

September 22, 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 September 22, 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: SEPTEMBER 22, 2021

Via Zoom

10:30 AM

- MEETING CALLED TO ORDER - OPEN NOTICE READ
- PLEDGE OF ALLEGIANCE
- ROLL CALL OF EXECUTIVE COMMITTEE
- APPROVAL OF MINUTES: August 25, 2021 Appendix I
- CORRESPONDENCE: None

REPORTS:

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs
 - .Executive Director's Report.....Page 1
 - TREASURER – Stuart Neuhof
 - .Vouchers Report – September bills Page 43
 - .Monthly Reports Page 45
 - ATTORNEY –Robert Budes, Esquire
 - MANAGED CARE – QualCare
 - .Monthly Report..... Page 59
 - SAFETY DIRECTOR – JA Montgomery
 - .Monthly Report and Agenda..... Page 63
 - UNDERWRITING MANAGER – Epic Insurance Brokers & Consultants
 - MEL UNDERWRITING MANAGER– Conner Strong & Buckelew
 - .Cyber Risk Management Compliance – As of August 31, 2021 Page 67
 - .Cyber Risk Management Compliance – Grandfathered List to January 1, 2022..... Page 68
 - 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: September 22, 2021

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **MEL Report:** The MEL met on September 1, 2021 via Zoom; enclosed is a copy of Commissioner Rutkowski's report. Included as part of the MEL report is a memorandum on the projected 2022 MEL budget, as well as, an updated memorandum issued by the MEL Fund Attorney regarding vaccination policies. Also, included is the January memo on vaccines.
- ❑ **Residual Claims Fund (RCF) Report:** The RCF met on September 1, 2021 via Zoom; a copy of Commissioner Bigler's report is enclosed. The RCF's 2020 budget amendment was adopted, reflecting the transfer of local JIFs' Fund year 2016. The RCF's 2021 Budget was introduced and a public hearing will be held on October 21, 2021 at 10:30 a.m.
- ❑ **RCF Membership Renewal:** The Fund's three-year membership in the RCF is scheduled to expire on December 31, 2021. Enclosed is Resolution 29-21 renewing the Fund's membership in the Residual Claims Fund for the period of January 1, 2022 through December 31, 2024.
 - ❑ **Motion to adopt Resolution 29-21 renewing the Fund's membership in the Residual Claims Fund for the period of January 1, 2022 through December 31, 2024.**
- ❑ **EJIF Report:** The EJIF met on September 1, 2021 via Zoom; enclosed is a copy of Commissioner Rutkowski's report. The EJIF's 2022 Budget was introduced and a public hearing will be held on October 20, 2021 at 10:50 a.m.
- ❑ **2022 RFQ:** As authorized in August, we have advertised and released RFQs for Fund Attorney and Defense Panel, which are due in the Fund office on October 19th. A summary of responses will be provided in October after the bid opening.
- ❑ **Risk Management Information/Operating System (RMIS):** In July, members and risk managers received an email with a link to renewal worksheets to begin the 2022 underwriting renewal. The deadline to complete the renewal worksheets was August 31st and the Fund office is following up to ensure all schedules are completed.
- ❑ **Membership Renewals:** Members on **Page 25** are scheduled to renew fund membership by January 1, 2022. Membership documents have been distributed.

- ❑ **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/>

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. Additional Manager/Supervisor classes have now been scheduled and are reflected on the attached notice on **Page 26**, which has been distributed to members from J.A. Montgomery.

- ❑ **Power of Collaboration** - Enclosed is the latest in the series of “Power of Collaboration” ad that will appear in the League of Municipalities magazine. The ad highlights \$3.4 Billion in savings to taxpayers and \$322 million in dividends paid to members since its inception, as well as, the purchase of debt securities.
- ❑ **New Jersey Sustainable Energy Joint Meeting** - Enclosed is the NJ SEM advertisement that will appear in the October issue of the League Magazine.
- ❑ **Finance Committee:** A meeting of the Finance Committee has been scheduled for October 15th at 11:00 am to review the 2022 budget and D2’s cyber security risk control program. Finance Committee members are: Michael Gianforte, Chair Frank Pestana, Brian Bigler, Bernie Rutkowski and Bernard Bujak.
- ❑ **Cybersecurity Awareness Month is October:** The MEL encourages members to get proactive with cybersecurity items for their own organizations and visit the website. The MEL will be sending releases each week about the week’s theme and what everyone can do to participate.
- ❑ **October Meeting:** The NJUA JIF Board agreed to move the September meeting to Zoom platform at the August meeting and may want to reconsider its decision to hold the October JIF meeting at the Toms River MUA.

❑ **Due Diligence Reports**

- ❑ Financial Fast Track Report - as of 7/30/2021 Page 31
- ❑ Expected Loss Ratio – as of 7/31/2021 Page 32
- ❑ Claim Activity Report- as of 7/31/2021 Page 33
- ❑ Lost Time Accident Frequency Report – as of 7/31/2021 Page 34
- ❑ Lost Days Report – as of 7/31/2021 Page 37
- ❑ POL/EPL – Compliance Status List – as of 9/16/2021 Page 39
- ❑ RMC Resolution & Agreement Status List –as of 9/16/21 Page 41
- ❑ Regulatory Compliance Check List - as of 9/16/21 Page 42