

October 28, 2020
MEETING BEING HELD TELEPHONICALLY
Call In Number: 1-929-205-6099 US (New York)

Meeting ID: 917 2068 9373

Passcode: 5402297784

OR

Join via computer link

<https://permainc.zoom.us/j/91720689373?pwd=d3VUVGNHNmpaOTdRZVhzVEJBOGJOUT09>

(Passcode is embedded in the link – if needed reference below)

Meeting ID: 917 2068 9373

Passcode: #NJUAJIF20

10:30 AM

AGENDA AND REPORTS

The Executive Committee of the New Jersey Utility Authorities Joint Insurance Fund will conduct its October 28, 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

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND

MEETING: October 28, 2020

MEETING BEING HELD TELEPHONICALLY

10:30 AM

MEETING CALLED TO ORDER - OPEN NOTICE READ

ROLL CALL OF EXECUTIVE COMMITTEE

APPROVAL OF MINUTES: September 23, 2020Appendix I

CORRESPONDENCE: None

REPORTS

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

 - TREASURER – Stuart Neuhof**
 .Vouchers Report – October billsPage 36
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 - ATTORNEY –Robert Budes, Esquire**

 - UNDERWRITING MANAGER – Capacity Coverage**
 .Status of Property MarketPage 53

 - MANAGED CARE – QualCare**
 .Monthly ReportPage 62

 - SAFETY DIRECTOR – JA Montgomery**
 .Monthly Report and Agenda.....Page 66

 - 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 28, 2020

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2021 Budget:** The main business of this month's meeting is the introduction of the 2021 budget. The Finance Committee met on October 9th via Zoom to review the draft budget which is enclosed in **Appendix II** along with the minutes of the meeting.
 - Motion to introduce the 2021 budget totaling \$12,023,432 as presented and to schedule a public hearing on Tuesday, November 17, 2020 at 10:30 AM via Zoom. To participate dial 1-929-205-6099 enter Meeting ID: 91720689373 followed by the passcode: 5402297784.**
- 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 recommends a dividend in the amount of \$800,000. Resolution 29-20 is included in the agenda.
 - Motion to adopt Resolution 29-20 authorizing the release of a dividend in the amount of \$800,000.**
- Remote Public Meetings:** The Division of Local Government Services issued Local Finance Notice LFN2021-21 regarding holding remote public meetings during a declared emergency. The MEL Fund Attorney has prepared a draft which has been distributed to Management Committee for review.
- MEL Report:** The MEL met on October 21, 2020 via Zoom; enclosed is a copy of Commissioner Rutkowski's report.
- Residual Claims Fund (RCF) Report:** The RCF met on October 21, 2020 via Zoom; a copy of Commissioner Bigler's report is enclosed. The RCF's 2021 Budget was introduced and a public hearing was held on October 21, 2020 at 10:50 a.m.

RCF Board voted to accept the transfer of Fund Year 2016 outstanding liabilities of local member JIFs, valued as of December 31, 2020.

❑ Motion to adopt Resolution 30-20 authorizing the transfer of Fund Year 2016 valued as of December 31, 2020.

- ❑ **EJIF Report:** The EJIF met on October 21, 2020 via Zoom; enclosed is a copy of Commissioner Rutkowski's report.
- ❑ **2020 Fiscal Management Plan Amendment:** The Fund Office has been notified that Ms. Janet Buggle has retired from Qual-Lynx. Ms. Buggle is an authorized signer on the Qual-Lynx claims accounts therefore she should be removed. Investors Bank has requested a revised Resolution to remove her as a signatory.

❑ Motion to adopt Resolution 31-20 amending the New Jersey Utility Authorities Joint Insurance Fund 2020 Fiscal Management Plan

- ❑ **Requests for Qualifications:** As authorized in July, we have advertised and released RFQs, due in the Fund office on September 10th. Enclosed is a summary of responses received. Responses and evaluation forms will be distributed to Executive Committee. On September 4th we advertised Professional Services RFPs for the Fund Attorney and Defense Panel. Enclosed is a summary of those responses.
- ❑ **Employment Practices Program -** A webinar has been scheduled for October 29th at 2:00 PM to provide guidance to members' counsel and administrators on the new Personnel Manual and Employee Handbook. Memorandum also summarizes the various training elements of the Employment Practices Compliance Program. Enclosed is a copy of the notice emailed to all members on October 13, 2020.
- ❑ **2021 Membership Renewals:** Membership documents were sent out following the July meeting. Attached is a list of members scheduled to renew fund membership by January 1, 2021. To date 29 of the 35 members submitted their documents to renew with the fund. Renewals were due back in the fund office by October 1, 2020. Fund office is following up with members yet to submit their documents.
- ❑ **Cyber Security Challenges and Covid 19:** Attached is a copy of article published in the League of Municipalities Magazine, written by Ed Cooney, MEL's Underwriting Manager and Michael Geraghty, CISO for the State of New Jersey and Director of NJCCIC.
- ❑ **November JIF Meeting:** The NJUA scheduled their November meeting at the League of Municipalities on November 17th at 2:00 PM. Since the League has been cancelled the next JIF Meeting is scheduled for November 17, 2020 at 10:30 AM via Zoom. To participate dial 1-929-205-6099 enter Meeting ID: 91720689373 followed by the passcode: 5402297784.
- ❑ **2020/2021 Elected Officials Seminar:** The MEL's Annual Elected Officials Seminar will be

included in the League of Municipalities Virtual Conference. The program has already been filmed.

Due Diligence Reports

- | | | |
|--|------------------------------------|----------|
| <input type="checkbox"/> Financial Fast Track Report | | Page 24 |
| <input type="checkbox"/> Interest Rate Comparison Report | <i>not available for the month</i> | |
| <input type="checkbox"/> Expected Loss Ratio | | Page 25 |
| <input type="checkbox"/> Claim Activity Report | | Page 26 |
| <input type="checkbox"/> Lost Time Accident Frequency Report | | Pages 27 |
| <input type="checkbox"/> Lost Time Accident Frequency JIF All | | Page 29 |
| <input type="checkbox"/> Lost Days Report | | Pages 30 |
| <input type="checkbox"/> POL/EPL – Compliance Status List – as of 10/21/20 | | Page 32 |
| <input type="checkbox"/> RMC Resolution & Agreement Status List – as of 10/23/20 | | Page 34 |
| <input type="checkbox"/> Regulatory Compliance Check List - as of 10/23/2020 | | Page 35 |