

**February 23, 2022**

**MEETING BEING HELD TELEPHONICALLY**

**Call In Number: 1-929-205-6099 US (New York)**

**Meeting ID: 995 6891 3860**

*(Please note a passcode is not required)*

**OR**

**Join via computer link**

<https://permainc.zoom.us/j/91869245771>

**Meeting ID: 918 6924 5771**

*(Enter Meeting ID when prompted – please note a passcode is not required)*

**10:30 AM**

#### **STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT**

The New Jersey Utility Authorities Joint Insurance Fund will conduct its February 23, 2022 meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. Notice of this meeting was given by (1) sending sufficient notice herewith to the Star Ledger; (2) filing advance written notice of this meeting with the Clerk/Administrator of each member Authority and (3) posting a copy of the meeting notice on the public bulletin board of all member Authorities.

During a remote meeting, participants, including members of the public, may be muted by the host, however there will be an opportunity for them to participate and speak during the public portion of the meeting where participants will be unmuted at their request.

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND

MEETING: FEBRUARY 23, 2022

Via Zoom

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: January 26, 2022 .....Appendix I

CORRESPONDENCE: ..... NONE

MEETING OF FUND COMMISSIONERS CALLED TO ORDER

ROLL CALL OF FUND COMMISSIONERS

**REPORTS**

EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA  
.Executive Director's Report.....Page 1

TREASURER – Stuart Neuhof  
.Vouchers Report – February bills.....Page 17  
.Monthly Reports .....Page 19

ATTORNEY –Robert Budes, Esquire  
.Monthly Reports ..... Verbal

MANAGED CARE – QualCare  
.Monthly Report.....Page 30

SAFETY DIRECTOR – JA Montgomery  
.Monthly Report and Agenda.....Page 34

UNDERWRITING MANAGER – Epic Insurance Brokers & Consultants  
.Monthly Report and Agenda..... Verbal

MEL UNDERWRITING MANAGER– Conner Strong & Buckelew  
.Cyber Risk Management Compliance – As of January 31, 2022 .....Page 37

CLAIMS SERVICE – Qual-Lynx Associates

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OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES  
PERSONNEL - SAFETY AND PROPERTY OF PUBLIC – LITIGATION

1. Payment Authority Requests

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MEETING ADJOURNED

## New Jersey Utility Authorities Joint Insurance Fund

9 Campus Drive, Suite 216

Parsippany, NJ 07054-4412

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

Date: February 23, 2022

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **Finance Committee:** The Fund issued a Competitive Contract RFP last month for a vendor to perform a review of the membership's compliance with the MEL's Minimum Cyber Risk Control Program. Responses were due on the 15<sup>th</sup>; only one response was received from D2 Cybersecurity & Secure Data Consulting Services (two firms combined). The Finance Committee is scheduled to meet on Tuesday at 3:30 to review the response. Committee will provide a verbal report.
  
- ❑ **2022 MEL/RCF/EJIF March 25th Meeting & Retreat:** The MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. This year's retreat will be held on March 25<sup>th</sup> at the Princeton Marriott. The purpose of the retreat is provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.
  
- ❑ **2022 MEL, MR HIF & NJCE JIF Educational Seminar:** The 11<sup>th</sup> annual seminar will be conducted virtually on 2 half-day sessions: Friday, April 29<sup>th</sup> and Friday, May 6<sup>th</sup> from 9AM to 12PM. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF). We are in the process of preparing to distribute this notice to all members and risk managers.

Enclosed is the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine and highlights the educational seminar.

- ❑ **2021/2022 Elected Officials Seminar:** The MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. Directions on how to access the course will be distributed when available.

The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2022. The credit will continue to be extended to the member's CEO (i.e. municipal

manager/administrator or authority executive director). The maximum credit is capped at approximately 5% of the member's MEL assessment.

- ❑ **2022 Safety Breakfast:** The Executive Committee agreed to reschedule the February Meeting and Breakfast to March once the decision was made to meet virtually in February. Since then, however, we have become aware that March 23<sup>rd</sup> conflicts with the AEA Spring Utility Conference – which is scheduled for Tuesday and Wednesday March 22<sup>nd</sup> and 23<sup>rd</sup>.

We should discuss whether to consider rescheduling again. Safety Director checked with members of the Executive Safety Committee; does not seem they would otherwise send people to that event.

- ❑ **Due Diligence Reports**

- ❑ Financial Fast Track Report - as of 12/30/2021 Page 5
- ❑ Expected Loss Ratio – as of 12/30/21 Page 6
- ❑ Claim Activity Report- as of 12/30/21 Page 7
- ❑ Lost Time Accident Frequency Report – as of 12/30/21 Page 8
- ❑ Lost Days Report – as of 12/30/21 Page 11
- ❑ POL/EPL – Compliance Status List – as of 2/17/22 Page 13
- ❑ RMC Resolution & Agreement Status List –as of 2/20/22 Page 15
- ❑ Regulatory Compliance Check List - as of 2/18/22 Page 16