

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: MAY 27, 2015
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: April 22, 2015 Appendix I**

REPORTS

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

- TREASURER – Stuart Neuhof**
 .Vouchers Report – May Bills Page 25
 .Monthly Report Page 28

- ATTORNEY –Robert Budes, Esquire**

- MANAGED CARE – QualCare**
 .Monthly Reports Page 45

- SAFETY DIRECTOR – JA Montgomery Risk Control**
 .Monthly Report and Agenda..... Page 51

- CLAIMS SERVICE – Qual-Lynx**

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

Date: May 27, 2015

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- PERMA Staff Announcement** - 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 Robyn Walcoff will join the operation as the Vice President of Claims.
- Risk Management Consultant Fees** – Enclosed is Resolution 16-15 memorializing decision of Executive Committee in April. Resolution amends the Fund’s Fiscal Management Plan to include a procedure to waive adjustments to Risk Management Fees, in the amount of \$100 or less, resulting from member credits for seminar attendance.
 - Motion to adopt Resolution 16-15 amending the Fund’s Fiscal Management Plan.**
- 2014 Year End Audit** – 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.
- 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 & Fund Professionals with the login information to complete their filings for the fund. Eight Fund Commissioners have not yet completed their filings. We continue to follow-up.

- ❑ **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.

- ❑ **League Magazine** - 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.
- ❑ **CPR Training** – We are in the process working with Oceanside CPR to schedule training sessions for CPR/AED.
- ❑ **Safety Expo** – 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 85 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

- ❑ **Due Diligence Reports:**

- **Financial Fast Track Report** – 3/31/2015 Page 12
- **Income Portfolio** – as of 3/31/15 Page 13
- **Expected Loss Ratio Analysis** – as 4/30/15 Page 14
- **Claim Activity Report** – as of 4/30/15 Page 15
- **JIF Recap of Lost Time Accident Frequency**– as of 4/30/15 Page 16
- **Lost-Time Frequency** – as of 4/30/15 Page 17
- **Lost Days Report** – as of 4/30/15 Page 19
- **POL/EPL – Compliance Status List** – as of 5/21/15 Page 21
- **RMC Resolution & Agreement Status List** – as of 5/21/15 Page 23
- **Regulatory Affairs Checklist**- as of 5/15/15 Page 24
- **Claims Management Exception Report** – as of 4/30/15 Appendix II