

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
MAY 23, 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 Authority	Present
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	Absent
Gary Vaccaro, Alt #4	Brick MUA	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	Perma Risk Management Cathleen Kiernan
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. Mary Jane Lidka
Claims Service	Qual-Lynx Kathy Kissane
Safety Director	JA Montgomery Risk Control Brian Maitland, Liam Callahan
Managed Care	QualCare Donna Setzer
Underwriting Manager	Capacity Coverage Jon Ziman
Treasurer	Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Earl Sutton, Little Egg Harbor MUA
Ivy Robinson, Plainfield MUA
Ryan Krauss, South Monmouth Regl. SA

ALSO PRESENT:

Mike Avalone, Conner Strong & Buckelew
Chuck Casagrande, Danskin Insurance
John Casagrande, Danskin Insurance
Brian Monaghan, TC Irons
George Crosby, BGIA
Brad Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management

APPROVAL OF MINUTES: April 25, 2018 Open and Closed Minutes.

MOTION TO APPROVE APRIL 25, 2018 OPEN AND CLOSED MINUTES.

Moved:	Commissioner Gianforte
Second:	Commissioner Flancbaum
Vote:	Unanimous

CORRESPONDENCE: None

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 March 31, 2018 the statutory surplus stands at \$4.7 which is ~~down~~ slightly ~~down about \$100,000~~ since year end; and all years are in a positive position. In response to Chairman Fischer, Executive Director said 2016 is not showing as strong of a surplus as other years but much of the "incurred" is still case reserves and "incurred but not reported" (ibnr). ~~was not as good but you can see improvement when reverses go down or we receive recoveries and there is room to improve with the IBNR.~~ Executive Director said starting with the Loss Ratio report on page 13 all Fund years with the exception of 2018, JIF's ~~our~~ incurred is less than ~~where the~~ actuarial's target. ~~and 8.72 where the target is 5 so were are close and in other funds in the current year you will see a higher target.~~ On page 14 you will see the Claims Activity Report which shows nine new claims with a total of 97 open claims. The Fund's lost time accident frequency through February stands at 0.59; with the average MEL JIFs statewide at 1.69. The EPL POL Compliance report appears on pages 20 and 21 and this is where you want to maintain these numbers. In order to stay at the current deductible you will have to complete the updates and training requirements. Please review the RMC Agreement Report and submit your agreement if we have not received it yet.

2018/2019 EMPLOYMENT PRACTICES PROGRAM – Attached in Appendix II is a copy of correspondence distributed to members announcing the 2018/2019 Program. Members should visit the MEL’s webpage www.njmel.org for changes to the MEL’s Model Personnel Manual and information on training program requirements. Members have until October 1st 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.

~~We are working~~ Fund office is working with the Fund Attorney to schedule Managers & Supervisors Training. “We must respect each other in local government” video has been added to the MEL Safety Institute to meet training for “non-supervisory” employees.

AUDITOR & ACTUARY YEAR-END REPORTS - The financial audit for the period ending December 31, 2017 will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30th deadline.

2018 FINANCIAL DISCLOSURES – The Fund office has provided all Fund Commissioners and professionals with the login information they need to complete their Financial Disclosure filing for the NJUA JIF. The filing deadline was April 30th and all but 4 Fund Commissioners completed this filing.

2018 COVERAGE DOCUMENTS - The Fund office will begin distributing the 2018 coverage documents to all Fund Commissioners and Risk Managers via email in late May.

SAFETY EXPO – The Expo Committee is in the final stages of setting the schedule for the Safety Expos, scheduled for June 29th and September 28th. Registration packets will be emailed to all MEL members the end of May.

MEL ADVERTISEMENT IN THE NEW JERSEY LEAGUE OF MUNICIPALITIES MAGAZINE – Enclosed is the latest Power of Collaboration Ad in the NJLM on the tools the MEL provides to combat workplace harassment.

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.

WEBPAGE – The Safety Committee created the NJUA JIF webpage 10 years ago. The software has not been changed since then and it is becoming increasingly difficult to post

changes. Other JIFs manage their webpages in a variety of ways, including hiring a vendor to develop and maintain the page. Executive Director ~~We~~ asked New Tech to review the webpage and submit a quote to make necessary updates. New Tech hosts 5 of the JIFs affiliated with the MEL. New Tech estimated 25 hours to bring the site up to date. Once he completes updates, he would bring it over to the same server as the other JIFs and charge \$75 per month to maintain thereafter.

**MOTION TO ACCEPT PROPOSAL FROM NEW TECH TO UPDATE
WEBPAGE AND MONTHLY COST OF \$75.00 PER MONTH TO
MAINTAIN THE SITE**

Moved:	Commissioner Gianforte
Second:	Commissioner Flancbaum
Vote:	Unanimous

EJIF STORMWATER BULLETIN – Attached are copies of two Environmental Alerts from the EJIF – one concerning NJDEP revisions to Tier A and B Stormwater Permits; and one concerning changes to New Jersey Underground Storage Tank Regulations. Executive Director said the Stormwater DVD is rather outdated so the Environmental Engineer is putting together summary of things that my longer apply. Commissioner Burner said the DEP has a video out that is fairly new and he will give the information to the Executive Director. Commissioner Rutkowski said with this particular update with the tiers and the discharge of swimming polls down the road could have potential to treatment plants and collections in terms of flows if they cannot put it out to the street without dechlorinating and generally when dechlorinating you need some type of contact chamber which a resident is not going to have and where are they going to put this water. This could somehow impact us down the road. Executive Director said she will pass this on to the EJIF Engineers.

Commissioner Bigler said with the underground storage tanks he recently had one of his employees certified and he took the course at Rutgers and there is an A, B and C Certification – A and B covers the course and the C is for making someone the responsible party. Commissioner Bigler said the tried to argue this with the DEP but the rule is anything over 2,000 gallons you have to have the certification done. Commissioner Bigler said they don't use it that often and haven't used it since Sandy but it didn't matter it had to be certified.

RISK MANAGEMENT INFORMATION/OPERATING SYSTEM (RMIS) – The online underwriting database through Origami was launched mid-March; Fund Commissioners and Risk Management Consultants were provided login information, as well as, links to short training videos. Training webinars were held on May 8th and 10th. We are working with Origami for another training date and will email once scheduled. Executive Director said we will be posting the training sessions online and we are in the process of scheduling one more training session. We have limited the logins to Fund Commissioner and Risk Manager due to licensing issues.

Members and Risk Managers will receive an email with a link to renewal worksheets – to begin the 2019 underwriting renewal – which is expected to begin in early June.

TREASURER: Treasurer Neuhoof reviewed the Treasurer's reports.

VOUCHER PAYMENTS (BILL LIST) MAY 2018

2017	\$ 23,568.00
2018	\$526,182.39

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

Closed:	\$.00
2014:	\$ 22,494.04
2015:	\$ 19,679.84
2016:	\$ 24,492.65
2017:	\$ 49,812.95
2018:	\$ 76,517.85
Total:	\$ 192,997.33

MOTION TO APPROVE APRIL BILLS LISTS, EXCLUDING SECOND CHECK FOR FAIRVIEW INSURANCE AGENCY, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF MARCH 2018 CLAIMS AND ACCEPT TREASURER'S REPORT:

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

Treasurer's Report Attached & Made Part of Minutes.

ATTORNEY: Attorney Lidka reported that one of our defense firms with David Reuitenber was able to get the Rockaway Valley Regional SA out of protracted litigation on a Summary Judgement Motion and also got an order to recoup \$190,000 of our \$212,000 in defense fees.

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 Safety Director Brian Maitland of JA Montgomery Risk Control. Mr. Maitland thanked Bayshore Regional SA for hosting the annual Plant Tour on May 17, 2018 which was very informative and they put forth a lot of effort to show their plant and what they have done

to rectify the damages from Sandy and to keep it from re-occurring. Mr. Maitland introduced Liam Callahan a new Risk Consultant for JA Montgomery.

Report Made Part of Minutes.

JIF/MEL UNDERWRITING MANAGER: Executive Director said included in the agenda on page 61 is a memorandum from the MEL Underwriting Manager on the Water Quality Accountability Act which is Cyber related. Ed Cooney will be here next month to explain this memorandum and little more.

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 Flancbaum
Second:	Commissioner Pestana
Vote:	Unanimous

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS PRESENTED WITH THE NOTATION ON BARNARDO CASTANO CLAIM WE WILL ALSO GET A FOLLOW UP REVIEW FROM FUND ATTORNEY ROBERT BUDESA.

Moved:	Commissioner Burner
--------	---------------------

Second:
Roll Call Vote:

Commissioner Bigler
7 Ayes, 0 Nays

MOTION TO ADJOURN:

Moved:
Second:
Vote:

Commissioner Flancbaum
Commissioner Pestana
Unanimous

MEETING ADJOURNED: 11:31 am
NEXT REGULAR MEETING: June 27, 2018
Karen A. Read, Assisting Secretary

For
Robert Burner, SECRETARY
Date Prepared: - June 14, 2018