

**TUESDAY**  
**NOVEMBER 19, 2019**  
**BALLYS – BALLY ROOM, ATLANTIC CITY**  
**2:30 PM**  
**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: TUESDAY, NOVEMBER 19, 2019**  
**BALLYS –BALLY ROOM, ATLANTIC CITY**  
**2:30 PM**

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- MEETING CALLED TO ORDER - OPEN NOTICE READ
  - PLEDGE OF ALLEGIANCE
  - ROLL CALL OF EXECUTIVE COMMITTEE
  - APPROVAL OF MINUTES: October 23, 2019 .....Appendix I

CORRESPONDENCE: NONE

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES**  
**PERSONNEL - SAFETY AND PROPERTY OF PUBLIC – LITIGATION**

**1. Payment Authority Requests**

- PUBLIC HEARING – 2020 BUDGET ..... Page 4

**REPORTS**

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

- TREASURER – Stuart Neuhof  
.Vouchers Report – November bills ..... Page 25  
.Monthly Reports ..... Page 26

- ATTORNEY –Robert Budes, Esquire

- MANAGED CARE – QualCare  
.Monthly Report .....Page 42

- SAFETY DIRECTOR – JA Montgomery  
.Monthly Report and Agenda.....Page 45

- CLAIMS SERVICE – Qual-Lynx Associates
- 

- OLD BUSINESS
- NEW BUSINESS
- PUBLIC COMMENT

- 
- 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: November 19, 2019

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2020 Budget:** Last month we introduced the 2020 proposed budget. All members were mailed a notice of the public hearing. In addition, the proposed budget was published in the Fund's designated newspaper. The proposed budget totaling \$11,390,194, representing a 2.05% increase, is enclosed.

In accordance with the Fund's assessment allocation methodology, enclosed assessments are capped at 4% over the average budget increase of standard members plus loss ratio surcharges.

- Motion to open the Public Hearing on the 2020 Budget.**
- Discussion of Budget & Assessments.**
- Motion to close the Public Hearing.**
- Motion to adopt budget & certify assessments.**

- 2019 Dividend** – The Board voted at the October meeting to release a dividend in the amount of \$1,000,000 and the EJIF is issuing a dividend in the amount of \$78,761. Enclosed on **Page 6** is the distribution by member authority.
- Cyber Security** – Doug Brush and Kris Wasserman of Special Counsel/EQ have begun contacting members to perform an audit of member compliance with the MEL's Minimum Standards for Cyber Risk Control.
- 2020 Membership Renewals:** Attached on **Page 8** is a list of members scheduled to renew fund membership by January 1, 2020.
- Risk Management Plan Amendment:** Attached, in Appendix II, is a memorandum regarding a proposed change to the Fund's Risk Management Plan. The changes are concerning the long term nature of the exposure from S-477 relating to sexual molestation. Specifically, this amendment minimizes the risk that the JIF may have to assess a former member years or decades after the member has left the JIF by holding in escrow the former member's share of dividends until the statute of limitations has tolled.
  - Motion to Approve Resolution 29-19 amending the 2019 Plan of Risk Management as presented.**

- ❑ **MEL:** The MEL met on October 16<sup>th</sup> at the Forsgate Country Club to introduce the 2020 budget. The Public Hearing on the 2020 budget is scheduled for Wednesday, November 20, 2019 at 12:30 pm in the Steel Pier Room in the Sheraton Hotel, Atlantic City, NJ. (Note, new time and location.)

The fund should elect its representative to the MEL for the 2020 Fund Year.

- ❑ **Motion to elect \_\_\_\_\_ as the New Jersey Utility Authorities Joint Insurance Fund's 2020 representative to the Municipal Excess Liability Joint Insurance Fund.**

- ❑ **Residual Claims Fund (RCF):** The public hearing on the RCF 2020 budget was held on October 16, 2019 as a public hearing at the Forsgate Country Club and adopted the 2020 budget. The next meeting of the RCF is the 2020 Reorganization scheduled for Thursday, January 2, 2020 at 10:30 AM at the Forsgate CC, Jamesburg, NJ.

The fund should elect its representative to the RCF for the 2020 Fund Year.

- ❑ **Motion to elect \_\_\_\_\_ as the New Jersey Utility Authorities Joint Insurance Fund's 2020 representative to the Residual Claims Fund Joint Insurance Fund.**

- ❑ **Environmental JIF:** The EJIF met on October 16, 2019 as a public hearing at the Forsgate Country Club and adopted the 2020 budget. The next meeting of the EJIF is scheduled for Wednesday, November 20, 2019 at 12:00 PM in the Sheraton Hotel, Atlantic City, NJ.

The fund should elect its representative to the EJIF for the 2020 Fund Year.

- ❑ **Motion to elect \_\_\_\_\_ as the New Jersey Utility Authorities Joint Insurance Fund's 2020 representative to the Environmental Joint Insurance Fund.**

- ❑ **MEL EPL Helpline:** Enclosed on **Page 9** is a copy of the bulletin issued earlier in the year concerning the Fund's EPL Hotline. We encourage members to contact any of the three firms when they need guidance. The MEL worked with QBE to restructure the helpline so that assistance is now provided by New Jersey law firms with municipal and JIF experience.

- ❑ **Elected Officials Training:** This year's elected officials training program will focus on "Employment Practices for Governmental Officials". Two sessions are scheduled as part the League of Municipalities Conference on Tuesday, November 19, 2019 at 3:45PM in Bally's (Bally's Room) and Wednesday, November 20, 2019 at 3:45PM at the Atlantic City Convention Center Room (Room 302); enclosed is the notice on **Pages 10 & 11** that was distributed to members.

For 2020, the MEL will reduce each member’s assessment by \$250 for each municipal elected official and/or authority commissioner who completes the Elected Official course by May 1, 2020. The maximum credit is 5% of the member’s assessment. The credit is also extended to the member’s CEO (i.e. municipal manager/administrator or authority executive director).

**Coverage Committee:** The MEL Coverage Committee worked with the Technical Writer to redraft the JIF’s Crime Policy. We will schedule a meeting of the Coverage Committee to review the policy that the MEL has recommended local JIFs adopt.

**New Membership:** We have received submissions from Linden Roselle Sewerage Authority and Wrightstown MUA and expect to distribute reviews in Executive Session.

**Due Diligence Reports**

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- Interest Rate Comparison Report Page 13
- Expected Loss Ratio Page 14
- Claim Activity Report Page 15
- Lost Time Accident Frequency Report Page 16
- Lost Time Accident Frequency JIF All Page 17
- Lost Days Report Page 18
- POL/EPL – Compliance Status List – as of 11/14/19 Page 21
- RMC Resolution & Agreement Status List – as of 11/14/19 Page 23
- Regulatory Compliance Check List - as of 11/14/2019 Page 24