

**March 22, 2023**

**MEETING BEING HELD TELEPHONICALLY**

**Call In Number: 1-929-205-6099**

**Meeting ID: 994 4463 8134**

**(Please note a passcode is not required)**

**OR**

**Join via computer link**

**<https://permainc.zoom.us/j/99444638134>**

**Meeting ID: 994 4463 8134**

**(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 March 22, 2023 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: March 22, 2023**

**Via Zoom**

**10:30 AM**

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- MEETING CALLED TO ORDER - OPEN NOTICE READ**
  - PLEDGE OF ALLEGIANCE**
  - ROLL CALL OF EXECUTIVE COMMITTEE**
  - APPROVAL OF MINUTES: February 22, 2023 ..... Appendix I**

**CORRESPONDENCE: .....NONE**

**EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**  
.Executive Director's Report ..... **Page 1**

**TREASURER – Stuart Neuhof**  
.Vouchers Report – March bills ..... **Page 20**  
.Monthly Reports ..... **Page 23**

**ATTORNEY –Robert Budes, Esquire**  
.Monthly Report ..... **Verbal**

**MANAGED CARE – QualCare**  
.Monthly Report..... **Page 32**

**SAFETY DIRECTOR – JA Montgomery**  
.Monthly Report and Agenda..... **Page 38**

**UNDERWRITING MANAGER – Epic Insurance Brokers & Consultants**  
.Monthly Report and Agenda..... **Verbal**

**MEL UNDERWRITING MANAGER– Conner Strong & Buckelew**  
.Cyber Risk Management Compliance ..... **Unavailable**

**CLAIMS SERVICE – Qual-Lynx Associates**

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- OLD BUSINESS**
- NEW BUSINESS**
- PUBLIC COMMENT**

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES PERSONNEL -  
SAFETY AND PROPERTY OF PUBLIC – LITIGATION**  
**1. Payment Authority Requests**

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**MEETING ADJOURNED**

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## 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: March 22, 2023

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **Finance Committee:** We are in the process of scheduling a meeting of the Finance Committee to consider Bowman and Company's request to adjust their fee to conduct payroll audits.
- ❑ **NJ Cyber JIF:** The NJ Cyber JIF is still in the process of reviewing responses to the Fund's RFP for training/phishing & external scanning. Cyber JIF is scheduled to meet on March 16<sup>th</sup>.

The Cyber JIF Underwriting Manager has notified Fund Commissioners and Risk Managers of the Cyber JIF launch via email. We are including another copy in Appendix II. Origami is in the final states of adding the new program into its program. All documents related to the Cyber JIF program are being posted on the MEL website until the Cyber JIF's website is created and can be found here: <https://njmel.org/mel-safety-institute/resource-center/public-officials/public-officials-cyber-risk-control/cyber-jif/>.

Effective January 1, 2023, only compliance with the prior program Tier 1 and Tier 2 will qualify for deductible recoveries if a member suffers a cyber claim. We are working with the MEL Underwriting Manager to update 12/31/22 compliance based on the report from Lou Romero.

- ❑ **2023 MEL/RCF/EJIF March 24th Meeting & Retreat:** The MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. This year's retreat will be held on March 24<sup>th</sup> at the Princeton Marriott. The purpose of the retreat is to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.
- ❑ **2023 MEL, MR HIF & NJCE JIF Educational Seminar:** The 12<sup>th</sup> annual seminar will be conducted virtually on 2 half-day sessions: Friday, April 21<sup>st</sup> and Friday, April 28<sup>th</sup> 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). Enclosed is a copy of the notice to register that was distributed all members and risk managers.
- ❑ **2023/2024 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 and the directions are also included in the agenda.

❑ **NJDEP Environmental Alert:** The New Jersey Department of Environmental Protection (NJDEP) issued an alert regarding the new Tier A Municipal Stormwater General Permit (GP) renewal (effective January 1, 2023), which initiates many changes for our municipalities. The alert highlights the requirements, we urge all EJIF members to review the full permit on NJDEP’s website. Included in the agenda is the alert.

❑ **2023 PRIMA Conference:** The Annual Public Risk Management Association’s (PRIMA) annual conference will be held in Long Beach, CA from June 4, 2023, through June 7, 2023. To review all information regarding the 2023 PRIMA Conference including registration, please visit the website <https://conference.primacentral.org/>. Enclosed in the agenda is Resolution 15-23 authorizing attendance.

❑ **Motion to Adopt Resolution #15-23 Authorizing Travel and Related Expenses for Attendance at the Annual Risk Management Conference**

❑ **Financial Disclosures:** Commissioners should anticipate the online filing of the Financial Disclosure forms inclusive of the MEL/EJIF/RCF Commissioner and any municipal related positions that require filing. We have been asked by the Division of Local Government Services to update the 2023 Fund Commissioner roster and expect a notice to be issued shortly.

❑ **April Fund Meeting:** As a reminder we will be meeting in person at Toms River MUA for next month’s meeting.

❑ **Due Diligence Reports**

- ❑ Financial Fast Track Report - *Unavailable*
- ❑ Expected Loss Ratio – as of 1/31/2023 Page 9
- ❑ Claim Activity Report- as of 1/31/2023 Page 10
- ❑ Lost Time Accident Frequency Report – as of 1/31/2023 Page 11
- ❑ Lost Days Report – as of 1/31/2023 Page 14
- ❑ POL/EPL – Compliance Status List Page 16
- ❑ RMC Resolution & Agreement Status List –as of 3/16/23 Page 18
- ❑ Regulatory Compliance Check List - as of 3/16/23 Page 19