

March 24, 2021

MEETING BEING HELD TELEPHONICALLY

Call In Number: 1-929-205-6099 US (New York)

Meeting ID: 995 6891 3860

(Please note a passcode is not required)

OR

Join via computer link

<https://permainc.zoom.us/j/99568913860>

Meeting ID: 995 6891 3860

*(Enter Meeting ID when prompted – please note a passcode **is not required**)*

10:30 AM

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

The New Jersey Utility Authorities Joint Insurance Fund will conduct its March 24, 2021 meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey. 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.

During a remote meeting, participants, including members of the public, may be muted by the host, however there will be an opportunity for them to participate and speak during the public portion of the meeting where participants will be unmuted at their request.

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND

MEETING: MARCH 24, 2021

Via Zoom

10:30 AM

-
- MEETING CALLED TO ORDER - OPEN NOTICE READ
 - PLEDGE OF ALLEGIANCE
 - ROLL CALL OF EXECUTIVE COMMITTEE
 - APPROVAL OF MINUTES: February 24, 2021 Appendix I

CORRESPONDENCE: None

REPORTS

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

TREASURER – Stuart Neuhof
.Vouchers Report – March bills Page 32
.Monthly Reports Page 35

ATTORNEY –Robert Budes, Esquire

MANAGED CARE – QualCare
.Monthly Report..... Page 50

SAFETY DIRECTOR – JA Montgomery
.Monthly Report and Agenda..... Page 54

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: March 24, 2021

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **2021 MEL/RCF/EJIF March 26th Virtual Meeting & Retreat:** The MEL, RCF and EJIF will hold their March meetings in conjunction with the MEL Annual Retreat. This year's retreat will be held on March 26th via Zoom. The purpose of the retreat is to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. Please visit the MEL webpage – njmel.org – a few days before the meeting for the information on how to participate virtually or contact the Fund office.
- ❑ **2021-2022 Insurance Crisis and Accidental Disability Pensions:** Attached are two memorandums prepared by David Grubb, MEL Executive Director, concerning emerging issues that will increase insurance costs. The MEL has begun working with various professionals in an effort to control the impact of these matters.
- ❑ **Cannabis Legalization:** As a result of the recent adoption of the cannabis legislation in New Jersey, a number of critical issues and questions have, and will continue to, arise. MEL Fund Attorney has drafted the attached bulletin with a list of issues, which each respective member should address and confer with its legal counsel. (MEL Fund Attorney is working on drafting modifications, which will distributed before the meeting).
- ❑ **NJ EJIF Environmental Alert:** Also in response to recent Marijuana legislation passed by the Governor, the EJIF has issued an alert regarding the potential environmental impacts associated with operating cannabis growing facilities. Enclosed in the agenda is the alert.
- ❑ **2021 MEL, MR HIF & NJCE JIF Educational Seminar:** The 10th annual seminar will be conducted virtually on 2 half-day sessions: Friday, May 14th and Friday, May 21 from 9 am to 12 noon. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF).

Attached is the agenda; this will also be the topic of the MEL's "Power of Collaboration" Ad in the League of Municipalities magazine. A Zoom invite with registration instructions was sent out on March 12th, which provides a link to register.

- ❑ **2020/2021 Elected Officials Seminar:** The MEL’s Annual Elected Officials Seminar is available through the MEL Safety Institute. Attached are the directions to follow to complete the course.

The MEL will provide a credit of \$250 against each member’s assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2021. The credit will continue to be extended to the member’s CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is 5% of the member’s assessment.

- ❑ **Cyber Task Force:** The MEL’s Cyber Task Force completed the modifications to the MEL’s Cyber Risk Management Program and released the second version on Monday, March 8th. Enclosed in the agenda is a memorandum summarizing the new program.

- ❑ **Model Personnel Manual:** Matt Giacobbe and Fred Semrau held a 2nd webinar on March 12, 2021 to provide members with an overview of the revised Model Personnel Manual and Employee Handbook. Attached is a memorandum with “Frequently Asked Questions”. A recording of the 1st seminar has been posted to the MEL webpage and the 2nd will be posted as well.

- ❑ **Employment Practices Compliance Program:** Please visit the MEL webpage to review all the elements of the MEL’s EPL Compliance Program; **deadline for updates and training has been extended to November 1, 2021.** Link to outline of program and model documents: <https://njmel.org/insurance/public-officials/risk-management-program/>

- ❑ **2021 Financial Disclosures:** JIF Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of any other municipal related positions that require filing. It is anticipated the Division of Local Government Services will distribute a notice with filing instruction in March with a deadline to file by April 30th.

- ❑ **Due Diligence Reports**

- ❑ Financial Fast Track Report - *unavailable*
- ❑ Interest Rate Comparison Report – *unavailable*
- ❑ Expected Loss Ratio – as of 1/31/2020 Page 21
- ❑ Claim Activity Report- as of 1/31/2020 Page 22
- ❑ Lost Time Accident Frequency Report – as of 1/31/2020 Page 23
- ❑ Lost Days Report – as of 1/31/2020 Page 26
- ❑ POL/EPL – Compliance Status List – as of 3/19/2021 Page 28
- ❑ RMC Resolution & Agreement Status List –as of 3/19/21 Page 30
- ❑ Regulatory Compliance Check List - as of 3/19/21 Page 31