

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: JANUARY 25, 2017
Toms River MUA, Toms River
10:30 AM

-
- MEETING CALLED TO ORDER - OPEN NOTICE READ**
 - PLEDGE OF ALLEGIANCE**
 - ROLL CALL OF EXECUTIVE COMMITTEE**
 - APPROVAL OF MINUTES: December 21, 2016..... Appendix I**

CORRESPONDENCE:

ADJOURN SINE DIE MEETING

Chairs vacated – Executive Director asked to run meeting

MEETING OF FUND COMMISSIONERS CALLED TO ORDER

ROLL CALL OF FUND COMMISSIONERS

ELECTION OF OFFICERS, 5-MEMBER EXECUTIVE COMM & ALTERNATES

Executive Director presents results of paper ballot - calls for ratification of paper ballot election.

***RESOLUTION 1-17 CERTIFY ELECTION OF OFFICERS..... Page 3**

***RESOLUTION 2-17 CONFIRM ELECTION EXEC COMM & ALTERNATES..... Page 4**

ATTORNEY SWEARS IN OFFICERS, EXECUTIVE COMMITTEE & ALTERNATES

APPOINTMENT - FUND OFFICIALS (Resolution 3-17) Page 6

ORGANIZATIONAL RESOLUTIONS (Resolutions 4-17 thru 9-17) Page 8

- .Designation of Interest rates for Delinquent Assessments
- .Designation of Bank Depositories
- .Cash Management Plan
- .Designation of Authorized Signatories
- .Designation of Regular Meeting Times and Place
- .Designation of Service of Process
- .Designation of Official Newspaper
- .Designation of Secretary as custodian of records
- .Excess Property, Liability, POL/EPL and Workers' Compensation
- .2017 Risk Management Plan

COMMITTEE APPOINTMENTS..... Page 29

- .Safety Committee
- .Coverage Committee
- .Nominating Committee
- .Finance Committee

CORRESPONDENCE – None

REPORTS

EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA
 .Executive Director's Report.....Page 1

TREASURER – Stuart Neuhof
 .Vouchers Report – January bills Page 46
 .Monthly Reports Page 50

ATTORNEY –Robert Budes, Esquire
 .2017 Defense Panel Page 64

MEL UNDERWRITING MANAGER – Conner Strong & Buckelew
 .Cyber Coverage Options Page 65
 .Reporting of Cyber Claims Page 66

MANAGED CARE – QualCare
 .Monthly Report..... Page 68

SAFETY DIRECTOR – JA Montgomery
 .Monthly Report and Agenda..... Page 73

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**

1. Payment Authority Requests

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: January 25, 2017

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2017 Reorganization Resolutions** – Enclosed with the agenda are Reorganization Resolutions 3-17 through 8-17. Professional fees as noted on Resolution 1-17 reflect adjustments, if any, for new membership.
- Risk Management Plan** - Attached you will find the 2017 Risk Management Plan which has been reviewed and updated by the Underwriting Manager.

Motion to approve adopt Resolution 9-17 approving the 2017 Risk Management Plan.

- 2017 Membership** – The Jersey City MUA has accepted the Fund's quote and membership effective January 1, 2017. Enclosed is the 2017 Budget, revised to include Jersey City MUA for all but workers' compensation. Upon expiration of its current policy, budget will be revised to include workers' compensation for Jersey City MUA.
- Committee Appointments** - The Fund has four standing committees. Below you will find a list of the committees and a brief description of their charges. You are encouraged to volunteer to serve in the upcoming year. Appointments will be made during the reorganizational part of the meeting. For reference, enclosed is a copy of the 2016 Standing Committees.

•**Coverage** - This committee is charged with evaluating potential exposures and determining whether coverage or policy decision be made by the Fund.

•**Finance Committee** - This committee is charged with meeting at least once a year, with a mandatory meeting to review professional services and make recommendations on fees, providers and the budget.

•**Safety Committee** - This committee is charged with coordinating the activities of the Safety Director and the relationship of same with member authorities; evaluating, analyzing, and reviewing the Fund's safety programs and making the recommendations to the Fund; and monitoring the Fund's Safety Incentive Program.

•**Nominating** - (Fund Commissioners Only) This committee is charged with meeting at least once a year, usually in December, to propose an Executive Committee slate for the following Fund year.

- ❑ **Assessments** - First installment payments were due by January 15th. The Fund has a grace period to February 1st. Any authority's assessment received after that date will have an interest penalty imposed from the January 15th due date. In December, the board authorized an extension to February 15th.
- ❑ **RCF 2017 Reorganization Meeting:** The Residual Claims Fund's 2017 Reorganization meeting was held on January 4, 2017 at 10:30 a.m. at the Forsgate Country Club. Enclosed is a copy of Chairman Bigler's report on the meeting.
- ❑ **EJIF 2017 Reorganization Meeting:** The E-JIF 2017 Reorganization meeting was held on January 4, 2017 at 10:50 am in the Forsgate Country Club. Enclosed is Commissioner Rutkowski's report on the meeting.
- ❑ **MEL 2017 Reorganization Meeting:** The MEL 2017 Reorganization meeting was held on January 4, 2017 at 11:15 am in the Forsgate Country Club. Enclosed is a copy of Commissioner Rutkowski's report on the meeting.
- ❑ **Elected Officials Seminars** – The MEL is in the process of finalizing an online version of this year's Elected Officials Seminar. Once the program is completed, we will email an announcement with instructions to access the program through the MEL's Learning Management System.
- ❑ **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 11/30/16 Page 40
 - ❑ Interest Rate Comparison Report - as of 11/30/2016 Page 41
 - ❑ Expected Loss Ratio – *not available*
 - ❑ Claim Activity Report- *not available*
 - ❑ Lost Time Accident Frequency Report – *not available*
 - ❑ Lost Days Report – *not available*
 - ❑ POL/EPL – Compliance Status List – as of 1/19/17 Page 42
 - ❑ RMC Resolution & Agreement Status List –as of 1/19/17 Page 44
 - ❑ Regulatory Compliance Check List - as of 1/19/2017 Page 45