

**October 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: October 23, 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: September 18, 2019..... Appendix I**

**CORRESPONDENCE: NONE**

**REPORTS**

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

**TREASURER – Stuart Neuhof**  
.Vouchers Report – October bills ..... Page 25  
.Monthly Reports ..... Page 27

**ATTORNEY –Robert Budes, Esquire**

**MANAGED CARE – QualCare**  
.Monthly Report..... Page 44

**SAFETY DIRECTOR – JA Montgomery**  
.Monthly Report and Agenda..... Page 48

**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: October 23, 2019

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2020 Budget:** The main business of this month's meeting is the introduction of the 2020 budget. The Finance Committee met on October 15<sup>th</sup> at the Two Rivers Water Reclamation Authority to review the draft budget which is enclosed in **Appendix II** along with the minutes of the meeting.
  - Motion to introduce the 2020 budget totaling \$11,396,965 as presented and to schedule a public hearing on November 19, 2019 at 2:30 pm in Bally's, Atlantic City**
- Dividend** – The Finance Committee reviewed the Fund's available dividend at its meeting. Enclosed with the budget is a copy of the available dividend calculations. Committee recommends a dividend in the amount of \$1,000,000. Resolution 27-19 is included in the agenda.
  - Motion to adopt Resolution 27-19 authorizing the release of a dividend in the amount of \$1,000,000.**
- Cyber Security** – Doug Brush and Kris Wasserman of Special Counsel/EQ have begun contacting members to perform an audit of member compliance with the MEL's Minimum Standards for Cyber Risk Control.
- Residual Claims Fund (RCF):** The public hearing on the RCF 2020 budget was held on October 16, 2019, 10:30AM at the Forsgate Country Club. Enclosed is a copy of Commissioner Bigler's report.
- Environmental JIF:** The budget was introduced in September and the public hearing was held for October 16, 2019 at 10:50AM at the Forsgate Country Club. A copy of Commissioner Rutkowski's report will be distributed.
- MEL:** The MEL introduced its 2020 budget introduction at its October 16, 2019 and scheduled a public hearing for November 20, 2019 at 12:30 pm in the Steel Pier Room in the Sheraton Hotel, Atlantic City. Enclosed is a copy of Commissioner Rutkowski's report.
- 2020 Membership Renewals:** Attached is a list of members scheduled to renew fund membership by January 1, 2020. Membership renewal documents have been mailed to members. Renewals are due back in the fund office by October 1, 2019.

- ❑ **MEL EPL Helpline:** Enclosed is a copy of the bulletin issued earlier in the year concerning the Fund’s EPL Hotline. We encourage members to contact any of the three firms when they need guidance. The MEL worked with QBE to restructure the helpline so that assistance is now provided by New Jersey law firms with municipal and JIF experience.
- ❑ **2019 EJIF Seminar:** Attached please find a notice sent to Fund Commissioners and Risk Management Consultant on the latest E-JIF seminar series focusing on Spill Prevention, Control, and Countermeasures (SPCC). The seminars will be held during the month of October and are scheduled throughout the state.
- ❑ **Coverage Committee:** The MEL Coverage Committee worked with the Technical Writer to redraft the JIF’s Crime Policy. We will schedule a meeting of the Coverage Committee to review the policy that the MEL has recommended local JIFs adopt.
- ❑ **Requests for Qualifications –** We are in the process of advertising Competitive Contract RFPs for the Fund Attorney and Defense Panel.
- ❑ **November JIF Meeting:** The next JIF Meeting is scheduled for November 19, 2019 at 2:30 pm in Atlantic City at Bally’s in the Bally Room.
- ❑ **Due Diligence Reports**
  - ❑ Financial Fast Track Report Page 14
  - ❑ Interest Rate Comparison Report Page 15
  - ❑ Expected Loss Ratio Page 16
  - ❑ Claim Activity Report Page 17
  - ❑ Lost Time Accident Frequency Report Page 18
  - ❑ Lost Time Accident Frequency JIF All Page 20
  - ❑ Lost Days Report Not Available
  - ❑ POL/EPL – Compliance Status List – as of 10/10/19 Page 21
  - ❑ RMC Resolution & Agreement Status List – as of 10/17/19 Page 23
  - ❑ Regulatory Compliance Check List - as of 10/17/2019 Page 24