

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
NOVEMBER 14, 2017
CAESARS – PALLADIUM B, ATLANTIC CITY
3:00 PM**

Meeting of Executive Committee called to order by Michael Gianforte, Chairman Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE – Chairman Gianforte led Commissioners in the Pledge of Allegiance

ROLL CALL OF 2017 EXECUTIVE COMMITTEE:

Michael Gianforte, Chairman	Two Rivers Water Reclamation Authority	Present
Robert Fischer, Secretary	Bayshore Regional SA	Present
Brian Bigler	Secaucus MUA	Present
Robert Burner	Cape May County MUA	Present
Frank Pastena	North Bergen MUA	Present
Bernard Rutkowski	Toms River MUA	Present
Justin Flancbaum	Lakewood MUA	Present

EXECUTIVE COMMITTEE ALTERNATES:

Thomas Horn, Alt#1	Lambertville MUA	Present
Richard Brand, Alt #2	East Windsor MUA	Present
Jill Plesnarski, Alt#3	Readington-Lebanon SA	Present
Gary Vaccaro, Alt #4	Brick MUA	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	Perma Risk Management Cathleen Kiernan
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. Robert Budesa
Claims Service	Qual-Lynx Chris Roselli
Safety Director	JA Montgomery Risk Control Joanne Hall, Brian Maitland
Managed Care	QualCare Donna Setzer
Underwriting Manager	Capacity Coverage Jon Ziman
Treasurer	Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Ivy Robinson, Plainfield MUA
George Decker, Pompton Lakes MUA
Burnie Bujak, South Monmouth Regl. SA
Mary L. Burne, South Monmouth Regl. SA
Robert Maybury, Mount Holly MUA

ALSO PRESENT:

Ilene Laursen, Conner Strong & Buckelew
Dominic Cinelli, Brown & Brown
Charles Casagrande, Danskin Insurance
John Casagrande, Danskin Insurance
Alison Kelly, Danskin Insurance
Larry Graham, Fairview Insurance
Frank Covelli, PIA
George Crosby, BGIA
Donna Reale-Waters, Sloan Insurance Agency
Edward Cooney, Conner Strong & Buckelew
Alex DeLuccia, Conner Strong & Buckelew
Brad Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management
Daniel Amianda, Mount Olive Township

APPROVAL OF MINUTES: October 25, 2017 Open Minutes.

MOTION TO APPROVE OCTOBER 25, 2017 OPEN MINUTES.

Moved:	Commissioner Fischer
Second:	Commissioner Burner
Vote:	7 Ayes, 0 Nays

CORRESPONDENCE: Executive Director said we did receive correspondence from the State of New Jersey. At least once a year they check the websites to see if we have all the required documents and information posted to our webpage. They did write to us and said we were missing two pieces which were the most recent Audit Statement and a list of attorneys, consultants and organizations which receive compensation over \$17,500. Executive Director said both of those items are on the website so we responded to let them know where they can find both of those items.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT: Monthly report submitted to Executive Committee including monthly Fast-Track Accident Frequency, Fast-track financial report, Claim Activity Report, Claims Management Exception Report, Interest Rate Summary Comparison, Monthly

Loss Ratio by fund year and line of coverage and Monthly and Annual Regulatory Checklist. Executive Director said Financial Fast Track Report as of September 30th shows our statutory surplus stands at \$5 million up about \$600,000 from year end with only 2016 in a deficit position all other years are positive. The Loss Ratio Analysis through September 30th shows the Fund is just at or slightly above the actuarial target. The Fund's Lost Time Accident Frequency stands at 1.66 which is up from this time last year where we were at 0.62. Executive Director reviewed the POL/EPL Compliance Status Report and said QBE reviews each member and decides on an annual basis whether or not they think they need to make any changes to the deductibles and pricing. The experience for the NJUA has been very good and they are not making suggested changes to the deductibles and our overall rate increase was about 2% on a range of 1% to 7% so this JIF is having good experience.

2018 BUDGET – Last month, the Fund introduced the 2018 proposed budget. All members were mailed a notice of the public hearing. In addition, the proposed budget was published in the Fund's designated newspaper. The proposed budget totaling \$11,115,606, representing a .31% increase, is enclosed. Executive Director said the Budget is slightly less than what we introduced at the last meeting due to the fact that one member fixed some of their property values and that brought the budget down slightly.

In accordance with the fund's assessment allocation methodology, enclosed assessments are capped at 4% over the average budget increase of standard members plus loss ratio surcharges.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2018 BUDGET

Moved:	Commissioner Bigler
Second:	Commissioner Fischer
Vote:	Unanimous

DISCUSSION: None

MOTION TO CLOSE THE PUBLIC HEARING ON THE 2018 BUDGET

Moved:	Commissioner Pastena
Second:	Commissioner Bigler
Vote:	Unanimous

MOTION TO ADOPT THE 2018 BUDGET AND CERTIFY THE ASSESSMENTS

Moved:	Commissioner Fischer
Second:	Commissioner Pastena
Roll Call Vote:	7 Ayes, 0 Nays

2017 DIVIDEND – The Board voted at the October meeting to release a dividend in the amount of \$1,000,000. Enclosed is the distribution by member authority.

MEL REPORT – The MEL Board of Fund Commissioners will hold its public hearing on the 2018 budget on November 15, 2017 at 5:00 pm in Room 305 in the Atlantic City Convention Center. Enclosed is a copy of the proposed budget.

ELECTED OFFICIALS TRAINING – This year’s elected officials training program will focus on “Land Use Liability and Technology Risk Management”. A session will be held on Tuesday, November 14, 2017 at Caesars at 3:45 pm. Another session is scheduled at the League of Municipalities Conference for 3:45 pm in Atlantic City Convention Center on Wednesday, November 15, 2017.

2018 MANAGED CARE AND THIRD PARTY ADMINISTRATOR – In September, Executive Committee reviewed the results of the Fund’s Requests for Qualifications. Since the Fund received multiple responses for Managed Care Provider, we asked each responder to reprice existing bills so we could compare the networks. We will schedule a meeting of the Finance Committee to review those results and report to the Board in December. Executive Director said the actual appointments will be in January.

2018 MEMBERSHIP RENEWALS – Attached is a list of members scheduled to renew fund membership by January 1, 2018.

LEAGUE MAGAZINE – Enclosed are articles on cyber security that appeared in the October edition of the New Jersey Municipalities magazine written by Marc Pfeiffer of the Bloustein Local Government Research Center at Rutgers University.

TREASURER:

VOUCHER PAYMENTS (BILL LIST)

2017 \$ 76,725.78

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF AUGUST 2017:

Closed:	\$ (1,000.00)
2013:	\$ (1,145.00)
2014:	\$ 46,679.81
2015:	\$ 20,400.65
2016:	\$ 22,824.68
2017:	\$ 116,655.71
Total:	\$ 204,415.85

MOTION TO APPROVE NOVEMBER BILLS LIST, CONFIRM CLAIMS' PAYMENTS /CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF OCTOBER 2017 CLAIMS AND ACCEPT TREASURER’S REPORT:

Moved:	Commissioner Flancbaum
Second:	Commissioner Rutkowski
Roll Call Vote:	7 Ayes, 0 Nays

Treasurer’s Report Attached & Made Part of Minutes.

ATTORNEY: NONE

MANAGED CARE:

MONTHLY REPORT: Report submitted and reviewed by Donna Setzer of Qual Lynx.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Monthly report submitted and reviewed by JA Montgomery Safety Director Joanne Hall. Ms. Hall reviewed the upcoming Safety Meeting Schedule and Safety Bulletins. Ms. Hall said on November 9th we had the Cyber Security Training with Ed Cooney Underwriting Manager with Conner Strong & Buckelew along with two members of the FBI. On November 16th we will have a First Aid CPR day and on December 14th we will have our EJIF Update at Evesham MUA. You will be receiving a reminder to complete the annual summary on the Safety Incentive Program participation and looking forward to the Safety Breakfast and Kickoff in February.

Report Made Part of Minutes.

CLAIMS: Claims Manager Chris Roselli said there are no claims to report in closed session. Mr. Roselli introduced Shelly Long, Director of Claims Operations at Qual-Lynx.

OLD BUSINESS: NONE

NEW BUSINESS: Executive Director said the MEL did revamp their webpage and there are cards at the convention and they will be mailed as well. The MEL is also rolling out their new mobile app and directions to download the application are on the cards and will also be at the MEL Cocktail Party. Chairman Gianforte said the new website looks very nice.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN:

Moved:	Commissioner Flancabaum
Second:	Commissioner Pastena
Vote:	Unanimous

MEETING ADJOURNED: 3:13 pm
NEXT REGULAR MEETING: December 4, 2017

Karen A. Read, Assisting Secretary

For

Robert Fischer, SECRETARY

Date Prepared: - November 2, 2017