

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
AUGUST 28, 2019
TOMS RIVER MUA
10:00 AM**

Meeting of Executive Committee called to order by Frank Pestana, Secretary. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE – Secretary Pestana led Commissioners in the Pledge of Allegiance and a Moment of Silence for the American Troops around the world.

ROLL CALL OF 2019 EXECUTIVE COMMITTEE:

Robert Fischer, Chairman	Bayshore Regional SA	Absent
Frank Pestana, Secretary	North Bergen MUA	Present
Brian Bigler	Secaucus MUA	Present
Michael Gianforte	Two Rivers Water Reclamation Authority	Present
Bernard Rutkowski	Toms River MUA	Present
Justin Flancbaum	Lakewood MUA	Present
Thomas Horn	Lambertville MUA	Absent

EXECUTIVE COMMITTEE ALTERNATES:

Richard Brand, Alt #1	East Windsor MUA	Present
Jill Plesnarski, Alt#2	Readington-Lebanon SA	Present
Gary Vaccaro, Alt #3	Brick MUA	Present
Ivy Robinson, Alt #4	Plainfield 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 Brian Maitland
Managed Care	QualCare Donna Setzer
Underwriting Managers	Capacity Coverage Jon Ziman

Treasurer

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Bernie Bujak, South Monmouth Regl. SA
Nancy Camey, Hamilton Township MUA
Brad Rosenthal, Cape May County MUA

ALSO PRESENT:

Michael McLaughlin, Marsh and McLennan
Mike Avalone, Conner Strong & Buckelew
Charles Casagrande, Danskin Insurance
John Casagrande, Danskin Insurance
Kathy Young, Alamo Insurance
Alex Villari, AJ Gallagher
Brian Monaghan, TC Irons Agency
Donna Waters, Sloan Insurance Agency
Dominic Cinelli, Brown & Brown
Peter Soriero, Allied Risk
George Crosby, BGIA
Lindsay Trivali, Reliance
Amy Pieroni, Reliance
Bradford Stokes, Perma Risk Management
Karen A. Read, Perma Risk Management
Brandon Tracy, Perma Risk Management

APPROVAL OF MINUTES: July 24, 2019 Open and Closed Minutes.

MOTION TO APPROVE JULY 24, 2019 OPEN AND CLOSED MINUTES.

Moved:	Commissioner Gianforte
Second:	Commissioner Rutkowski
Vote:	7 Ayes, 0 Nays

CORRESPONDENCE: Executive Director said on page 1 is a copy of a letter our Underwriting Manager Jon Ziman wrote to the State identifying all our coverage policies. We are required to write to them once a year on all the policies.

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 the Financial Fast Track as of June 30th reflects a statutory surplus at \$4.3 million with a \$400,000 increase from last month; all years are in a positive position. Loss Ratio reports show all years are either at or below the actuarial targets. Page 18 and 19 show our Lost Time Accident Frequency through July 31st, with a frequency of 1.41 with 17 lost time

accidents for the year. At this time last year the frequency was 1.07 - which is hard to beat. Even at that low frequency, the Fund's lost time accident frequency 1.41 puts the JIF right in the middle of the pack of the other JIFs we are comparing to. Executive Director noted the Lost Days report should be disregarded because it is not accurate. The EPL Compliance Report is on pages 23 and 24. Executive Director said she expects that members will be asked to update their EPL Compliance during 2020. Page 26 shows the Regulatory Filing checklist and contract compliance.

2020 RFQ – Beginning with Fund Year 2018, the Board entered into three-year agreements with all fund Professionals except Attorneys. Draft Request for Qualification Forms for each Fund Attorney are included in the Appendix II. Executive Director said we are in the 2nd year of our three year contracts but for attorney we do on an annual basis. We have a draft of the RFQ form and we would like to ask for authorization to issue that RFQ.

MOTION TO AUTHORIZE THE RELEASE OF REQUEST FOR QUALIFICATIONS

Moved:	Commissioner Bigler
Second:	Commissioner Gianforte
Roll Call Vote:	7 Ayes, 0 Nays

Risk Management Information/Operating System (RMIS): Members and Risk Managers should have received an email with a link to renewal worksheets – to begin the 2019 underwriting renewal during the month of July with a September 15th completion date. Executive Director said everyone should be working on their worksheets and Karen Read will follow up with members that have not started the process. NEIS does the payroll audits and have contacted mostly everyone and will be out to everyone in the next couple of weeks. In response to Commissioner Rutkowski, Karen Read said she contacted NEIS and they said they would be contacting Toms River MUA to complete the audit. Ms. Read said she would forward the correspondence and contact information to Commissioner Rutkowski.

Cyber Security – Attached is a copy of the memorandum distributed to Fund Commissioners announcing the Fund's project with EQ to perform an audit of member compliance with the MEL's Minimum Standards for Cyber Risk Control. Executive Director said that she has a follow up phone call with EQ along with Edward Cooney to start the process. Members will receive a phone call from either Doug or Kim shortly to start the process.

2020 Membership Renewals – Attached is a list of members scheduled to renew fund membership by January 1, 2020. Membership renewal documents have been mailed to members. Renewals are due back in the fund office by October 1, 2019.

Safety Expo – The second of two NJUA Safety Expos will be held on September 27th at the Camden County Regional Emergency Training Center. Enclosed is another copy of the registration information that has been emailed to all member authorities. We are in the process of registering for the September Expo.

Finance Committee – A meeting of the Finance Committee needs to be scheduled for mid-October to review the 2020 budget. Finance Committee members are: Michael Gianforte, Chair; Robert Fischer, Brian Bigler, Bernie Rutkowski and Frank Pestana. Executive Director said we will work to get that scheduled with Mike Gianforte before the October meeting.

September Meeting – The September meeting is scheduled for September 25, 2019 but there may be a scheduling conflict with some board members due to WEFTEC Conference in Chicago. We will poll the Executive Committee to see if we will have a quorum for that meeting or find it necessary to change the meeting date. Executive Director said an email went out to Executive committee to see if the date of September 18, 2019 will work and we heard back from mostly everyone that it will work. In response to Commissioner Bigler, Executive Director said we will publish as a rescheduled meeting in the Star Ledger and a notice will be sent to all members to post on their public bulletin board.

MOTION TO CHANGE THE SEPTEMBER MEETING DATE TO SEPTEMBER 18, 2019 AND ADVERTISE IN THE STAR LEDGER

Moved:	Commissioner Gianforte
Second:	Commissioner Rutkowski
Vote:	7 Ayes, 0 Nays

TREASURER:

VOUCHER PAYMENTS (BILL LIST)

2017	\$ 7,972.78
2018	\$ 18,577.63
2019	\$ 125,054.94

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JUNE 2019:

Closed:	\$ 0.00
2015:	\$ 17,704.65
2016:	\$ 139,449.41
2017:	\$ 11,956.67
2018	\$ 30,778.17
2019	\$ 44,554.95
Total:	\$ 244,443.85

MOTION TO APPROVE JULY BILLS LIST AND CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JUNE 2019 CLAIMS AND ACCEPT TREASURER'S REPORT:

Moved:	Commissioner Gianforte
Second:	Commissioner Bigler

Roll Call Vote: 7 Ayes, 0 Nays

Treasurer's Report Attached & Made Part of Minutes.

Executive Director said Fernando Garip who was our contact person from Wilmington Trust is no longer there. We are in the final year of that relationship; it is possible that the MEL will be issuing a Competitive Contract RFP for 2020.

ATTORNEY: None

MANAGED CARE:

MONTHLY REPORT: Donna Setzer of QualCare said the report included in the agenda did not reflect the July figures.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Monthly report submitted and reviewed by JA Montgomery Risk Control. Safety Director reviewed upcoming training. Executive Director reported there are reports for June and July in the agenda. Ms. Setzer said the totals for the Savings by Penetration did not include the July line items.

Report Made Part of Minutes.

CLAIMS: Report in Executive Session.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

MOTION TO CLOSE MEETING:

Moved:	Commissioner Gianforte
Second:	Commissioner Flancbaum
Vote:	Unanimous

Commissioner Gianforte recused himself from the closed session discussion for liability PAR from Two Rivers Water Reclamation Authority claim.

MOTION TO RE-OPEN MEETING:

Moved: Commissioner Gianforte
Second: Commissioner Flanbaum
Vote: Unanimous

MOTION TO APPROVE WORKERS' COMPENSATION PAYMENT AUTHORIZATION REQUESTS AS PRESENTED

Moved: Commissioner Gianforte
Second: Commissioner Flanbaum
Roll Call Vote: 7 Ayes, 0 Nays

MOTION TO APPROVE LIABILITY PAYMENT AUTHORIZATION REQUESTS AS PRESENTED

Moved: Commissioner Gianforte
Second: Commissioner Flanbaum
Roll Call Vote: 6 Ayes, 0 Nays, 1 Abstain –
Commissioner Gianforte

MOTION TO ADJOURN:

Moved: Commissioner Flanbaum
Second: Commissioner Gianforte
Vote: Unanimous

MEETING ADJOURNED: 11:23 am
NEXT REGULAR MEETING: September 18, 2019
Karen A. Read, Assisting Secretary

For
Frank Pestana, SECRETARY
Date Prepared: - September 4, 2019