

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: FEBRUARY 28, 2018
Clarion Hotel, Toms River
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: January 24, 2018 Appendix I**

- CORRESPONDENCE:**
 - JA Montgomery New Service TeamPage 1

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**
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- TREASURER – Stuart Neuhof**
 - .Vouchers Report – February bills Page 20
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- ATTORNEY –Robert Budes, Esquire**

- MANAGED CARE – QualCare**
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- SAFETY DIRECTOR – JA Montgomery**
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- 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**
 - 2. Professional Service Agreements**
-

- MEETING ADJOURNED**

J.A. Montgomery

Risk Control

Since 1924

To: Cathleen Kiernan, Executive Director
Fund Commissioners
Risk Management Consultants
Safety Committee Members
Fund Professionals

From: David N. Grubb, PERMA

Topic: New Jersey Utility Authorities Joint Insurance Fund
Risk Control Service Team

Date: January 26, 2018

We are pleased to announce the following changes to the J.A. Montgomery Risk Control service team.

Joanne Hall will retire in early 2018 after a 35 year distinguished career as a safety professional. Joanne has been with J. A. Montgomery Risk Control as a Vice President since 2004 where she leads the public entity unit.

It is also our pleasure to announce that Paul Shives will be assuming Joanne's responsibilities as Vice President in mid-January. Paul joins J. A. Montgomery from his previous position as the Municipal Manager of Toms River, a community of 94,000 residents with 450 full time employees. Paul earned a masters degree in Public Administration from West Virginia University and has been active as a Commissioner with several joint insurance funds since 1988. For example, he chaired the claims committee that settled all Superstorm Sandy claims from over 200 municipalities in under three years without any litigation.

Brian Maitland, CSP will fill the role of Safety Director, previously held by Joanne for the NJUA JIF, and will be joined by a new safety professional who will be joining our staff in February, along with Howard Spencer, CSP and Robert Holwitt, CSP to provide on-site visits, safety committees and safety related resources.

On behalf of all of us at J.A. Montgomery Risk Control, we look forward to providing quality risk control services for the New Jersey Utility Authorities Joint Insurance Fund.

40 Lake Center Executive Park | 401 Route 73 North | P.O. Box 989 | Marlton, NJ 08053 | jamontgomery.com

New Jersey Utility Authorities Joint Insurance Fund

9 Campus Drive, Suite 216

Parsippany, NJ 07054-4412

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

Date: February 28, 2018

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- Professional Service Appointments** – Attached is Resolution 11-18 revising compensation for the Fund Auditor and Fund Safety Director, which was not correct in January.
 - Motion to Adopt Resolution # 11-18 amending Auditor and Safety Director compensation.**
- Professional Service Agreements** – In concert with the MEL and other local Joint Insurance Funds, a review of the “services” sections of professional service agreements were reviewed since such a review had not been done since 2006. Enclosed in the appendix are professional service agreements with recommended revisions in “tracked view”.
- 2018 MEL/RCF/EJIF March 7th Meeting & Retreat** - The MEL, RCF and EJIF will be holding their March 7th meetings in conjunction with the MEL Annual Retreat at the Hyatt Regency Princeton, 102 Carnegie Center Drive, Princeton.
- 2018 MEL & MR HIF Educational Seminar** - The 8th annual seminar is scheduled for Friday, April 20th beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Attached on **Page 5** is the enrollment form.
- 2018 PRIMA Conference** – The 2018 PRIMA Annual Conference will take place June 3-6, 2018 in Indianapolis, Indiana.

To review all information regarding the 2018 PRIMA Conference including registration, please visit the website – www.primacentral.org.

❑ Motion to Adopt Resolution # 12-18 Authorizing Travel and Related Expenses for Attendance of _____ members at the Annual Risk Management Conference.

❑ Elected Officials Training: Every year, the MEL holds training seminars for elected officials and reduces a member’s assessment by \$250 for each elected/appointed official and chief operating officer completing the course by May 1st. Instructor-led sessions locations and dates are posted on the MEL website at njmel.org. The on-line version for 2018 is entirely focused on planning/zoning boards. We are in the process of converting the version conducted in Atlantic City to a webinar which will be posted to the MEL Safety Institute. We will distributed notices upon completion.

❑ Cyber Task Force: The MEL’s Cyber Task Force met on February 15, 2018 to set forth its 2018 objectives.

❑ Risk Management Information/Operating System (RMIS): The MEL awarded a contract to Origami Risk to provide the online underwriting database; anticipated launch date is early March. This past year marked the last renewal utilizing the Exigis program. The system will remain locked as the data is transitioned to the new platform and verified. Once verification is complete, then the new platform will be made available to members to amend their schedules. We are also working with Origami on training.

❑ 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

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| <input type="checkbox"/> Expected Loss Ratio | Page 9 |
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| <input type="checkbox"/> Lost Time Accident Frequency Report | Page 11 |
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