

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: MARCH 25, 2015
Toms River MUA
10:30 AM

-
- MEETING CALLED TO ORDER - OPEN NOTICE READ**
 - PLEDGE OF ALLEGIANCE**
 - ROLL CALL OF EXECUTIVE COMMITTEE**
 - APPROVAL OF MINUTES: February 23, 2015 Appendix I**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**
 .Executive Director's Report.....Page 1

- TREASURER – Stuart Neuhof**
 .Vouchers Report – March Bills Page 29
 .Monthly Report Page 33

- ATTORNEY –Robert Budes, Esquire**

- MANAGED CARE – QualCare**
 .Monthly Reports Page 49

- SAFETY DIRECTOR – JA Montgomery Risk Control**
 .Monthly Report and Agenda..... Page 55

- CLAIMS SERVICE – Qual-Lynx**

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

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

- MEETING ADJOURNED**

New Jersey Utility Authorities Joint Insurance Fund

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Date: March 25, 2015

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- RCF Meeting** - The RCF met on Wednesday, March 4, 2015 at the Forsgate, Jamesburg, NJ. Enclosed is Chairman Bigler's report.
- EJIF Meeting** - The EJIF also met on Wednesday, March 4, 2015 at the Forsgate, Jamesburg, NJ. Enclosed is Commissioner Fetherman's report.
- MEL Meeting** - The MEL met on Wednesday, March 4, 2015 at the Forsgate, Jamesburg, NJ. Enclosed is Commissioner Wilkins's report.
- MEL Board of Fund Commissioners Retreat:** The MEL Board of Fund Commissioners held a one-day retreat on February 27th at the Princeton Marriott at Forrestal in Princeton. Commissioner Wilkins attended the session.
- Professional Service Agreements:** In 2006, the NJUA JIF adopted standard contract language for professional service agreements. We recommend the standard contract be updated to track to language in the law on Political Contributions, Affirmative Action and Records. The attached Resolution includes the recommended form – with tracked changes. Clauses unique by Fund professional are set forth in the first section of the professional service agreements. Fund Attorney has reviewed and recommends as well.
 - Motion to adopt Resolution 13-15 amending the Fund's Standard Contract Provisions**
- League Magazine:** Enclosed is the first of a series of MEL advertisements to appear in the League magazine. Each advertisement in the "Power of Collaboration" series will be different and will highlight activities of the MEL and JIFs as well as people who have rendered significant service.

- ❑ **2015 Financial Disclosure Forms** - Last year, the Division of Local Government Services developed an online program for financial disclosure filings. The fund office has received notification that online filing will be implemented again this year and the deadline to file is April 30th. The fund office will distribute instructions to commissioners on how to file once a roster is finalized.
- ❑ **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, RPPPO 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.

- ❑ **CPR Training** – The Fund has issued an RFP for CPR training; due back the morning of March 25th.
- ❑ **Due Diligence Reports:**
 - **Financial Fast Track Report** –(January 2015 – Unavailable)
 - **Income Portfolio** – as of 1/31/15 Page 17
 - **Expected Loss Ratio Analysis** – as 2/28/15 Page 18
 - **Claim Activity Report** – as of 2/28/15 Page 19
 - **JIF Recap of Lost Time Accident Frequency**– as of 2/28/15 Page 20
 - **Lost-Time Frequency** – as of 2/28/15 Page 21
 - **Lost Days Report** – as of 2/28/15 Page 23
 - **POL/EPL – Compliance Status List** – as of 3/18/15 Page 25
 - **RMC Resolution & Agreement Status List** – as of 3/18/15 Page 27
 - **Regulatory Affairs Checklist**- as of 3/18/15 Page 28
 - **Claims Management Exception Report** – as of 2/28/15 Appendix II