

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: APRIL 27, 2016
Toms River MUA
10:30 AM

-
- MEETING CALLED TO ORDER - OPEN NOTICE READ**
 - PLEDGE OF ALLEGIANCE**
 - ROLL CALL OF EXECUTIVE COMMITTEE**
 - APPROVAL OF MINUTES: MARCH 23, 2016.....Appendix I**

CORRESPONDENCE:

REPORTS

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

- TREASURER – Stuart Neuhof**
 .Vouchers Report – April billsPage 33
 .Monthly ReportsPage 37

- ATTORNEY –Robert Budes, Esquire**

- MANAGED CARE – QualCare**
 .Monthly Report.....Page 52

- SAFETY DIRECTOR – JA Montgomery**
 .Monthly Report and Agenda.....Page 58

- CLAIMS SERVICE – Qual-Lynx Associates**

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

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

MEETING ADJOURNED

New Jersey Utility Authorities Joint Insurance Fund

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Date: April 27, 2016

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- Coverage** - We are in the process of scheduling a meeting of the Coverage Committee to continue its review of the Fund's auto liability policy concerning pollution coverage for members when an authority hauls sludge.
- Membership:** Linden Roselle Sewerage Authority elected not to accept the Fund's offer of membership.
- 2016 Cash Management Plan:** The MEL approved changes to its cash management plan in an effort to explore options to develop a new investment plan for consideration by the DCA and the DOBI and is recommending the local JIFs adopt the same. Attached is a copy of this fund's cash management plan with proposed changes highlighted for reference.
 - Motion to approve the proposed changes to the cash management plan.**
- Asset Manager Contract:** The NJUA JIF elected to participate in the Banking Services & Asset Management program that was bid by the MEL/RCF & EJIF. Attached is a copy of the MEL Fund Attorney's memorandum on the result of his negotiations with Wilmington Trust on the contract language. A copy has been sent to the Fund Attorney to review the changes. The complete contract is included Appendix II with the revised clauses underlined.
 - Motion to authorize the change to the fund's standard contract for Asset Management Services.**
- Risk Management Consultants:** At the March meeting, it was noted that there are member authorities that do not appoint a Risk Management Consultant. For further discussion, attached is the excerpt from the Fund's bylaws concerning Risk Management Consultants as well as the model Risk Management Consultant agreement developed by a MEL sub-committee – which identifies the services provided by RMCs.
- Elected Officials Training Seminars:** As a reminder, to supplement live presentations of this year's Elected Officials seminar, the MEL posted an online version on www.njmel.org. The deadline to complete the training is May 1, 2016. Enclosed is another copy of instructions to access the program.

A \$250 credit will be earned for local elected officials, the municipal manager/administrator, authority commissioners and authority executive directors that participate in an online or instructor led session. The maximum credit is 25% of a member's liability claims fund assessment.

- ❑ **Employment Practices Program:** As a reminder, changes to the 2017 POL/EPL Program are posted on the MEL's webpage - www.njmel.org - which details changes to the MEL's Model Personnel Manual and information on training program requirements. Members have until October 1st to submit 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.

Attached is another of the Manager & Supervisor Trainings that have been scheduled by the Fund Attorney's office.

Lastly, the MEL Fund Attorney issued a memorandum clarifying changes to the "Open Public Meetings Act - Procedures Concerning Personnel Matters", which was distributed via email and is also attached.

- ❑ **League Magazine:** Enclosed is the next in 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.
- ❑ **2016 Financial Disclosure Forms:** 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 email included links to the instructions and the DLGS webpage to file your disclosure; filing deadline is April 30th. A list is enclosed showing all fund commissioners and the status of their filing as of April 21, 2016.

❑ **Due Diligence Reports**

- ❑ Financial Fast Track Report - 2/28/16 Page 20
- ❑ Interest Rate Comparison Report - as of 2/28/2016 Page 21
- ❑ Expected Loss Ratio - as of 3/31/16 Page 22
- ❑ Claim Activity Report- as of 3/31/16 Page 23
- ❑ Lost Time Accident Frequency Report - as of 3/31/16 Page 24
- ❑ Lost Time Accident Frequency JIF All – as of 3/31/16 Page 26
- ❑ Lost Days Report - as of 3/31/16 Page 27
- ❑ POL/EPL – Compliance Status List – as of 4/21/16 Page 29
- ❑ RMC Resolution & Agreement Status List –as of 4/21/16 Page 31
- ❑ Regulatory Compliance Check List - as of 4/21/2016 Page 32
- ❑ Claims Management Exception Report- as of 3/30/2016 Appendix III