

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: DECEMBER 21, 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: NOVEMBER 15, 2016.....Appendix I**

CORRESPONDENCE:

REPORTS

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

- TREASURER – Stuart Neuhof**
 .Vouchers Report – December BillsPage 27
 .Monthly Reports Page 32

- ATTORNEY –Robert Budes, Esquire**

- MANAGED CARE – QualCare**
 .Monthly Report.....Page 46

- SAFETY DIRECTOR – JA Montgomery**
 .Monthly Report and Agenda.....Page 52

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

Date: December 21, 2016

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- RCF**- The Residual Claims Fund scheduled its 2017 Reorganization meeting for Wednesday, January 4, 2017 at 10:30 am in the Forsgate Country Club located in Jamesburg, NJ.

The Fund should elect its representative to the Residual Claims Fund for the 2017 Fund Year.

- Motion to elect _____ as the New Jersey Utility Authorities Joint Insurance Fund's 2017 representative to the Residual Claims Joint Insurance Fund.**

- EJIF** - The EJIF Board of Fund Commissioners met on November 16th at the Sheraton Hotel in Atlantic City. Enclosed is a copy of Commissioner Rutkowski's report on the meeting.

The EJIF's 2017 Reorganization meeting is scheduled for 10:50 am on Wednesday, January 4, 2017 in the Forsgate Country Club located in Jamesburg, NJ.

The Fund should elect its representative to the Environmental Joint Insurance Fund for the 2017 Fund Year.

- Motion to elect _____ as the New Jersey Utility Authorities Joint Insurance Fund's 2017 representative to the Environmental Joint Insurance Fund.**

- MEL** - The MEL Board of Fund Commissioners conducted its public hearing on the 2017 budget on November 16th in the Atlantic City Convention Center. Enclosed is a copy of Commissioner Rutkowski's report on the meeting – with adopted budget attached.

The 2017 Reorganization meeting for the MEL is scheduled for Wednesday, January 4, 2017 at 11:15 am at the Forsgate Country Club located in Jamesburg, NJ.

The Fund should elect its representative to the Municipal Excess Liability Joint Insurance Fund for the 2017 Fund Year.

- ❑ **Motion to elect _____ as the New Jersey Utility Authorities Joint Insurance Fund's 2017 representative to the Municipal Excess Liability Joint Insurance Fund.**

- ❑ **POL/EPL Coverage Change:** Enclosed is a copy of the MEL Underwriting Manager's memorandum on coverage changes to the POL/EPL policy effective January 1, 2017. We scheduled a conference call on November 30th but did not achieve a quorum.

Attached is Resolution 29-16 recognizing QBE's changes to the POL/EPL Policy.

- ❑ **Motion to adopt resolution 29-16 acknowledging policy change to POL/EPL policy for land use claims**
- ❑ **Employment Practices Program:** Members were asked to submit checklist to qualify and/or maintain deductible and co-pay incentives for POLEPL by October 1st. Compliance includes updating Personnel Manuals, Training Managers & Supervisors, Police Command Staff and offering training to non-supervisory personnel. Attached is a status list of checklists; 7 authorities have yet to submit their checklists.
- ❑ **2017 Budget** - In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund's official newspaper. In addition, PERMA mailed the budget to member authorities and is in the process of filing with the state.
- ❑ **2017 Billings:** In accordance with the Fund's bylaws, bills have been mailed to member authorities and are due and payable by January 15, 2017. Any payments not received by February 1 will be subject to a late penalty retroactive to the due date.
- ❑ **Nominating Committee** - The Nominating Committee met in November and recommends the enclosed slate for Chairman, Secretary and Executive Committee in 2017. Following the December meeting, we will distribute ballots to Fund Commissioners.
- ❑ **2017 Fund Reorganization:** The Fund's Reorganization Meeting has been scheduled for January 25, 2017 at 10:30 am in the Toms River MUA.
- ❑ **2017 Fund Professionals** – In October, Executive Committee reviewed the results of the Fund's Requests for Qualifications. Since the Fund received multiple responses for Fund Attorney, Third Party Administrator and Managed Care, we have provided loss information to the responders and asking for a fee proposal.
- ❑ **Membership Renewals** - Attached is a list of the members scheduled to renew fund membership by January 1, 2017.
- ❑ **New Member** – We are working on a submission for the Jersey City MUA and expect to distribute a New Member Review for review in Executive Session.

❑ Due Diligence Reports

❑ Financial Fast Track Report - 10/31/16	Page 14
❑ Interest Rate Comparison Report - as of 10/31/2016	Page 15
❑ Expected Loss Ratio - as of 11/30/16	Page 16
❑ Claim Activity Report- as of 11/30/16	Page 17
❑ Lost Time Accident Frequency Report - as of 11/30/16	Page 18
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❑ POL/EPL – Compliance Status List – as of 12/14/16	Page 23
❑ RMC Resolution & Agreement Status List – as of 12/14/16	Page 25
❑ Regulatory Compliance Check List - as of 12/14/2016	Page 26