

March 29, 2022
RAMADA INN
2373 HIGHWAY 9, TOMS RIVER, NJ
Approximate Time 10:00 AM – Immediately Following Safety
Breakfast
AGENDA AND REPORTS

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

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.

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND

MEETING: MARCH 29, 2022

Ramada Inn -Toms River

Approximately 10:00 AM – Immediately Following Safety Breakfast

- MEETING CALLED TO ORDER - OPEN NOTICE READ
- PLEDGE OF ALLEGIANCE
- ROLL CALL OF EXECUTIVE COMMITTEE
- APPROVAL OF MINUTES: February 23, 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 – March bills..... Page 19
.Monthly Reports Page 21

ATTORNEY –Robert Budes, Esquire
.Monthly Reports Verbal

MANAGED CARE – QualCare
.Monthly Report..... Page 31

SAFETY DIRECTOR – JA Montgomery
.Monthly Report and Agenda..... Page 35

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

MEL UNDERWRITING MANAGER– Conner Strong & Buckelew
.Cyber Risk Management Compliance – As of February 28, 2022 Page 39

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

1. Payment Authority Requests

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: March 29, 2022

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **Cyber Security:** We have asked D2/Secure Data Consulting to attend the Safety Breakfast and make a few remarks. This will be the first step in the introduction process to make sure we have greater participation in the process. Attached is a draft of the memorandum that will then be released to kick-off the process to determine the level of member compliance with the MEL's Minimum Cyber Risk Control Standards.
- ❑ **MEL Cyber Liability JIF:** A committee was formed at the MEL's 2022 Reorganization meeting to research the creation of a special JIF to insure Cyber Liability. The committee is comprised of MEL Commissioners, Executive Directors and Professionals; to date the full committee has met three to meet the target start-up date of January 1, 2023. Enclosed is a memorandum on the progress to date.
- ❑ **2022 MEL, MR HIF & NJCE JIF Educational Seminar:** The 11th annual seminar will be conducted virtually on 2 half-day sessions: Friday, April 29th and Friday, May 6th 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 were distributed via email and are enclosed in the agenda.

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).

- ❑ **2022 PRIMA CONFERENCE:** The Annual Public Risk Management Association's (PRIMA) annual conference will be held in San Antonio, TX from June 5, 2022, through June 8, 2022. To review all information regarding the 2022 PRIMA Conference including registration, please visit the website <https://conference.primacentral.org/>. Enclosed in the agenda is Resolution 16-22 authorizing attendance.

- ❑ **Motion to Adopt Resolution #16-22 Authorizing Travel and Related Expenses for Attendance at the Annual Risk Management Conference**

Financial Disclosures: Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of the MEL/EJIF/RCF Commissioner and any municipal related positions that require filing. We have been asked by the Division of Local Government Services to update the 2022 Fund Commissioner roster and expect a notice to be issued shortly.

Due Diligence Reports

- Financial Fast Track Report – *unavailable*
- Expected Loss Ratio – as of 1/31/22 Page 8
- Claim Activity Report- as of 1/31/22 Page 9
- Lost Time Accident Frequency Report – as of 1/31/22 Page 10
- Lost Days Report – as of 1/31/22 Page 13
- POL/EPL – Compliance Status List – as of 3/24/22 Page 15
- RMC Resolution & Agreement Status List –as of 3/24/22 Page 17
- Regulatory Compliance Check List - as of 3/24/22 Page 18