

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**  
**MEETING: FEBRUARY 25, 2015**  
**Clarion Hotel, Toms River**  
**10:30 AM**

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- MEETING CALLED TO ORDER - OPEN NOTICE READ**
  - PLEDGE OF ALLEGIANCE**
  - ROLL CALL OF EXECUTIVE COMMITTEE**
  - APPROVAL OF MINUTES: January 30, 2015 ..... Appendix I**

**REPORTS**

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**  
    .Executive Director's Report.....Page 1
  
- TREASURER – Stuart Neuhof**  
    .Vouchers Report – February Bills ..... Page 21  
    .Monthly Report ..... Page 24
  
- ATTORNEY –Robert Budes, Esquire**
  
- MANAGED CARE – QualCare**  
    .Monthly Reports ..... Page 40
  
- SAFETY DIRECTOR – JA Montgomery Risk Control**  
    .Monthly Report and Agenda..... Page 46
  
- CLAIMS SERVICE – Qual-Lynx**

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- OLD BUSINESS**
  - NEW BUSINESS**
  - PUBLIC COMMENT**

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES**  
**PERSONNEL - SAFETY AND PROPERTY OF PUBLIC – LITIGATION**  
**1. Payment Authority Requests**

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- MEETING ADJOURNED**

## New Jersey Utility Authorities Joint Insurance Fund

9 Campus Drive, Suite 16

Parsippany, NJ 07054

Telephone (201) 881-7632 Fax (201) 881-7633

Date: February 25, 2015

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- Safety Breakfast** – The Safety Committee will be holding its Annual Safety Breakfast just prior to the meeting.
- EJIF Environmental Alert:** As a reminder, attached is another copy of an E-JIF Alert that was issued in December 2013/January 2014 regarding the hidden costs and potential exposures of acquiring properties.
- MEL Board of Fund Commissioners Retreat:** The MEL Board of Fund Commissioners will hold a one-day retreat on February 27<sup>th</sup> at the Princeton Marriott at Forrestal in Princeton. Discussion will include a review of standing committee charters and a status of the JIF/MEL program.
- 2015 MEL & MR HIF Educational Seminar:** Banking and Insurance Commissioner Kenneth Kobylowski will be the Keynote speaker at the annual MEL & MRHIF Educational Seminar, Friday April 17, 2015. Attached is agenda and registration form for the annual MEL & MRHIF Educational Seminar at to the National Conference Center at the East Windsor Holiday Inn. Continuing Ed credits are available for CFO/CMFO, Clerks, Public Works, Insurance Producers, Purchasing Agents, Accountants, Lawyers, TCH Water Supply, Wastewater, RPPO and QPA.
- 2014/2015 Public Officials/Elected Officials Training Seminars** - While the MEL continues to recommend that public officials attend a training class, the MEL is making available an on-line training program version for local elected officials, the municipal manager/administrator, authority commissioners and authority executive directors to earn their \$250 training credit. Please follow the attached directions to access the on-line program. To receive credit, the program must be completed by June 1, 2015.

Enclosed is a list of instructor led courses held at various locations throughout the state, which is also available on the MEL webpage [www.njmel.org](http://www.njmel.org).

- ❑ **2015 Prima Conference** – The 2015 PRIMA Annual Conference will take place June 7-10, 2015, at the George R. Brown Convention Center in Houston, Texas.

PRIMA's 2015 Annual Conference offers for the first time, three distinct session types: 30-minute cram sessions, 2.5 hours in-depth workshops, and their traditional 1.25 hours classroom sessions that provide educational opportunities for public sector risk management professionals. The PRIMA 2015 Sessions are organized into eight tracks:

Employee Benefits/Human Resources	Pools
Risk Financing/insurance/Self-Insurance	Schools
ERM/Management/Leadership	Risk Control/Safety
Risk Management Administration	Workers Compensation

To review all information regarding the 2015 PRIMA Conference including registration, please visit the website – [www.primacentral.org](http://www.primacentral.org).

- ❑ **Motion to Adopt Resolution # 11-15 Authorizing Travel and Related Expenses for Attendance of \_\_\_\_\_ members at the Annual Risk Management Conference.**
- ❑ **CPR Training** – The Fund has issued an RFP for CPR training; due back on March 10<sup>th</sup>.
- ❑ **Inclement Weather Procedure** - 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 meeting(s), 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.

- ❑ **Due Diligence Reports:**
  - **Financial Fast Track Report** –as of 12/31/14 Page 8
  - **Income Portfolio** – as of 12/31/14 Page 9
  - **Expected Loss Ratio Analysis** – as 1/31/15 Page 10
  - **Claim Activity Report** – as of 1/31/15 Page 11
  - **JIF Recap of Lost Time Accident Frequency**– as of 1/31/15 Page 12
  - **Lost-Time Frequency** – as of 1/31/15 Page 13
  - **Lost Days Report** – as of 1/31/15 Page 15
  - **POL/EPL – Compliance Status List** – as of 2/19/15 Page 17
  - **RMC Resolution & Agreement Status List** – as of 2/19/15 Page 19
  - **Regulatory Affairs Checklist**- as of 2/19/15 Page 20
  - **Claims Management Exception Report** – as of 1/31/15 Appendix II