

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
MEETING: APRIL 25, 2018

Toms River MUA, Toms River
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 28, 2018..... Appendix I

CORRESPONDENCE:

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – Perma Risk Management Svcs
 - .Executive Director's Report.....Page 1
- TREASURER – Stuart Neuhof
 - .Vouchers Report – April bills Page 23
 - .Monthly Reports Page 26
- ATTORNEY –Robert Budesa, Esquire
- MANAGED CARE – QualCare
 - .Monthly Report..... Page 41
- SAFETY DIRECTOR – JA Montgomery
 - .Monthly Report and Agenda..... Page 46
- 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

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Date: April 25, 2018

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 April 6, 2018 at the Hyatt Regency in Princeton. Enclosed is a copy of Commissioner Rutkowski's report on the meeting.

The bill that would expand the JIF and MEL's investment opportunities is now on the Governor's desk. The law would authorize certain joint insurance funds to invest in certain bonds, notes, and other obligations of State and Federal agencies and to form joint cash management and investment programs as a means to broaden the types of securities joint insurance funds may invest in and to reduce the amount of assets that must be held in short-term investments to cover the cash flow needs of the funds.

- RCF Meeting:** The RCF met on April 6, 2018 at the Hyatt Regency in Princeton. Enclosed is a copy of Commissioner Bigler's report on the meeting.
- EJIF Meeting:** The EJIF met on April 6, 2018 at the Hyatt Regency in Princeton. Enclosed is a copy of Commissioner Rutkowski's report on the meeting.
- Second Installment Billings:** There was a delay in the Fund office on the issuance of second installment billing statements. The Board agreed to extend the due date to May 31st for 2018 second installments.
- 2018 PRIMA Conference:** The JIF authorized attendance of board members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Indianapolis from June 3-6. Please notify the Fund office if you are interested in attending.
- Elected Officials Training:** Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each elected/appointed official and chief operating officer completing the course. Instructor-led session locations and dates are posted on the MEL website at njmel.org. The on-line version for 2018 is entirely focused on planning/zoning boards.

The version conducted in Atlantic City has been converted to a webinar and will be posted to the MEL Safety Institute very shortly. We will distributed notices upon completion. Members can view either version to earn the credit. The deadline for completion will be extended.

- 2018 Financial Disclosures:** Commissioners should anticipate the outline filing of the Financial Disclosure forms inclusive of the JIF/MEL/EJIF/RCF Commissioner (which are in addition to any municipal related positions that require filing). The Fund office has advised Fund Commissioners and Professionals of the filing requirement.
- Model Personnel Policy Committee:** Every two years the MEL asks members to update their Employment Practices Compliance Program. The Program includes updating Personnel Manuals and compliance with training requirements. The MEL’s Committee met in February to begin its review and expects to complete its process and announce the EPL Program requirements by the end of April.
- Risk Management Information/Operating System (RMIS)** – The online underwriting database through Origami was launched mid-March; Fund Commissioners and Risk Management Consultants were provided login information, as well as, links to short training videos. Enclosed is a copy of the email issued to members announcing the scheduling of training webinars on May 8th and 10th with Origami. We are asking members and risk managers to login and view the program and prepare questions, if any, in advance.

Due Diligence Reports

- Financial Fast Track Report - as of 1/31/2018 (February to be Distributed) Page 10
- Interest Rate Comparison Report Page 11
- Expected Loss Ratio Page 12
- Claim Activity Report Page 13
- Lost Time Accident Frequency Report Page 14
- Lost Time Accident Frequency JIF All Page 16
- Lost Days Report Page 17
- POL/EPL – Compliance Status List – as of 4/18/18 Page 19
- RMC Resolution & Agreement Status List – as of 4/18/18 Page 21
- Regulatory Compliance Check List - as of 4/18/2018 Page 22