

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: MARCH 23, 2016
Toms River MUA
10:30 AM

-
- MEETING CALLED TO ORDER - OPEN NOTICE READ
 - PLEDGE OF ALLEGIANCE
 - ROLL CALL OF EXECUTIVE COMMITTEE
 - APPROVAL OF MINUTES: FEBRUARY 24, 2016Appendix I

CORRESPONDENCE:

REPORTS

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

- TREASURER – Stuart Neuhof
 .Vouchers Report – March billsPage 41
 .Monthly ReportsPage 44

- ATTORNEY –Robert Budes, Esquire

- MANAGED CARE – QualCare
 .Monthly Report.....Page 59

- SAFETY DIRECTOR – JA Montgomery
 .Monthly Report and Agenda.....Page 65

- 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

FUNCTIONAL CAPACITY EXAM - PRESENTATION

MEETING ADJOURNED

New Jersey Utility Authorities Joint Insurance Fund

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Parsippany, NJ 07054-4412

Telephone (201) 881-7632 Fax (201) 881-7633

Date: March 23, 2016

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- MEL Meeting** - The MEL met on Wednesday, March 2, 2016 at the Forsgate, Jamesburg, NJ. Enclosed is Commissioner Rutkowski's report.
- RCF Meeting** - The RCF met on Wednesday, March 2, 2016 at the Forsgate, Jamesburg, NJ. Enclosed is Commissioner Bigler's report.
- EJIF Meeting** - The EJIF also met on Wednesday, March 2, 2016 at the Forsgate, Jamesburg, NJ. Enclosed is Commissioner Rutkowski's report.
- EPL Compliance** – Attached is a copy of correspondence distributed to members announcing the 2017 POL/EPL Program. Members should visit the MEL's webpage – njmel.org for changes to the MEL's Model Personnel Committee and information on training program requirements. Members have until October 1st to submit checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors, Police Command Staff (municipalities only) and offering training to non-supervisory personnel. We are working with the Fund Attorney to schedule the Managers & Supervisors Training and will release a schedule when complete.
- 2016 MEL & MR HIF Educational Seminar** - The 6th annual seminar is scheduled for Friday, April 15th beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs. Attached is the enrollment form.
- Coverage** - We are in the process of scheduling a meeting of the Coverage Committee. Purpose is to review the Fund's auto liability policy concerning pollution coverage for members when an authority hauls sludge.

- ❑ **Membership:** Linden Roselle Sewerage Authority is still reviewing its renewal options.

- ❑ **Inclement Weather Procedure** - As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairperson if the meeting should be canceled. In the event of an early morning or evening meeting(s), Perma will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

- ❑ **Due Diligence Reports**
 - ❑ Financial Fast Track Report - (*January 2016 – Unavailable*)
 - ❑ Interest Rate Comparison Report - as of 1/31/2016 Page 29
 - ❑ Expected Loss Ratio - as of 2/29/16 Page 30
 - ❑ Claim Activity Report- as of 2/29/16 Page 31
 - ❑ Lost Time Accident Frequency Report - as of 2/29/16 Page 32
 - ❑ Lost Time Accident Frequency JIF All – as of 2/29/16 Page 34
 - ❑ Lost Days Report - as of 2/29/16 Page 35
 - ❑ POL/EPL – Compliance Status List – as of 3/16/16 Page 37
 - ❑ RMC Resolution & Agreement Status List –as of 3/16/16 Page 39
 - ❑ Regulatory Compliance Check List - as of 3/16/2016 Page 40
 - ❑ Claims Management Exception Report- as of 2/29/2016 Appendix II