

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND  
OPEN MINUTES  
FEBRUARY 22, 2017  
CLARION HOTEL, TOMS RIVER, NJ  
10:30 AM**

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

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

**ROLL CALL OF 2017 EXECUTIVE COMMITTEE:**

Michael Gianforte, Chairman	Two Rivers Water Reclamation Authority	Present
Robert Fischer, Secretary	Bayshore Regional SA	Absent
Brian Bigler	Secaucus MUA	Present
Robert Burner	Cape May County MUA	Present
Frank Pastena	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 <b>Cathleen Kiernan</b>
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. <b>Robert Budeska, Mary Jane Lidaka</b>
Claims Service	Qual-Lynx <b>Kathy Kissane, Don Kellerman, Jose Albo Karen Conway, Stephanie Martin, Robin Sulzer and Eileen Stasuk</b>
Safety Director	JA Montgomery Risk Control <b>Joanne Hall</b>
Managed Care	QualCare <b>Donna Setzer, Wendy Szaureta</b>
Underwriting Manager	Capacity Coverage <b>Jon Ziman</b>

Treasurer

**Stuart Neuhof**

**FUND COMMISSIONERS AND ALTERNATES PRESENT:**

Jim Diaz, Jackson Township MUA

Michael Pucilowski, Washington Township MUA (Morris County)

Ellen Moranski, Washington Township MUA (Morris County)

**ALSO PRESENT:**

Mike Avalone, Conner Strong & Buckelew

Donna Reale Waters, Sloan Insurance Agency

Tyler Blackmore, Brown & Brown

Chuck Casagrande, Danskin Insurance

Alison Kelly, Danskin Insurance

Brian Monaghan, Insurance Agency Management

Jeff Kurtz, Gov. Risk Management Associates

Amy Pieroni, Reliance Insurance

George Crosby, BGIA

Art Caughlan, Nelson Patterson Agency

Edward Cooney, Conner Strong & Buckelew

Bradford Stokes, PERMA Risk Management

Karen A. Read, PERMA Risk Management

Rachel Chwastek, PERMA Risk Management

**APPROVAL OF MINUTES:** January 25, 2017 Open Minutes.

**MOTION TO APPROVE JANUARY 25, 2017 OPEN MINUTES.**

Moved:	Commissioner Pastena
Second:	Commissioner Burner
Vote:	Unanimous

**CORRESPONDENCE:** None

**REPORTS:**

**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 Qual-Lynx transferred to a new claims system during December – IVOS. The Fund was able to track to aggregate claims experience but Perma has to “map” the coding for individual members in order to be able to produce the Lost Time Accident Frequency and the Lost Days report. As of December 31, 2016, the Financial Fast Track shows a Statutory

Surplus of \$4.4 million. Executive Director said member manuals will be sent a little earlier this year and you can expect to receive them in March.

Executive Director said the MEL has a contract with Mark Pfeiffer for continued risk control for Cyber – but in response to recent rash of claims involving ransomware, the MEL has refocused the services. The MEL has asked him to identify a minimum number of steps a member should undertake toward intrusion testing. The Fund’s policy with XL carries a \$10,000 deductible – the NJUA could consider taking that retention when a member meets a minimum standard. Following last month’s meeting, MEL Underwriting Manager secured a copy of an underwriting application used by XL Insurance – but that application is intended to be used to rate or not cover. Commissioner Rutkowski said just last week they acquired a virus on an employee’s computer that was screen scraping her computer and sending it back to St. Petersburg Russia. The anti virus protection picked up on it and the IT person was able to pick up on it quickly. In response to Chairman Gianforte, Executive Director said right now our regular property deductible is \$1,000. If the Fund were to consider retaining a portion of the Cyber Risk, members would still be required to contact XL. They have specific professionals that are experts in this area and you would have to enter into an agreement with them.

**ASSESSMENTS** – First installment payments were due by January 15<sup>th</sup>. The Fund has a grace period – which has been extended to February 15<sup>th</sup>. Any authority assessment received after that date will have an interest penalty imposed from the January 15th due date. Treasurer said there are four payments outstanding at this time.

**2017 MEL BOARD OF FUND COMMISSIONERS RETREAT** – The MEL Board of Fund Commissioners held its one-day annual retreat on February 17, 2017 at the Princeton Marriott at Forrestal in Princeton.

**2017 MEL & MR HIF EDUCATIONAL SEMINAR:** The 7<sup>th</sup> annual seminar is scheduled for Friday, April 21<sup>st</sup> beginning at 9:00 am at the National Conference Center in 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 and member HIFs. Attached is the enrollment form.

**2017 PRIMA CONFERENCE** - The 2017 PRIMA Conference will take place on June 4-7, 2017 in Phoenix, AZ. Executive Director said any Executive Board Member interested in attending should contact the Fund Office. Members will have to make their own arrangements.

To review all the information regarding the 2017 PRIMA Conference including registration, please visit the website – [www.primacentral.org](http://www.primacentral.org).

**MOTION TO ADOPT RESOLUTION #11-17 AUTHORIZING TRAVEL RELATED EXPENSES FOR ATTENDANCE OF MEMBERS AT THE ANNUAL RISK MANAGEMENT CONFERENCE**

Moved:

Commissioner Bigler

Second: Commissioner Pastena  
Vote: Unanimous

**ELECTED OFFICIALS TRAINING** – Every year, the MEL holds training seminars for elected officials and reduces a member’s assessment by \$250 for each elected official completing the course by May 1<sup>st</sup>. This course is now available online. Enclosed are the directions to take the class on-line. Executive Director said a notice was emailed to all members with instructions on how to log in to the online course.

**LEAGUE MAGAZINE** - The latest in the series of “Power of Collaboration” to appear in the League Magazine. Each of the MEL advertisements highlights activities of the MEL and JFIs as well as people who have rendered significant service. This advertisement highlights the MEL Safety Institute.

**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)**

2016	\$ 1,565.31
2017	\$ 281,642.36

**CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JANUARY 2017:**

Closed:	\$ .00
2013:	\$ (11,589.39)
2014:	\$ 4,981.42
2015:	\$ 34,754.89
2016:	\$ 64,175.39
2017	\$ 4,927.62
Total:	\$ 97,249.73

**MOTION TO APPROVE FEBRUARY BILLS LIST, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JANUARY 2017 CLAIMS AND ACCEPT TREASURER’S REPORT:**

Moved: Commissioner Burner  
Second: Commissioner Rutkowski  
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. Ms. Setzer introduced our new nurse on workers comp Wendy Szaureta.

Report Made Part of the Minutes.

**SAFETY DIRECTOR:**

**MONTHLY REPORT:** Monthly report submitted and reviewed by JA Montgomery Risk Control.

Report Made Part of Minutes.

**CLAIMS:** Report in Executive Session. Ms. Kissane introduced members of the Qual Lynx team Don Kellerman, Jose Albo, Karen Conway, Stephanie Martin, Robin Sulzer and Eileen Stasuk.

**OLD BUSINESS:** NONE

**NEW BUSINESS:** Commissioner Bigler said he received an email with a spreadsheet of his all claims from 1993 through 2016. Kathy Kissane said they issued loss runs in early February. Ms. Kissane said if Commissioner Bigler can forward that email she will confirm if that is the email sent by Qual Lynx.

**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 Flancbaum  
Second: Commissioner Pastena  
Vote: Unanimous

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS  
SUBMITTED SUBJECT CORRECTION OF ARITHMATICS AND TO TV THE  
MONROE SEWER LINE ON THE CLAIMS AS DISCUSSED**

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

**MOTION TO ADJOURN:**

Moved: Commissioner Burner  
Second: Commissioner Brand  
Vote: Unanimous

**MEETING ADJOURNED: 11:19am**  
**NEXT REGULAR MEETING: March 22, 2017**  
Karen A. Read, Assisting Secretary

For  
Robert Fischer, SECRETARY  
**Date Prepared: - March 8, 2017**