

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**  
**MEETING: JANUARY 27, 2016**  
**Toms River MUA, Toms River**  
**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: December 16, 2015 .....Appendix I**

**CORRESPONDENCE:**

**ADJOURN SINE DIE MEETING**

Chairs vacated – Executive Director asked to run meeting

**MEETING OF FUND COMMISSIONERS CALLED TO ORDER**

**ROLL CALL OF FUND COMMISSIONERS**

**ELECTION OF OFFICERS, 5-MEMBER EXECUTIVE COMM & ALTERNATES**

Executive Director presents results of paper ballot - calls for ratification of paper ballot election.

**\*RESOLUTION 1-16 CERTIFY ELECTION OF OFFICERS.....Page 3**

**\*RESOLUTION 2-16 CONFIRM ELECTION EXEC COMM & ALTERNATES.....Page 4**

**ATTORNEY SWEARS IN OFFICERS, EXECUTIVE COMMITTEE & ALTERNATES**

**APPOINTMENT - FUND OFFICIALS (Resolution 3-16).....Page 6**

**ORGANIZATIONAL RESOLUTIONS (Resolutions 4-16 thru 9-16).....Page 8**

- .Designation of Interest rates for Delinquent Assessments
- .Designation of Bank Depositories
- .Cash Management Plan
- .Designation of Authorized Signatories
- .Designation of Regular Meeting Times and Place
- .Designation of Service of Process
- .Designation of Official Newspaper
- .Designation of Secretary as custodian of records
- .Excess Property, Liability, POL/EPL and Workers' Compensation
- .2016 Risk Management Plan

**COMMITTEE APPOINTMENTS.....Page 29**

- .Safety Committee
- .Coverage Committee
- .Nominating Committee
- .Finance Committee

**CORRESPONDENCE – None**

**REPORTS**

**EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**  
    .Executive Director's Report.....Page 1

**TREASURER – Stuart Neuhof**  
    .Vouchers Report – January bills .....Page 58  
    .Monthly Reports .....Page 62

**ATTORNEY –Robert Budes, Esquire**  
    .2016 Defense Panel ..... Page 78

**MANAGED CARE – QualCare**  
    .Monthly Report.....Page 79

**SAFETY DIRECTOR – JA Montgomery**  
    .Monthly Report and Agenda.....Page 85

**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  
1. Payment Authority Requests**

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**MEETING ADJOURNED**

# New Jersey Utility Authorities Joint Insurance Fund

9 Campus Drive, Suite 216

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

Date: January 27, 2016

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

From: Cathleen Kiernan

Subject: Executive Director's Report

**2016 Reorganization Resolutions** – Enclosed with the agenda are Reorganization Resolutions 3-16 through 8-16.

**Risk Management Plan** - Attached you will find the 2016 Risk Management Plan which has been reviewed and updated by the Underwriting Manager.

**Motion to approve adopt Resolution 9-16 approving the 2016 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 2015 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.

- ❑ **Cyber Liability** – In December, the Executive Committee tabled action on the attached renewal quote and a option to increase the limits and deductible - from the MEL Underwriting Manager concerning the Fund’s Cyber Liability Policy with Caitlin Insurance.
- ❑ **Defense Panel** – The Fund advertised a second time for Defense Panel since the Fund office inadvertently omitted Robert Hagerty from the mailing and he is currently assigned claims. The due date was January 19<sup>th</sup>. We received additional responses – which are noted on the 2016 Defense Panel. However, Robert Hagerty’s response was received January 21<sup>st</sup>. Mr. Hagerty apologized for missing the deadline.
- ❑ **RCF 2016 Reorganization Meeting:** The Residual Claims Fund’s 2016 Reorganization meeting was held on January 6, 2016 at 10:30 a.m. at the Forsgate Country Club. Enclosed is a copy of Chairman Bigler’s report on the meeting.
- ❑ **EJIF 2016 Reorganization Meeting:** The E-JIF 2016 Reorganization meeting was held on January 6, 2016 at 10:50 am in the Forsgate Country Club. Enclosed is Commissioner Rutkowski’s report on the meeting.
- ❑ **MEL 2016 Reorganization Meeting:** The MEL 2016 Reorganization meeting was held on January 6, 2016 at 11:15 am in the Forsgate Country Club. Enclosed is a copy of Commissioner Rutkowski’s report on the meeting.
- ❑ **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.
- ❑ **Employment Practices Liability Program:** Every two years, the MEL updates its Employment Practices Compliance Program, including the Model Personnel Manual and training programs. The 2017 program will be uploaded to the MEL’s webpage at the end of January. Members will be notified when the updates are posted, when the non-supervisory training program is available on-line and when Manager & Supervisory Training courses are scheduled.
- ❑ **Membership:** We have received a submission for the Linde-Roselle Sewerage Authority. We expect to present for consideration at the February meeting.
- ❑ **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**
  - ❑ Financial Fast Track Report - as of 11/30/15 Page 45
  - ❑ Interest Rate Comparison Report - as of 11/30/2015 Page 46
  - ❑ Expected Loss Ratio - as of 12/31/15 Page 47
  - ❑ Claim Activity Report- as of 12/31/15 Page 48
  - ❑ Lost Time Accident Frequency Report - as of 12/31/15 Page 49
  - ❑ Lost Days Report - as of 12/31/15 Page 52
  - ❑ POL/EPL – Compliance Status List – as of 1/21/16 Page 54

- RMC Resolution & Agreement Status List –as of 1/21/16
- Regulatory Compliance Check List - as of 1/21/2016
- Claims Management Exception Report- as of 12/31/2015

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Appendix II