

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
FEBRUARY 26, 2014
CLARION HOTEL & CONFERENCE CENTER, TOMS RIVER
10:30 AM**

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

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

ROLL CALL OF 2013 EXECUTIVE COMMITTEE:

Brian Bigler, Chairman	Secaucus MUA	Present
Jerome Cevetello, Secretary	Manasquan River Reg'l. Sewerage Authority	Present
Tammy Fetherman	Lacey MUA	Present
David Johnson	Little Egg Harbor MUA	Absent
Richard Cranmer	Readington-Lebanon 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	Present
Frank Pastena, Alt #2	North Bergen MUA	Present
Reno Wilkins, Alt #3	Plainfield Municipal Utilities Authority	Present
William Dunn, Atl #4	Mount Holly MUA	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	Perma Risk Management Cathleen Kiernan, James Kickham
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. Robert Budesa Mary Jane Lidaka
Claims Service	Qual-Lynx Kathy Kissane, Don Kellerman, Amiee Guariglia, Karen Conway
Safety Director	JA Montgomery Risk Control Joanne Hall, Lou Carey
Managed Care	QualCare Donna Setzer, Ellen Shannon

Underwriting Manager

Capacity Coverage

Jon Ziman

Treasurer

Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

Joseph Rizzuto, Mount Holly MUA
Justin Flancbaum, Lakewood MUA
Robert Smith, Western Monmouth UA
Jim Diaz, Jackson Township MUA
Richard Brand, East Windsor MUA

ALSO PRESENT:

Michael Avalone, Conner Strong & Buckelew
Jeff Stapleton, Otterstedt Insurance Agency
Patti Fahy, NAIMC
Charles Casagrande, Danskin Insurance Agency, Inc.
Mary Ann Costabile, Rue Insurance
Bradford Stokes, PERMA Risk Management
Karen A. Read, PERMA Risk Management

APPROVAL OF MINUTES: January 22, 2014 Open & Closed Minutes.

MOTION TO APPROVE JANUARY 22, 2014 OPEN & CLOSED MINUTES.

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

CORRESPONDENCE: Correspondence from Anne Noble distributed announcing the joining of Qualcare's managed care with Qual-lynx workers' compensations claims administration teams – under the Qual-lynx name. Ms. Setzer said the provider network will still be reported under the name of Qualcare.

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. Financial Fast Track shows a Statutory Surplus stands at 7.3 million up from \$5.8 million last year. This does reflect the \$1 million dividend that was given out last year. As of January 31, 2014, the NJUA JIF Lost Time Accident Frequency rate is at 0.63.

SAFETY BREAKFAST – The Safety Committee held its Annual Safety Breakfast just prior to the meeting.

MEMBERSHIP – The Atlantic Highland/Highlands Regional Sewerage Authority is scheduled to dissolve on March 31, 2014. A revised billing was issued to the authority in the amount of \$3,507.28 which represents the time period of January 1st – March 31st. If they do not actually dissolve at that time we will make an adjustment if necessary.

MOTION TO CERTIFY REVISED ASSESSMENT IN THE AMOUNT OF \$3,507.28 FOR ATLANTIC HIGHLANDS/HIGHLANDS REGIONAL SEWERAGE AUTHORITY FOR THE PERIOD OF JANUARY 1, 2014 THROUGH MARCH 31, 2014.

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

2014 MEL & MR HIF EDUCATIONAL SEMINAR – Executive Director said the 4th annual seminar is scheduled for Friday, April 11th, 9:00 am to 4:00 pm at the Crowne Plaza, Monroe, NJ Turnpike Exit 8A. The MEL and MRHIF (Municipal Reinsurance Health Fund) are sponsoring this annual educational seminar for commissioners, municipal personnel, risk managers and vendor personnel. Enclosed is the registration form.

This seminar is eligible for the following continuing educational credits:

- CFO/CMFO, Public Works and Clerks: Five Credits plus One Ethics Credit
- Insurance Producers and Purchasing Agents: Five Credits
- Accountants (CPA's) and Lawyers (CLE): approval pending
- TCH Water Supply & Wastewater Licensed Operator Training: Five Credits (Attendance for the full morning and afternoon session required for credit)

EMPLOYMENT PRACTICES PROGRAM – There are a number of areas members must address to maintain Program Compliance. Executive Director suggested members work with your attorney to complete the Attorney Certification form by the deadline of May 1, 2014.

Personnel Manuals - Please visit the MEL webpage – njmel.org – for the updates to personnel policies & procedures manuals. Executive Director said we have three items that need to be updated – updating communications and social media, add new language for domestic leave requirements and updating the FMLA language because a number changes were made since we last updated.

Managers & Supervisors Training – Employment Practices Risk Management Program also included mandatory training of management. Attached is a listing of the classes scheduled to date. Executive Director said we are still in the process of scheduling additional classes. Once they have been scheduled we will send a schedule to members. This training is mandatory. We also sent out a DVD which you can also get online called New Employee Orientation which addresses the non supervisory training that you have to offer to those employees or you can use any of the other DVD's used in the past or this training can be taken online.

2013/2014 PUBLIC OFFICIALS/ELECTED OFFICIALS TRAINING SEMINARS –

While the MEL continues to recommend the public officials attend a training class, the MEL is also making available an on-line training program for local elected officials, the municipal manager/administrator, authority commissioners and authority executive directors to earn their \$250 training credit. To receive credit, the program must be completed by May 1, 2014. Please follow the steps in the instruction sheet that was distributed to Fund Commissioners. This program can also be assigned without credit to other local unit appointees and senior staff.

Please visit the MEL webpage www.njmel.org for the schedule of instructor led courses held at various locations throughout the state.

1099 REQUIREMENTS - Per the Internal Revenue Code when issuing payments to vendors, a JIF, HIF or Insurance Commissions must have the Employer Identification Number (EIN) before issuing a check. Executive Director said we recommend the board establish a policy that payments only be processed to vendors with a W-9 on file in the Fund office. Last summer we did get most of the 1099 forms from vendors we do business with.

MOTION TO APPROVE THE 1099 REPORTING REQUIREMENT POLICY FOR THE NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND

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

2014 PRIMA CONFERENCE - Executive Director said the next PRIMA convention will take place in Long Beach, California from June 8 – 11, 2014. Please check your calendars and determine if you are interest in attending this year’s conference. To guarantee conference hotel rates, reservations must be made by Friday, May 9, 2014.

MOTION TO ADOPT RESOLUTION #12-14 AUTHORIZING TRAVEL AND RELATED EXPENSES FOR TRAVEL TO THE ANNUAL RISK MANAGEMENT CONFERENCE

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

FINANCIAL DISCLOSURE STATEMENTS – Executive Director said according to the state webpage concerning 2014 Financial Disclosure filings: Neither the 2013 instructions nor the fillable financial disclosure statement form shall be used for 2014. Local government officers are instructed to await further information from their municipal clerks, county clerks, or other agency representative. Commissioner Gianforte said as guidance, they said if you have last years form to put in a file and if anyone asks for it before the new system is in place you can provide them with last years form.

LEAGUE ARTICLE – Attached is an article from the League Magazine that details the on line resources available on the MEL’s website njmel.org. Executive Director said this article address all of the available resources that the MEL has been putting up on with webpage including the learning management system. This article was written by David Grubb and Mayor Chris Botta.

INCLEMENT WEATHER PROCEDURE – 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 meeting(s), 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 day or night. For meeting that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

TREASURER:

RESOLUTION 13-14 VOUCHER PAYMENTS (BILL LIST)

2012	\$ 14,148.72
2013	\$ 5,895.71
2014	\$ 330,733.08

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JANUARY 2014:

CLOSED	\$.00
2010:	\$ 6,443.14
2011:	\$ 25,600.79
2012:	\$ 2,401.48
2013:	\$166,511.32
2014:	\$ 11,353.00
Total:	\$212,309.73

MOTION TO APPRROVE FEBRUARY BILLS LISTS, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF JANUARY 2014 CLAIMS AND ACCEPT TREASURER’S REPORT:

Moved:	Commissioner Fischer
Second:	Commissioner Cevetello
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. Ms. Setzers aid even though the workers comp department has changed their name to Qual-Lynx all of the providers and savings is from the Qual Care network there fore they will continue to be Qual Care reports. Ms. Setzer introduced Qual Care nurse Ellen Shannon who handles all the cases for the NJUA JIF.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Monthly report submitted and reviewed by JA Montgomery Risk Control. Joanne Hall reported the 2014 Safety Incentive Program is being distributed now by email. Ms. Hall congratulated all of the safety award winners announced at the Annual Safety Breakfast this morning.

Report Made Part of Minutes.

CLAIMS: The claims report was for closed session. Ms. Kissane introduced Qual Lynx assistant workers comp supervisor Karen Conway.

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

Commissioner Cevetello thanked Joanne Hall and Karen Read and staff for doing a very nice job on the Safety Breakfast this morning.

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

MOTION TO CLOSE MEETING:

Moved:	Commissioner Fetherman
Second:	Commissioner Fischer
Vote:	Unanimous

MOTION TO RE-OPEN MEETING:

Moved: Commissioner Gianforte
Second: Commissioner Fetherman
Vote: Unanimous

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS SUBMITTED:

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

MOTION TO ADJOURN:

Moved: Commissioner Gianforte
Second: Commissioner Fischer
Vote: Unanimous

MEETING ADJOURNED: 11:10am
NEXT REGULAR MEETING: March 26, 2014

Karen A. Read, Assisting Secretary
For

Jerome Cevetello, SECRETARY
Date Prepared: - March 18, 2014