

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: MAY 23, 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: APRIL 25, 2018..... Appendix I**

CORRESPONDENCE:

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**
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 - TREASURER – Stuart Neuhof**
 .Vouchers Report – May bills Page 24
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 - ATTORNEY –Robert Budes, Esquire**

 - MANAGED CARE – QualCare**
 .Monthly Report..... Page 40

 - SAFETY DIRECTOR – JA Montgomery**
 .Monthly Report and Agenda..... Page 45

 - JIF/MEL UNDERWRITING MANAGERS – Jon Ziman and Edward Cooney**
 .Water Quality Accountability Act - memorandum..... Page 61

 - 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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Date: May 23, 2018

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **2018/2019 Employment Practices Program:** Attached in Appendix II is a copy of correspondence distributed to members announcing the 2018/2019 Program. Members should visit the MEL's webpage www.njmel.org for changes to the MEL's Model Personnel Manual and information on training program requirements. Members have until October 1st to submit the checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors, Police Command Staff and offering training to non-supervisory personnel.

We are working with the Fund Attorney to schedule Managers & Supervisors Training. "We must respect each other in local government" video has been added to the MEL Safety Institute to meet training for "non-supervisory" employees.

- ❑ **Auditor & Actuary Year-End Reports:** The financial audit for the period ending December 31, 2017 will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30th deadline.
- ❑ **2018 Financial Disclosure Forms:** The Fund office has provided all Fund Commissioners and Professionals with the login information they need to complete their Financial Disclosure filing for the NJUA JIF. The filing deadline was April 30th and all but 4 Fund Commissioners completed this filing.
- ❑ **2018 Coverage Documents:** The Fund office will begin distributing the 2018 coverage documents to all Fund Commissioners and Risk Managers via email in late May.
- ❑ **Safety Expo:** The Expo Committee is in the final stages of setting the schedule for the Safety Expos, scheduled for June 29th and September 28th. Registration packets will be emailed to all MEL members the end of May.
- ❑ **MEL Advertisement in the New Jersey League of Municipalities magazine.** Enclosed is the latest Power of Collaboration Ad in the NJLM on the tools the MEL provides to combat workplace harassment.

- ❑ **Elected/Appointed Officials Training:** The Elected/Appointed Officials training course is now available online through the MEL Safety Institute. Attached please find a notice with access instructions.

This year’s Elected/Appointed Officials on-line training (Elected Officials – Land Use Liability) course is a video entirely focused on Land-Use. Member Utility/Sewer Authorities can access that course in order to qualify for the \$250 credit. We recognized that this video doesn’t impact housing or utility authorities. Therefore, we also committed the instructor-led version of this year’s course (Elected/Appointed Officials – Utility/Sewer & Housing Authorities) to a webinar. This version also focuses on land-use but it also addresses technology risks.

For housing and utility authorities, we have extended the deadline to complete either course to July 31, 2018.

- ❑ **Webpage:** The Safety Committee created the NJUA JIF webpage 10 years ago. The software has not been changed since then and it is becoming increasingly difficult to post changes. Other JIFs manage their webpages in a variety of ways, including hiring a vendor to develop and maintain the page. We asked New Tech to review the webpage and submit a quote to make necessary updates. New Tech hosts 5 of the JIFs affiliated with the MEL. New Tech estimates 25 hours to bring the site up to date. Once he completes updates, he would bring it over to the same server as the other JIFs and charge \$75 per month to maintain thereafter.
- ❑ **EJIF Stormwater Bulletin** – Attached are copies of two Environmental Alerts from the EJIF—one concerning NJDEP revisions to Tier A and B Stormwater Permits; and one concerning changes to New Jersey Underground Storage Tank Regulations.
- ❑ **Risk Management Information/Operating System (RMIS)** – The online underwriting database through Origami was launched mid-March; Fund Commissioners and Risk Management Consultants were provided login information, as well as, links to short training videos. Training webinars were held on May 8th and 10th. We are working with Origami for another training date and will email once scheduled.

Members and Risk Managers will receive an email with a link to renewal worksheets – to begin the 2019 underwriting renewal – which is expected to begin in early June.

❑ **Due Diligence Reports**

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