

May 25, 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: May 25, 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: April 27, 2022.....Appendix 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 – May bills.....Page 28

.Monthly ReportsPage 30

ATTORNEY –Robert Budes, Esquire

.Monthly Reports Verbal

MANAGED CARE – QualCare

.Monthly Report.....Page 41

SAFETY DIRECTOR – JA Montgomery

.Monthly Report and Agenda.....Page 45

UNDERWRITING MANAGER – Epic Insurance Brokers & Consultants

.Monthly Report and Agenda..... Verbal

MEL UNDERWRITING MANAGER– Conner Strong & Buckelew

.Cyber Risk Management Compliance – As of April 30, 2022Page 49

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: May 25, 2022

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **MEL Membership Renewal:** The Fund is scheduled to renew their MEL membership effective July 1, 2022. Enclosed in the agenda is Resolution 21-22, as well as, the Indemnity and Trust Agreement, renewing the Fund's membership in the Municipal Excess Liability Joint Insurance Fund for the period of July 1, 2022 through July 1, 2025.
 - ❑ **Motion to Adopt Resolution 21-22 and execute the agreement renewing the Fund's membership in the Municipal Excess Liability Joint Insurance Fund for the period of July 1, 2022 through July 1, 2025.**
- ❑ **MEL and RCF Year-end Financials:** Attached is a copy of David Grubb's memorandum to the MEL Board of Fund Commissioners outlining the MEL and RCF's strategy to strengthen their financials in response to a multitude of unexpected factors impacting those Funds.
- ❑ **Power of Collaboration:** Enclosed is the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine. The ad highlights a variety of factors that will affect municipal insurance budgets and asks municipalities to adopt a resolution to urge the New Jersey legislature to amend the budget cap law.
- ❑ **Auditor & Actuary Year-End Report:** The financial audit for the period ending December 31, 2021, will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30th deadline.
- ❑ **Cyber Security:** 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. D2 Cybersecurity/Secure Data Consulting Services has already begun working with members on this project.
- ❑ **MEL – Cyber News:** Included in the agenda is a copy of May's MEL Cyber News. This focuses on two members claims (anonymized of course) with special attention to the claims process. Princeton pushed this out on njmel.org and the MEL app last week.

- ❑ **2022 MEL, MR HIF & NJCEL JIF Educational Seminar** - The 11th annual seminar was conducted virtually on April 29th and May 6th. Over 200 people attended each session. We are in the process of preparing certificates for continuing education credits or total contact hours.
- ❑ **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. Governing Body members that complete the course by the end of May will qualify for assessment credit.
- ❑ **2022 Safety Expo:** Effective this year the Safety Expo has been reorganized in coordination with the MEL Safety Institute. The same schedule of courses will be held at five different locations and dates. Members may use the Learning Management System to register. Enclosed is a copy of the flyer that has already been sent to members. To register for any of the training session, please go to the [MSI LIVE Schedule](#) and click on the selected course name/date.

The NJUA JIF will also be providing CPR/AED/First Aid Training at the June and September Expo. An email was sent to members to register for this training.

- ❑ **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.
- ❑ **New Membership:** We are working on a new member submission and may have a review to discuss in Executive Session.
- ❑ **Financial Disclosures:** The Fund office has provided all Fund Commissioners and Professionals with the login information they need to complete their Financial Disclosure filing for the NJUA JIF. The Filing deadline was April 30th and all, but one Fund Commissioner completed this filing. It is expected that fines will be issued starting June 8th.

❑ **Due Diligence Reports**

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| ❑ Financial Fast Track Report – as of 3/31/22 | Page 16 |
| ❑ Expected Loss Ratio – as of 3/31/22 | Page 17 |
| ❑ Claim Activity Report- as of 3/31/22 | Page 18 |
| ❑ Lost Time Accident Frequency Report – as of 3/31/22 | Page 19 |
| ❑ Lost Days Report – as of 3/31/22 | Page 22 |
| ❑ POL/EPL – Compliance Status List – as of 5/19/22 | Page 24 |
| ❑ RMC Resolution & Agreement Status List –as of 5/19/22 | Page 26 |
| ❑ Regulatory Compliance Check List - as of 5/19/22 | Page 27 |