Old/New Business: Jim Hamilton/Mark Might
 - a. “A” Record Usage for Fund-to-Fund UDS Data Transfer
 - b. Coverage Code Table – Addition of annual statement lines?
 - c. TSG Awareness Campaign – New Member Invitation
 - d. Future Meetings
9. Adjournment

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- 1) Call to Order
The meeting was called to order at approximately 2:05 p.m.
- 2) Roll Call
A roll call of TSG members who had accepted the call was taken and others on the call were asked to identify themselves (see Exhibit A).
- 3) NCIGF Anti-Trust Policy
Participants were reminded that the meeting was being conducted according to this policy. The actual reading of the policy was waived.
- 4) Approval of Minutes from 10-28-2009 TSG Conference Call (attachment)
Motion was made by Randy Smith, and seconded by Davis Tharayil to approve the minutes as presented. The motion passed unanimously.
- 5) TSG Chair/Co-Chair Ballot and Voting Results
Deb Price and Randy Smith reported Mark Might and Jim Hamilton were elected as Co-Chairs of the committee. Mark expressed his appreciation for the support he has received in the past from of the group. Motion for approval of results by Dale Stephenson and seconded by Randy Smith- unanimous.
- 6) Proposed UDS Help Desk Procedures (Revised) and Proposed Help Desk Auto Response Message
A newly revised copy of the UDS Help Desk Procedures was included in the agenda materials. Mark Might made changes to clarify the procedural language and submitted to the committee for approval with the removal of the word "Other" in paragraph 3. Motion was made by Dale Stephenson, and seconded by Randy Smith to approve the changes as presented. The motion passed unanimously.

Mark Might presented to the committee wording for an automated response message when writing to the UDS Help desk. The Web site location will be updated once Lee Minniear of the NCIGF has the information needed to do so. Discussions were had regarding population of the Help Desk FAQs and it was agreed it will contain common questions about the manual and those presented to the Help desk. Motion was made by John Arment, and seconded by Randy Smith to approve as presented. The motion passed unanimously.

Nick Crews of the NCIGF will keep a tally of the number of inquiries made to the Help desk and report back to the committee during their subsequent conference calls.
- 7) Inquiry Made to Help desk from Software Consultant
An inquiry was received from a source other than a guaranty fund or receiver concerning availability of a set of UDS File Layout templates in Excel format

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rather than PDF. Darin Miller has already prepared the information believed to be requested. However, in preparing the document he discovered some incorrect missing field position information in the B Record File Layout presented in the manual which he will update. The group discussed the pros and cons of publicly providing information in such a format. A general approval was made to provide the Excel spreadsheet in response to the inquiry (including the updates made by Darin) adding a caveat that the user is to review the manual (the authoritative source) on the Web site to insure the information is up to date any time prior to its use. Jim Hamilton will respond to the requestor. The document provided will remain available (along with the disclaimer) for future requests; however, not posted on the Web site.

8) Updates

i) MSP Reporting Requirement

John Arment reported CMS is to release a 3rd version of the User's Guide by the first of the year which will include a couple of more fields for the query file concerning Mass Tort claims. He plans to bring together a subgroup of the committee to discuss submission of the "M" record.

ii) NAIC Approval Process for "E", "F", "G", "I" and "M" Records

Julie Snyder reported no activity from the NAIC. She feels from conversations with David Vacca that they will give their blessing on "E", "F" and "G" records as they are not required reporting formats. The "I" record will require the complete approval process. Additionally, the "M" write up still needs to be sent to Wayne Johnson or David Vacca detailing its use. David feels that the "M" record will receive the same treatment as noted above with the "E", "F" and "G" records and will not need the full approval process. Efforts continue to be underway to get these items on the agenda of a future NAIC Task Force meetings.

iii) Claims Manual Revisions

Mark Might reported that as a result of the UDS TSG efforts in addressing issues such as replacement file naming conventions, escheat funds, denial of claims due to passing of Statutory Bar Date and standard check number field entry for ACH payments, there is significant work to be done in updating the UDS Claims Manual. In addition, a re-ordering of the "C" Record FAQ's and the eventual additions of Chapters on the "I" Record (Chapter 12) and possibly the "M" Record will need to be addressed upon their approval by the NAIC.

Review is also needed in the FAQs and Record Layouts regarding the proper presentation of the sign when an amount is zero (positive or blank).

iv) UDS Training

A decision was made to table any further training until such time as it is requested.

v) TSG Communications Subcommittee Assignments (2010)

Mark asked everyone to review subgroup participation list. Several individuals remarked they did not receive the document. Maureen Sciamè

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agreed to resend asking members to contact Mark Might with any questions or comments.

9) Proposed Topics for December meeting

- Next Meeting – December 9th 2:00 Eastern
- Revisit Voting Procedures
- Solicit for new members of committee and bring the workings of committee to attention of senior management.

10) Adjournment

The meeting was adjourned at approximately 3:20 p.m.

Respectfully Submitted,

Mark A. Might and Jim Hamilton
Co-Chairs and Acting Secretaries

DRAFT

**NAIC
Uniform Data Standard
Technical Support Group**

MEMBER NAME	AFFILIATION	A	State	C	Code	11/18/2009
Arment, John	Michigan P&C IGA (MPCIGA)	F	MI			X
Baum, Diane	American Guaranty Fund Group (AGFG) - FL	F	FL			X
Baum, Linda	New Jersey Compensation Rating and Inspection Bureau	F	NJ			
Bowens, Sue	Ohio Dept. of Insurance, Liquidation Office	R	OH			X
Crews, Nick	National Conference of IGA's - (NCIGF)	F	n/a			X
Czarnecki, Mark	Office of Special Deputy Receiver (OSD) - IL	R	IL			X
Dunson, James	JED Consulting	C	n/a			
Edge, June	Ohio & West Virginia IGA's	F	M			
Gonesh, Beth	American Guaranty Fund Group (AGFG) - FL	F	FL			X
Green, Stephen	Lightspeed Data Solutions	C	n/a			
Hamilton, David K.		C	n/a			
Hamilton, James	Home Insurance Co., in Liquidation	R	NH			X
Harty, Jim	American Guaranty Fund Group (AGFG) - FL	F	FL			
Holladay, Andrew	National Conference of IGA's - (NCIGF)	F	n/a			X
Hungsberg, Richard	Office of Special Deputy Receiver (OSD) - IL	R	IL			
Jeffers, Jenny	Jennan Enterprises	C	n/a			
Keller, Laura	Pennsylvania WC Security Fund	F	PA			
Kotzev, Dimitar	Guaranty Fund Management Services (GFMS)	F	M			X
Lamb, Rita Ann	Reliance Ins. Co., in Liquidation	R	PA			X
Levering, Jeff	Ohio Dept. of Insurance, Liquidation Office	R	OH			
McAllister, John	Computer Services Inc	C	PA			X
Marchman, Mike	Georgia Insurer's Insolvency Pool	F	GA			
Marynowitz, Ed	NCCI	C	n/a			X
McIntosh, Jack	Reliance Ins. Co., in Liquidation	R	NH			
Might, Mark	Ohio & West Virginia IGA's	F	OH			X
Miller, Darin	Ohio & West Virginia IGA's	F	OH			X
Nun, Rod	Insurance Services Unlimited (ISU)	C	n/a			X
Orser, Tom	Inservco	C	n/a			
Peckler, Mark	Fitzgibbons & Company	C	n/a			
Price, Debbie	Property & Casualty Insurance Guaranty Corp.	F	MD			X
Radel, Paul	Reliance Ins. Co., in Liquidation	R	PA			X
Royal, Mike	California IGA	F	CA			X
Sciame, Maureen	National Conference of IGA's - (NCIGF)	F	n/a			X
Smith, Randy	Pennsylvania Insurance Department	R	PA			X
Snyder, Julie	JAS Consulting	C	n/a			X
Stephenson, Dale	DFS Consulting	C	n/a			X
Surguine, Mike	Arizona IGA	F	AZ			
Swain, Rontrill	Florida Dept. of Financial Services (DFS)	R	FL			X
Tanner, Patricia	Integrity	R	NJ			
Tharayil, Davis	Home Insurance Co., in Liquidation	R	NH			X
Vavra, Joe	Legion Ins. Co., in Liquidation	R	PA			
Williams, Mitch	Florida Dept. of Financial Services (DFS)	R	FL			
Wilson, Jenny	Legion Ins. Co., in Liquidation	R	PA			X
Winskowicz, Jim	Guaranty Fund Management Services (GFMS)	F	M			X
Wisecarver, Tim	Pennsylvania Compensation Rating Bureau (PCRB)	C	PA			
Wygand, Richard	Home Insurance Co., in Liquidation	R	NH			X
Zoller, Dotty	Texas P&C IGA	F	TX			X
						28
	Count					
Affiliation Code Legend (AC)	Guests:					
C - Consultant	Martini, Pat (Home Ins)	R				
F - Guaranty Fund	Lui, Lucy (Home Ins)	R				
G - Guest						
R - Receiver						
	Total Attendees					27

UDS Technical Support Group (“TSG”)
Draft of Voting Procedures/Membership

It was suggested that we revisit our voting procedures as part of our TSG Process Improvement. This support group currently reports to the Receivership Technology and Administration (E) Working Group of the Receivership and Insolvency (E) Task Force of the NAIC. The mission of the Task Force can be found on the NAIC website. This group is targeted on the promotion of receivership best practices through technical assistance, including data standards and the enhancement of existing receivership and technology applications.

During the teleconference of October 28, 2009 we discussed the following approach;

1. To call for a vote on a motion there must be a quorum of the committee or subcommittee present. The quorum is defined as 50% of the committee or subcommittee members.
2. For an item to come up for a vote it must be asked as a motion to the Chair and seconded by voting members of the committee. The Chair will ask for any further discussion prior to moving the motion to a vote.
3. Each member present will be defined on the roster as a member or visitor, and will have one vote. Visitors or non-members do not have a vote. The Chair and Co-Chair should have a copy of the roster. The results of each vote are kept by the Chair or Co-Chair.
4. Depending on the issue at hand voting can be done by sealed ballot (e-mail) or over the phone conversation. A sealed ballot will be conducted by e-mail ballot with one designated representative from the membership to count and report the votes to the Chair. There is a five day turn around time to vote by e-mail
5. Voting by mail/e-mail is accepted. The mail is sent to the chair person who includes the count as long as the underlying question being voted on has not changed. If there are substantial changes to the original motion are made after the mail/e-mail vote was submitted, then the vote is not counted. A representative voting by mail/e-mail will be considered present as it relates to the quorum.
6. For a motion to be approved it must receive 65% of the votes.