

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
MARCH 27, 2013
TOMS RIVER MUA
10:30 AM**

Meeting of Executive Committee called to order by David Johnson, Chairman. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE – Commissioner Bigler led Commissioners in the Pledge of Allegiance

ROLL CALL OF 2013 EXECUTIVE COMMITTEE:

David Johnson, Chairman	Little Egg Harbor MUA	Present
Brian Bigler, Secretary	Secaucus MUA	Present
Tammy Fetherman	Lacey MUA	Present
Richard Cranmer	Readington-Lebanon Sewerage Authority	Present
Jerome Cevetello	Manasquan River Reg'l. Sewerage Authority	Present
Michael Gianforte	Two Rivers Water Reclamation Authority	Present
Robert Fischer	Bayshore Regional SA	Present

EXECUTIVE COMMITTEE ALTERNATES:

Robert Burner, Alt #1	Cape May County MUA	Absent
Frank Pastena, Alt #2	North Bergen MUA	Present
Reno Wilkins, Alt #3	Plainfield Municipal Utilities Authority	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	Perma Risk Management Cathleen Kiernan
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. Robert Budesa
Claims Service	Qual-Lynx Kathy Kissane
Safety Director	JA Montgomery Risk Control Joanne Hall
Managed Care	QualCare Donna Setzer
Underwriting Manager	Capacity Coverage Jon Ziman
Treasurer	Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

William Dunn, Mount Holly MUA
Joseph Rizzuto, Mount Holly MUA
Bruce Miller, Raritan Township MUA
Stephen Blankenship, Hamilton MUA
Robert Smith, Western Monmouth UA
Jim Diaz, Jackson Township MUA
Nancy Elmeaze, Riverside Sewerage Authority

ALSO PRESENT:

Michael Avalone, Conner Strong & Buckelew
Dom Cinelli, Brown & Brown Insurance
Patti Fahy, NAIMC
Robert Newland, McPherson & Newland Insurance
Charles Casagrande, Danskin Insurance Agency, Inc.
Mary Ann Costabile, Rue Insurance
Donna Reale-Waters, The Barclay Group
Jeff Kurtz, Governmental Risk Management Assn.
Bradford Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management

APPROVAL OF MINUTES: February 27, 2013 Open & Closed Minutes.

MOTION TO APPROVE FEBRUARY 27, 2013 OPEN & CLOSED MINUTES.

Moved:	Commissioner Bigler
Second:	Commissioner Fetherman
Vote:	5 Ayes, 0 Nays, 3 Abstentions – (Commissioners Johnson, Cranmer, and Fischer)

CORRESPONDENCE:

LATE FEE WAIVER - Executive Director said Plainfield MUA and East Windsor MUA both submitted requests asking consideration to waive their late fee on 1st Assessment bill. The late fee for East Windsor MUA is \$942.00, which is 10% per annum and Plainfield MUA's late fee is \$1,900. In response to the Board, Executive Director said Plainfield MUA's payment was late due to some issues the JIF was resolving with them concerning deductible billings. East Windsor MUA's bill was misplaced on someone's desk.

Executive Director said the calculation of the penalty produces a larger late fee than is likely anticipated. Executive Director suggested the Fund consider revising the late fee penalty and said she would distribute alternatives in April. The Executive Committee agreed to waive these two late penalties as requested. Committee members discussed considering establishing a policy to waive late fee only one time per member.

MOTION TO WAIVE LATE PENALTY FOR PLAINFIELD MUA AND EAST WINSOR MUA

Moved: Commissioner Cevetello
Second: Commissioner Cranmer
Roll Call Vote: 7 Ayes, 0 Nays, 1 Abstain (Commissioner Wilkins)

EXECUTIVE DIRECTOR'S REPORT: Monthly report submitted to Executive Committee including monthly Fast-track Accident Frequency, Fast-track Financial report, Claim Activity Report, Claims Management Exception Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and Monthly and Annual Regulatory Checklist. Executive Director said the Financial Fast Track is not included in the agenda this month since the PERMA accounting staff is working closing out the year and getting all the information to the auditors.

ELECTION FOR EXECUTIVE COMMITTEE VACANCY – At the February meeting, the Nominating Committee nominated William Dunn to fill the Executive Committee Alternate #4 vacancy. Following the meeting, ballots were issued to the Fund Commissioners. Twenty-three ballots voting for William Dunn as alternate #4 were received in the Fund office. Fund Attorney administered the Oath of Office to Commissioner Dunn.

MEL MEETING – The MEL met on Wednesday, March 6, 2013 at Forsgate Country Club. Commissioner Cevetello's report on the meeting was submitted to the Executive Committee. Executive Director added approval of the Unitized Trust is still review at the State said review of the Unitized Trust has now been referred from the Governor's office to the Department of Banking and Insurance. In the meantime the MEL, the RCF, the EJIF and the MR HIF have transferred to Wells Fargo for banking & asset management.

RCF REPORT – The RCF met on Wednesday, March 6, 2013 at 10:30 a.m. at the Forsgate Country Club. Enclosed is Commissioner Bigler's report

EJIF MEETING - The EJIF met on Wednesday, March 6, 2013 at the Forsgate Country Club. Enclosed is Commissioner Cevetello's report

2013 MEL & MR HIF EDUCATIONAL SEMINAR –The 3rd annual seminar is scheduled for Friday, April 12th, beginning at 9:00 am at the National Conference, Holiday Inn, NJ Turnpike Exit 8, East Windsor, NJ. The seminar qualified for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Enrollment form distributed in the agenda.

Executive Director said at the suggestion of Commissioner Cevetello, the MEL has submitted for TCH for licenses and this seminar has now been approved for 5 Total Contact Hours (TCH) in “Non-Safety”.

MEL SAFETY INSTITUTE ONLINE TRAINING – The MEL is launching the on-line training courses developed by J.A. Montgomery for the MEL Safety Institute. The instructions to access the courses were distributed to the Executive Committee and will be posted to the MEL’s webpage. The first series includes: (1) a basic orientation for local governmental employees; (2) Crossing Guard Orientation; (3) DPW Safety; (4) Safe Lifting; (5) Urban Driving; (6) Driving During Emergencies, and Fire Safety. Additional courses are under development.

MANAGEMENT WEBINARS – The MEL website (njmel.org) has a new section with management oriented webinars that are recorded and are available for viewing at any time. The initial six webinars are (1) An orientation for JIF Commissioners which discusses the structure of a JIF and basic JIF governance; (2) Title 59 discusses how this statute impacts liability suits against local governmental entities; (3) Public Officials and Employment Practices Liability reviews what local officials should know to prevent these suits; (4) Local Officials Ethics Act examines the requirements of this statute; (5) Environmental Liability which is the course developed by the E-JIF to comply with NJDEP storm water training requirements for local officials, and (6) Pedestrian Safety discusses a community based program to prevent these accidents. Additional titles are under development.

ELECTED OFFICIALS SEMINARS – To supplement live presentations of this year’s Elected Officials seminar, the MEL placed an on-line version on NJMEL.ORG. To date, 150 officials have used this option. The deadline is May 31st. Enclosed are the access instructions for the program. So far over 300 have taken the online course. Executive Director said credits will be applied to the 2nd Installment bill which are being mailed this week.

FINANCIAL DISCLOSURE FORM – Enclosed is a copy of a notice received from the Division of Local Government Services concerning the implementation of an on-line process for Local Government Officers (LGOs) to file their financial disclosure statement forms commencing in 2013. We received an update from the division that the process is moving forward. They expect to issue a Local Finance Notice on March 22nd.

Executive Director said as of this date still we have not received the Local Finance Notice with instructions pertaining to filing on-line. We are still waiting to find out whether you can add the JIF on your local filing or if you have to do a separate filing with a JIF pin. Hopefully they will push back the due date which is normally April 1st.

TREASURER:

RESOLUTION 14-13 VOUCHER PAYMENTS (BILL LIST)

2010	\$	3,138.41
2011	\$	7,025.94
2012	\$	9,506.51
2013		\$1,982,342.43

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF FEBRUARY 2013:

CLOSED	\$.00
2009:	\$ 11,579.04
2010:	\$ 4,175.71
2011:	\$ 13,682.96
2012:	\$ 70,236.47
2013:	\$ 35,995.68
Total:	\$135,669.86

MOTION TO APPROVE MARCH BILLS LISTS, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF FEBRUARY 2013 CLAIMS AND ACCEPT TREASURER'S REPORT:

Moved:	Commissioner Cevetello
Second:	Commissioner Dunn
Roll Call Vote:	7 Ayes, 0 Nays

Treasurer's Report Attached & Made Part of Minutes.

ATTORNEY:

MANAGED CARE:

MONTHLY REPORT: Report submitted and reviewed by QualCare.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Monthly report submitted and reviewed by JA Montgomery Risk Control. Joanne Hall reported last month there was a great training session at the Safety Meeting held at the Merchantville-Pennsauken Water Commission on March 21, 2013. Mike Sarencin the Fund Commissioner and Executive Director of MPWC, was the presenter. Ms. Hall said training was very well received and added the Expo Committee has now asked him to be part of the Expo presentation for the supervisory tract this year. On April 18th at the Toms River Fire Academy, C.N.A will provide a second presentation on Infrared Testing.

Safety Director reported on the accident investigation processes. It is very important that if an accident does happen, the Fund finds out what happened, and how it happened, and record those details so that they become part of the records. This information can be used in subrogation later on if there are questions. The Fund has an online investigation form available on the website, under the safety tab and it is called New Incident Investigation.

There is a submit button on the form and it will go to a secure mailbox at J.A. Montgomery and then it will be forwarded to Qual-Lynx. Safety Director encouraged members to use the online form in the future. In response to Chairman Johnson, Safety Director said she would email everyone with the link to the online form once it has been uploaded.

Report Made Part of Minutes.

CLAIMS:

MONTHLY REPORT: Claims Manager reported on the Lessons Learned From Losses 2012 Year in Review.

OLD BUSINESS:

LEGISLATIVE MATTER: Commissioner Fetherman said bills concerning joint insurance fund risk management appointments have been re-introduced.

NEW BUSINESS:

NONE

PUBLIC COMMENT:

NONE

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

MOTION TO CLOSE MEETING:

Moved:	Commissioner Pastena
Second:	Commissioner Bigler
Vote:	Unanimous

MOTION TO RE-OPEN MEETING:

Moved:	Commissioner Fetherman
Second:	Commissioner Pastena
Vote:	Unanimous

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS
SUBMITTED:**

Moved:
Second:
Roll Call Vote:

Commissioner Pastena
Commissioner Bigler
7 Ayes, 0 Nays

NEW BUSINESS:

MEETING ADJOURNED: 11:23am
NEXT REGULAR MEETING: April 24, 2013

Karen A. Read, Assisting Secretary
For

Brian Bigler, SECRETARY
Date Prepared: - March 27, 2013