

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: FEBRUARY 24, 2016
Clarion Hotel, Toms River
10:30 AM

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

- CORRESPONDENCE:**
 - .Letter from Riverside Sewerage Authority..... **Page 1**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**
 - .Executive Director's Report.....**Page 2**

- TREASURER – Stuart Neuhof**
 - .Vouchers Report – February bills**Page 33**
 - .Monthly Reports**Page 36**

- ATTORNEY –Robert Budes, Esquire**

- MANAGED CARE – QualCare**
 - .Monthly Report.....**Page 50**

- SAFETY DIRECTOR – JA Montgomery**
 - .Monthly Report and Agenda.....**Page 56**

- CLAIMS SERVICE – Qual-Lynx Associates**
-

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

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

1. Payment Authority Requests

- 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: February 24, 2016

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2013 State Examination** – In January, the Executive Committee reviewed the Examination Report of Fund year 2013 issued by the State of New Jersey Department of Banking & Insurance and noted an error on the final page. Attached is a copy of the revised page. The words “Incurred But Not Reported” were missing in the original version.
- Assessments** - First installment payments were due by January 15th. The Fund has a grace period to February 1st. Any authority’s assessment received after that date will have an interest penalty imposed from the January 15th due date.
- Cyber Liability** – Caitlin Insurance, the Fund’s Cyber Liability carrier, has agreed to offer an third option with higher limits at expiring deductible (\$10,000). The increased cost per member to go from Option 1 (expiring) to Option 3 is \$17,000. We expected the exhibit for the quote to be available by the meeting. For reference, we have included the renewal option and the option for higher deductible and limits (Options 1 &2)

	Per Member	Total Premium
Option 1	\$ 600	\$ 43,200.00
Option 2	\$ 810	\$ 58,320.00
Option 3	\$ 846	\$ 60,944.40

- 2016 MEL Board of Fund Commissioners Retreat** - The MEL Board of Fund Commissioners held its one-day annual retreat on February 19, 2016 at the Princeton Marriott at Forrestal in Princeton.
- 2016 MEL & MR HIF Educational Seminar** - The 6th annual seminar is scheduled for Friday, April 15th 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 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 member HIFs. Attached is the enrollment form.

- ❑ **Employment Practices Program** - There are a number of areas members must address to maintain Program Compliance before 2017. Please work with your authority attorney to complete the Attorney Certification form by the deadline of December 1, 2016.

Personnel Manuals – The MEL is in the final stages of revising the Model Personnel Manual. We will email all members when the updates have been posted to the MEL webpage – njmel.org.

Managers & Supervisors Training - Employment Practices Risk Management Program also includes mandatory training of management. The Fund Attorney’s office will begin to schedule the classes with members.

Non Supervisory Training – In addition, members must offer training to non-supervisory personnel. This course is also available online. Enclosed are directions to take the class online.

Elected Officials Training Seminars – Every year, the MEL holds training seminars for elected officials & appointed officials and reduces a member’s assessment by \$250 for each municipal elected officials completing the course by June 1st. Please visit the MEL webpage for other scheduled classes at njmel.org. This course is also available online. Enclosed are directions to take the class online.

Employment Practices Liability Help Line – QBE North America offers access to an employment related Helpline to offer members assistance in employment matters. Members must have signed up with the helpline to maintain compliance; there is a link on the MEL webpage to sign-up.

- ❑ **Membership:** Enclosed in **Appendix III** is a New Member Review for the Linden Roselle Sewerage Authority.
- ❑ **2016 Prima Conference** – The 2016 PRIMA Annual Conference will take place June 5-8, 2016 in Atlanta, Georgia.

To review all information regarding the 2016 PRIMA Conference including registration, please visit the website – www.primacentral.org.

- ❑ **Motion to Adopt Resolution # 12-16 Authorizing Travel and Related Expenses for Attendance of _____ members at the Annual Risk Management Conference.**

- ❑ **League Magazine** - Enclosed is the latest installment in the series of MEL advertisements to appear in the League magazine and covers the topic of Cyber Security. Each advertisement in the “Power of Collaboration” series highlights activities of the MEL and JIFs as well as people who have rendered significant service.

Inclement Weather Procedure - 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 meeting(s), 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.

Due Diligence Reports

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|--|-------------------|
| <input type="checkbox"/> Financial Fast Track Report - as of 12/31/15 | Page 22 |
| <input type="checkbox"/> Interest Rate Comparison Report - as of 12/31/2015 | Page 23 |
| <input type="checkbox"/> Expected Loss Ratio - as of 1/31/16 | Page 24 |
| <input type="checkbox"/> Claim Activity Report- as of 1/31/16 | Page 25 |
| <input type="checkbox"/> Lost Time Accident Frequency Report - as of 1/31/16 | To Be Distributed |
| <input type="checkbox"/> Lost Time Accident Frequency JIF All – as of 1/31/16 | Page 26 |
| <input type="checkbox"/> Lost Days Report - as of 1/31/16 | Page 27 |
| <input type="checkbox"/> POL/EPL – Compliance Status List – as of 2/17/16 | Page 29 |
| <input type="checkbox"/> RMC Resolution & Agreement Status List –as of 2/17/16 | Page 31 |
| <input type="checkbox"/> Regulatory Compliance Check List - as of 2/18/2016 | Page 32 |
| <input type="checkbox"/> Claims Management Exception Report- as of 1/31/2016 | Appendix II |