

JUNE 24, 2020
MEETING BEING HELD TELEPHONICALLY
Call In Number: 1-929-205-6099 US (New York)
Meeting ID: 917 2068 9373
OR
Join via computer link
<https://zoom.us/j/91720689373>
10:30 AM
AGENDA AND REPORTS

The Executive Committee of the New Jersey Utility Authorities Joint Insurance Fund will conduct its June 24, 2020 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

STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: JUNE 24, 2020
MEETING BEING HELD TELEPHONICALLY
10:30 AM

-
- MEETING CALLED TO ORDER - OPEN NOTICE READ**
 - ROLL CALL OF EXECUTIVE COMMITTEE**
 - APPROVAL OF MINUTES: MAY 27, 2020** Appendix I

- CORRESPONDENCE:** Page 1

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**
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 - Resolution #23-20 Cert. Annual Audit Report FYE 12/31/19Page 5
 - Resolution #24-20 Hiring consulting, profess. svcs, consulting & other svcsPage 9

- TREASURER – Stuart Neuhof**
 - .Vouchers Report – June bills Page 37
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- ATTORNEY –Robert Budes, Esquire**

- MANAGED CARE – QualCare**
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- SAFETY DIRECTOR – JA Montgomery**
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- 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
2. Property Reimbursement Appeal
-

- MEETING ADJOURNED**



151 N. Franklin St.
Chicago, IL 60606

000221
NEW JERSEY UTILITY AUTHORITIES JIF
C/O PERMA, RISK MANAGEMENT SERVICES
9 CAMPUS DRIVE, STE 216
PARSIPPANY NJ 07054-4412



June 11, 2020

Re: Policy Number: 2084893308
Commercial Automobile Policy
Effective Date: 01/01/2020

Dear Policyholder:

As a result of the current public health crisis, we understand that many of our policyholders may be enduring financial hardships. Due to state and local stay-at-home orders, some businesses may have experienced reduced exposures — such as payroll and sales — when compared to the amounts projected at the time of policy issuance. As a result, we are adjusting the premium for the above-captioned policy to reflect the estimated reduction in risk or exposure.

We are adjusting your premium for the months of March, April and May 2020 by \$9,469.17. The premium adjustment is based on an estimate of your reduction in risk for your type of insurance policy. Reach out to your insurance agent if you would like to provide additional details concerning your actual reduction in risk.

For those who pay premiums directly to CNA, you will receive a refund via check or account credit, and may contact our Direct Bill Customer Service team at 877-276-7507 with your questions.

If you pay premiums to your agent, please contact him or her directly with questions or concerns.

Thank you for your continued support of CNA.

Sincerely,

CNA



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: June 24, 2020

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

From: Cathleen Kiernan

Subject: Executive Director's Report

Audit Report and Actuary Valuation Report as of December 31, 2019: The Audit Report as of December 31, 2019 is enclosed separately. A representative from Nisivoccia LLP will be present at the meeting to review the report. Also enclosed separately is the Actuary's Valuation Report and the Group Affidavit indicating that each member of the Board has read the General Comments Section of the Audit Report.

Motion to Approve Year-End Financials, Adopt Resolution No. 23-20 and execute Group Affidavit indicating that the Fund Commissioners have read the General Comments Section of the Audit Report.

Covid 19: The MEL Underwriting Manager has put together the enclosed memorandum on Key Risk Management Considerations for Members as Pandemic Safety Measures are lifted.

Please continue to visit the MEL webpage, njmel.org. A sample waiver will be posted shortly.

Professional Services: The 3-year contract period for all other professional services, various consulting firms and other services will expire at year-end. Attached is a Resolution drafted by the Executive Director for use by local JIFs for the procurement of these services. Fund Attorney is not included since the Fund has issued RFPs for attorney and defense attorney annually.

Motion to adopt Resolution 24-20 authorizing the use of Competitive Contract Request for Proposals for various consulting, professional services, consulting and other services.

RCF Report: The RCF met on June 3, 2020 via teleconference; enclosed is Commissioner Brian Bigler's report.

EJIF Report: The EJIF met on June 3, 2020 via teleconference; enclosed is Commissioner Bernard Rutkowski's report.

- ❑ **MEL Report:** The MEL met on June 3, 2020 via teleconference; enclosed is Commissioner Bernard Rutkowski's report.
- ❑ **Upcoming Seminar "Facing and Embracing Crisis for your Municipality":** The MEL's Marketing Manager, Princeton Strategic Communications, will hold a webinar for MEL membership on June 30th at 10:30 on crisis management. The 2-hour program features a specialized panel of experts whom will cover topics such as how to develop a crisis communications plan for your municipality and how to face the public and the media in a crisis situation. The invite to register for the webinar will be distributed by JA Montgomery.
- ❑ **Joint Cash Management & Investment Program (JCMI) -** The JCMI continues to purchase Bond Anticipation Notes (BANs) issued by MEL member municipalities. The program to date has been very successful and has saved some of our MEL member municipalities thousands of dollars while increasing the investment yield of JCMI members significantly higher than traditional investments.
- ❑ **NJUA Safety Expo 2020:** The New Jersey Utility Authorities JIF (NJUA) and the Municipal Excess Liability Joint Insurance Fund (MEL) have had to cancel the NJUA Safety Expo scheduled for June 19th at the Middlesex Fire Academy. Each year, the Expo is held in two locations; one in June and the second in September. A decision has not yet been made for the September training.
- ❑ **2020 Coverage Documents:** The fund office will begin distributing the 2020 coverage documents to all Fund Commissioners and Risk Managers during June.
- ❑ **EPL Compliance Program:** The MEL approved the revised Personnel Manuals and Employee Handbooks at their June 3rd meeting. Following some minor adjustments, the documents will be uploaded to the MEL webpage. We will issue notices to members when that has been completed.
- ❑ **MEL EPL Helpline:** Enclosed is a copy of the bulletin concerning the Fund's EPL Hotline for reference. Members are encouraged 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.
- ❑ **Agenda Electronic Mailing:** Over the past several years, many other JIFs have increasingly been moving towards providing all meeting materials electronically. Going forward, agendas will be emailed unless otherwise requested.
- ❑ **2020 Financial Disclosures:** The Division of Local Government Services distributed a notice that online filings could begin on Monday March 30th for JIF Commissioners, as well as, any other municipal related positions that require filing. Emails were sent to Fund Commissioners and Professionals. To date 67 Fund Commissioners have already completed their filing.

In light of the circumstances surrounding COVID-19, the Local Finance Board, at its meeting of April 22, 2020, voted to extend the date at which the Board would take enforcement action against non-fillers of the 2020 FDS until July 31, 2020 from the statutory deadline of April 30, 2020.

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