

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
FEBRUARY 26, 2020
TOMS RIVER MUA
10:30 AM**

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

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

ROLL CALL OF 2020 EXECUTIVE COMMITTEE:

Frank Pestana, Chairman	North Bergen MUA	Present
Bernard Rutkowski	Toms River MUA	Present
Brian Bigler	Secaucus MUA	Present
Michael Gianforte	Two Rivers Water Reclamation Authority	Present
Justin Flancbaum	Lakewood MUA	Present
Thomas Horn	Lambertville MUA	Present
Richard Brand	East Windsor MUA	Present

EXECUTIVE COMMITTEE ALTERNATES:

Jill Plesnarski, Alt#1	Readington-Lebanon SA	Present
Gary Vaccaro, Alt #2	Brick MUA	Present
Ivy Robinson, Atl #3	Plainfield MUA	Present

APPOINTED OFFICIALS PRESENT:

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

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Bernard Bujak, South Monmouth Regl. SA
David Brown, Linden Roselle SA

ALSO PRESENT:

Michael Avalone, Conner Strong & Buckelew
Katie Walters, Conner Strong & Buckelew
Donna Reale-Waters, Sloan Insurance Agency
Chuck Casagrande, Danskin Insurance
John Casagrande, Danskin Insurance
Alison Kelly, Danskin Insurance
Amy Pieroni, Reliance Insurance
Frank Covelli, PIA
George Crosby, BGIA
Diana Pursell, Borden Perlman
Bradford Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management
Brandon Tracy, PERMA Risk Management

APPROVAL OF MINUTES: January 22, 2020 Open Minutes.

MOTION TO APPROVE JANUARY 22, 2020 OPEN MINUTES.

Moved:	Commissioner Gianforte
Second:	Commissioner Horn
Vote:	Unanimous

CORRESPONDENCE: None

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 as of December 31, 2019, the Financial Fast Track shows a Statutory Surplus of \$3.9 million just about the same as it was last year this time but that is after the \$1 million release of the dividend. All years are in a positive position. Executive Director said on the Loss Ratio Report all Fund years were either just above, at or just below the actuarial target which is a good result. The Fund's lost time accident frequency through December 31, 2019 stands at 1.65; this time last year the frequency was 1.73. The NJUA JIF stands at 1.65 which is a really good frequency but is still at the bottom, but every JIF is less than 2% which is a good result and everyone's hard work it what brings this number down.

Executive Director said for the EPL Compliance report this is where you have to put your policies in place in order to maintain those levels of deductibles. This is what will be in place until 2021 and will stay in place if you become complaint.

VACANCY – The Nominating Committee is recommending that Bernard Bujak, South Monmouth Regional Sewerage Authority fill the vacant position on the board (alternate #4).

MOTION TO APPOINT BERNARD BUJAK AS ALTERNATE #4

Moved:	Commissioner Gianforte
Second:	Commissioner Flancbaum
Vote:	Unanimous

2020 MEL/RCF/EJIF MARCH 27th 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 27th at the Princeton Marriott. The purpose of the retreat is to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.

2020 MEL & MR HIF & NJCE EDUCATIONAL SEMINAR - The 10TH annual seminar is scheduled for Friday, May 1, 2020, beginning at 9:00 am at the National Conference Center, 399 Monmouth Street, in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Education Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is not fee for employees and insurance producers associated with the MEL, Municipal Reinsurance Health Insurance Fund (MR HIF) members as well as personnel who work for services companies that are engaged by MEL Member JIFs and MR HIF member HIFs and Counties Excess Liability Fund. Enclosed on Page 3 is the enrollment form.

2020 PRIMA CONFERENCE – The 2020 PRIMA Annual Conference will take place June 14-17, 2020 in Nashville. To review all information regarding the 2020 PRIMA Conference including registration, please visit the website – www.primacentral.org.

MOTION TO ADOPT RESOLUTION 14-20 AUTHORIZING TRAVEL AND RELATED EXPENSES FOR ATTENDANCE OF MEMBERS AT THE ANNUAL RISK MANAGEMENT CONFERENCE

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

ELECTED OFFICIALS TRAINING – Every year, the MEL holds training seminars for elected officials and reduces a member’s assessment by \$250 for each municipal elected officials completing the course by June 1st. This year’s elected officials training program will focus on *Preventing Child Abuse and Protecting Public Entities from the liabilities imposed by new legislation concerning sexual molestation*. We will be distributed a notice once the program is posted to the MEL’s Learning Management System. Executive Director said you have a greater

responsibility now so this is why we are hitting this topic a couple of different ways. It will go on the webpage in March.

EMPLOYEES AND VOLUNTEERS PROTECTING CHILDREN TRAINING: The MEL developed a new training program on protecting children which is already on the Learning Management System. Attached on Page 5 are the directions to take the course. We are drafting a notice to inform members of the materials on the MEL's webpage for Protecting Our Children which includes this training, model documents and resource guide. Executive Director said we strongly encourage that all of your employees watch the video and it is already on the webpage. An email was sent out yesterday by Karen Read of the Fund office and that email included the flyer on where to take this class online.

EMPLOYMENT PRACTICES TRAINING – this year, all Members and Supervisors are required to complete training in employment practices and protecting children from molestation. We will work with the Fund Attorney to schedule this training for managers. J.A. Montgomery will conduct this training for Police Command Officers. The Training for non-supervisory employees and volunteers will be ready later in the year. We are expecting to push the deadline to complete all elements of the EPL Compliance program to June 2021. The revised model personnel policy and employee handbook have been drafted and are now being sent to the MEL sub-committees for review. Executive Director said the MEL did hire an attorney to review the employee handbook and he has made two versions one for civil service and one for non-civil service and we do not expect it to make it through the various MEL sub-committees until June so because of that we are extending the deadline for all the components to June 1, 2021.

SAFETY BREAKFAST – The Annual Safety Breakfast has been scheduled for Wednesday, February 26, 2020 at 8:30 AM at the Clarion Hotel on 815 Route 37 West, Toms River, NJ 08755. Invitations have been emailed by JA Montgomery Risk Control. The Joint Insurance Fund Meeting will follow the Safety Breakfast immediately.

INCLEMENT WEATHER PROCEDURE - Executive Director said as a reminder, Perma has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive director will discuss with the Fund Chairperson if the meeting should be canceled. In the event of an early morning or evening meetings, Perma will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

TREASURER:

VOUCHER PAYMENTS (BILL LIST)

2019	\$ 8,832.24
2020	\$ 128,495.90

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JANUARY 2020:

Closed:	\$.00
2016:	\$ 34,672.38

2016:	\$ 28,093.75
2017	\$ 146,777.71
2018	\$ 119,700.17
2019	\$ 3,059.68
Total:	\$ 332,303.69

MOTION TO APPROVE FEBRUARY BILLS LIST, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JANUARY 2020 CLAIMS AND ACCEPT TREASURER'S REPORT:

Moved: Commissioner Bigler
 Second: Commissioner Flancbaum
 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 Ms. Setzer QualCare.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Monthly report submitted and reviewed by JA Montgomery Risk Control.

Report Made Part of Minutes.

CLAIMS: Report in Executive Session.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: Risk Manager Charles Casagrande reported on an update from the EJIF regarding underground tanks and a change on the policy form. A notice was recently sent to members. Last year the DEP wanted full policy forms that were sent out early December and one of the towns received correspondence that the DEP would not approve the form. The Feds has published a list of questions and answers and question number twelve talked about a particular endorsement that could not be on the policy form which we did talking about loading and unloading of auto. We very quickly drafted an endorsement and the EJIF has approved it

and sent it out to everyone. If you have the original form from December you will receive a new one very shortly. Please contact us immediately if there are any questions or concerns.

Chairman Pestana congratulated Robert Fischer on his retirement and thanked him for his service on the Board for so many years.

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

MOTION TO CLOSE MEETING:

Moved: Commissioner Bigler
Second: Commissioner Flancbaum
Vote: Unanimous

MOTION TO RE-OPEN MEETING:

Moved: Commissioner Horn
Second: Commissioner Bigler
Vote: Unanimous

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS
AMENDED**

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

MOTION TO ADJOURN:

Moved: Commissioner Bigler
Second: Commissioner Brand
Vote: Unanimous

MEETING ADJOURNED: 11:08 am
NEXT REGULAR MEETING: March 25, 2020
Karen A. Read, Assisting Secretary

For
Bernard Rutkowski, SECRETARY
Date Prepared: - March 11, 2020