

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: OCTOBER 26, 2016
Toms River MUA
10:30 AM

-
- MEETING CALLED TO ORDER - OPEN NOTICE READ**
 - PLEDGE OF ALLEGIANCE**
 - ROLL CALL OF EXECUTIVE COMMITTEE**
 - APPROVAL OF MINUTES: SEPTEMBER 21, 2016.....Appendix I**

CORRESPONDENCE:

REPORTS

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

- TREASURER – Stuart Neuhof**
 .Vouchers Report – October BillsPage 37
 .Monthly ReportsPage 40

- ATTORNEY –Robert Budesa, Esquire**

- MANAGED CARE – QualCare**
 .Monthly ReportPage 54

- SAFETY DIRECTOR – JA Montgomery**
 .Monthly Report and Agenda.....Page 60

- 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

- MEETING ADJOURNED**

New Jersey Utility Authorities Joint Insurance Fund

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

Date: October 26, 2016

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

From: Cathleen Kiernan

Subject: Executive Director's Report

2017 Budget - The main business of this month's meeting is the introduction of the 2017 budget. The Finance Committee met on October 17th at the Two Rivers Water Reclamation Authority to review the draft budget which is enclosed in **Appendix II** along with the minutes of the meeting.

Motion to introduce the 2017 budget totaling 10,393,346 as presented and to schedule a public hearing on November 15, 2016 at 2:30 pm in Caesars, Atlantic City.

Dividend: The Finance Committee reviewed the Fund's available dividend at its meeting. Enclosed with the budget is a copy of the available dividend calculations. Committee recommends a dividend in the amount of \$1,200,000. Resolution 25-16 is included in the Appendix II.

Motion to adopt Resolution 25-16 authorizing the release of a dividend in the amount of \$1,200,000.

E-JIF Report - The EJIF met on October 19, 2016 at 10:50 AM in the Forsgate Country Club and held its public hearing on its 2017 budget. Enclosed is a copy of Commissioner Rutkowski's report.

MEL Report- The MEL met on October 19, 2016 at 11:15 AM at the Forsgate Country Club to introduce the 2017 Budget. Enclosed is a copy of Commissioner Rutkowki's report.

The MEL adopted a Resolution to support S2663 (Sweeney) and A4234 (Burzichelli) that would allow certain joint insurance funds to invest in bonds of state and federal agencies and to form a joint cash management plan and investment program. The MEL is asking affiliated local JIFs to adopt Resolutions in support of this legislation as well as contact their legislators. Enclosed is Resolution 26-16 to support the attached legislation.

Motion to adopt Resolution 26-16 supporting Senate Bill 2663 and Assembly Bill 4234.

- ❑ **RCF Report** - The RCF met on October 19, 2016 at 10:30 AM in the Forsgate Country Club and held its a public hearing to adopt the amended 2016 Budget and the 2017 Budget. Enclosed is a copy of Commissioner Bigler’s report on the meeting.
- ❑ **2017 Membership Renewals** – Attached is a list of members scheduled to renew Fund membership by January 1, 2017.
- ❑ **Elected Officials Training** - This year’s elected officials training program will focus on Public Officials & Employment Practices Liability. A session will be held on Tuesday, November 15, 2016 in Caesars. Another session is scheduled at the League of Municipalities Conference for 3:45 pm in Atlantic City Convention Center on Wednesday, November 16, 2016.
- ❑ **2017 Fund Professionals** – Requests for Qualifications were released following the September meeting and are due back in the Fund office by October 25th. We will bring a summary of responses to the meeting.
- ❑ **Nominating Committee** – A meeting of Nominating Committee is being scheduled for right after the JIF meeting to discuss the vacancy on the Board.
- ❑ **League Magazine** – Enclosed is the latest in the series of “Power of Collaborations” to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. The advertisement highlights ethics in decision makers.
- ❑ **MEL 30th Anniversary** - 2017 marks the 30th anniversary of the Municipal Excess Liability Joint Insurance Fund; copies of a brochure announcing this and other achievements is being distributed to members.

Since it’s inception on January 1, 1987, the MEL has grown to include almost 65% of the municipalities and local authorities in the state. The program has saved taxpayers over \$1.1 billion and has helped members improve their safety records by over 60%. The NJUA JIF was established in 1991 and has achieved \$62.7 million in savings through it’s own programs and affiliations with the MEL as of 1/1/16.

❑ **Due Diligence Reports**

- ❑ Financial Fast Track Report - 8/31/16 Page 24
- ❑ Interest Rate Comparison Report - as of 8/31/2016 Page 25
- ❑ Expected Loss Ratio - as of 9/31/16 Page 26
- ❑ Claim Activity Report- as of 9/31/16 Page 27
- ❑ Lost Time Accident Frequency Report - as of 9/31/16 Page 28
- ❑ Lost Time Accident Frequency JIF All – as of 9/31/16 Page 30
- ❑ Lost Days Report - as of 9/31/16 Page 31
- ❑ POL/EPL – Compliance Status List – as of 10/19/16 Page 33
- ❑ RMC Resolution & Agreement Status List – as of 10/19/16 Page 35
- ❑ Regulatory Compliance Check List - as of 10/19/2016 Page 36



Municipal Excess Liability Joint Insurance Fund

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Date: October 19, 2016

To: Executive Committee
New Jersey Utility Authorities Joint Insurance Fund

From: Commissioner Bernie Rutkowski

Subject: October MEL Report

2017 Rate Table & Budget – Board of Fund Commissioners introduced a 2017 Rate Table and a 2017 Budget - reflecting an overall increase of .6% when applying the 2016 exposures and limits against the 2016 rate table to provide a comparison. Public Hearing scheduled for Wednesday, November 16, 2016 at 5:00 pm in Room 305 at the Atlantic City Convention Center.

Management Committee: Minutes of the Committee’s September 6th and September 28th distributed to the Board. Committee also met just prior to the Fund Commissioner meeting and agreed to schedule interviews with the three firms that responded to the Fund’s RFQ for Marketing Consultant. Brown & Brown, Acrisure LLC & Brown and Princeton Strategic Communications responded to RFQ.

Emergency Cleanup and Restoration Services: In 2015, the MEL advertised an RFQ to add qualified vendors for Emergency Cleanup and Restoration Services and have since periodically updated the existing list that is posted to the MEL webpage. Board approved the addition of Harrison Restoration dba Servpro Nutley Bloomfield to the list.

Safety & Education Committee: Committee’s minutes of its October 12th submitted for information. Board accepted the Committee’s recommendation and approved an expenditure of \$2,400 to begin to use First Net’s (Learning Management System) NextGen to add “branding” for each JIF and a “Quick Course” program to be implemented in January of 2016.

Legislative Committee: The committee is scheduled to meet on November 16th during the NJSLOM convention. Committee Chairman said S2663 (Sweeney) and A4234 (Burzichelli) have been introduced in the legislature. Bills would allow certain joint insurance funds to invest in bonds of state and federal agencies and to form a joint cash management plan and investment program. The Board adopted a Resolution in support of the bills and will also ask

local JIFs to adopt similar resolutions. Executive Director asked Commissioners to contact their legislators to express support for the bill.

30th Anniversary: 2017 marks the 30th anniversary of the Municipal Excess Liability Joint Insurance Fund; copies of a brochure announcing this and other achievements is being distributed to members.

RCF Report: The RCF met on September 7, 2016 and introduced the amended 2016 Budget and the 2017 Proposed Budget. The public hearing on the RCF budget will be held on October 19, 2016 at 10:30 AM in the Forsgate Country Club. A copy of Commissioner Cottman's report on the RCF Board's September meeting was distributed for information.

Claims Committee: Minutes of the Claims Review Committee's September were submitted to Fund Commissioners. Committee will meet immediately following the Board meeting.

Underwriting: Underwriting Manager said the 2017 renewal is progressing favorably and has almost concluded.

OPRA – Fund Attorney said he has and Brad Stokes, Perma, have been working well together in responding to OPRA requests.