

January 26, 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/99568913860>

Meeting ID: 995 6891 3860

*(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 January 26, 2022 meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey. 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: JANUARY 26, 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: December 15, 2021Appendix I**

 - CORRESPONDENCE:Page 1**

 - ADJOURN SINE DIE MEETING**
 - Chairs vacated – Executive Director asked to run meeting

 - MEETING OF FUND COMMISSIONERS CALLED TO ORDER**
 - ROLL CALL OF FUND COMMISSIONERS**
 - ELECTION OF OFFICERS, 5-MEMBER EXECUTIVE COMM & ALTERNATES**
 - Executive Director presents results of paper ballot - calls for ratification of paper ballot election.
 - *RESOLUTION 1-22 CERTIFY ELECTION OF OFFICERS..... Page 5**
 - *RESOLUTION 2-22 CONFIRM ELECTION EXEC COMM & ALTERNATES..... Page 6**

 - ATTORNEY SWEARS IN OFFICERS, EXECUTIVE COMMITTEE & ALTERNATES**

 - MEMO - FUND OFFICIALSPage 7**
 - ORGANIZATIONAL RESOLUTIONS (Resolutions 3-22 thru 13-22).....Page 8**
 - .Authorizing an Agreement for Professional Services for Fund Attorney
 - .Fiscal Management Plan
 - .Designation of Interest rates for Delinquent Assessments
 - .Cash Management Plan
 - .Designation of Regular Meeting Times and Place
 - .Designation of Service of Process
 - .Designation of Official Newspaper
 - .Designation of Secretary as custodian of records
 - .Excess Property, Liability and POL/EPL
 - .Primary POLEPL
 - .Primary Cyber Liability
 - .Designation of Bank Depositories
 - .2022 Risk Management Plan
 - .Establishing Remote Public Meeting Procedures
 - COMMITTEE APPOINTMENTS.....Page 32**
 - .Safety Committee
 - .Coverage Committee
 - .Nominating Committee
 - .Finance Committee

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**
 .Executive Director's Report.....Page 2

 - TREASURER – Stuart Neuhof**
 .Vouchers Report – January bills.....Page 50
 .Monthly ReportsPage 53

 - ATTORNEY –Robert Budesá, Esquire**
 .2022 Defense Panel Page 63

 - MANAGED CARE – QualCare**
 .Monthly Report.....Page 64

 - SAFETY DIRECTOR – JA Montgomery**
 .Monthly Report and Agenda.....Page 68

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

 - MEL UNDERWRITING MANAGER– Conner Strong & Buckelew**
 .Cyber Risk Management Compliance – As of December 31, 2021Page 72

 - 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**

- MEETING ADJOURNED**

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND

OATH OF OFFICE

State of New Jersey:

I, _____ do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the authority of the people; and I will faithfully, impartially and justly perform all of the duties of the office of _____ within the New Jersey Utility Authority Joint Insurance Fund, according to the best of my ability [*So Help Me God*]*

Signature

Name [Print or Type]

The above individual is remotely located and has complied with the Remote Notarial Act pursuant to 2020 New Jersey Sess Law Serv. Ch.26.

Sworn and subscribed before me this day,

Date

From: Peter Wozniak
Sent: Wednesday, January 19, 2022 2:04 PM
To: Cate Kiernan
Subject: RE: 2022 Payment Extension Request

Cathleen,

Once again our January Board Meeting will not occur until February 7th, so I am requesting an extension on our 1st Installment payment for Somerset Raritan Valley SA until 2/15.

Please let me know if this can work out.

Thank you
Peter Wozniak, MS, CPA, CMFO
Somerset Raritan Valley SA

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: January 26, 2022

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- Competitive Contracts Request for Proposals (CCRF) and Professional Services:** The Fund procures contracts and services via the competitive contract process and/or professional services as guided by the NJ Local Public Contracts Law.

Historically the Fund adopted a resolution each year re-confirming contract awards. However, this action is not necessary for competitive contracts as the initial resolution adopted confirms the procurement of those services for the noted contract terms. Enclosed please find a memorandum providing a summary of contracts that are currently in force as well as setting forth 2022 compensation (only the Fund Attorney and Defense Panel are one-year appointments).

The Atlantic City MUA accepted the Fund's offer of membership. Professional fees outlined in the memorandum includes some adjustments for membership.

- 2022 Reorganization Resolutions:** In addition, included are resolutions establishing Fiscal Management, Establishing Meeting Procedures, and Establishing Fund Records. In order to meet regulatory compliance as respects placement of insurance coverages, included are resolutions authorizing extraordinary unspecifiable services for public officials/employment practices liability, land use liability, volunteer director's and officer's liability and cyber liability coverages.
 - Motion to adopt Resolution 3-22 through 11-22 establishing Fiscal Management, establishing Meeting Procedures, establishing Fund Records and Authorizing Excess and Primary Insurance.**
 - Risk Management Plan** - Attached you will find the 2022 Risk Management Plan which has been reviewed and updated by the JIF and MEL Underwriting Managers. Risk Management Plan reflects changes in the program structure on JIF and MEL retentions.
 - Motion to adopt Resolution 12-22 approving the 2022 Risk Management Plan.**
 - Remote Public Meetings:** The Division of Local Government Services issued Local Finance Notice LFN2021-22 regarding public comment process when holding remote public meetings during a declared emergency. Attached is a resolution submitted by the Fund Attorney for the Fund to adopt protocols for public access for remote meetings.
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- ❑ **Motion to adopt Resolution 13-22 adopting a procedure governing public comment process during a remote meeting.**

 - ❑ **Committee Appointments:** The Fund has four standing committees. Below you will find a list of the committees and a brief description of their charges. Fund Commissioners are encouraged to volunteer to serve in the upcoming year. Appointments will be made during the reorganizational part of the meeting. For reference, enclosed is a copy of the 2021 Standing Committees.
 - Coverage** - This committee is charged with evaluating potential exposures and determining whether coverage or policy decision be made by the Fund.

 - Finance Committee** - This committee is charged with meeting at least once a year, with a mandatory meeting to review professional services and make recommendations on fees, providers and the budget.

 - Safety Committee** - This committee is charged with coordinating the activities of the Safety Director and the relationship of same with member authorities; evaluating, analyzing, and reviewing the Fund's safety programs and making the recommendations to the Fund; and monitoring the Fund's Safety Incentive Program.

 - Nominating** - (Fund Commissioners Only) This committee is charged with meeting at least once a year, usually in December, to propose an Executive Committee slate for the following Fund year.

 - ❑ **RCF 2022 Reorganization Meeting:** The Residual Claims Fund's 2022 Reorganization meeting was held on January 6, 2022 at 10:30 a.m. via Zoom. Enclosed is a copy of Commissioner Bigler's report on the meeting.

 - ❑ **EJIF 2022 Reorganization Meeting:** The 2022 Reorganization meeting was held on January 6, 2022 at 10:50 a.m. via Zoom. Enclosed is Commissioner Rutkowski's report on the meeting.

 - ❑ **MEL 2022 Reorganization Meeting:** The MEL 2022 Reorganization meeting was held on January 6, 2022 at 11:15 am via Zoom. Enclosed is a copy of Commissioner Rutkowski's report on the meeting.

 - ❑ **Employment Practices Compliance Program:** We are in the final stages of updating the EPL Compliance Program report and may be able to distribute prior to meeting. It appears that almost all, if not all, New Jersey Utility Authorities JIF members have met the deadline for compliance.

 - ❑ **2021/2022 Elected Officials Seminar:** The MEL's Annual Elected Officials Seminar was held as part of the League of Municipalities Conference. The MEL will shortly publish directions for the online version.

 - ❑ **MEL Cyber Risk Program** – Effective January 1, 2022, only compliance with the 2nd edition of the MEL Cyber Risk Management Program will qualify for deductible recoveries if a member suffers a cyber claim. The compliance checklist appears in the Underwriter's report on **page 72**.
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☐ Due Diligence Reports

- ☐ Financial Fast Track Report - as of 11/30/2021 Page 40
 - ☐ Expected Loss Ratio – as of 11/30/21 Page 41
 - ☐ Claim Activity Report- as of 11/30/21 Page 42
 - ☐ Lost Time Accident Frequency Report – as of 11/30/21 Page 43
 - ☐ Lost Days Report – as of 11/30/21 Page 46
 - ☐ POL/EPL – Compliance Status List – *Report not included this month*
 - ☐ RMC Resolution & Agreement Status List –as of 1/20/22 Page 48
 - ☐ Regulatory Compliance Check List - as of 1/19/22 Page 49
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