

October 27, 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 October 27, 2021 meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.. 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: OCTOBER 27, 2021

Via Zoom

10:30 AM

- MEETING CALLED TO ORDER - OPEN NOTICE READ
- PLEDGE OF ALLEGIANCE
- ROLL CALL OF EXECUTIVE COMMITTEE
- APPROVAL OF MINUTES: September 22, 2021..... 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 31
 - .Monthly Reports Page 33

 - ATTORNEY –Robert Budes, Esquire

 - MANAGED CARE – QualCare
 - .Monthly Report..... Page 48

 - SAFETY DIRECTOR – JA Montgomery
 - .Monthly Report and Agenda..... Page 52

 - UNDERWRITING MANAGER – Epic Insurance Brokers & Consultants

 - MEL UNDERWRITING MANAGER– Conner Strong & Buckelew
 - .Cyber Security Awareness Month – October Page 56
 - .Cyber Risk Management Compliance – As of September 31, 2021 Page 58
 - .Cyber Risk Management Compliance – Grandfathered List to January 1, 2022..... Page 60

 - 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: October 27, 2021

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

From: Cathleen Kiernan

Subject: Executive Director's Report

☐ **2022 Budget:** The main business of this month's meeting is the introduction of the 2022 budget. The Finance Committee met on October 15th via Zoom to review the draft budget which is enclosed in **Appendix II** along with the minutes of the meeting. The next JIF Meeting is scheduled for November 16, 2021 at 2:30 pm in Atlantic City at Caesars in Empire Room A.

☐ **Motion to introduce the 2022 budget totaling \$12,857,934 as presented and to schedule a public hearing on Tuesday, November 16, 2021 at 2:30 PM in Caesars, 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 is not recommending releasing a dividend this year.

☐ **Motion to accept the Finance Committees recommendation to not release a dividend this year.**

☐ **Cyber Security:** The Finance Committee also discussed the JIF and MEL's increasing loss experience arising out of cyber incidents. Committee recommended adding funding to the budget to support a project for a firm to reach out to members to determine compliance with the MEL's Minimum Standards for Cyber Risk Control. In the past, the vendor that was engaged to do this was unable to deliver, but we do know of firms that now are actively performing this service.

☐ **Motion to authorize a Competitive Contracting RFP for a firm to audit member compliance with the MEL's Minimum Standards for Cyber Risk Control.**

☐ **Residual Claims Fund (RCF):** The public hearing on the RCF 2022 budget was held on October 20, 2021 at 10:30AM in the Forsgate Country Club. Enclosed is a copy of Commissioner Bigler's report.

RCF Board voted to accept the transfer of Fund Year 2017 outstanding liabilities of local member JIFs, valued as of December 31, 2021.

☐ **Motion to adopt Resolution 31-21 authorizing the transfer of Fund Year 2017 valued as of December 31, 2021.**

- ❑ **Environmental JIF:** The public hearing on the EJIF 2022 budget will be held on October 20, 2021 at 10:50AM in the Forsgate County Club. Enclosed is a copy of Commissioner Rutkowski’s report.
- ❑ **MEL JIF:** The public hearing on the MEL 2022 budget will be held on October 20, 2021 at 11:15AM in the Forsgate Country Club. Enclosed is a copy of Commissioner Rutkowski’s report.
- ❑ **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’s quick transition to online training during the pandemic and the value provided to its members through high quality accessible training.
- ❑ **Risk Management Information/Operating System (RMIS):** Following the annual underwriting, the database is locked to finalize date used for the 2022 budget. We expect the database to reopen shortly.
- ❑ **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 is November 1, 2021.** Link to outline of program and model documents: <https://njmel.org/insurance/public-officials/risk-management-program/>.

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 15** is a listing of the remaining scheduled dates for the course.

- ❑ **Membership Renewals:** Members on **Page 16** are scheduled to renew fund membership by January 1, 2022. Membership documents have been distributed. To date 9 of the 14 members submitted their documents to renew with the fund. Renewals were due back in the fund office by October 1, 2021. Fund office is following up with members yet to submit their documents.
- ❑ **Requests for Qualifications:** On September 16th we advertised Professional Services RFPs for the Fund Attorney and Defense Panel and they were due October 19th at 2pm. Enclosed on **Page 17** is a summary of those responses.
- ❑ **November JIF Meeting:** The November meeting is scheduled in conjunction with the AEA Conference and will be held on November 16th at 2:30 PM in Caesars. It will be followed by the Annual Elected/Appointed Officials Seminar.

❑ **Due Diligence Reports**

- ❑ Financial Fast Track Report - as of 8/31/2021 Page 18
- ❑ Expected Loss Ratio – as of 8/31/2021 Page 19
- ❑ Claim Activity Report- as of 8/31/2021 Page 20
- ❑ Lost Time Accident Frequency Report – as of 8/31/2021 Page 21
- ❑ Lost Days Report – as of 8/31/2021 Page 25
- ❑ POL/EPL – Compliance Status List – as of 10/21/2021 Page 27
- ❑ RMC Resolution & Agreement Status List –as of 10/21/21 Page 29
- ❑ Regulatory Compliance Check List - as of 10/21/21 Page 30