

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
SEPTEMBER 25, 2013
TOMS RIVER MUA
10:30 AM**

Meeting of Executive Committee called to order by Brian Bigler, Acting Chairman. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE – Acting Chairman Bigler led Commissioners in the Pledge of Allegiance

ROLL CALL OF 2013 EXECUTIVE COMMITTEE:

David Johnson, Chairman	Little Egg Harbor MUA	Absent
Brian Bigler, Secretary	Secaucus MUA	Present
Tammy Fetherman	Lacey MUA	Present
Richard Cranmer	Readington-Lebanon Sewerage Authority	Present
Jerome Cevetello	Manasquan River Reg'l. Sewerage Authority	Present
Michael Gianforte	Two Rivers Water Reclamation Authority	Present
Robert Fischer	Bayshore Regional SA	Present

EXECUTIVE COMMITTEE ALTERNATES:

Robert Burner, Alt #1	Cape May County MUA	Absent
Frank Pastena, Alt #2	North Bergen MUA	Present
Reno Wilkins, Alt #3	Plainfield Municipal Utilities Authority	Present
William Dunn, Alt #4	Mount Holly MUA	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	Perma Risk Management Cathleen Kiernan
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. Robert Budes
Claims Service	Qual-Lynx Kathy Kissane
Safety Director	JA Montgomery Risk Control Lou Carey
Managed Care	QualCare Donna Setzer
Underwriting Manager	Capacity Coverage Jon Ziman
Treasurer	Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Bruce Miller, Raritan Township MUA
Joseph Rizzuto, Mount Holly MUA
Bernard Rutkowski, Toms River MUA

ALSO PRESENT:

Michael Avalone, Conner Strong & Buckelew
Patti Fahy, NAIMC
Charles Casagrande, Danskin Insurance Agency, Inc.
Jeff Stapleton, Otterstedt Insurance Agency
Jeffrey Kurtz, Governmental Risk Management Asso.
Kathy Young, Alamo Insurance
Bradford Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management

APPROVAL OF MINUTES: August 28, 2013 Open & Closed Minutes.

**MOTION TO APPROVE AUGUST 28, 2013 OPEN & CLOSED MINUTES
AS AMENDED.**

Moved:	Commissioner Gianforte
Second:	Commissioner Fetherman
Vote:	7 Ayes, 0 Nays

CORRESPONDENCE: Executive Director said there was no correspondence listed in the agenda but we have since received a letter from the Cumberland County Utilities Authority. The authority is scheduled to renew its membership for 2014 and have they are reserving their rights and considering their options including renewing in the Fund.

EXECUTIVE DIRECTOR'S REPORT: Monthly report submitted to Executive Committee including monthly Fast-track Accident Frequency, Fast-track Financial report, Claim Activity Report, Claims Management Exception Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and Monthly and Annual Regulatory Checklist. Executive Director said through July 31st, the Fund's statutory surplus stands at \$6.6 million compared to \$5.8 at year-end. Executive Director said the Fund stands at 1.17 Lost Time Accident Frequency compared to 1.21 this time last year and added that 63 members have gone without a lost time accident this year. As of August 31st, the NJUA is second in the statewide accident frequency of all MEL member JIFs.

As a follow-up to last month, Executive Director that Asset Works is concentrating its scheduling of property appraisals geographically. Initial visits are being scheduled in far southern part of the state & then moving north. If you have not received a call yet it is because

they are not in your area. Commissioner Bigler asked if they had a time frame of when they will be moving to the North.

FINANCE COMMITTEE – Executive Director said a meeting of the Finance Committee needs to be scheduled for mid-October to review the 2014 budget. Finance Committee members are: Michael Gianforte, Chair; William Dunn, David Johnson, Rick Cranmer, Frank Pastena, Bob Fischer, Brian Bigler, and Reno Wilkins. The date has been tentatively set for October 11, 2013 at the Two Rivers Water Reclamation Authority

RCF REPORT – Executive Director said the RCF met on September 4, 2013 at the Forsgate Country Club and enclosed is a copy of Commissioner Bigler’s report. The Residual Claims Fund amended 2013 Budget (copy distributed to the Board) and proposed 2014 Budget (copy distributed to Board) was introduced at the meeting. The public hearing on the RCF budget will be held on October 16, 2013 at 10:30 AM in the Forsgate Country Club. Commissioner Bigler said - as is typical – the RCF 2013 budget \$673,057 and is being amended to include an additional \$25,248,003, representing the transfer of outstanding liabilities of local JIFs for Fund year 2009.

EJIF REPORT – Executive Director said the EJIF met on September 4, 2013 at the Forsgate Country Club and enclosed is a copy of Commissioner Cevetello’s report. The EJIF’s 2014 Budget was introduced and a public hearing was scheduled for October 16, 2013 at 10:50 AM at the Forsgate Country Club. Commissioner Cevetello said we introduced our budget and declared a \$450,000 dividend. The EJIF budget is going up about 2%.

MEL REPORT – Executive Director said the MEL met on September 4, 2013 at the Forsgate Country Club and enclosed is a copy of Commissioner Cevetello’s report. Commissioner Cevetello said as discussed previously the Super Storm Sand Special Claims Committee has been meeting monthly and they have appointed a couple special masters to handle the sorting of claims in accordance with the process at the MEL. Executive Director said the NJUA members do not participate in the MEL for property coverage and are not part of the Super Sandy Committee process. The EJIF’s 2014 budget was introduced which is increasing 2%

2014 RENEWAL/BUDGET PROCESS – Executive Director said the 2014 exposure data in PERMA’s database will be sent to the Risk Management Consultants for confirmation. Executive Director said we are going over the data changes and sometime this week data changes will be emailed to Risk Management Consultants.

MEMBERSHIP RENEWALS – Executive Director said 25 members are scheduled to renew fund membership by January 1, 2014. Membership documents were mailed out in August. Attached is a list of the members and the documents received to date. In addition to the list provided in the agenda we have also received North Bergen MUA and the Woodbine MUA.

2014 FUND PROFESSIONALS - The Executive committee should begin considerations on the process to award contracts for 2014 using either “fair & open: or “non-fair & open”. Enclosed is a modification version of the form we put in place last year. Executive Director said in Appendix II the short form was included which is compliance with the fair and open process we usually issue after this meeting with a due date before the next meeting.

MOTION TO ADOPT THE “FAIR AND OPEN PROCESS” IN ACCORDANCE WITH N.J.S.A 19:44a-20.4 et. SEQ AND AUTHORIZE THE FUND OFFICE TO ADVERTISE THE “SHORT FORM” REQUEST FOR QUALIFICATIONS ADVERTISEMENT SEEKING FUND PROFESSIONALS FOR A ONE TO THREE YEAR TERM

Moved: Commissioner Cevetello
Second: Commissioner Gianforte
Vote: Unanimous

ELECTED OFFICIALS TRAINING – Executive Director said this year’s elected/appointed officials training program will focus on Risk Management for Local Officials. Session will be scheduled for the Taj Mahal on Tuesday, November 19th at 3:45 pm and at the Convention Center on Wednesday, November 20th at 3:45 pm. Executive Director said there will also be courses throughout the year that will be posted on the MEL webpage www.njmel.org

SAFETY EXPO – The 21st NJUA Safety Expo has been scheduled for September 20th at the Camden County Emergency Services Training Center and November 8th at the Middlesex County Fire Academy. Registration packets were sent out to members. Executive Director said the first one was held on Friday, September 20th with about 150 in attendance.

POL/EPL PROGRAM – The MEL’s Model Personnel Committee will be meeting to review the Employment Practices Program to determine what updates need to be made to the model. Members will be asked to update their programs and meet training requirements to maintain deductibles and co-payment levels for 2014-2015. Executive Director the two mandatory policies to address which are the new leave requirements in accordance with NJ SAFE Act (concerning victims of domestic violence and some updates to the FMLA. There will be some other optional updates as well.

TREASURER:

RESOLUTION 28-13 VOUCHER PAYMENTS (BILL LIST)

2013 \$ 86,824.49

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF AUGUST 2013:

CLOSED	\$.00
2009:	\$ 33,681.38
2010:	\$ 4,464.32
2011:	\$ 54,546.60
2012:	\$ 27,823.88

2013:	\$153,206.85
Total:	\$273,723.03

MOTION TO APPROVE SEPTEMBER BILLS LISTS, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF AUGUST 2013 CLAIMS AND ACCEPT TREASURER'S REPORT:

Moved:	Commissioner Gianforte
Second:	Commissioner Fetherman
Roll Call Vote:	7 Ayes, 0 Nays

Treasurer's Report Attached & Made Part of Minutes.

ATTORNEY: None

MANAGED CARE:

MONTHLY REPORT: Report submitted and reviewed by QualCare.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Monthly report submitted and reviewed by JA Montgomery Risk Control. Lou Carey on September 20th we had the Safety Expo at the Camden County Regional Training Center with approximately 150 in attendance. Safety Director said the MSI is receiving training requests for 2014 up until the end of this month. At this time, the MEL has received 1,037 training requests which is 96% of our targeted amount of 1,079. Also included in the report was a list of all of the trainings for the remainder of the year.

Report Made Part of Minutes.

CLAIMS:

MONTHLY REPORT: Claims Manager report was for closed session.

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

NONE

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

MOTION TO CLOSE MEETING:

Moved: Commissioner Cevetello
Second: Commissioner Fetherman
Vote: Unanimous

MOTION TO RE-OPEN MEETING:

Moved: Commissioner Gianforte
Second: Commissioner Cevetello
Vote: Unanimous

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS
SUBMITTED:**

Moved: Commissioner Gianforte
Second: Commissioner Cevetello
Roll Call Vote: 7 Ayes, 0 Nays

MOTION TO ADJOURN

Moved: Commissioner Gianforte
Second: Commissioner Fetherman
Vote: Unanimous

MEETING ADJOURNED: 11:23am
NEXT REGULAR MEETING: October 23, 2013

Karen A. Read, Assisting Secretary
For

Brian Bigler, SECRETARY
Date Prepared: - October 11, 2013