

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
APRIL 25, 2018
TOMS RIVER MUA
10:30 AM**

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

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

ROLL CALL OF 2018 EXECUTIVE COMMITTEE:

Robert Fischer, Chairman	Bayshore Regional SA	Present
Robert Burner, Secretary	Cape May County MUA	Present
Brian Bigler	Secaucus MUA	Present
Michael Gianforte	Two Rivers Water Reclamation Authority	Present
Frank Pestana	North Bergen MUA	Present
Bernard Rutkowski	Toms River MUA	Present
Justin Flancbaum	Lakewood MUA	Present

EXECUTIVE COMMITTEE ALTERNATES:

Thomas Horn, Alt#1	Lambertville MUA	Present
Richard Brand, Alt #2	East Windsor MUA	Absent
Jill Plesnarski, Alt#3	Readington-Lebanon SA	Present
Gary Vaccaro, Alt #4	Brick MUA	Present

APPOINTED OFFICIALS PRESENT:

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

FUND COMMISSIONERS AND ALTERNATES PRESENT:

James Schilling, Musconetcong SA
Ivy Robinson, Plainfield MUA

ALSO PRESENT:

Katie Osborne, Conner Strong & Buckelew
Chuck Casagrande, Danskin Insurance
John Casagrande, Danskin Insurance
Michael McLaughlin, Marsh & McLennan
Kathy Young, Alamo Insurance
Amy Pieroni, Reliance Insurance Group
George Crosby, BGIA
Karen A. Read, PERMA Risk Management

APPROVAL OF MINUTES: March 28, 2018 Open and Closed Minutes.

MOTION TO APPROVE MARCH 28, 2018 OPEN AND CLOSED MINUTES.

Moved:	Commissioner Gianforte
Second:	Commissioner Pestana
Vote:	Unanimous

CORRESPONDENCE: None

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 reviewed the Financial Fast Track Reports for January and February 2018. As of February 2018 the statutory surplus stands at \$4.6 which is slightly down from \$4.8 at year end all years are in a positive position. Executive Director said starting with the Loss Ratio report on page 12 all Fund years with the exception of 2018 are less than where the actuary's expected development which is not unusual in the first two months of the year. The Fund's lost time accident frequency through February stands at 0.00; this time last year the frequency was .30. The EPL POL Compliance report appears on page 18 and this is where you want to maintain these numbers. Please review the RMC Agreement Report and submit your agreement if we have not received it yet.

MEL MEETING - The MEL met on April 6, 2018 at the Hyatt Regency in Princeton. Enclosed is a copy of Commissioner Rutkowski's report on the meeting.

The bill that would expand the JIF and MEL's investment opportunities is now on the Governor's desk. The law would authorize certain joint insurance funds to invest in certain bonds, notes and other obligations of State and Federal agencies and to form joint cash management and investment programs as a means to broaden the types of securities joint

insurance fund may invest in and to reduce the amount of assets that must be held in short-term investments to cover the cash flow needs of the funds.

RCF MEETING - The RCF met on April 6, 2018 at the Hyatt Regency in Princeton. Enclosed is a copy of Commissioner Bigler's report on the meeting.

EJIF MEETING - The EJIF met on April 6, 2018 at the Hyatt Regency in Princeton. Enclosed is a copy of Commissioner Rutkowski's report on the meeting.

SECOND INSTALLMENT BILLINGS – There was a delay in the fund office on the issuance of second installment billing statements. The Board agreed to extend the due date to May 31st for 2018 second installments.

2018 PRIMA CONFERENCE – The JIF authorized attendance of board members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Indianapolis from June 3-6. Please notify the Fund office if you are interested in attending.

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 operation officer completing the course by May 1st. Instructor-led session 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. The version conducted in Atlantic City is being converted to a webinar will be posted to the MEL Safety Institute very shortly. We will distribute notices upon completion. Members can view either version to earn the credit. The deadline for completion will be extended.

2018 FINANCIAL DISCLOSURES – Commissioners should anticipate the outline filing of the Financial Disclosure forms inclusive of the JIF/MEL/EJIF/RCF Commissioner (which are in addition to any municipal related positions that require filing). The Fund office has advised Fund Commissioners and Professionals of their filing requirement.

MODEL PERSONNEL POLICY COMMITTEE – Every two years the MEL asks members to update their Employment Practices Compliance Program. The Program includes updating Personnel Manuals and compliance with training requirements. The MEL's Committee met in February to begin its review and expects to complete its process and announce the EPL Program requirements during the month of April.

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. Enclosed is a copy of the email issued to members announcing the scheduling of training webinars on May 8th and 10th with Origami. We are asking members and risk managers to login and view the program and prepare questions, if any, in advance.

TREASURER: Treasurer Neuoff reviewed the Treasurer's reports.

VOUCHER PAYMENTS (BILL LIST) APRIL 2018

2017	\$ 1,911.20
2018	\$165,954.07

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF MARCH 2018:

Closed:	\$.00
2014:	\$ 7,083.02
2015:	\$ 21,359.17
2016:	\$ 21,158.06
2017:	\$ 206,170.47
2018:	\$ 63,627.71
Total:	\$ 319,398.43

MOTION TO APPROVE APRIL BILLS LISTS, EXCLUDING SECOND CHECK FOR FAIRVIEW INSURANCE AGENCY, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF MARCH 2018 CLAIMS AND ACCEPT TREASURER'S REPORT:

Moved:	Commissioner Gianforte
Second:	Commissioner Flancbaum
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: Monthly report submitted and reviewed by Safety Director Brian Maitland of JA Montgomery Risk Control. Mr. Maitland reported there will be two CPR/AED Training sessions being held this year the first at Brick MUA on Friday, April 27th and in Deptford at their municipal building on May 22nd. Please feel free to register for the class. Our next Safety Committee meeting will be at Bayshore Regional SA on May 17, 2018 where there will be a plant tour. Bayshore has their electrical system built to the 500 year flood and we have not seen the same water barriers at many of our other member facilities so we have identified Bayshore as a great spot to hold our plant tour this year.

Report Made Part of Minutes.

CLAIMS: Report in Executive Session.

OLD BUSINESS:

NONE

NEW BUSINESS: Underwriting Manager Jon Ziman discussed a newsletter that CNA would like to issue quarterly to members. Mr. Ziman said if anyone has any topic suggestions you can email them to his attention and it looks like the first issue will be distributed by email to members in September.

PUBLIC COMMENT:

NONE

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

MOTION TO CLOSE MEETING:

Moved: Commissioner Bigler
Second: Commissioner Flancbaum
Vote: Unanimous

MOTION TO RE-OPEN MEETING:

Moved: Commissioner Bigler
Second: Commissioner Pestana
Vote: Unanimous

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS
PRESENTED WITH THE EXCEPTION OF CRUZ/BERKELY TOWNSHIP SA
CLAIM**

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

MOTION TO ADJOURN:

Moved:	Commissioner Bigler
Second:	Commissioner Pestana
Vote:	Unanimous

MEETING ADJOURNED: 12:00pm
NEXT REGULAR MEETING: May 23, 2018
Karen A. Read, Assisting Secretary

For
Robert Burner, SECRETARY
Date Prepared: - May 9, 2018