

APRIL 20, 2017
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 20, 2017
Toms River MUA
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: MARCH 22, 2017Appendix I**

CORRESPONDENCE:

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs**
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- TREASURER – Stuart Neuhof**
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- ATTORNEY –Robert Budes, Esquire**

- MANAGED CARE – QualCare**
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- SAFETY DIRECTOR – JA Montgomery**
 .Monthly Report and Agenda.....Page 45

- 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
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 20, 2017

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- ❑ **Aggregate Loss Fund Contingency** – Beginning with the 2016 Fund year, the MEL implemented a Retrospective Rating Program. The MEL billed member JIFs only 85% of its expected claims fund and will bill balance to the JIFs that exceed that amount. Additional billing will be capped at 100%, 115% or 125% - which was determined based on the JIF's claims experience. For 2016 & 2017, the NJUA JIF's cap is 100% of the expected claims fund. The Morris JIF funded this corridor in the budget. Resolution authorizes the creation of an aggregate loss fund contingency account and the transfer of the funding collected with the 2016 & 2017 assessment. Each year, the JIF will decide how much of this corridor to fund and transfer to this account.

- ❑ **Motion to adopt Resolution 14-17 creating the Aggregate Loss Fund Contingency Account.**

- ❑ **Elected Officials Training Seminars:** As a reminder, to supplement live presentations of this year's Elected Officials seminar, the MEL posted an online version on www.njmel.org. The deadline to complete the training is May 1, 2016. Enclosed is another copy of instructions to access the program.

A \$250 credit will be earned for local elected officials, the municipal manager/administrator, authority commissioners and authority executive directors that participate in an online or instructor led session. The maximum credit is 25% of a member's liability claims fund assessment.

Beginning this year, the MEL has amended its process for issuing this credits. Credits will now only appear on the annual billing and will be applied as a payment credit rather than reducing the assessment.

- ❑ **2017 MEL & MR HIF Educational Seminar:** The 7th annual seminar is scheduled for Friday, April 21st, 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 which will also be distributed by email to fund commissioners and risk managers

- ❑ **MEL Risk Management Consultant Educational Program:** The MEL is instituting a program to recognize the MEL’s numerous experienced RMCs and train new staff. Producers who complete this program may use the designation “MEL Accredited Risk Management Consultant”. To achieve accreditation, a RMC must complete the four all day sessions that will be conducted over a six month period.

Each session will be held twice – once in Jamesburg at the Forsgate Country Club (Exit 8A) and once at the Conner Strong and Buckelew Headquarters facility in Marlton (Exit 4). The program is also eligible for producer continuing education credits. The fee is a nominal \$500 payable to the Municipal Excess Liability Joint Insurance Fund.

- ❑ **2017 Financial Disclosure Forms:** 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 email included links to the instructions and the DLGS webpage to file your disclosure; filing deadline is April 30th. However, the state has not yet opened the filing process. We will send another email when Fund Commissioners can complete the process.

- ❑ **Cyber Liability:** The JIF purchases its primary cyber liability coverage from XL Catlin. XL Catlin has put together a two-part insurance webinar series. Enclosed is a copy of the announcement, including registration information – that is also being emailed to all Fund Commissioners and Risk Managers.

❑ **Due Diligence Reports**

- ❑ Financial Fast Track Report - 1/31/17 & 2/28/17 Page 9 & 10
- ❑ Interest Rate Comparison Report - as of 2/28/2017 Page 11
- ❑ Expected Loss Ratio - as of 2/28/17 Page 12
- ❑ Claim Activity Report- as of 2/28/17 Page 13
- ❑ Lost Time Accident Frequency Report - as of 2/28/17 Page 14
- ❑ Lost Time Accident Frequency JIF All – as of 2/28/17 Page 16
- ❑ Lost Days Report - as of 2/28/17 Page 17
- ❑ POL/EPL – Compliance Status List – as of 4/13/17 Page 19
- ❑ RMC Resolution & Agreement Status List –as of 4/13/17 Page 21
- ❑ Regulatory Compliance Check List - as of 4/13/2017 Page 22