

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND  
OPEN MINUTES  
JULY 25, 2018  
TOMS RIVER MUA  
10:30 AM**

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

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

**ROLL CALL OF 2018 EXECUTIVE COMMITTEE:**

Robert Fischer, Chairman	Bayshore Regional SA	Present
Robert Burner, Secretary	Cape May County MUA	Present
Brian Bigler	Secaucus MUA	Present
Michael Gianforte	Two Rivers Water Reclamation Auth.	Present <sup>(10:43 am)</sup>
Frank Pestana	North Bergen MUA	Present
Bernard Rutkowski	Toms River MUA	Present
Justin Flancbaum	Lakewood MUA	Present

**EXECUTIVE COMMITTEE ALTERNATES:**

Thomas Horn, Alt#1	Lambertville MUA	Absent
Richard Brand, Alt #2	East Windsor MUA	Absent
Jill Plesnarski, Alt#3	Readington-Lebanon SA	Present
Gary Vaccaro, Alt #4	Brick MUA	Present

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Adm	Perma Risk Management <b>Cathleen Kiernan</b>
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. <b>Robert Budesa</b>
Claims Service	Qual-Lynx <b>Chris Roselli</b>
Safety Director	JA Montgomery Risk Control <b>Brian Maitland</b>
Managed Care	QualCare <b>Donna Setzer</b>
Underwriting Manager	Capacity Coverage <b>Jon Ziman</b>
MEL Underwriting Manager	Conner Strong & Buckelew

Treasurer

**Stuart Neuhof**

**FUND COMMISSIONERS AND ALTERNATES PRESENT:**

Ivy Robinson, Plainfield MUA  
George Lewis, Passaic Valley Water Commission  
Jim Diaz, Jackson MUA

**ALSO PRESENT:**

Mike Avalone, Conner Strong & Buckelew  
John Casagrande, Danskin Insurance  
Brian Monaghan, TC Irons  
George Crosby, BGIA  
Michael McLaughlin, Marsh & McClellan  
Jeffrey Kurtz, Governmental Risk Management  
Larry Graham, Fairview Insurance  
Brad Stokes, PERMA Risk Management  
Karen Read, PERMA Risk Management

**APPROVAL OF MINUTES:** JUNE 27, 2018 Open and Closed Minutes.

**MOTION TO APPROVE THE OPEN AND CLOSED MINUTES AS AMENDED**

Moved:	Commissioner Flancbaum
Second:	Commissioner Pestana
Vote:	6 Ayes, 0 Nays, 1 Abstain - (Chairman Fischer)

**CORRESPONDENCE:** Executive Director said attached is correspondence from Jon Ziman the Underwriting Manager which is a copy of his filing to the State of all the policies. Next month we can expect a letter from the MEL Underwriting Manager Edward Cooney for his filing.

**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 reviewed the Financial Fast Track Reports. As of May 31, 2018 the statutory surplus stands at \$5.2 all years are in a positive position which is up about \$400,000 over year end. On page 10 is our Loss Ratio and every year at development is less than the comparing the target with the exception of fund year 2018 and that is pretty typical in the current year. Executive Director said on page 12 and 13 is our Lost Time Frequency thru May it stands at 1.07 which is fairly low and that puts us second of the member JIFs we are monitoring. The EPL POL Compliance report appears on pages 17 and 18 and this is where you want to maintain these numbers. In order to maintain these levels you will have to complete the updates and training requirements by October 1st. QBE does reserve the right to review each member's loss experience and maybe make some adjustments. They have not done this in the NJUA JIF.

Please review the RMC Agreement Report and submit your agreement if we have not received it yet.

**AUDITOR REPORT & ACTUARY VALUATION REPORT AS OF DECEMBER 31, 2017-** The 2017 Year End Audit Report, Actuarial Certification & Statement of Actuarial Opinion have been filed with the State. The Synopsis of the Audit has also been advertised in the Fund's newspaper.

**2019 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.

**MOTION TO AUTHORIZE THE RELEASE OF REQUEST FOR QUALIFICATIONS**

Moved:	Commissioner Bigler
Second:	Commissioner Flancbaum
Vote:	Unanimous

**MEMBERSHIP RENEWALS** – The members outlined on page 5 are scheduled to renew their three-year membership term at year end. Renewal documents will be mailed accordingly.

**2018 COVERAGE DOCUMENTS** – The Fund office distributed the 2018 coverage documents to all Fund Commissioners and Risk Managers via email in the beginning of July.

**2018/2019 EMPLOYMENT PRACTICES PROGRAM** – Correspondence was mailed to Fund Commissioners and Risk Management Consultants concerning updates to member Employment Practices Programs. Updated Model Personnel Manuals have been posted to the MEL's webpage [www.njmel.org](http://www.njmel.org) and information on training program requirements. Members have until October 1<sup>st</sup> to submit the checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals. Training Managers & Supervisors, Police Command Staff and offering training to non-supervisory personnel.

Managers & Supervisory Training have been scheduled in various authorities during June, July and August. We are still looking to host a few more sessions. “We must respect each other in local government” video has been added to the MEL Safety Institute to meet training for “non-supervisory” employees.

Executive Director said there were a few changes made after the MEL updated the language for manual was issued. The requirement for sick pay has changed and for members it may have affected you more for part timers where you did not have to offer sick pay but now you do it for every thirty hours worked. We do have some wording in the manual on sick time so you will have to really look at that. The other item was gender pay and that was not included in the manual because it was signed into law after the manual was out. In response to Chairman Fischer, Executive Director said our manual had the old language so you would have to look at what your existing policy is and make sure it meets with the new law for part timers. Commissioner Flancbaum said we updated our policy a few months ago when the changes were

adopted the legislation is pretty clear and we just copied the language from the legislation. In response to Commissioner Bigler, Executive Director said we are not going to check if you re-adopt the new changes but you would still need to do that because you want to be in compliance with the law.

**RISK MANAGEMENT INFORMATION/OPERATING SYSTEM (RMIS)** – Members and Risk Managers will receive an email with a link to renewal worksheets – to begin the 2019 underwriting renewal during the month of July. Executive Director said everyone should have their log-ins. The renewal process has not started yet we are hoping it will begin the first week in August and the deadline will be September 15<sup>th</sup>. It is the same database you are looking at now so if you want to go in and make some changes now you can do that. All the worksheets are not available right now but will be once the renewal process begins.

**ELECTED/APPOINTED OFFICIALS TRAINING** – The Elected/Appointed Officials training course is now available online through the MEL Safety Institute. Attached please find a notice with access instructions.

This year's Elected/Appointed Officials on-line training (Elected Officials – Land Use Liability) course is a video entirely focused on Land-Use. Member Utility/Sewer Authorities can access that course in order to qualify for the \$250 credit. We recognized that his video doesn't impact housing or utility authorities. Therefore, we also committed the instructor lead version of this year's course (Elected/Appointed Officials – Utility/Sewer & Housing Authorities) to a webinar. This version also focuses on land-use but it also addresses technology risks.

For housing and utility authorities, we have extended the deadline to complete either course to July 31, 2018.

**TREASURER:** Treasurer Neuhof reviewed the Treasurer's reports.

**VOUCHER PAYMENTS (BILL LIST) JULY 2018**

2018                      \$89,995.92

**VOUCHER PAYMENTS (SUPPLEMENTAL BILL LIST) JULY 2018**

2018                      \$7,628.78

**CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JUNE 2018:**

Closed:	\$	.00
2014:	\$	4,463.16
2015:	\$	50,133.15
2016:	\$	18,544.28
2017:	\$	48,904.89
2018:	\$	63,371.31

Total: \$ 185,416.79

**MOTION TO APPROVE JULY BILLS LISTS AS AMENDED,  
CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS'  
TRANSFERS DURING MONTH OF JUNE 2018 CLAIMS AND ACCEPT  
TREASURER'S REPORT:**

Moved: Commissioner Burner  
Second: Commissioner Pestana  
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. Executive Director said this week there is a gala called Kids Chance Gala in which QualCare is very involved in and it is a charity that was established by a defense attorney for workers comp who at some point wondered what happens to the children of injured workers that have become so disabled that they are no longer able to work. This is a scholarship program that will help put some of those kids through college. Ms. Setzer said the actually get \$10,000 and 100% of the money collected goes directly to the children.

Report Made Part of the Minutes.

**SAFETY DIRECTOR:**

**MONTHLY REPORT:** Monthly report submitted and reviewed by Safety Director Brian Maitland of JA Montgomery Risk Control. Brian Maitland said General Industry OSHA Training was scheduled for July but the Safety Committee decided to postpone it due to low attendance. We may schedule it in October which may work better than in the summer months with better attendance.

Report Made Part of Minutes.

**JIF/MEL UNDERWRITING MANAGER:** None

**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

**MOTION TO RE-OPEN MEETING:**

Moved: Commissioner Gianforte  
Second: Commissioner Flancbaum  
Vote: Unanimous

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS WITH THE  
EXCEPTION OF THOMAS/HAMILTON TOWNSHIP MUA CLAIM**

Moved: Commissioner Gianforte  
Second: Commissioner Flancbaum  
Roll Call Vote: 7 Ayes, 0 Nay

**MOTION TO ADJOURN:**

Moved: Commissioner Gianforte  
Second: Commissioner Flancbaum  
Vote: Unanimous

**MEETING ADJOURNED: 11:13 am**  
**NEXT REGULAR MEETING: August 22, 2018**  
Karen A. Read, Assisting Secretary

For  
Robert Burner, SECRETARY  
**Date Prepared: - August 10, 2018**