

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: JANUARY 24, 2018
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 20, 2017 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 1-18 CERTIFY ELECTION OF OFFICERS..... Page 4**

***RESOLUTION 2-18 CONFIRM ELECTION EXEC COMM & ALTERNATES Page 5**

ATTORNEY SWEARS IN OFFICERS, EXECUTIVE COMMITTEE & ALTERNATES

APPOINTMENT - FUND OFFICIALS (Resolution 3-18) Page 7

ORGANIZATIONAL RESOLUTIONS (Resolutions 4-18 thru 9-18) Page 10

- .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
- .2018 Risk Management Plan

COMMITTEE APPOINTMENTS..... Page 30

- .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 57
 .Monthly Reports Page 61

ATTORNEY –Robert Budesá, Esquire
 .2018 Defense Panel Page 75

MANAGED CARE – QualCare
 .Monthly Report..... Page 76

SAFETY DIRECTOR – JA Montgomery
 .Monthly Report and Agenda..... Page 81

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 24, 2018

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2018 Reorganization Resolutions** – Enclosed with the agenda are Reorganization Resolutions 3-18 through 8-18. Professional fees as noted on Resolution 1-18 reflect adjustments, if any, for new membership.
- Risk Management Plan** - Attached you will find the 2018 Risk Management Plan which has been reviewed and updated by the Underwriting Manager.

- Motion to approve adopt Resolution 9-18 approving the 2018 Risk Management Plan.**

- 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 2017 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 2018 Reorganization Meeting:** The Residual Claims Fund's 2018 Reorganization meeting was held on January 3, 2018 at 10:30 a.m. at the Forsgate Country Club. Enclosed is a copy of Commissioner Bigler's report on the meeting.
- ❑ **EJIF 2018 Reorganization Meeting:** The E-JIF 2018 Reorganization meeting was held on January 3, 2018 at 10:50 am in the Forsgate Country Club. Enclosed is Commissioner Rutkowski's report on the meeting.
- ❑ **MEL 2018 Reorganization Meeting:** The MEL 2018 Reorganization meeting was held on January 3, 2018 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.
- ❑ **Finance Committee** - We are in the process of scheduling a Finance Committee meeting to review the defense panel fees.
- ❑ **MEL Mobile Application:** The MEL updated its website (njmel.org) and launched a mobile application in November. We encourage everyone to download the mobile application and register for a "role(s)". The MEL will use the mobile application to issue "push alerts" based on municipal and authority roles. By registering for the "role(s)", you will be able to limit alerts to information meaningful to you. Enclosed on Page 42 is the material mailed to members in November providing instructions to download and register.
- ❑ **Cyber Task Force:** The MEL's Cyber Task Force has been working on Minimum Standards for Cyber Security. The MEL will provide some reimbursement of cyber liability claim deductibles for members who are compliant. Task Force met on December 4th for its final review of standards. A copy of the MEL Cyber Risk Management Plan, which was emailed to members; is posted to the MEL website and is enclosed in the **Appendix II**. The Cyber Task Force will be meeting to develop 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 January 2018. The past summer 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"/> Financial Fast Track Report - as of 11/30/17 | Page 44 |
| <input type="checkbox"/> Interest Rate Comparison Report - as of 11/30/2017 | Page 45 |
| <input type="checkbox"/> Expected Loss Ratio – as of 11/30/17 | Page 46 |
| <input type="checkbox"/> Claim Activity Report- as of 11/30/17 | Page 47 |
| <input type="checkbox"/> Lost Time Accident Frequency Report – as of 11/30/17 | Page 48 |
| <input type="checkbox"/> Lost Days Report – as of 11/30/17 | Page 51 |
| <input type="checkbox"/> POL/EPL – Compliance Status List – as of 1/17/18 | Page 53 |
| <input type="checkbox"/> RMC Resolution & Agreement Status List –as of 1/17/18 | Page 55 |
| <input type="checkbox"/> Regulatory Compliance Check List - as of 1/17/2018 | Page 56 |