

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**  
**MEETING: MAY 25, 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: APRIL 27, 2016 .....Appendix I**

**CORRESPONDENCE:**

**REPORTS**

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**  
    .Executive Director's Report.....Page 1
  
- TREASURER – Stuart Neuhof**  
    .Vouchers Report – May bills .....Page 22  
    .Monthly Reports .....Page 25
  
- ATTORNEY –Robert Budes, Esquire**
  
- MANAGED CARE – QualCare**  
    .Monthly Report.....Page 39
  
- SAFETY DIRECTOR – JA Montgomery**  
    .Monthly Report and Agenda.....Page 45
  
- 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**  
**Payment Authority Requests**

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**MEETING ADJOURNED**

## New Jersey Utility Authorities Joint Insurance Fund

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

Date: May 25, 2016

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **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 1<sup>st</sup> 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.

Managers & Supervisory Trainings were scheduled in various authorities during April & May. We are in the process of scheduling 2 additional classes.

- ❑ **MEL Membership Renewal:** The Fund is scheduled to renew their MEL membership effective July 1, 2016. Enclosed is **Resolution 16-16** renewing the Fund's membership in the Municipal Excess Liability Joint Insurance Fund for the period of July 1, 2016 through June 30, 2019.

- ❑ **Motion to adopt Resolution 16-16 renewing the Fund's membership in the Municipal Excess Liability Joint Insurance Fund for the period of July 1, 2016 through June 30, 2019.**

- ❑ **Auditor & Actuary Year-End Reports:** The financial audit for the period ending December 31, 2015 will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30<sup>th</sup> deadline.

- ❑ **2017 Renewal Online Underwriting Database:** Members and Risk Managers will receive an email when the database is set up to begin the 2017 underwriting renewal – which is expected to begin on or near June 1, 2016.

- ❑ **2016 Financial Disclosure Forms:** The fund office has provided all Fund Commissioners and Professionals with the login information they need to complete their Financial Disclosure filing for the NJUA JIF. The filing deadline was April 30<sup>th</sup> and all but 2 Fund Commissioners completed this filing.

- ❑ **Safety Expo** – The Expo Committee is in the final stages of setting the schedule for the Safety Expos, scheduled for June 24th and September 30th. Registration packets will be emailed to all MEL members by May 27<sup>th</sup>.
  
- ❑ **Lou Carey** – Lou Carey will be retiring from JA Montgomery on June 3<sup>rd</sup>. Since joining JA Montgomery, Lou Carey has been part of the staff that has serviced the NJUA JIF. Attached is **Resolution 17-16** recognizing Lou’s contribution to the Fund.
  
- ❑ **Due Diligence Reports**
  - ❑ Financial Fast Track Report - 3/31/16 Page 9
  - ❑ Interest Rate Comparison Report - as of 3/31/2016 Page 10
  - ❑ Expected Loss Ratio - as of 4/30/16 Page 11
  - ❑ Claim Activity Report- as of 4/30/16 Page 12
  - ❑ Lost Time Accident Frequency Report - as of 4/30/16 Page 13
  - ❑ Lost Time Accident Frequency JIF All – as of 4/30/16 Page 15
  - ❑ Lost Days Report - as of 4/30/16 Page 16
  - ❑ POL/EPL – Compliance Status List – as of 5/19/16 Page 18
  - ❑ RMC Resolution & Agreement Status List –as of 5/21/16 Page 20
  - ❑ Regulatory Compliance Check List - as of 5/21/2016 Page 21
  - ❑ Claims Management Exception Report- as of 4/30/2016 Appendix II