

**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
OPEN MINUTES
NOVEMBER 13, 2018
CAESARS, ATLANTIC CITY NJ
3:00 PM**

Meeting of Executive Committee called to order by Robert Fischer, Chairman. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE – Chairman Fischer led Commissioners in the Pledge of Allegiance

ROLL CALL OF 2018 EXECUTIVE COMMITTEE:

Robert Fischer, Chairman	Bayshore Regional SA	Present
Frank Pestana	North Bergen MUA	Present
Brian Bigler	Secaucus MUA	Present
Michael Gianforte	Two Rivers Water Reclamation Auth.	Present
Bernard Rutkowski	Toms River MUA	Present
Justin Flancbaum	Lakewood MUA	Present
Thomas Horn	Lambertville MUA	Present

EXECUTIVE COMMITTEE ALTERNATES:

Richard Brand, Alt #1	East Windsor MUA	Absent
Jill Plesnarski, Alt#2	Readington-Lebanon SA	Present
Gary Vaccaro, Alt #3	Brick MUA	Present

APPOINTED OFFICIALS PRESENT:

Executive Director/Adm	Perma Risk Management Cathleen Kiernan
Attorney	Berry, Sahradnik, Kotzas & Benson, P.C. Robert Budesa
Claims Service	Qual-Lynx Chris Roselli
Safety Director	JA Montgomery Risk Control Brian Maitland
Managed Care	QualCare Donna Setzer
Underwriting Manager	Capacity Coverage Jon Ziman
MEL Underwriting Manager	Conner Strong & Buckelew Edward Cooney
Treasurer	Stuart Neuhof

FUND COMMISSIONERS AND ALTERNATES PRESENT:

James Schilling, Musconetcong SA
Ryan Krause, South Monmouth Regional SA
Mary Burne, South Monmouth Regional SA
Bernie Bujak, South Monmouth Regional SA
Brad Rosenthal, Cape May County MUA

ALSO PRESENT:

Mike Avalone, Conner Strong & Buckelew
Charles Casagrande, Danskin Insurance
John Casagrande, Danskin Insurance
Alison Kelly, Danskin Insurance
George Crosby, BGIA
Amy Pieroni, Reliance
Peter Soriero, Allied Risk Management
Dom Cinelli, Brown & Brown
David Grubb, PERMA Risk Management
Joen Ciannella, PERMA Risk Management
Brad Stokes, PERMA Risk Management
Karen Read, PERMA Risk Management

APPROVAL OF MINUTES: October 24, 2018 Open and Closed Minutes.

MOTION TO APPROVE THE OPEN AND CLOSED MINUTES

Moved:	Commissioner Flancbaum
Second:	Commissioner Pestana
Vote:	7 Ayes, 0 Nays

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

MOTION TO CLOSE MEETING:

Moved:	Commissioner Bigler
Second:	Commissioner Flancbaum
Vote:	Unanimous

MOTION TO RE-OPEN MEETING:

Moved:	Commissioner Flancbaum
Second:	Commissioner Gianforte
Vote:	Unanimous

MOTION TO APPROVE PAYMENT AUTHORIZATION REQUESTS AS PRESENTED

Moved: Commissioner Flancbaum
Second: Commissioner Gianforte
Roll Call Vote: 7 Ayes, 0 Nay

CORRESPONDENCE: None

EXECUTIVE DIRECTOR'S REPORT: Monthly report submitted to Executive Committee including monthly Fast-track Accident Frequency, Fast-track financial report, Claim Activity Report, Claims Management Exception Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and Monthly and Annual Regulatory Checklist. Executive Director reviewed the Financial Fast Track Reports. As of September 30, 2018 the statutory surplus stands at \$5.3 up from \$4.8 at year end; all years are in a positive position, which is why we are bringing in a budget that is essentially flat. On page 15 is our Loss Ratio through September 30, 2018 all of the years in total are either at or below where the actuarial targeted at this time with the exception of the current year which is typical. On Pages 17 is our lost time frequency which stands at 1.78 and this time last year it was at 1.66. Pages 18 and 19 show the accumulated days associated with the lost time frequency. Pages 22 and 23 show where everyone's deductibles for 2018. In order to maintain those deductibles we need your checklist in place. Deductible change significantly without the POL EPL checklist and the co-insurance can rise up to 20% of \$2 million so that is the importance of getting your checklist in. QBE does reserve the right on an individual member that they do not think that deductible is fair anymore based on the loss experience they have already been through that process and they are not making any of those changes other than the checklist not being submitted.

2019 BUDGET – Executive Director said the 2019 Budget was introduced last month and has been advertised in the Fund's designated newspaper. At that time, Executive Director said members had not fully completed the underwriting renewal process. As a result, an additional \$20,000 was added to Miscellaneous and Contingency so the budget would not increase significantly once the property schedule updates were completed. Updated budget included in the agenda reflects updated values and is at an increase com .61% compared to introduced – which was a .66% increase. Those are the only changes from last month and the finance committee has already reviewed it. The proposed budget totaling \$11,183,581, representing at .61% increase, is enclosed.

In accordance with the Fund's assessment allocation methodology, enclosed assessments are capped at 4% over the average budget increase of standard members plus loss ration surcharges.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2019 BUDGET

Moved: Commissioner Gianforte
Second: Commissioner Rutkowski
Roll Call Vote: 7 Ayes, 0 Nays

DISCUSSION: Commissioner Gianforte said the 2019 Budget was well thought out by the Finance Committee and is ready for approval.

MOTION TO CLOSE THE PUBLIC HEARING ON THE 2019 BUDGET

Moved:	Commissioner Gianforte
Second:	Commissioner Flancbaum
Roll Call Vote:	7 Ayes, 0 Nays

MOTION TO ADOPT THE 2019 BUDGET AND CERTIFY THE ASSESSMENTS, AS SUBMITTED;

Moved:	Commissioner Gianforte
Second:	Commissioner Flancbaum
Roll Call Vote:	7 Ayes, 0 Nays

2018 DIVIDEND – The Board voted at the October meeting to release a dividend in the amount of \$1,300,000 and the EJIF is issuing a dividend in the amount of \$70,311. Enclosed is the distribution by member authority. Executive Director said the dividend is subject to the state’s approval and we have filed the dividend request to the state for their approval.

MEL REPORT – The MEL Board of Fund Commissioners will hold its public hearing on the 2019 Budget on November 14, 2018 at 5:00 pm in Room 306 in the Atlantic City Convention Center. Enclosed is a copy of the proposed budget.

2019/2020 EMPLOYMENT PRACTICES PROGRAM – Correspondence was mailed to fund Commissioners and Risk Management Consultants concerning updates to member Employment Practices Programs. Updated Model Personnel Manuals have been posed to the MEL’s webpage www.njmel.org.

Deadline to complete the program compliance was October 1, 2018 and we are in the process of following up with members. Attached is a list of the compliance checklists received in the Fund office to date.

ELECTED OFFICIALS TRAINING – This year’s elected officials training program will focus on “Employment Practices for Governmental Officials”. Sessions will be held on Tuesday, November 13th at 3:45 pm at Caesars. Another session is scheduled at the League of Municipalities Conference 3:45 PM in Atlantic City Convention Center on Wednesday, November 14, 2018.

MEMBERSHIP RENEWALS – Attached is a list of members scheduled to renew fund membership by January 1, 2019. Everyone was required to let us know by October 1st if they were not going to renew and we have not heard from any of those members so we are just waiting to receive their fund documents.

TREASURER: Executive Director reviewed the Treasurer’s reports.

VOUCHER PAYMENTS (BILL LIST) NOVEMBER 2018

2018 \$110,542.04

CONFIRMATION OF CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF SEPTEMBER 2018:

Closed:	\$.00
2014:	\$	5,195.86
2015:	\$	8,180.96
2016:	\$	35,019.90
2017:	\$	42,851.74
2018:	\$	290,266.57
Total:	\$	381,515.03

MOTION TO APPROVE NOVEMBER BILLS LISTS AS AMENDED, CONFIRM CLAIMS' PAYMENTS/CERTIFICATION OF CLAIMS' TRANSFERS DURING MONTH OF OCTOBER 2018 CLAIMS AND ACCEPT TREASURER'S REPORT:

Moved:	Commissioner Gianforte
Second:	Commissioner Flancbaum
Roll Call Vote:	7 Ayes, 0 Nays

Treasurer's Report Attached & Made Part of Minutes.

ATTORNEY: None

MANAGED CARE:

MONTHLY REPORT: Report distributed at the meeting and reviewed by Ms. Setzer QualCare.

Report Made Part of the Minutes.

SAFETY DIRECTOR:

MONTHLY REPORT: Monthly report submitted and reviewed by Safety Director Brian Maitland of JA Montgomery Risk Control. Brian Maitland. The OSHA 10 Hour General Industry Certificate training was held last week at Two Rivers Water Reclamation Authority with a good turnout. There will be one more Executive Safety Meeting being held in December at Evesham MUA on December 13, 2018. Commissioner Gianforte said the OSHA 10 Hour training was an excellent presentation and refresher.

Report Made Part of Minutes.

JIF/MEL UNDERWRITING MANAGER: NONE

CLAIMS: Report in Executive Session.

OLD BUSINESS:

NONE

NEW BUSINESS

NONE

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN:

Moved:	Commissioner Bigler
Second:	Commissioner Gianforte
Vote:	Unanimous

MEETING ADJOURNED: 3:26 pm
NEXT REGULAR MEETING: December 19, 2018
Karen A. Read, Assisting Secretary

For
Frank Pestana, SECRETARY
Date Prepared: - December 5, 2018