

REPORTS

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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

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Date: January 30, 2015

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2015 Reorganization Resolutions** – Enclosed with the agenda are Reorganization Resolutions 3-15 through 4-15.
- Risk Management Plan** - Attached you will find the 2015 Risk Management Plan which has been reviewed and updated by the Underwriting Manager.
 - Motion to approve adopt Resolution 5-15 approving the 2015 Risk Management Plan.**
- Committee Appointments** - The Fund has four standing committees. Below you will find a list of the committees and a brief description of their charges. You are encouraged to volunteer to serve in the upcoming year. Appointments will be made during the reorganizational part of the meeting. For reference, enclosed is a copy of the 2014 Standing Committees.
 - Coverage** - This committee is charged with evaluating potential exposures and determining whether coverage or policy decision be made by the Fund.
 - Finance Committee** - This committee is charged with meeting at least once a year, with a mandatory meeting to review professional services and make recommendations on fees, providers and the budget.
 - Safety Committee** - This committee is charged with coordinating the activities of the Safety Director and the relationship of same with member authorities; evaluating, analyzing, and reviewing the Fund's safety programs and making the recommendations to the Fund; and monitoring the Fund's Safety Incentive Program.
 - Nominating** - (Fund Commissioners Only) This committee is charged with meeting at least once a year, usually in December, to propose an Executive Committee slate for the following Fund year.
- 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.

- ❑ **RCF 2015 Reorganization Meeting:** The Residual Claims Fund’s 2015 Reorganization meeting was held on January 7, 2015 at 10:30 a.m. at the Forsgate Country Club. Enclosed is a copy of Chairman Bigler’s report on the meeting.
- ❑ **EJIF 2015 Reorganization Meeting:** The E-JIF 2015 Reorganization meeting was held on January 7, 2015 at 10:50 am in the Forsgate Country Club. Enclosed is Commissioner Fetherman’s report on the meeting.
- ❑ **MEL 2015 Reorganization Meeting:** The MEL 2015 Reorganization meeting was held on January 7, 2015 at 11:15 am in the Forsgate Country Club. Enclosed is a copy of Commissioner Wilkin’s report on the meeting.
- ❑ **Membership** - At the December meeting, the Board approved the Jersey City MUA for membership, subject to a satisfactory loss control inspection. JA Montgomery has conducted the inspection and recommended for coverage. We will report on the status of Jersey City MUA at the meeting.
- ❑ **CPR Training** – We are working with JA Montgomery to issue an RFP for CPR training.
- ❑ **Standard Contracts** – In 2006, the NJUA adopted standard contract language. It would be appropriate to review this language with the Fund Attorney and update, if necessary, before we issue contracts for 2015.
- ❑ **Elected Officials Seminars** – The MEL is in the process of finalizing an online version of this year’s Elected Officials Seminar. Once the program is completed, we will email an announcement with instructions to access the program through the MEL’s Learning Management System.
- ❑ **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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 - ❑ POL/EPL – Compliance Status List – as of 1/22/15 Page 47
 - ❑ RMC Resolution & Agreement Status List –as of 1/22/15 Page 49
 - ❑ Regulatory Compliance Check List - as of 1/22/2015 Page 50
 - ❑ Claims Management Exception Report- as of 12/31/2014 Appendix II