

JANUARY 22, 2020
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 22, 2020
Toms River MUA, Toms River
10:30 AM

-
- MEETING CALLED TO ORDER - OPEN NOTICE READ**
 - PLEDGE OF ALLEGIANCE**
 - ROLL CALL OF EXECUTIVE COMMITTEE**
 - APPROVAL OF MINUTES: December 18, 2019Appendix 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 1-20 CERTIFY ELECTION OF OFFICERS..... Page 4**

***RESOLUTION 2-20 CONFIRM ELECTION EXEC COMM & ALTERNATES Page 5**

ATTORNEY SWEARS IN OFFICERS, EXECUTIVE COMMITTEE & ALTERNATES

APPOINTMENT - FUND OFFICIALS (Resolution 3-20).....Page 7

ORGANIZATIONAL RESOLUTIONS (Resolutions 4-20 thru 12-20).....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 and POL/EPL
- .Primary POLEPL
- .Primary Cyber Liability
- .Excess Cyber Liability
- .2020 Risk Management Plan

COMMITTEE APPOINTMENTS.....Page 34

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

REPORTS

EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA
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TREASURER – Stuart Neuhof
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ATTORNEY –Robert Budes, Esquire
 .2020 Defense PanelPage 80

MANAGED CARE – QualCare
 .Monthly Report.....Page 81

SAFETY DIRECTOR – JA Montgomery
 .Monthly Report and Agenda.....Page 85

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 22, 2020

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2020 Reorganization Resolutions:** Enclosed with the reorganization resolutions is Resolution 1-20 which confirms the board's decision to award professional service agreements in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2018, 2019 and 2020. The Resolution has been updated to reflect the 2020 compensation amounts and estimated 3-year contact amounts as per Local Finance Notice 2017-10.

- Motion to adopt Resolution 1-20 confirming Fund Professionals.**

In addition, included are resolutions establishing Fiscal Management, Establishing Meeting Procedures, Establishing Fund Records and Authorizing Excess and Primary Insurance.

- Motion to adopt Resolution 3-20 through 11-20 establishing Fiscal Management, establishing Meeting Procedures, establishing Fund Records and Authorizing Excess and Primary Insurance.**

- Risk Management Plan** - Attached you will find the 2020 Risk Management Plan which has been reviewed and updated by the Underwriting Manager.

- Motion to adopt Resolution 12-20 approving the 2020 Risk Management Plan.**

- Membership** – The Wrightstown MUA and the Linden Roselle Sewerage Authority both accepted the Fund's offer of membership effective January 1, 2020 bringing the total membership up to 72 authorities/commissions. Attached is a revised budget reflecting the additions to the budget as well as changes to certain fund professional fees.
- JIF Crime Policy** – The Coverage Committee reviewed the JIF Crime Policy, as modified by the Municipal Excess Liability Joint Insurance Fund as the form it will

“follow” for excess crime coverage. Coverage Committee met in December and recommended adoption. Policy is included in Appendix II.

❑ **Committee Appointments** - The Fund has four standing committees. Below you will find a list of the committees and a brief description of their charges. Fund Commissioners 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 2019 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 issued the first week of December. In December, the board voted to extend due date to February 15th with a grace period to March 1st.

❑ **RCF 2020 Reorganization Meeting:** The Residual Claims Fund’s 2020 Reorganization meeting was held on January 6, 2020 at 10:30 a.m. at the Forsgate Country Club. Enclosed is a copy of Commissioner Bigler’s report on the meeting.

❑ **EJIF 2020 Reorganization Meeting:** The E-JIF 2020 Reorganization meeting was held on January 6, 2020 at 10:50 am in the Forsgate Country Club. Enclosed is Commissioner Rutkowski’s report on the meeting.

❑ **MEL 2020 Reorganization Meeting:** The MEL 2020 Reorganization meeting was held on January 6, 2020 at 11:15 am in the Forsgate Country Club. Enclosed is a copy of Commissioner Rutkowski’s report on the meeting.

❑ **Employment Practices Training:** In 2020, all Managers and Supervisors are required to complete training in Employment Practices and protecting children from molestation. The Fund Attorney will contact all members to schedule this training. J.A. Montgomery will conduct this training for Police Command Officers. Other employees and volunteers can complete required training on line; enclosed are the instructions on how to access the course. The updates for the model personnel policies and procedures will be available shortly.

- ❑ **Elected Officials Training:** This year’s elected officials training program will also focus on *Preventing Child Abuse and Protecting Public Entities from the liabilities imposed by new legislation concerning sexual molestation*. Please contact the Fund Office to schedule sessions. A notice will be distributed once sessions are scheduled in the area.

- ❑ **Power of Collaboration:** Attached is the latest in the series of “Power of Collaboration” ads that will appear in the League of Municipalities magazine. The first highlights the savings to MEL members and taxpayers since its inception (January Ad) and the second highlights the program to address the protection and safe treatment of minors (February Ad).

- ❑ **Safety Committee:** Attached is a memorandum from the Safety Director outlining some training requests made by the Safety Committee for 10 Hour OSHA Training, CPR/First Aid/AED Training and OSHA Disaster Site Training.
 - ❑ **Motion to authorize training, as requested by the Safety Committee.**

- ❑ **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**
 - ❑ Financial Fast Track Report - as of 11/30/19 Page 47
 - ❑ Interest Rate Comparison Report - as of 11/30/2019 Page 48
 - ❑ Expected Loss Ratio – as of 11/30/19 Page 49
 - ❑ Claim Activity Report- as of 11/30/19 Page 50
 - ❑ Lost Time Accident Frequency Report – as of 11/30/19 Page 51
 - ❑ Lost Days Report – as of 11/30/19 Page 53
 - ❑ POL/EPL – Compliance Status List – as of 1/15/20 Page 56
 - ❑ RMC Resolution & Agreement Status List –as of 1/15/20 Page 58
 - ❑ Regulatory Compliance Check List - as of 1/15/2020 Page 59