

**APRIL 24, 2019**  
**TOMS RIVER MUA**  
**10:30 AM**  
**AGENDA AND REPORTS**

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

NOTICE OF THIS MEETING WAS GIVEN BY (1) SENDING SUFFICIENT NOTICE HEREWITH TO THE STAR LEDGER, (2) FILING ADVANCE WRITTEN NOTICE OF THIS MEETING WITH THE CLERK/ADMINISTRATOR OF EACH MEMBER AUTHORITY AND (3) POSTING A COPY OF THE MEETING NOTICE ON THE PUBLIC BULLETIN BOARD OF ALL MEMBER AUTHORITIES

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**  
**MEETING: APRIL 24, 2019**  
**Toms River MUA**  
**10:30 AM**

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- MEETING CALLED TO ORDER - OPEN NOTICE READ**
  - PLEDGE OF ALLEGIANCE**
  - ROLL CALL OF EXECUTIVE COMMITTEE**
  - APPROVAL OF MINUTES: March 27, 2019 .....Appendix I**

**CORRESPONDENCE: None**

**REPORTS**

**EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**  
    .Executive Director's Report.....Page 1

**TREASURER – Stuart Neuhof**  
    .Vouchers Report – April bills .....Page 32  
    .Monthly Reports ..... Page 36

**ATTORNEY –Robert Budes, Esquire**

**MANAGED CARE – QualCare**  
    .Monthly Report .....Page 53

**SAFETY DIRECTOR – JA Montgomery**  
    .Monthly Report and Agenda.....Page 58

**CLAIMS SERVICE – Qual-Lynx Associates**

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**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT**

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES**  
**PERSONNEL - SAFETY AND PROPERTY OF PUBLIC – LITIGATION**

**1. Payment Authority Requests**

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**MEETING ADJOURNED**

## New Jersey Utility Authorities Joint Insurance Fund

9 Campus Drive, Suite 216

Parsippany, NJ 07054-4412

Telephone (201) 881-7632 Fax (201) 881-7633

Date: April 24, 2019

Memo to: Executive Committee  
New Jersey Utility Authorities Joint Insurance Fund

From: Cathleen Kiernan

Subject: Executive Director's Report

**Resolution 15-19 Plan of Risk Management** – Enclosed in Appendix II is Resolution 15-19 reflecting the revisions to the Plan of Risk Management for changes made to increase elements of property coverage sub-limits resulting from cyber attacks.

**Motion to adopt Resolution 15-19 amending the 2019 Risk Management Plan.**

**2019 MEL/RCF/EJIF March 29<sup>th</sup> Meeting & Retreat** - The MEL, RCF and EJIF held their March meetings in conjunction with the MEL Annual Retreat on Friday, March 29<sup>th</sup>. The purpose of the retreat is provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. Enclosed you will find a report on the meetings.

**Cyber Security:** Last month, the Board agreed to issue an RFQ for a vendor to determine member compliance with the MEL's Minimum Standards Risk Management Program for Cyber Security, including a request for pricing to assist members come into compliance. Enclosed is the Resolution to authorize the appointment through the Competitive Contracting Process. We are finalizing the qualifications and expect to distribute a draft at the meeting.

**Coverage Committee:** We are in the process of scheduling a Coverage Committee conference call to review a number of deductibles in the C.N.A. program to clarify which the JIF participates with its retentions and which are member deductibles to the C.N.A. policy.

**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 31<sup>st</sup> for 2019 second installment.

**2019 MEL & MR HIF Educational Seminar** - The 9th annual seminar is scheduled for Friday, May 3, 2019 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 MEL and Municipal Reinsurance Health Insurance Fund

(MR HIF) members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Attached is the enrollment form. An electronic fillable form was also be distributed via email to Board and Fund Commissioners and Risk Managers.

- ❑ **Online 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 operating officer completing the course by May 1<sup>st</sup>. Instructor-led sessions, locations and dates are posted on the MEL website at njmel.org. This course is also available on-line; instructions on how to access the course is enclosed for your review. The course covers ways to prevent employment practices lawsuits.
- ❑ **MEL Helpline:** The MEL Safety Institute has established the new MEL Employment Practices Helpline (EPL); a dedicated resource to guide members on employment related issues. Enclosed is a copy of that announcement. We will be contacting members to identify 2 representatives per town/authority that will have access to the Helpline.
- ❑ **MEL Cyber Task Force:** The MEL’s Cyber Task Force met on April 1<sup>st</sup> and reviewed member compliance with risk control, claims experience and next steps.
- ❑ **League Magazine** - The latest in the series of “Power of Collaboration” to appear in the League magazine. The April ad focuses on the MEL Safety Institute classroom and online trainings.
- ❑ **Financial Disclosures** - Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of the MEL/EJIF/RCF Commissioner and any municipal related positions that require filing. We have been asked by the Division of Local Government Services to update the 2019 Fund Commissioner roster and expect a notice to be issued shortly.
- ❑ **Sewer Back-ups.** During Executive Session last month, there was some discussion on providing customers with guidance on reducing the impact of a sewer back-up on belongs. For information, attached is the brochure prepared in 2008.
- ❑ **Due Diligence Reports**
  - ❑ Financial Fast Track Report Page 19
  - ❑ Interest Rate Comparison Report Page 20
  - ❑ Expected Loss Ratio Page 21
  - ❑ Claim Activity Report Page 22
  - ❑ Lost Time Accident Frequency Report Page 23
  - ❑ Lost Time Accident Frequency JIF All Page 25
  - ❑ Lost Days Report Page 26
  - ❑ POL/EPL – Compliance Status List – as of 4/17/19 Page 28
  - ❑ RMC Resolution & Agreement Status List – as of 4/17/19 Page 30
  - ❑ Regulatory Compliance Check List - as of 4/17/2019 Page 31