

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
MARCH 28, 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	Absent
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	Present
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 Matt Genna
Managed Care	QualCare Donna Setzer, Racine McCutcheon
Underwriting Manager	Capacity Coverage Jon Ziman
Treasurer	Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

James Schilling, Musconetcong SA
Bernie Bujak, South Monmouth Regl SA
Ryan Krause, South Monmouth Regl SA

ALSO PRESENT:

Mike Avalone, Conner Strong & Buckelew
Chuck Casagrande, Danskin Insurance
John Casagrande, Danskin Insurance
Michael McLaughlin, Marsh & McLennan
Dom Cinelli, Brown & Brown
Jeff Kurtz, Gov. Risk Management Associates
Brian Monaghan, TC Irons
Karen A. Read, PERMA Risk Management

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

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

Moved:	Commissioner Gianforte
Second:	Commissioner Pestana
Vote:	Unanimous

CORRESPONDENCE: XL Catlin Acquisition – Executive Director said one piece of correspondence is enclosed in the agenda packet from the MEL JIF Underwriting Manager to announce XL Caitlin that is our carrier for cyber liability has been acquired by AXA.

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 the January Financial Fast Track Report will not be available until the next meeting – to allow Perma's accounting staff to prepare materials for the Fund Auditor. Executive Director said starting with the Loss Ratio report on page 11 all Fund years with the exception of 2018 are less than where the actuary's expected development. During the month of January there were 39 claims associated with 2018. The Fund's lost time accident frequency through January 31st stands at 0.00; this time last year the frequency was 1.89. 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.

2018 MEL/RCF/EJIF MARCH 7TH MEETING & RETREAT– The MEL, RCF and EJIF will be holding their April 6th (rescheduled for March 7th due to weather) in conjunction with the MEL Annual Retreat at the Hyatt Regency, Princeton 102 Carnegie Center Drive, Princeton. Executive Director said any Fund Commissioner is welcome to attend.

2018 MEL & MR HIF EDUCATIONAL SEMINAR - The 8TH annual seminar is scheduled for Friday, April 20th beginning at 9:00 am at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with the MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Enrollment form enclosed.

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.

Executive Director said this year the online version that is on the Learning Management system right now is a video which is entirely focused on planning boards. Executive Director said for the Utility Authorities, the MEL is converting the live course from Atlantic City to a webinar and put it online – still focused on planning boards but not entirely. Executive Director said this is in the final stages and once the program is complete it will be uploaded to the MSI and we will issue a notice.

Commissioner Gianforte said his board viewed the video in a group setting with in house attorney signing off on the attendance. Commissioner Gianforte said the video created a great discussion.

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). We are updating the roster for the April 4th deadline. We expect to be authorized to distribute to Fund Commissioners after April 4th forms will need to be filed by April 30th.

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) – As previously reported, the MEL awarded a contract to Origami Risk to provide the online underwriting database and this past summer marked the last renewal utilizing the Exigis Program.

The data has been successfully transitioned to Origami and we have issued logins to fund Commissioners and Risk Management Consultants. Announcement will include a link to short training videos. Once members have an opportunity to review the videos and the worksheets, training webinars will be scheduled.

In response to Commissioner Rutkowski, Executive Director said we will take a look at the active vehicles compared to archived vehicles in the new Origami system to make sure archived vehicles are not showing as active. This could affect the premium to excess carrier. We have been tweaking a few things as we go along.

AUTISM AND MENTAL HEALTH AWARENESS TRAINING – JA Montgomery has recently sent a notice out advising members of training available to help employees manage mental health issues. There are various agencies that will provide free training to law enforcement agencies.

LEAGUE MAGAZINE – Attached is the latest advertisement in the “Power of Collaboration” series to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. This advertisement highlights the MEL mobile application available to download.

AGGREGATE LOSS FUND CONTINGENCY – Beginning with the 2016 Fund year, the MEL implemented a Retrospective Rating Program. The MEL billed member JIFs only 85% of its expected claims fund and will bill balance of the JIFs that exceed that amount. Additional billing will be capped at 100%, 115% or 125% - which is determined based on the JIF’s claims experience. For 2016 and 2017, the NJUA JIF’s cap is 100% of the expected claims fund. The NJUA JIF funded this corridor in the budget. In 2017, Executive Committee adopted a resolution authorizing the creation of an aggregate loss fund contingency account. Enclosed is a revised Resolution establishing the 2018 Fiscal Management Plan which authorizes the transfer of the amount collected in the 2018 budget.

MOTION TO ADOPT RESOLUTION #14-18 AUTHORIZING TRANSFER OF THE AGGREGATE LOSS FUND CONTINGENCY COLLECTED WITH 2018 ASSESSMENTS TO THE AGGREGATE LOSS FUND CONTINGENCY ACCOUNT

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

INCLEMENT WEATHER PROCEDURE - Executive Director said 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 meetings, 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.

TREASURER: Treasurer Neuoff reviewed the Treasurer’s reports. It was noted that a duplicate bill was listed on the bill list for check # 001666 in the amount of \$ \$9,466.82. The

Bills List was reviewed after the JIF meeting and the total listed on the bills list was correct in the amount of \$309,059.47; check #001666 was listed twice in error.

VOUCHER PAYMENTS (BILL LIST) MARCH 2018

2017	\$ 974.67
2018	\$308,084.80

SUPPLEMENTAL VOUCHER PAYMENTS (BILL LIST)

2017	\$ 12,744.02
2018	\$251,695.76

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

Closed:	\$.00
2014:	\$ 4,933.16
2015:	\$ 22,211.27
2016:	\$ 17,836.84
2017:	\$ 156,948.16
2018:	\$ 14,262.95
Total:	\$ 216,192.38

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

Moved:	Commissioner Gianforte
Second:	Commissioner Pestana
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. Ms. Setzer introduced Racine McCutcheon who is a Provider Services Manager on the workers' compensation side and has been hire to educate our workers' compensation providers.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Monthly report submitted and reviewed by Safety Director Matthew Genna of JA Montgomery Risk Control.

Executive Director said received a request from Brian Maitland to hold another CPR training we had done a couple in the past year but have nothing scheduled for this year. If it is a pleasure of the Board we would need a motion to approve CPR training session in the North and South

MOTION TO APPROVE CPR AED TRAINING IN THE NORTH AND SOUTH OF THE STATE

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

Report Made Part of Minutes.

CLAIMS: Report in Executive Session.

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

Commissioner Shilling of Musconetcong Sewerage Authority said his authority recently had a cyber-attack at their facility and are still in restoration and recovery mode. Executive Director said there is a hotline for XL our carrier on the NJUA JIF website. There is a toll free number to report the incident and they will look at the seriousness and to see if anyone's data was compromised, as well as bringing in a forensic team to find where the problem occurred and to protect you from it happening again. Executive Director said the policy comes with a \$10,000 deductible. Commissioner Shilling said they wanted to report it to make the JIF aware.

Commissioner Vaccaro said Brick MUA is participating in the project with the MEL accessing a review by Palindrome to identify typical traffic patterns to and from public entity servers. Palindrome had indicated participation might produce an insurance discount. Executive Director said that may be talking about our Cyber Risk Management program where if you have done those risk control things you might be able to recover

the deductible which is a \$10,000 deductible. Executive Director said that information in on the webpage as well.

**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 Flancbaum
Second: Commissioner Gianforte
Vote: Unanimous

**MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS
PRESENTED**

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

MOTION TO ADJOURN:

Moved: Commissioner Bigler
Second: Commissioner Pestana
Vote: Unanimous

MEETING ADJOURNED: 11:28am
NEXT REGULAR MEETING: April 25, 2018
Karen A. Read, Assisting Secretary

For
Robert Burner, SECRETARY
Date Prepared: - April 17, 2018