

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**  
**MEETING: JULY 27, 2016**  
**Toms River MUA**  
**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: JUNE 22, 2016 .....Appendix I**

**CORRESPONDENCE: None**

**REPORTS**

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

**TREASURER – Stuart Neuhof**  
    .Vouchers Report – July bills .....Page 21  
    .Monthly Reports .....Page 24

**ATTORNEY –Robert Budesa, Esquire**

**MANAGED CARE – QualCare**  
    .Monthly Report .....Page 44

**SAFETY DIRECTOR – JA Montgomery**  
    .Monthly Report and Agenda.....Page 50

**CLAIMS SERVICE – Qual-Lynx Associates**

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

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

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**MEETING ADJOURNED**

## **New Jersey Utility Authorities Joint Insurance Fund**

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Parsippany, NJ 07054-4412

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

Date: July 27, 2016

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **Asset Manager Contract** - The NJUA JIF elected to participate in the Banking Services & Asset Management program that was bid by the MEL/RCF & EJIF. The MEL Fund Attorney negotiated with Wilmington Trust on a number of clauses in the Fund's professional service agreement and Wilmington's Account Management Agreement. The NJUA JIF adopted these revisions. The MEL Fund Attorney did additional negotiations on the "order of precedent". Enclosed in **Appendix II** is an addendum to reflect these further changes.

### **❑ Motion to authorize Chairman to execute contract addendum**

- ❑ **Employment Practices Program:** As a reminder, changes to the 2017 POL/EPL Program are posted on the MEL's webpage - [www.njmel.org](http://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 and offering training to non-supervisory personnel.

Managers & Supervisory Trainings were scheduled in various authorities during April, May & June.

- ❑ **2016 Policy Member Manuals** - The Fund office is in the process of distributing the 2016 Policy Member Manuals to all Fund Commissioners and Risk Managers via email.
- ❑ **2017 Renewal Online Underwriting Database** - On June 20th members received an email from Exigis Riskworks notifying them the database is available for the 2017 underwriting renewal process. The deadline to submit schedules is August 15<sup>th</sup>.
- ❑ **2017 Membership Renewals** – Attached is a list of members scheduled to renew Fund membership by January 1, 2017. Membership renewal documents will be mailed to members following the meeting.

- ❑ **Safety Expo** – The 2<sup>nd</sup> of two NJUA Safety Expos is scheduled for September 30<sup>th</sup> at the Camden County Emergency Services Training Center. Enclosed is another copy of the registration information that has been emailed to all member authorities. To date, only 38 employees have registered for the September Expo.

- ❑ **Due Diligence Reports**

- ❑ Financial Fast Track Report - 5/31/16 Page 8
- ❑ Interest Rate Comparison Report - as of 5/31/2016 Page 9
- ❑ Expected Loss Ratio - as of 6/30/16 Page 10
- ❑ Claim Activity Report- as of 6/30/16 Page 11
- ❑ Lost Time Accident Frequency Report - as of 6/30/16 Page 12
- ❑ Lost Time Accident Frequency JIF All – as of 6/30/16 Page 14
- ❑ Lost Days Report - as of 6/30/16 Page 15
- ❑ POL/EPL – Compliance Status List – as of 7/20/16 Page 17
- ❑ RMC Resolution & Agreement Status List –as of 7/20/16 Page 19
- ❑ Regulatory Compliance Check List - as of 7/20/2016 Page 20
- ❑ Claims Management Exception Report- as of 6/30/2016 Appendix III