

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**  
**MEETING: AUGUST 24, 2016**  
**Toms River MUA**  
**10:30 AM**

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- MEETING CALLED TO ORDER - OPEN NOTICE READ**
  - PLEDGE OF ALLEGIANCE**
  - ROLL CALL OF EXECUTIVE COMMITTEE**
  - APPROVAL OF MINUTES: JULY 27, 2016 .....Appendix I**

**CORRESPONDENCE: None**

**REPORTS**

**EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**  
    .Executive Director's Report.....Page 1

**TREASURER – Stuart Neuhof**  
    .Vouchers Report – August Bills .....Page 21  
    .Monthly Reports .....Page 23

**ATTORNEY –Robert Budesa, Esquire**

**MANAGED CARE – QualCare**  
    .Monthly Report .....Page 38

**SAFETY DIRECTOR – JA Montgomery**  
    .Monthly Report and Agenda.....Page 44

**CLAIMS SERVICE – Qual-Lynx Associates**

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- OLD BUSINESS**
- NEW BUSINESS**
- PUBLIC COMMENT**

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES**  
**PERSONNEL - SAFETY AND PROPERTY OF PUBLIC – LITIGATION**  
**Payment Authority Requests**

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**MEETING ADJOURNED**

## New Jersey Utility Authorities Joint Insurance Fund

9 Campus Drive, Suite 216

Parsippany, NJ 07054-4412

Telephone (201) 881-7632 Fax (201) 881-7633

Date: August 24, 2016

Memo to: Executive Committee  
New Jersey Utility Authorities Joint Insurance Fund

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2017 Renewal Online Underwriting Database** - On June 20th members received an email from Exigis Riskworks notifying them the database is available for the 2017 underwriting renewal process. The deadline to submit schedules is August 15<sup>th</sup>. We have begun the process of following up with members.
- 2017 Membership Renewals** – Attached is a list of members scheduled to renew Fund membership by January 1, 2017. Membership renewal documents have been mailed to members. Renewals are due back in the fund office by October 1, 2016.
- Employment Practices Program:** As a reminder, changes to the 2017 POL/EPL Program are posted on the MEL’s webpage - [www.njmel.org](http://www.njmel.org) - which details changes to the MEL’s Model Personnel Manual and information on training program requirements. Members have until October 1st to submit checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors and offering training to non-supervisory personnel. To date, we have received completed checklists from 8 member authorities.
- Safety Expo** – The 2<sup>nd</sup> of two NJUA Safety Expos is scheduled for September 30<sup>th</sup> at the Camden County Emergency Services Training Center. Enclosed is another copy of the registration information that has been emailed to all member authorities. To date, only 50 employees, representing 8 authorities, 2 towns and 1 housing authority have registered for the September Expo.
- Due Diligence Reports**
  - Financial Fast Track Report - 6/30/16 Page 8
  - Interest Rate Comparison Report - as of 6/30/2016 Page 9
  - Expected Loss Ratio - as of 7/31/16 Page 10
  - Claim Activity Report- as of 7/31/16 Page 11
  - Lost Time Accident Frequency Report - as of 7/31/16 Page 12

<input type="checkbox"/> Lost Time Accident Frequency JIF All – as of 7/31/16	Page 14
<input type="checkbox"/> Lost Days Report - as of 7/31/16	Page 15
<input type="checkbox"/> POL/EPL – Compliance Status List – as of 8/18/16	Page 17
<input type="checkbox"/> RMC Resolution & Agreement Status List – as of 8/18/16	Page 19
<input type="checkbox"/> Regulatory Compliance Check List - as of 8/18/2016	Page 20