

JANUARY 23, 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: JANUARY 23, 2019
Toms River MUA, Toms River
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: December 19, 2018..... Appendix I**

CORRESPONDENCE:

ADJOURN SINE DIE MEETING

Chairs vacated – Executive Director asked to run meeting

MEETING OF FUND COMMISSIONERS CALLED TO ORDER

ROLL CALL OF FUND COMMISSIONERS

ELECTION OF OFFICERS, 5-MEMBER EXECUTIVE COMM & ALTERNATES

Executive Director presents results of paper ballot - calls for ratification of paper ballot election.

***RESOLUTION 1-19 CERTIFY ELECTION OF OFFICERS..... Page 4**

***RESOLUTION 2-19 CONFIRM ELECTION EXEC COMM & ALTERNATES..... Page 5**

ATTORNEY SWEARS IN OFFICERS, EXECUTIVE COMMITTEE & ALTERNATES

APPOINTMENT - FUND OFFICIALS (Resolution 3-19)..... Page 7

ORGANIZATIONAL RESOLUTIONS (Resolutions 4-19 thru 9-19) Page 10

- .Designation of Interest rates for Delinquent Assessments
- .Designation of Bank Depositories
- .Cash Management Plan
- .Designation of Authorized Signatories
- .Designation of Regular Meeting Times and Place
- .Designation of Service of Process
- .Designation of Official Newspaper
- .Designation of Secretary as custodian of records
- .Excess Property, Liability, POL/EPL and Workers' Compensation
- .2019 Risk Management Plan

COMMITTEE APPOINTMENTS..... Page 30

- .Safety Committee
- .Coverage Committee
- .Nominating Committee
- .Finance Committee

CORRESPONDENCE – None

REPORTS

EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA
 .Executive Director's Report.....Page 1

TREASURER – Stuart Neuhof
 .Vouchers Report – January bills Page 57
 .Monthly Reports Page 60

ATTORNEY –Robert Budes, Esquire
 .2019 Defense Panel Page 77

MANAGED CARE – QualCare
 .Monthly Report..... Page 78

SAFETY DIRECTOR – JA Montgomery
 .Monthly Report and Agenda..... Page 83

JIF/MEL UNDERWRITING MANAGERS – Jon Ziman and Edward Cooney
 .New MEL EPL Helpline..... Page 100
 .Cyber Report/Loss Control Program..... Page 101
 .MEL Cyber Risk Management Program Appendix II

CLAIMS SERVICE – Qual-Lynx Associates

OLD BUSINESS
 NEW BUSINESS
 PUBLIC COMMENT

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES
PERSONNEL - SAFETY AND PROPERTY OF PUBLIC – LITIGATION
1. Payment Authority Requests**

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: January 23, 2019

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2019 Reorganization Resolutions** – Enclosed with the agenda are Reorganization Resolutions 3-19 through 8-19. Professional fees as noted on Resolution 1-19 reflect adjustments, if any, for new membership.
- Risk Management Plan** - Attached you will find the 2019 Risk Management Plan which has been reviewed and updated by the Underwriting Manager.

Motion to approve adopt Resolution 9-19 approving the 2019 Risk Management Plan.

- Committee Appointments** - The Fund has four standing committees. Below you will find a list of the committees and a brief description of their charges. You are encouraged to volunteer to serve in the upcoming year. Appointments will be made during the reorganizational part of the meeting. For reference, enclosed is a copy of the 2018 Standing Committees.

•**Coverage** - This committee is charged with evaluating potential exposures and determining whether coverage or policy decision be made by the Fund.

•**Finance Committee** - This committee is charged with meeting at least once a year, with a mandatory meeting to review professional services and make recommendations on fees, providers and the budget.

•**Safety Committee** - This committee is charged with coordinating the activities of the Safety Director and the relationship of same with member authorities; evaluating, analyzing, and reviewing the Fund's safety programs and making the recommendations to the Fund; and monitoring the Fund's Safety Incentive Program.

•**Nominating** - (Fund Commissioners Only) This committee is charged with meeting at least once a year, usually in December, to propose an Executive Committee slate for the following Fund year.

- ❑ **Assessments** - First installment payments were due by January 15th. The Fund has a grace period to February 1st. Any authority's assessment received after that date will have an interest penalty imposed from the January 15th due date.
- ❑ **RCF 2019 Reorganization Meeting:** The Residual Claims Fund's 2019 Reorganization meeting was held on January 2, 2019 at 10:30 a.m. at the Forsgate Country Club. Enclosed is a copy of Commissioner Bigler's report on the meeting.
- ❑ **EJIF 2019 Reorganization Meeting:** The E-JIF 2019 Reorganization meeting was held on January 2, 2019 at 10:50 am in the Forsgate Country Club. Enclosed is Commissioner Rutkowski's report on the meeting.
- ❑ **MEL 2019 Reorganization Meeting:** The MEL 2019 Reorganization meeting was held on January 2, 2019 at 11:15 am in the Forsgate Country Club. Enclosed is a copy of Commissioner Rutkowski's report on the meeting.
- ❑ **Elected Officials Seminars** – The MEL is in the process of finalizing an online version of this year's Elected Officials Seminar. Once the program is completed, we will email an announcement with instructions to access the program through the MEL's Learning Management System.
- ❑ **Cyber Liability:** During the month of December, there was a rash of ransomware attacks hitting New Jersey municipalities, including MEL JIF members. As a result, XL Caitlin, the Fund's carrier, asked for additional premium. The MEL JIF will process these payments in 2019 (amounting to approximately \$200 per member) in an effort to protect the coverage for member JIFs.

The MEL's Cyber Task Force promulgated Minimum Standards for Cyber Security in 2017. If implemented, these standards may have prevented some of the claim activity. The Cyber Task Force will be meeting to review 2019 objectives.

- ❑ **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 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.

❑ **Due Diligence Reports**

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|--------------------------------------------------------|---------|
| ❑ Financial Fast Track Report - as of 11/30/18 | Page 44 |
| ❑ Interest Rate Comparison Report - as of 11/30/2018 | Page 45 |
| ❑ Expected Loss Ratio – as of 11/30/18 | Page 46 |
| ❑ Claim Activity Report- as of 11/30/18 | Page 47 |
| ❑ Lost Time Accident Frequency Report – as of 11/30/18 | Page 48 |
| ❑ Lost Days Report – as of 11/30/18 | Page 51 |

<input type="checkbox"/> POL/EPL – Compliance Status List – as of 1/15/19	Page 53
<input type="checkbox"/> RMC Resolution & Agreement Status List –as of 1/17/19	Page 55
<input type="checkbox"/> Regulatory Compliance Check List - as of 1/17/2019	Page 56