

TUESDAY
November 16, 2021
CAESARS- ROOM A, ATLANTIC CITY
2:30 PM
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: TUESDAY, NOVEMBER 16, 2021
CAESAR'S – EMPIRE ROOM A, ATLANTIC CITY
2:30 PM

- MEETING CALLED TO ORDER - OPEN NOTICE READ
- PLEDGE OF ALLEGIANCE
- ROLL CALL OF EXECUTIVE COMMITTEE
- APPROVAL OF MINUTES: October 27, 2021 Appendix I

CORRESPONDENCE: None

RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES
PERSONNEL - SAFETY AND PROPERTY OF PUBLIC – LITIGATION

1. Payment Authority Requests

PUBLIC HEARING – 2022 BUDGET Page 3

REPORTS:

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

TREASURER – Stuart Neuhof
.Vouchers Report – November bills Page 22
.Monthly Reports Page 23

ATTORNEY –Robert Budes, Esquire

MANAGED CARE – QualCare
.Monthly Report Page 38

SAFETY DIRECTOR – JA Montgomery
.Monthly Report and Agenda Page 42

UNDERWRITING MANAGER – Epic Insurance Brokers & Consultants

MEL UNDERWRITING MANAGER– Conner Strong & Buckelew
.Cyber Security Awareness Month – October Page 46
.Cyber Risk Management Compliance – As of October 31, 2021..... Page 50
.Cyber Risk Management Compliance – Grandfathered List to January 1, 2022..... Page 52

CLAIMS SERVICE – Qual-Lynx Associates

- OLD BUSINESS
- NEW BUSINESS
- PUBLIC COMMENT

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: November 16, 2021
Memo to: Executive Committee
New Jersey Utility Authorities Joint Insurance Fund
From: Cathleen Kiernan
Subject: Executive Director's Report

2022 Budget: Last month, we introduced the 2022 proposed budget. All members were emailed a notice of the public hearing. In addition, the proposed budget was published in the Fund's designated newspaper. The proposed budget totaling \$12,869,078 representing a 7.09% increase is enclosed along with member assessments.

Motion to open the Public Hearing on the 2022 Budget.

Discussion of Budget & Assessments.

Motion to close the Public Hearing.

Motion to adopt budget & certify assessments.

Residual Claims Fund (RCF): The public hearing on the RCF 2022 budget was held on October 20, 2021 as a public hearing at the Forsgate Country Club and adopted the 2022 budget. The next meeting of the RCF is the 2022 Reorganization scheduled for Thursday, January 6, 2022 at 9:30 AM at the Forsgate CC, Jamesburg, NJ.

The fund should elect its representative to the RCF for the 2022 Fund Year.

Motion to elect _____ as the New Jersey Utility Authorities Joint Insurance Fund's 2022 representative to the Residual Claims Fund Joint Insurance Fund.

Environmental JIF: The EJIF met on October 20, 2021 as a public hearing at the Forsgate Country Club and adopted the 2022 budget. The EJIF met Wednesday, November 10, 2021 at 9:30 AM via Zoom. Enclosed is Commissioner Rutkowski's report.

The fund should elect its representative to the EJIF for the 2022 Fund Year.

Motion to elect _____ as the New Jersey Utility Authorities Joint Insurance Fund's 2022 representative to the Environmental Joint Insurance Fund.

MEL: The MEL met on October 20th at the Forsgate Country Club to introduce the 2022 budget. The Public Hearing on the 2022 budget is scheduled for Wednesday, November 17, 2021 at 12:30 pm in the Steel Pier Room in the Sheraton Hotel, Atlantic City, NJ.

The fund should elect its representative to the MEL for the 2022 Fund Year.

Motion to elect _____ as the New Jersey Utility Authorities Joint Insurance Fund's 2022 representative to the Municipal Excess Liability Joint Insurance Fund.

- ❑ **MEL Special Meeting:** A special virtual meeting of the MEL has been scheduled for Monday, November 15, 2021 at 11:00 am. The purpose of the meeting is to provide a status on the membership of the Middlesex County Municipal Joint Insurance Fund.
- ❑ **Power of Collaboration:** Enclosed is the latest in the series of “Power of Collaboration” ads that will appear in the League of Municipalities magazine. The ad highlights the MEL Safety Institute Leadership Academy, which is a four-part course to review risk management and workplace challenges facing public sector managers. Enrollment in the MEL Safety Institute Leadership Academy will be available February 2022.
- ❑ **Risk Management Information/Operating System (RMIS):** Following the annual underwriting, the database was locked to finalize data used for the 2022 budget and has since been unlocked.
- ❑ **Employment Practices Compliance Program:** Please visit the MEL webpage to review all the elements of the MEL’s EPL Compliance Program. **The deadline to complete all elements of the program was November 1, 2021.** Link to outline of program and model documents: <https://njmel.org/insurance/public-officials/risk-management-program/>. We will be following up with members who have not met the requirements.

This year, the Managers & Supervisors Training can be met by attending the Instructor-led webinar “Protecting Children from Abuse – Managers/Supervisors”. This course for Managers includes an Employment Practices component. Attached on **Page 7** is a listing of the remaining scheduled dates for the course.

- ❑ **Elected Officials Training:** This year’s elected officials training program will focus on “Risk Management”. Two sessions are scheduled as part the League of Municipalities Conference on Tuesday, November 16, 2021 at 3:45PM in Caesars (Empire Room A) and Wednesday, November 17, 2021 at 3:45PM at the Convention Center (Room 302); enclosed is the notice that was distributed to members.

For 2022, the MEL will reduce each member’s assessment by \$250 for each municipal elected official and/or authority commissioner who completes the Elected Official course by May 1, 2022.

- ❑ **Membership Renewals:** Members were scheduled to renew fund membership by January 1, 2022 and responses were due back in the fund office by October 1st. To date, 10 of the 14 members submitted their documents to renew with the fund. We are following up with members who have not submitted their renewals.
- ❑ **Requests for Qualifications:** Professional Services RFPs for Defense Panel will be advertised following the November meeting. A summary of responses will be provided at the December meeting.

❑ **Due Diligence Reports**

- ❑ Financial Fast Track Report - *unavailable*
- ❑ Expected Loss Ratio – as of 9/30/2021 Page 11
- ❑ Claim Activity Report- as of 9/30/2021 Page 12
- ❑ Lost Time Accident Frequency Report – as of 9/30/2021 Page 13
- ❑ Lost Days Report – as of 9/30/2021 Page 16
- ❑ POL/EPL – Compliance Status List – as of 11/10/2021 Page 18
- ❑ RMC Resolution & Agreement Status List –as of 11/10/21 Page 20
- ❑ Regulatory Compliance Check List - as of 11/10/21 Page 21