

April 27, 2022
TOMS RIVER MUA
10:30 AM
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: APRIL 27, 2022

TOMS RIVER MUA

10:30 AM

MEETING CALLED TO ORDER - OPEN NOTICE READ

PLEDGE OF ALLEGIANCE

ROLL CALL OF EXECUTIVE COMMITTEE

APPROVAL OF MINUTES: March 29, 2022Appendix I

CORRESPONDENCE: NONE

MEETING OF FUND COMMISSIONERS CALLED TO ORDER

ROLL CALL OF FUND COMMISSIONERS

REPORTS

EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA

.Executive Director's Report.....Page 1

TREASURER – Stuart Neuhof

.Vouchers Report – April bills.....Page 23

.Monthly ReportsPage 25

ATTORNEY –Robert Budes, Esquire

.Monthly Reports Verbal

MANAGED CARE – QualCare

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SAFETY DIRECTOR – JA Montgomery

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UNDERWRITING MANAGER – Epic Insurance Brokers & Consultants

.Monthly Report and Agenda..... Verbal

MEL UNDERWRITING MANAGER– Conner Strong & Buckelew

.Cyber Risk Management Compliance – As of March 31, 2022Page 40

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: April 27, 2022

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **Cyber Security:** A memorandum was distributed to members on March 31, 2022, via email, to announce that the NJUA JIF engaged D2 Cybersecurity/Secure Data Consulting Services to work with members and determine each member's level of compliance with the MEL's Cyber Loss Control Program. To start this process, a webinar was held on April 21, 2022, at 10:00 am. We had over 70 attendees. The recording of the presentation will be distributed to the members.

On April 14 an email was sent to members with the Know Your Client form, which is enclosed in the agenda, that D2 Cybersecurity/Secure Data Consulting Services has asked members to complete. In addition to Fund Commissioners, D2 would like to know any other individuals involved in cyber security for your organization. If you have not already provided this information, please complete the form, and return to the Fund office as soon as possible.

- ❑ **Cyber Joint Insurance Fund:** In order to submit a filing to the Department of Banking and Insurance, there must be at least two Joint Insurance Funds adopting resolutions to join. Attached is a non-binding Resolution 19-22 for the Board to consider to participate in the filing for a Cyber Risk Management Joint Insurance Fund.
- ❑ **2022 MEL/RCF/EJIF March 25th Meeting & Retreat:** The MEL, RCF and EJIF held their March meetings in conjunction with the MEL Annual Retreat. This year's retreat was held on March 25th at the Princeton Marriott. The purpose of the retreat was to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. Attached are Chairman Rutkowski's report for the MEL and EJIF meetings and Commissioner Bigler's report on the RCF meeting.
- ❑ **2022 MEL, MR HIF & NJCE JIF Educational Seminar:** The 11th annual seminar will be conducted virtually on 2 half-day sessions: Friday, April 29th and Friday, May 6th from 9AM to 12PM. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF). We are in the process of preparing to distribute this notice to all members and risk managers.

Enclosed is the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine and highlights the educational seminar.

- ❑ **2021/2022 Elected Officials Seminar:** The MEL’s Annual Elected Officials Seminar is available through the MEL Safety Institute. Directions on how to access the course were distributed via email and are enclosed in the agenda.
- ❑ **New Membership:** We are working on a new member submission and may have a review to distribute at the meeting.
- ❑ **Second Installment Billings:** The Fund office emailed the second installment billing statements in the beginning of April. The second installment due date is May 31, 2022.
- ❑ **Financial Disclosures:** JIF Commissioners can begin the online filing of the Financial Disclosure forms inclusive of any other municipal related positions that require filing. The Division of Local Government Services has released Local Finance Notice 2022-06 containing filing instructions for local government officers. The JIF roster has been updated and emails with filing information have been sent to Fund Commissioners and Professionals. Please note the filing deadline is April 30th and the Local Finance Board has issued violations in the past for not filing.
- ❑ **Due Diligence Reports**
 - ❑ Financial Fast Track Report – *February* Page 13
 - ❑ Expected Loss Ratio – as of 2/28/22 Page 14
 - ❑ Claim Activity Report- as of 2/28/22 Page 15
 - ❑ Lost Time Accident Frequency Report – as of 2/28/22 Page 16
 - ❑ Lost Days Report – as of 2/28/22 Page 19
 - ❑ POL/EPL – Compliance Status List – as of 4/20/22 Page 20
 - ❑ RMC Resolution & Agreement Status List –as of 3/24/22 Page 21
 - ❑ Regulatory Compliance Check List - as of 4/21/22 Page 22