

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
JULY 22, 2015
TOMS RIVER MUA
10:30 AM**

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

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

ROLL CALL OF 2015 EXECUTIVE COMMITTEE:

Brian Bigler, Chairman	Secaucus MUA	Present
Michael Gianforte, Secretary	Two Rivers Water Reclamation Authority	Present
Tammy Fetherman	Lacey MUA	Present
Robert Fischer	Bayshore Regional SA	Present
Robert Burner	Cape May County MUA	Present
Frank Pastena	North Bergen MUA	Present
Reno Wilkins	Plainfield Municipal Utilities Authority	Present

EXECUTIVE COMMITTEE ALTERNATES:

Bernard Rutkowski, Alt #1	Toms River MUA	Present
Justin Flancaum, Alt #2	Lakewood MUA	Present
Thomas Horn, Alt #3	Lambertville MUA	Present
Richard Brand, Alt #4	East Windsor MUA	Absent

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	Perma Risk Management Cathleen Kiernan
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. Robert Budes
Claims Service	Qual-Lynx Don Kellerman, Amiee Guariglia, Tracey Loreaux, Chris Roselli, Steve McNamara
Safety Director	JA Montgomery Risk Control Joanne Hall, Robert Holwitt, Karen LaSala
Managed Care	QualCare Donna Setzer
Underwriting Manager	Capacity Coverage Jon Ziman

Treasurer

Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Jill Plesnarski, Readington Lebanon SA
Gary Vaccaro, Brick Township MUA
Robert Maybury, Mt. Holly MUA
Kerri DiMatteo, Brick Township MUA
Jim Diaz, Jackson Township MUA
Brian Blair, Berkeley Township MUA
James Curly, Berkeley Sewerage Authority
Michael Pucilowski, Washington Township MUA
Alan Gudis, Pennsauken Sewerage Authority

ALSO PRESENT:

Michael Avalone, Conner Strong & Buckelew
Charles Casagrande, Danskin Insurance Agency
Amy Pieroni, NAIMC
Kathy Young, Alamo Insurance
Dominic Cinelli Brown & Brown
Joe Henry, Hardenbergh Insurance
Tom Fitzpatrick, Fairview Insurance
Bradford Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management

APPROVAL OF MINUTES: June 24, 2015 Open and Closed Minutes.

MOTION TO APPROVE JUNE 24, 2015 OPEN AND CLOSED MINUTES.

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

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 as of May 31, 2015 the Financial Fast Tracks shows the statutory surplus stands at \$5.8 million. All Fund years with the exception of 2015 are in a positive position. The

Expected Loss Ratios as of June 30, 2015 shows all years - with the exception of 2015 - are less than where actuarial targeted and we are fairly close on the current year. Executive Director said the Lost Time Accident Frequency is at 1.08 the fifth lowest out of those measured throughout the state.

2015 MEMBER MANUALS – Executive Director said the Fund Office will distribute the 2015 coverage documents to Fund Commissioners and Risk Managers by the end of July.

2016 RENEWAL ONLINE UNDERWRITING DATABASE – Executive Director said as reported at last months meeting, Fund Commissioners and Risk Managers received an email announcing the beginning of the 2016 underwriting renewal process. Deadline to complete review of on-line underwriting data including the questionnaires is September 1, 2015.

2016 MEMBERSHIP RENEWALS – Attached is a list of members scheduled to renew Fund membership by January 2, 2016. Membership renewal documents will be mailed to members following the meeting. We have 15 members renewing this year.

CPR TRAINING – Executive Director said CPR trainings were held at the Two Rivers Water Reclamation Authority, Evesham MUA and the Rockaway Valley Regional Sewerage Authority in June. A total of 27 employees attended those classes and 24 attended the training at the June Expo. There will be another class held at the September Safety Expo at the Camden County Regional Emergency Training Center.

TREASURER:

VOUCHER PAYMENTS (BILL LIST)

2014	\$ 34,152.60
2015	\$ 300,349.61

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JUNE 2015:

Closed:	\$.00
2011:	\$ 13,006.88
2012:	\$ 22,479.48
2013:	\$ 4,306.62
2014:	\$ 14,201.56
2015	\$ 78,316.56
Total:	\$132,311.10

MOTION TO APPROVE JULY BILLS LIST AS AMENDED, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JUNE 2015 CLAIMS AND ACCEPT TREASURER'S REPORT:

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

Treasurer's Report Attached & Made Part of Minutes.

Executive Director said the MEL's investment committee issued a RFP for banking and asset management and the responses are due back on July 31, 2015. There was a bidders' conference last week and at least 10 banks were represented with one or two from Ocean County. Each JIF will make a decision on their own if they would like to participate in a joint program. We will have numbers out to everyone in October or November. In response to Chairman Bigler, Executive Director said the Finance Committee will meet in mid October.

ATTORNEY: None

MANAGED CARE:

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

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: JA Montgomery Consultant Joanne Hall reviewed the Safety Director's Report. Included in the Safety Director's report was the 2016 MSI Safety Training Class Request form if members wish to host a class in 2016 members can submit their forms to the Safety Director's office. Safety Director said they would like to receive all the request forms by the end of the summer so they can build their calendar. A monthly bulletin will be emailed to members with all of the upcoming classes. The next Quarterly Training will be coming up on August 21st at Middlesex Fire Academy and this training will be part of the supervisor leadership seminars being run by Anthony Stagliano. The next Safety Expo will be held on September 25, 2015 at the Camden County Regional Emergency Training Center. In August the Safety Committee Passaic Valley Water Commission will be hosting a HazCom train the trainer class being taught by PEOSHA. This is a three day course that is filled up. We have had such a good response we will probably be offering this course in the South. Today we will have a Claims Review meeting with a brief synopsis of what each Fund Professional does involved with the claims process. Safety Director introduced Bob Holwitt new to JA Montgomery and will be working on the NJUA account.

Report Made Part of Minutes.

CLAIMS: Claims Manager reviewed the Tort Claims Act Reference Guide that was included in the agenda packet. The balance of the Claims Managers report was for closed session.

OLD BUSINESS:

NONE

NEW BUSINESS:

Executive Director said during the month we had a subrogation claim that was outside of the normal simple ones and we really do not have a formal policy for how we would pay an attorney on a bigger item and we will work with Mary Jane, Bob Budes and Kathy Kissane on putting together a formal process in place. We should have this for review on the September agenda.

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 Pastena
Vote: Unanimous

MOTION TO RE-OPEN MEETING:

Moved: Commissioner Pastena
Second: Commissioner Gianforte
Vote: Unanimous

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS
PRESENTED**

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

MOTION TO ADJOURN:

Moved: Commissioner Pastena
Second: Commissioner Gianforte
Vote: Unanimous

MEETING ADJOURNED: 11:01am
NEXT REGULAR MEETING: AUGUST 26, 2015
Karen A. Read, Assisting Secretary

For
Michael Gianforte, SECRETARY
Date Prepared: - August 18, 2015

**NEW JERSEY UTILITY AUTHORITY JOINT INSURANCE FUND
BILLS LIST**

Resolution No. 22-15

JULY 2015

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the New Jersey Utility Authority Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2014

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
008759			
008759	QUAL-LYNX	OVERAGE ANALYSIS - 2014	13,766.60
			13,766.60
008760			
008760	NISIVOCCIA & COMPANY	AUDITOR FEE FOR 2014	20,386.00
			20,386.00
		Total Payments FY 2014	34,152.60

FUND YEAR 2015

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
008761			
008761	QUALCARE, INC.	MANAGED CARE SERVICES - 07/2015	8,338.47
			8,338.47
008762			
008762	N.J. ENVIRONMENTAL RISK MGMT.	EJIF 2ND INSTALLMENT 2015	187,980.84
			187,980.84
008763			
008763	QUAL-LYNX	CLAIMS ADMIN - 07/2015	13,781.91
			13,781.91
008764			
008764	AIRGAS USA LLC	MICROKEY CPR-PRO BLK W.GLOVES-6/18/15	409.01
			409.01
008765			
008765	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 07/2015	12,777.31
			12,777.31
008766			
008766	PERMA	POSTAGE FEE 06/2015	31.56
008766	PERMA	EXECUTIVE DIRECTOR FEE 07/2015	21,784.84
			21,816.40
008767			
008767	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 07/2015	2,649.27
			2,649.27
008768			
008768	BERRY,SAHRADNIK,KOTZAS& BENSON	LITIGATION MANAGEMENT - 06/30/2015	2,252.22

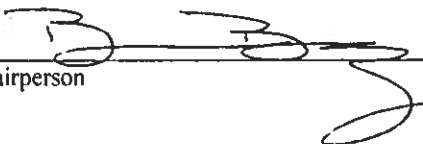
008768	BERRY,SAHRADNIK,KOTZAS& BENSON	ATTORNEY FEE 07/2015	1,580.40
008768	BERRY,SAHRADNIK,KOTZAS& BENSON	COSTS - 06/30/2015	11.74
			3,844.36
008769	STUART NEUHOF	TREASURER FEE 07/2015	1,665.50
008769			1,665.50
008770	CAPACITY COVERAGE CO. OF N.J.	UNDERWRITING MANAGER - 07/2015	6,640.50
008770			6,640.50
008771	RICHARD BRAND	MTG ATTENDANCE & PREPARATION 2ND QTR'15	450.00
008771			450.00
008772	THOMAS HORN	MTG ATTENDANCE & PREPARATION 2ND QTR'15	450.00
008772			450.00
008773	FRANK PESTANA	MTG ATTENDANCE & PREPARATION 2ND QTR'15	450.00
008773			450.00
008774	BRIAN BIGLER	MTG ATTENDANCE & PREPARATION 2ND QTR'15	450.00
008774			450.00
008775	JUSTIN FLANCAUM	MTG ATTENDANCE & PREPARATION 2ND QTR'15	300.00
008775			300.00
008776	TAMMY FETHERMAN	MTG ATTENDANCE & PREPARATION 2ND QTR'15	450.00
008776			450.00
008777	RENO B WILKINS	MTG ATTENDANCE & PREPARATION 2ND QTR'15	450.00
008777			450.00
008778	ALLSTATE INFORMATION MANAGEMNT	ACCT: 412 - ACT & STOR 06/30/2015	50.06
008778			50.06
008779	NANCY'S MID-TOWN CAFE	MEETING - 06/24/15	236.00
008779			236.00
008780	BERNARD RUTKOWSKI	MTG ATTENDANCE & PREPARATION 2ND QTR'15	300.00
008780			300.00
008781	MARIA BRUSH	REFRESHMENTS CPR/1ST AID - RVRSA 6/15	99.44
008781			99.44
008782	PROFESSIONAL INSURANCE ASSOC.	RMC FEE 1ST 2015 - W. MILFORDTWP MUA	866.40
008782	PROFESSIONAL INSURANCE ASSOC.	LESS 2014 SEMINAR	-111.70
008782	PROFESSIONAL INSURANCE ASSOC.	RMC FEE 2ND 2015 - W. MILFORDTWP MUA	866.40
008782	PROFESSIONAL INSURANCE ASSOC.	RMC FEE 2ND 2015 - CARLSTADT SA	342.63
008782	PROFESSIONAL INSURANCE ASSOC.	RMC FEE 1ST 2015 - CARLSTADT SA	342.63
008782	PROFESSIONAL INSURANCE ASSOC.	RMC FEE 2ND'15 N ARLINGTON-L YNDHURST JSM	337.07

008782	PROFESSIONAL INSURANCE ASSOC.	RMC FEE 1ST'15 N ARLINGTON-LYNDHURST JSM	337.07
			2,980.50
008783	OCEANSIDE CPR LLC	CPR AED & FA - INCLUDES 2 YR CERT 6/29/1	630.00
008783	OCEANSIDE CPR LLC	CPR AED & FA - INCLUDES 2 YR CERT 6/23/1	495.00
008783	OCEANSIDE CPR LLC	CPR AED & FA - INCLUDES 2 YR CERT 6/25/1	540.00
			1,665.00
008784	CAPE MAY COUNTY M.U.A.	MTG ATTENDANCE & PREPARATION 2ND QTR'15	450.00
			450.00
008785	MOUNT HOLLY MUA	RMC FEE 2ND 2015 - MT HOLLY MUA	8,252.60
			8,252.60
008786	MICHAEL GIANFORTE	MTG ATTENDANCE & PREPARATION 2ND QTR'15	450.00
			450.00
008787	NORTHWEST BERGEN COUNTY UA	RMC FEE 2ND 2015 - NO. BERGEN COUNTY UA	9,887.16
008787	NORTHWEST BERGEN COUNTY UA	LESS 2014 SEMINAR ATTENDANCE	-47.87
008787	NORTHWEST BERGEN COUNTY UA	RMC FEE 1ST 2015 - NO. BERGEN COUNTY UA	9,887.16
			19,726.45
008788	STANFORD RISK MANAGEMENT	RMC FEE 2ND 2015 - WASHINGTON TWP MUA	1,641.93
008788	STANFORD RISK MANAGEMENT	RMC FEE 1ST 2015 - WASHINGTON TWP MUA	1,641.93
008788	STANFORD RISK MANAGEMENT	LESS 2014 SEMINAR ATTENDANCE	-15.96
008788	STANFORD RISK MANAGEMENT	LESS 2015 SEMINAR ATTENDANCE	-31.91
			3,235.99

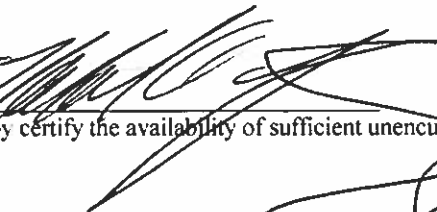
Total Payments FY 2015

300,349.61

TOTAL PAYMENTS ALL FUND YEARS \$ 334,502.21



 Chairperson

Attest: 

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.



 Treasurer

