

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
APRIL 22, 2015
TOMS RIVER MUA
10:30 AM**

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

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

ROLL CALL OF 2015 EXECUTIVE COMMITTEE:

Brian Bigler, Chairman	Secaucus MUA	Present
Michael Gianforte, Secretary	Two Rivers Water Reclamation Authority	Present
Tammy Fetherman	Lacey MUA	Present
Robert Fischer	Bayshore Regional SA	Present
Robert Burner	Cape May County MUA	Present
Frank Pastena	North Bergen MUA	Present
Reno Wilkins	Plainfield Municipal Utilities Authority	Present

EXECUTIVE COMMITTEE ALTERNATES:

Bernie Rutkowski, Alt #1	Toms River MUA	Present
Justin Flancbaum, Alt #2	Lakewood MUA	Present
Thomas Horn, Alt #3	Lambertville MUA	Present
Richard Brand, Alt #4	East Windsor 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 Tracey Loreaux
Safety Director	JA Montgomery Risk Control Joanne Hall
Managed Care	QualCare Donna Setzer
Underwriting Manager	Capacity Coverage Jon Ziman
Treasurer	Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Jill Plesnarski, Readington Lebanon SA
Bruce Miller, Raritan Township MUA
Gary Vaccaro, Brick MUA
Robert Smith, Jr., Western Monmouth Outfall Authority
Robert Maybury, Mt. Holly MUA

ALSO PRESENT:

Katie Osborne, Conner Strong & Buckelew
Charles Casagrande, Danskin Insurance Agency
Amy Pieroni, NAIMC
Tom Fitzpatrick, Fairview Associates
Jeff Kurtz, Government Risk Management Services
Mary Ann Costabile, Rue Insurance
Mike McLaughlin, Marsh and McLennan
Frank Covelli, Professional Insurance Associates
Bradford Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management

APPROVAL OF MINUTES: March 23, 2015 Open and Closed Minutes.

MOTION TO APPROVE MARCH 23, 2015 OPEN AND CLOSED MINUTES.

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

CORRESPONDENCE: None

REPORTS:

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 enclosed in the agenda packet are the January and February 2015 Financial Fast Tracks as of February 28th the statutory surplus stands at \$5.7 million. A new line has been added to this report called Total Cash and this figure includes reserves and IBNR as well as cash on hand. The Expected Loss Ratios as of March 31, 2015 shows all years - with the exception of the current year - to have incurred amounts less than actuarial targets. Executive Director said the Lost Time Accident Frequency is at 1.06 and, as such, the lowest of the JIFs that Perma measures – an improvement over Fund year 2014.

Executive Director said the state examiners are still in the Fund office completing their audit and should finish up by the end of April. The state's actuary has already reviewed the fund's financials and identified no deficiencies.

2015 FINANCIAL DISCLOSURE FORMS – Last year, the Division of Local Government Services introduced a new online program for financial disclosure filings. Perma has provided all Fund Commissioners with the PIN they need to complete their Financial Disclosure filing for the NJUA JIF. Email included a link to the instructions and the webpage to file your disclosure. The filing deadline is April 30th.

The division has begun issuing violations to anyone that failed to complete the 2014 filing by September 1, 2014. All Fund Commissioners for the NJUA Joint Insurance Fund completed their 2014 filings on time. Executive Director said they are issuing fines anywhere from \$100 to \$500 and added that the division will not entertain any appeals by the JIF on behalf of commissioners; commissioner must make their own appeal. Executive Director said no one from this JIF received a fine.

2014/2015 PUBLIC OFFICIALS/ELECTED OFFICIALS TRAINING SEMINARS – While the MEL continues to recommend that public officials attend a training class, the MEL is making available an on-line training program version for local elected officials, the municipal manager/administrator, authority commissioners and authority executive directors to earn their \$250 training credit. Please follow the attached directions to access the on-line program. To receive credit, the program must be completed by June 1, 2015. Executive Director said even though the second installment bills were issued already the credit for any additional training will show as a carryover credit on the 2016 bill.

Enclosed is a list of instructor led courses held at various locations throughout the state, which is also available on the MEL webpage www.njmel.org.

CPR TRAINING – The Fund issued a second RFP for CPR Training, since response to initial email was poor. Executive Director emailed a summary of all of the responses – which ranged from \$62 to \$65 range with the exception of Oceanside CPR out of Wall, New Jersey and they were at \$45 per student inclusive of all materials. Oceanside CPR provided Lakewood MUA has a reference. Commissioner Flancbaum said they used this firm and were pleased with the service. Commissioner Burner said this is a very reasonable price and we should confirm they will be sending the proper amount of instructor with is a 6:1 ratio. Executive Director said we would confirm the instructor to student ratio.

MOTION TO AUTHORIZE PERMA TO MOVE FORWARD ON RETAINING OCEANSIDE CPR FOR TRAINING SUBJECT TO CONFIRMING INSTRUCTOR RATIO

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

RISK MANAGEMENT CONSULTANT FEES - Executive Director said each year the JIF provides credits for seminar attendance. Much of the attendance occurs after the billings are issued. In those situations, the credit appears on the following year's assessment. It can be very difficult to resolve the changes to the Risk Management Consultant fee – which, as a % of the assessment, is reduced accordingly. We are asking the board to consider waiving adjustments to RMCs fees when the amount is less than \$100 since most RMCs don't recognize the adjustment requiring the Fund office to spend a fair amount of time to resolve. In response to Commissioner Fischer, Executive Director said this would only effect adjustments less than \$100 and is mostly for RMC fees but could also be any adjustment under \$100. The Board did agree with the waiving the adjustment if less than \$100. Executive Director said a resolution will be included in the next month's agenda and this will commence with the 2016 assessment billings.

LEAGUE MAGAZINE –Executive Director enclosed is the second of a series of MEL advertisements to appear in the League magazine. Each advertisement in the “Power of Collaboration” series will be different and will highlight activities of the MEL and JIFs as well as people who have rendered significant service.

TREASURER:

VOUCHER PAYMENTS (BILL LIST)

Closed:	\$	1,915.40
2013	\$	2,969.09
2014	\$	0.00
2015	\$	360,438.07

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF MARCH 2015:

Closed:	\$.00
2011:	\$	97,291.40
2012:	\$	4,060.82
2013:	\$	3,836.33
2014:	\$	35,005.43
2015	\$	53,333.80
Total:		\$193,527.78

MOTION TO APPROVE APRIL BILLS LIST, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF MARCH 2015 CLAIMS AND ACCEPT TREASURER'S REPORT:

Moved: Commissioner Pasetna
 Second: Commissioner Gianforte
 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 Ms. Setzer QualCare.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Safety Director Joanne Hall offered congratulations to the Fund for the position on the Lost Time Accident Frequency Rate. Ms. Hall reviewed her report. The Executive Safety Committee Meeting for April was moved from up North and held at the Toms River MUA. Safety Director thanked Toms River MUA for the accommodation and the topic was a PEOSH Presentation and following the Executive Safety meeting there was an Expo meeting. There will be two Safety Expos this year one on June 5th at Middlesex Fire Academy as well as the September 25th date in Camden. Safety Director said there will be a work zone track, a technical track, short courses and CPR AED track. Safety Director will be working with the CPR vendor to facilitate this class at the Expo. In May the second quarterly training will be held on May 21st at Middlesex Fire Academy. These sessions are being run by Anthony Stagliano and the topic will be a supervisory training program. Safety Director said on July 22nd there will be a Safety Meeting following the JIF meeting and the topic will be claims reporting and procedures representatives from Qual Lynx and Qual Care.

Report Made Part of Minutes.

CLAIMS: Report in Executive 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 Gianforte
Second: Commissioner Fetherman
Vote: Unanimous

MOTION TO RE-OPEN MEETING:

Moved: Commissioner Gianforte
Second: Commissioner Fetherman
Vote: Unanimous

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS AMENDED NOT TO EXCEED \$22,000 ON THE SECAUCUS MUA CLAIM

Moved: Commissioner Gianforte
Second: Commissioner Burner
Roll Call Vote: 7 Ayes, 0 Nays – (Commissioner Bigler - Abstained from the Secaucus MUA PAR)

MOTION TO ADJOURN:

Moved: Commissioner Gianforte
Second: Commissioner Pastena
Vote: Unanimous

MEETING ADJOURNED: 11:12am
NEXT REGULAR MEETING: May 27, 2015
Karen A. Read, Assisting Secretary

For
Michael Gianforte, SECRETARY
Date Prepared: - May 20, 2015

**NEW JERSEY UTILITY AUTHORITY JOINT INSURANCE FUND
BILLS LIST**

Resolution No. 15-15

APRIL 2015

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the New Jersey Utility Authority Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR CLOSED

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
008675			
008675	CUMBERLAND COUNTY MUA	RMC FEE 2010 - CUMMBERLAND CNTY MUA	1,915.40
			1,915.40
		Total Payments Closed Year	1,915.40

FUND YEAR 2013

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
008676			
008676	CUMBERLAND COUNTY MUA	EPL CREDIT 2013 - CREDIT	-63.84
008676	CUMBERLAND COUNTY MUA	EPL SEMINAR CREDIT 2013	1,063.84
			1,000.00
008677			
008677	BROWN & BROWN METRO, INC	RMC FEE 2013 - WASHINGTON TWP MUA	2,969.09
			2,969.09
		Total Payments FY 2013	3,969.09

FUND YEAR 2014

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
008596			
008596	ALLIED RISK MGMT. SERVICES	VOIDED	1567.09-
			1567.09-
008678			
008678	ALLIED RISK MGMT. SERVICES	RMC FEE 2ND 2014 BAYONNE MUA	1,567.09
			1,567.09
		Total Payments FY 2014	-0-

FUND YEAR 2015

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
008679			
008679	QUALCARE, INC.	MANAGED CARE SERVICES - 04/2015	8,338.47
			8,338.47
008680			
008680	APEX INSURANCE SVCS c/o XL INS	TECH ERRORS&OMISSIONS 2OF2 INSTALL	21,900.00
008680	APEX INSURANCE SVCS c/o XL INS	POL & EPL 2 OF 2 INSTALLMENT 2015	218,187.00
			240,087.00
008681			

008681	QUAL-LYNX	ADJUSTMENT OF OVERPAYMENT JAN-MAR 2015	-2,588.31
008681	QUAL-LYNX	CLAIMS ADMIN - 04 2015	13,781.91
			11,193.60
008682			
008682	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 04/2015	12,777.31
008682	J.A. MONTGOMERY RISK CONTROL	2015 AWARDS BREAKFAST - 4/6/15	623.21
			13,400.52
008683			
008683	PERMA	POSTAGE FEE 03/2015	79.55
008683	PERMA	EXECUTIVE DIRECTOR FEE 04/2015	21,784.84
			21,864.39
008684			
008684	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICE FEE 04/2015	2,649.27
008684	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICE FEE 02/2015	2,649.27
008684	THE ACTUARIAL ADVANTAGE	ACTUARIAL SERVICE FEE 03/2015	2,649.27
			7,947.81
008685			
008685	BERRY, SAHRADNIK, KOTZAS & BENSON	LITIGATION MANAGEMENT - 03/31/2015	3,675.12
008685	BERRY, SAHRADNIK, KOTZAS & BENSON	ATTORNEY FEE 04/2015	1,580.40
008685	BERRY, SAHRADNIK, KOTZAS & BENSON	COSTS: 03/31/2015	10.38
			5,265.90
008686			
008686	STUART NEUHOF	TREASURER FEE 04/2015	1,665.50
			1,665.50
008687			
008687	CAPACITY COVERAGE CO. OF N.J.	UNDERWRITING MANAGER FEE 04/2015	6,640.50
			6,640.50
008688			
008688	RICHARD BRAND	MEETING ATTENDANCE 1ST QTR 2015	300.00
			300.00
008689			
008689	THOMAS HORN	MEETING ATTENDANCE 1ST QTR 2015	450.00
			450.00
008690			
008690	FRANK PESTANA	MEETING ATTENDANCE 1ST QTR 2015	450.00
			450.00
008691			
008691	BRIAN BIGLER	MEETING ATTENDANCE 1ST QTR 2015	450.00
			450.00
008692			
008692	JUSTIN FLANCAUM	MEETING ATTENDANCE 1ST QTR 2015	450.00
			450.00
008693			
008693	TAMMY FETHERMAN	MEETING ATTENDANCE 1ST QTR 2015	450.00
			450.00
008694			
008694	NJ ADVANCE MEDIA	ACCT: XNEWJ0555768 - 3/18/15 - NOTICE	27.90
			27.90
008695			
008695	RENO B WILKINS	MEETING ATTENDANCE 1ST QTR 2015	450.00

