

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
MAY 27, 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	Absent
Robert Burner	Cape May County MUA	Present
Frank Pastena	North Bergen MUA	Present
Reno Wilkins	Plainfield Municipal Utilities Authority	Present

EXECUTIVE COMMITTEE ALTERNATES:

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

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	Perma Risk Management Cathleen Kiernan
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. Mary Jane Lidaka
Claims Service	Qual-Lynx Kathy Kissane
Safety Director	JA Montgomery Risk Control Lou Carey
Managed Care	QualCare Lisa Gallo
Underwriting Manager	Capacity Coverage Jon Ziman
Treasurer	Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Jill Plesnarski, Readington Lebanon SA
Jim Diaz, Jackson Township MUA
Robert Maybury, Mt. Holly MUA
Kerri DiMatteo, Brick Township MUA

ALSO PRESENT:

Mike Avalone, Conner Strong & Buckelew
Charles Casagrande, Danskin Insurance Agency
Amy Pieroni, NAIMC
Tom Fitzpatrick, Fairview Associates
Dominic Cinelli, Brown & Brown
Mary Ann Costabile, Rue Insurance
Mike McLaughlin, Marsh and McLennan
Bradford Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management

APPROVAL OF MINUTES: April 22, 2015 Open and Closed Minutes.

MOTION TO APPROVE APRIL 22, 2015 OPEN AND CLOSED MINUTES.

Moved:	Commissioner Pastena
Second:	Commissioner Burner
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 March 31, 2015 the Financial Fast Tracks shows the statutory surplus stands and \$5.9 million. A new line has been added to this report called Total Cash which is the sum of case reserves IBNR reserves and statutory surplus. Executive Director said the financials reflect the harsh winters of 2013/2014 and 2014/2015.

The Expected Loss Ratios as of April 30, 2015 shows all years - with the exception of the current year - to have incurred amounts less than actuarial targets. Executive Director said the Lost Time Accident Frequency is at 1.59.

Executive Director said the list of Risk Management Consultants shows the effective date of agreements received in the Fund Office. Executive Director said payments to RMCs can not be processed until agreement is received. Each year, the Auditor includes a comment about payables to RMCs. Executive Director asked Fund Commissioners to review the list & follow up if the agreement with their RMC is not updated.

In response to Chairman Bigler, Executive Director said XL Insurance (POLEPL insurance carrier) asked the JIFs to reconsider its EPL Compliance deadline to prevent having to issue lower deductibles/co-insurance retroactively. Initially, compliance deadlines were set in February but were eventually extended into July. In the future, compliance deadlines will be in December – in advance of policy effective date. Updates for the 2017 policy year will be introduced in October of 2015; members will have through December of 2016 to comply.

In response to Commissioner Flancbaum, Executive Director said eight individual Fund Commissioners have not filed their Financial Disclosure statements yet. Executive Director said is not the JIF's requirement - it is the state's requirement. But – since the JIF reports the roster, any communication on penalties issued by the state is through the Fund office. Any appeals must be made directly by the individual, the Fund can not file an appeal on behalf of the individual fund commissioner.

PERMA STAFF ANNOUNCEMENT - Executive Director said after 30 years of service to the MEL and its affiliated JIFs Mary Lou Doner, Vice President of Claims, is retiring on July 1, 2015: PERMA is pleased to announce that Roby Walcoff will join the operation as the Vice President of Claims.

RISK MANAGEMENT CONSULTANT FEES - Executive Director submitted Resolution 16-15 memorializing decision of Executive Committee in April. Resolution amends the Fund's Fiscal Management Plan to include a procedure to waive carry-over adjustments to Risk Management Fees, in the amount of \$100 or less, resulting from member carry-over credits for seminar attendance.

MOTION TO ADOPT RESOLUTION 16-15 AMENDING THE FUND'S FISCAL MANAGEMENT PLAN

Moved:	Commissioner Gianforte
Second:	Commissioner Fetherman
Vote:	7 Ayes, 0 Nays

2014 YEAR END AUDIT – Executive Director said the 2014 year end financial audit will be presented and reviewed for approval at the June meeting and will be filed with the Departments of Insurance & Community Affairs by the June 30th deadline. We will also have the actuary's valuation at that time.

2014/2015 PUBLIC OFFICIALS/ELECTED OFFICIALS TRAINING SEMINARS – As a reminder, to supplement live presentations of this year's Elected Officials seminar, the MEL posted an online version on www.njmel.org; instructions to take the online course is enclosed. The deadline to complete the training is June 1, 2015.

2015 FINANCIAL DISCLOSURE FORMS – Last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. The Fund office has provided all Fund Commissioners & Professionals with the login information they need to complete their filings for Fund. Eight Fund Commissioners have not yet completed their filings. We continue to follow up.

Executive Director said the state issued fines last year to any Fund Commissioner that did not complete the filing. No fines were assessed to NJUA JIF Fund Commissioners. Last year, there was a delay between the filing deadline & the date used to issue fines if filing not complete.

2016 RENEWAL ONLINE UNDERWRITING DATABASE – Last year the MEL contracted with Exigis to develop an underwriting database for members and /or their risk managers to add/amend schedules online thereby eliminating the annual paper Renewal Application process.

Members will receive an email when the database is set up to begin the 2016 underwriting renewal – which is expected to begin on or near June 1, 2015. Executive Director said you Fund Commissioners and RMCs will get an email from the system when it is ready for you to go in a view. This year the property is loaded in the system. It is a combination of when the property was appraised and any building under \$150,000 which were not appraised. You should be a code where you can distinguish whether the property was appraised or not. There will also be instructions on how to adjust your settings for internet explorer if need be and some of the features people may not be aware of.

LEAGUE MAGAZINE – Executive Director said enclosed is the third of a series of MEL advertisements to appear in the League magazine. Each advertisement in the “Power of Collaboration” series will be different and will highlight activities of the MEL and JIFs as well as people who have rendered significant service. Executive Director said this article talks about seasonal training available on the MEL website.

CPR TRAINING – Executive Director said we are in the process of working with Oceanside CPR to schedule training sessions for CPR/AED. Executive Director said training will be held at both Expo and there are three additional dates that have been confirmed on June 23rd at Two Rivers Water Reclamation, June 25th at Rockaway Valley and June 29th at Evesham Township MUA. There may be another date set up before the notice is sent out to members. These classes will be as needed so if they fill up we can add others.

SAFETY EXPO – Executive Director said the first of two NJUA Safety Expos has been scheduled for June 5th at the Middlesex County Fire Academy. Enclosed is a copy of the registration information that has been emailed to all member authorities. To date, over 100 employees have registered for the June Expo.

PERMA OFFICE – PERMA has moved their office to a new suite within the same location. The new suite number is 216. All other contact information has remained the same. The new mailing address is 9 Campus Drive, Suite 216, Parsippany, NJ 07054-4412

TREASURER:

VOUCHER PAYMENTS (BILL LIST)

2014	\$	0.00
2015	\$	571,320.75

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

Closed:	\$.00
2011:	\$	18,399.19
2012:	\$	56,910.55
2013:	\$	65,101.25
2014:	\$	104,441.21
2015	\$	141,625.63
Total:	\$	386,477.83

Supplemental 2015: \$400 (Brian Bigler, PRIMA)

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

Moved:	Commissioner Gianforte
Second:	Commissioner Fetherman
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. Gallo QualCare.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: JA Montgomery Consultant Lou Carey reviewed the Safety Director's Report. Second Quarter training is scheduled at Middlesex on May 21st. The NJUA Safety Expo will be held on June 5th. Anyone interested in signing up for the CPR First Aid course at the Expo will need to have their registration in by this Friday, May 29th.

Report Made Part of Minutes.

CLAIMS: Report in Executive Session.

OLD BUSINESS:

NONE

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 Gianforte
Second:	Commissioner Fetherman
Vote:	Unanimous

MOTION TO RE-OPEN MEETING:

Moved:	Commissioner Gianforte
Second:	Commissioner Fetherman
Vote:	Unanimous

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS PRESENTED

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

MOTION TO ADJOURN:

Moved: Commissioner Gianforte
Second: Commissioner Pastena
Vote: Unanimous

MEETING ADJOURNED: 11:12am
NEXT REGULAR MEETING: JUNE 24, 2015
Karen A. Read, Assisting Secretary

For
Michael Gianforte, SECRETARY
Date Prepared: - June 12, 2015

RESOLUTION NO: 16-15

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
(hereafter referred to as "THE FUND")**

AMENDING THE FISCAL MANAGEMENT PLAN

FOR THE 2015 FUND YEAR

WHEREAS, THE FUND is duly constituted as a Municipal Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et.seq.); and

WHEREAS, THE FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.) ; and

WHEREAS, THE FUND adopted Resolution 4-15 at Reorganization designating signatories, ,adopting a Cash & Investment Management Policy; establishing assessment due dates and penalty; and designating certifying and approving officers

WHEREAS, THE FUND has determined the need to establish a policy to waive certain adjustments to Risk Management Fees;

NOW, THEREFORE BE IT RESOLVED, THE FUND's Governing Body hereby amends the Fiscal Management Plan to include:

VII. Adjustments to Risk Management Fees in the amount of \$100 or less that are as a result of member seminar credits will be waived.

ADOPTED:

this day before the Governing Body:



Chairperson



Secretary

5/27/15
Date

5/27/15
Date

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

Resolution No. 17-15

MAY 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 2015

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
008704			
008704	CAPACITY COVERAGE CO. OF N.J.	POL/EPL INSTALL 2 OF 2 2015	64,930.00
008704	CAPACITY COVERAGE CO. OF N.J.	LIABILITY INSTALL 2 OF 2 2015	318,283.00
			383,213.00
008705			
008705	QUALCARE, INC.	MANAGED CARE SERVICES 05/2015	8,338.47
			8,338.47
008706			
008706	QUAL-LYNX	CLAIMS ADMIN - 05/2015	13,781.91
			13,781.91
008707			
008707	AIRGAS USA LLC	MICROKFY-CPR PRO BLK GLOVES - 5/20/15	411.28
			411.28
008708			
008708	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 05/2015	12,777.31
			12,777.31
008709			
008709	POSITIVE PROMOTIONS, INC.	CUST: 1174825-00 - 5/4/15 - GIVE A WAYS	1,990.38
			1,990.38
008710			
008710	PERMA	POSTAGE FEE 04/2015	146.28
008710	PERMA	EXECUTIVE DIRECTOR FEE 05/2015	21,784.84
			21,931.12
008711			
008711	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES - 05/215	2,649.27
			2,649.27
008712			
008712	BERRY,SAHRADNIK,KOTZAS& BENSON	LITIGATION MANAGEMENT - 04/30/2015	2,738.14
008712	BERRY,SAHRADNIK,KOTZAS& BENSON	LITIGATION MANAGEMENT - 03/31/2015	1,879.38
008712	BERRY,SAHRADNIK,KOTZAS& BENSON	LITIGATION MANAGEMENT - 04/30/2015	1,816.90
008712	BERRY,SAHRADNIK,KOTZAS& BENSON	ATTORNEY FEE 05/2015	1,580.40
008712	BERRY,SAHRADNIK,KOTZAS& BENSON	COSTS - 03/31/2015	2.88
008712	BERRY,SAHRADNIK,KOTZAS& BENSON	COSTS - 04/30/2015	59.79

008712	BERRY,SAIRADNIK,KOTZAS& BENSON	COSTS - 04/30/2015	11.73
			8,089.22
008713			
008713	STUART NEUHOF	TREASURER FEE 05/2015	1,665.50
			1,665.50
008714			
008714	CAPACITY COVERAGE CO. OF N.J.	UNDERWRITING MANAGER FEE 05/205	6,640.50
			6,640.50
008715			
008715	BRIAN BIGLER	PRIMA REIMBURSE FOR AIRFARE - 5/7/15	464.20
			464.20
008716			
008716	NJ ADVANCE MEDIA	ACCT: XNJUT0555957 - 04/08/15 - FIRST	29.45
			29.45
008717			
008717	CONNER STRONG	POSITION BOND - 2015	2,540.00
			2,540.00
008718			
008718	ALLSTATE INFORMATION MANAGEMNT	ACCT: 412 - ACT & STOR - 04/30/2015	45.98
008718	ALLSTATE INFORMATION MANAGEMNT	ACCT: 412 - ACT & STOR - 03/31/2015	45.98
			91.96
008719			
008719	NANCY'S MID-TOWN CAFE	MEETING - 04/22/15 - WEDNESDAY	236.00
008719	NANCY'S MID-TOWN CAFE	MEETING - 03/25/15 - WEDNESDAY	236.00
			472.00
008720			
008720	GOVERNMENTAL RISK MGMT.	RMC FEE - 2015 - TWO RIVERS WATER RA	14,789.30
			14,789.30
008721			
008721	JAMES A. O'DONNELL	RMC FEE 2ND 2015 - MONROE MUA	4,294.36
			4,294.36
008722			
008722	HARDENBERGH INSURANCE GROUP	RMC FEE 2ND 2015 - WASHINGTON TWP MUA	3,246.35
008722	HARDENBERGH INSURANCE GROUP	RMC FEE 2ND 2015 - DEPTFORD TWP MUA	4,576.74
008722	HARDENBERGH INSURANCE GROUP	RMC FEE 2ND 2015 - PENNSVILLE SA	1,466.76
			9,289.85
008723			
008723	MARSH & McLENNAN AGENCY LLC	RMC FEE 2ND 2015 - WOODBINE MUA	348.77
008723	MARSH & McLENNAN AGENCY LLC	RMC FEE 2ND 2015 LOWER TWP MUA	4,110.71
008723	MARSH & McLENNAN AGENCY LLC	RMC FEE 1ST 2015 - WOODBINE MAU	348.77
			4,808.25
008724			
008724	RIVERSIDE WATER RECLAMATION	PREMIUM OVERPAYMENT - 2015	6,813.37
			6,813.37
008725			
008725	BROWN & BROWN METRO, INC	RMC 2ND 2015 - SOMERSET-RARITAN VSA	10,229.46
008725	BROWN & BROWN METRO, INC	RMC FEE 2ND 2015 -ROCKAWAY VALLEY REG SA	4,590.09
			14,819.55
008726			
008726	STONY BROOK REG'L. SEWERAGE	RMC FEE 1ST & 2ND 2015	20,048.09

20,048.09

008727			
008727	FAIRVIEW INSURANCE AGENCY	RMC FEE 1ST 2015 - WESTERN MONMOUTH UA	9,576.74
008727	FAIRVIEW INSURANCE AGENCY	RMC FEE 1ST 2015 - BRICK TWP MUA	12,964.63
			22,541.37
008728			
008728	SECAUCUS MUA	RMC FEE 2ND 2015 - SECAUCUS MUA	3,830.19
			3,830.19
008729			
008729	MEEKER SHARKEY ASSOC LLC d/b/a	RMC FEE 2ND 2015 BERNARDS TWP SA	2,401.15
			2,401.15
008730			
008730	DAVID M HUNDERTMARK AGENCY INC	RMC FEE 2ND 2015 - POMPTON LAKES MUA	2,199.70
			2,199.70
		Total Payments FY 2015	570,920.75

TOTAL PAYMENTS ALL FUND YEARS \$ 570,920.75

Chairperson

Attest

Dated:

5/27/15

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

Treasurer