

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: SEPTEMBER 21, 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: AUGUST 24, 2016.....Appendix I**

 - CORRESPONDENCE: Email from Tammy Fetherman.....Page 1**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**
 .Executive Director's Report.....Page 2

- TREASURER – Stuart Neuhof**
 .Vouchers Report – September BillsPage 33
 .Monthly ReportsPage 35

- ATTORNEY –Robert Budes, Esquire**

- MANAGED CARE – QualCare**
 .Monthly Report.....Page 51

- SAFETY DIRECTOR – JA Montgomery**
 .Monthly Report and Agenda.....Page 57

- CLAIMS SERVICE – Qual-Lynx Associates**
 .Emergency Reporting Procedures..... Page 69

-
- 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**

From: tfetherman@laceymua.com [<mailto:tfetherman@laceymua.com>]

Sent: Friday, September 09, 2016 12:57 PM

To: Cathleen A Kiernan PERMA

Cc: Brian Bigler; Michael Gianforte; Frank Paestana; Robert Fischer; Bernie Rutkowski; Richard Brand; Robert Burner; Thomas Horn; justinf@lakewoodmua.com; Bob Budesa

Subject: Fund Commissioner Status

Cate:

Good afternoon, first I would like to announce that I got married in June and my last name is now Bacon. I have returned to work to many changes. One of which is that I am no longer Fund Commissioner for the Authority, therefore, cannot hold my position on the Executive Committee any longer. I would like to thank everyone for a truly learning and valued experience in being involved in my years of service on the Board. I will miss everyone! If anyone needs purchasing guidance I am always available. Please keep in touch and God Bless!

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New Jersey Utility Authorities Joint Insurance Fund

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Date: September 21, 2016

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- Executive Committee Vacancy** – Tammy Fetherman no longer serves as the Fund Commissioner of the Lacey MUA. As a result, there is a vacancy on the Executive Committee.
- 2017 Renewal Online Underwriting Database** - Members were asked to update their underwriting data in the online underwriting database for the 2017 budget. The deadline to complete review and submit schedules was August 15, 2016; the fund office is following up with members to complete the process.
- Residual Claims Fund (RCF) (Pages 4-5)** – The Residual Claims Fund met on September 7, 2016 at 10:30 AM at the Forsgate Country Club in Jamesburg, NJ; enclosed is a copy of Commissioner Bigler’s report on the meeting. The Residual Claims Fund amended 2016 Budget and the proposed 2017 Budget was introduced. The public hearing on the RCF budgets will be held on October 19, 2016 10:30 AM at the Forsgate Country Club.
- EJIF (Pages 6-9)** - The EJIF met on September 7, 2016 at 10:50 am at the Forsgate Country Club in Jamesburg, NJ; enclosed is a copy of Commissioner Rutkowski’s report on the meeting. The attached 2017 Budget was introduced and will be adopted at the October 19, 2016 meeting.
- MEL (Pages 10-12)** - The MEL also met on September 7, 2016 at 11:15 am at the Forsgate Country Club in Jamesburg, NJ; enclosed is a copy of Commissioner Rutkowski’s report. The MEL’s 2017 Budget introduction is scheduled for October 19, 2016 at the Forsgate Country Club in Jamesburg NJ.
- Employment Practices Program** - As a reminder, changes to the 2017 POL/EPL Program are posted on the MEL’s webpage - www.njmel.org - which details changes to the MEL’s Model Personnel Manual and information on training program requirements. Members have until October 1st 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. Attached is list showing status.

- ❑ **2017 Membership Renewals** – Attached is a list of members scheduled to renew Fund membership by January 1, 2017. Membership renewal documents have been mailed to members. Renewals are due back in the fund office by October 1, 2016.

- ❑ **Safety Expo** – The 2nd of two NJUA Safety Expos is scheduled for September 30th at the Camden County Emergency Services Training Center. Enclosed is another copy of the registration information that has been emailed to all member authorities. To date, 111 employees, representing 16 authorities, 7 towns and 1 housing authority have registered for the September Expo.

- ❑ **Finance Committee** – A meeting of the Finance Committee needs to be scheduled for mid-October to review the 2017 budget. Finance Committee members are: Michael Gianforte, Chair; Frank Pastena, Bob Fischer and Brian Bigler.

- ❑ **2017 Fund Professionals** – The Executive Committee should begin considerations on the process to award contracts for 2017 using either “fair & open” or “non-fair & open”. Enclosed in **Appendix II** is modified version of the form used by the Fund.

- ❑ **Due Diligence Reports**
 - ❑ Financial Fast Track Report - 7/31/16 Page 20
 - ❑ Interest Rate Comparison Report - as of 7/31/2016 Page 21
 - ❑ Expected Loss Ratio - as of 8/31/16 Page 22
 - ❑ Claim Activity Report- as of 8/31/16 Page 23
 - ❑ Lost Time Accident Frequency Report - as of 8/31/16 Page 24
 - ❑ Lost Time Accident Frequency JIF All – as of 8/31/16 Page 26
 - ❑ Lost Days Report - as of 8/31/16 Page 27
 - ❑ POL/EPL – Compliance Status List – as of 9/14/16 Page 29
 - ❑ RMC Resolution & Agreement Status List – as of 9/14/16 Page 31
 - ❑ Regulatory Compliance Check List - as of 9/14/2016 Page 32