

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
FEBRUARY 28, 2018
CLARION HOTEL, TOMS RIVER NJ
10:30 AM**

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

PLEDGE OF ALLEGIANCE – Chairman Fischer led Commissioners in the Pledge of Allegiance

ROLL CALL OF 2017 EXECUTIVE COMMITTEE:

Robert Fischer, Chairman	Bayshore Regional SA	Present
Robert Burner, Secretary	Cape May County MUA	Present
Brian Bigler	Secaucus MUA	Present
Michael Gianforte	Two Rivers Water Reclamation Authority	Present
Frank Pestana	North Bergen MUA	Present
Bernard Rutkowski	Toms River MUA	Present
Justin Flancbaum	Lakewood MUA	Present

EXECUTIVE COMMITTEE ALTERNATES:

Thomas Horn, Alt#1	Lambertville MUA	Present
Richard Brand, Alt #2	East Windsor MUA	Present
Jill Plesnarski, Alt#3	Readington-Lebanon SA	Present
Gary Vaccaro, Alt #4	Brick MUA	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 Chris Roselli, Kim DeLaurentis, Helen Erskine and Laura Kordomenos
Safety Director	JA Montgomery Risk Control Brian Maitland
Managed Care	QualCare Donna Setzer
Underwriting Manager	Capacity Coverage Jon Ziman
Treasurer	Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Ivy Robinson, Plainfield MUA
James Schilling, Musconetcong SA
Robert Villee, Plainfield Area Regional SA

ALSO PRESENT:

Mike Avalone, Conner Strong & Buckelew
Chuck Casagrande, Danskin Insurance
Alison Kelly, Danskin Insurance
Art Caughlan, Nelson-Patterson Agency
Donna Reale-Waters, Sloan Insurance Agency
George Crosby, BGIA
Bradford Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management

APPROVAL OF MINUTES: January 28, 2018 Open Minutes.

MOTION TO APPROVE JANUARY 28, 2018 OPEN MINUTES.

Moved:	Commissioner Burner
Second:	Commissioner Pestana
Vote:	Unanimous

CORRESPONDENCE: Letter from JA Montgomery regarding new service team. Executive Director said Joanne Hall is retiring and Brian Maitland is now assuming responsibility for the NJUA JIF. In addition, Paul Shives who at one time was the Township Manager in Toms River is now at JA Montgomery and will be assuming responsibilities of Joanne Hall's as Vice President.

Chairman Fischer said based on the way Brian Maitland ran the Safety Breakfast presentation this morning there is no doubt he will be able to full those shoes as Safety Director.

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 as of December 31, 2017, the Financial Fast Track shows a Statutory Surplus of \$4.8 million compared to \$4.4 million at year end and this does reflect the \$1 million dividend we released. Executive Director said all Fund years are less than actuarial targets and 2016 is not performing as well as other year. If it does not improve, funds from the closed years account will be used to make at the time of the transfer of open claims to the Residual Claims Fund. The Fund's lost time accident frequency through December 31st stands at 1.69; this time last year the frequency was 2.43. The JIF-wide average of 1.61 is the first time the JIF/MEL system wideaverage has been less than 2.00 - which is a significant achievement.

The MEL will begin the process of providing member's with updates for Personnel Manuals and the Employment Practices Compliance Program (training) by the end of April with a deadline for completion of October 1st. In response to Chairman Fischer, Executive Director said she doesn't anticipate significant changes but noted we can always expect to update the communications/social media policies. One other item of note is certain protections for nursing mothers.

PROFESSIONAL SERVICE APPOINTMENTS – Attached is Resolution 11-18 revising compensation for the Fund Auditor and Fund Safety Director, which was not correct in January.

MOTION TO ADOPT RESOLUTION #11-18 AMENDING AUDITOR AND SAFETY DIRECTOR COMPENSATION

Moved:	Commissioner Gianforte
Second:	Commissioner Burner
Roll Call Vote:	7 Ayes, 0 Nays

PROFESSIONAL SERVICE AGREEMENTS – In connection with the MEL and other local Joint Insurance funds, a review of the “services” sections of professional service agreements were reviewed since such a review had not been done since 2006. Enclosed in the appendix are professional service agreements with recommended revisions in ‘tracked view’. Executive Director said all the changes are shown in Appendix II and reviewed the changes that were very minor.

MOTION TO APPROVE REVISIONS TO SERVICES SECTION OF PROFESSIONAL SERVICE AGREEMENTS

Moved:	Commissioner Gianforte
Second:	Commissioner Flancbaum
Vote:	Unanimous

2018 MEL/RCF/EJIF MARCH 7TH MEETING & RETREAT– The MEL, RCF and EJIF will be holding their March 7th meetings in connection with the MEL Annual Retreat at the Hyatt Regency, Princeton 102 Carnegie Center Drive, Princeton.

2018 MEL & MR HIF EDUCATIONAL SEMINAR - The 8TH annual seminar is scheduled for Friday, April 20th beginning at 9:00 am at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is not fee for employees and insurance producers associated with the 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. Attached on Page 5 of the agenda is the enrollment form.

2018 PRIMA CONFERENCE –The 2018 PRIMA Annual Conference will take place June 3–6, 2018 in Indianapolis, Indiana. This would authorize anyone on the Executive Committee to attend and you would need to make your own arrangements.

To review all information regarding the 2018 PRIMA Conference including registrations please visit the website – www.primacentral.org

MOTION TO ADOPT RESOLUTION #12-18 AUTHORIZING TRAVEL AND RELATED EXPENSES FOR ATTENANCE OF EXECUTIVE COMMITTEE MEMBERS AT THE ANNUAL RISK MANGEMENT CONFERNECE

Moved:	Commissioner Gianforte
Second:	Commissioner Bigler
Roll Call Vote:	7 Ayes, 0 Nays

ELECTED OFFICIALS SEMINAR – Every year the MEL holds training seminars for elected officials and reduces a member’s assessment by \$250 for each elected/appointed official and chief operation officer completing the course by May 1st. Instructor-led session locations and dates are posted on the MEL website at njmel.org. The on-line version for 2018 is entirely focused on planning/zoning boards. We are in the process of converting the version conducted in Atlantic City to a webinar which will be posted to the MEL Safety Institute. We will distribute notices upon completion. Executive Director said this year the online version that is on the Learning Management system right now is a video which is entirely focused on planning boards. Executive Director said for the Utility Authorities, we are going to take the live course and convert it to a webinar and put it online – still focused on planning boards but not entirely.. Once the program is complete and uploaded to the MSI, we will issue a notice.

CYBER TASK FORCE – The MEL’s Cyber Task Force met on February 15, 2018 to set forth its 2018 objectives. Executive Director said they have already issued the minimum standards that was distributed to everyone and the next project they started to work on is a webinar that will describe the tools that are available to you.

RISK MANAGEMENT INFORMATION/OPERATING SYSTEM (RMIS) – The MEL awarded a contract to Origami Risk to provide the online underwriting database; anticipated launch date is early March. The past year marked the last renewal utilizing the Exigis program. The system will remain locked as the date is transitioned to the new platform and verified. Once verification is complete, then the new platform will be made available to members to amend their schedules. We are also working with Origami on training and there should be three short videos you will be able to view for training. Executive Director said a test group has been able to log in to the new system and work in it. Commissioner Rutkowski said he has logged into Origami and it is user friendly and easy to work in.

INCLEMENT WEATHER PROCEDURE - Executive Director said as a reminder, Perma has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive director will discuss with the Fund Chairperson if the meeting should be canceled. In the event of an early morning or evening meetings, Perma will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund’s main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

TREASURER:

VOUCHER PAYMENTS (BILL LIST)

2017	\$ 3,432.75
2018	\$168,214.28

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JANUARY 2018:

Closed:	\$.00
2014:	\$ 5,891.06
2015:	\$ 18,346.63
2016:	\$ 26,266.71
2017:	\$ 74,811.89
2018:	\$ 583.20
Total:	\$ 125,899.49

MOTION TO APPROVE FEBRUARY BILLS LIST, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JANUARY 2018 CLAIMS AND ACCEPT TREASURER'S REPORT:

Moved:	Commissioner Gianforte
Second:	Commissioner Pestana
Roll Call Vote:	7 Ayes, 0 Nays

Treasurer's Report Attached & Made Part of Minutes.

ATTORNEY: NONE

MANAGED CARE:

MONTHLY REPORT: Report submitted and reviewed by Ms. Setzer QualCare.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Monthly report submitted and reviewed by Safety Director Brian Maitland of JA Montgomery Risk Control.

Report Made Part of Minutes.

CLAIMS: Report in Executive Session. Chris Roselli introduced members of Qual-Lynx that attended the meeting and Safety Breakfast.

OLD BUSINESS:

NONE

NEW BUSINESS: Commissioner Vaccaro said Brick MUA does not take employees back until they are able to return to full duty. Recently, note came back to the authority that employee can return to restricted duty. Commissioner Vaccaro suggested the Fund consider reporting this information differently – in that this employee has restrictions that have no impact on her work duties but since the note was “return to restricted duty”, he is unable to accept her back to work. Managed Care provider said the form should only have identified the physical restriction. Executive Director asked Managed Care provider to review forms used to report this to members. Executive Director said if an employee has restricted duties that are unrelated to their work duties she should be able to return to work so can the doctor put physical restrictions and not restricted duty on the form because management views it a certain way.

PUBLIC COMMENT:

NONE

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

MOTION TO CLOSE MEETING:

Moved:	Commissioner Gianforte
Second:	Commissioner Pestana
Vote:	Unanimous

MOTION TO RE-OPEN MEETING:

Moved:	Commissioner Bigler
Second:	Commissioner Pestana
Vote:	Unanimous

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS
PRESENTED WITH THE EXCEPTION OF WORKERS COMPENSATION
CLAIM FOR BAYSHORE REGIONAL SA**

Moved:	Commissioner Flancbaum
Second:	Commissioner Pestana
Roll Call Vote:	7 Ayes, 0 Nays

MOTION TO ADJOURN:

Moved:
Second:
Vote:

Commissioner Bigler
Commissioner Pestana
Unanimous

MEETING ADJOURNED: 11:27am
NEXT REGULAR MEETING: March 28, 2018
Karen A. Read, Assisting Secretary

For
Robert Burner, SECRETARY
Date Prepared: - March 20, 2018