

November 17, 2020
MEETING BEING HELD TELEPHONICALLY
Call In Number: 1-929-205-6099 US (New York)

Meeting ID: 917 2068 9373
(Please note a passcode is not required)

OR

Join via computer link
<https://permainc.zoom.us/j/91720689373>

Meeting ID: 917 2068 9373
*(Enter Meeting ID when prompted – please note a passcode **is not required**)*

10:30 AM

AGENDA AND REPORTS

The Executive Committee of the New Jersey Utility Authorities Joint Insurance Fund will conduct its November 17, 2020 meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey.

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: November 17, 2020
MEETING BEING HELD TELEPHONICALLY
10:30 AM

-
- MEETING CALLED TO ORDER - OPEN NOTICE READ**
 - ROLL CALL OF EXECUTIVE COMMITTEE**
 - APPROVAL OF MINUTES: October 28, 2020 Appendix I**

CORRESPONDENCE:None

PUBLIC HEARING – 2021 BUDGETPage 3

REPORTS

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

TREASURER – Stuart Neuhof
 .Vouchers Report – November bills Page 23
 .Monthly Reports Page 24

ATTORNEY –Robert Budes, Esquire

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

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

9 Campus Drive, Suite 216

Parsippany, NJ 07054-4412

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

Date: November 17, 2020

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

From: Cathleen Kiernan

Subject: Executive Director's Report

- 2021 Budget:** Last month we introduced the 2021 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 \$12,023,307, representing a 2% 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. Exception for members with significant additions in locations or values.

- Motion to open the Public Hearing on the 2021 Budget.**
- Discussion of Budget & Assessments.**
- Motion to close the Public Hearing.**
- Motion to adopt budget & certify assessments.**

- Dividend:** The Board voted at the October meeting to release a dividend in the amount of \$800,000 and the EJIF is issuing a dividend in the amount of \$164,560. Enclosed on **Page 5** is the distribution by member authority.
- Remote Public Meetings:** The Division of Local Government Services issued Local Finance Notice LFN2021-21 regarding holding remote public meetings during a declared emergency. The MEL is expected to review a draft policy at its November meeting.
- Requests for Qualifications:** As authorized in July, we have advertised and released RFQs, due in the Fund office on September 10th. Enclosed is a summary of responses received. Responses and evaluation forms will be distributed to Executive Committee. On September 4th we advertised Professional Services RFPs for the Fund Attorney and Defense Panel. Enclosed is a summary of those responses.
- MEL, RCF & EJIF Representative:** The fund should elect its representative to the MEL, RCF & EJIF for the 2021 Fund Year.
 - Motion to elect _____ as the New Jersey Utility Authorities Joint Insurance Fund's 2021 representative to the Municipal Excess Liability Joint Insurance Fund.**
 - Motion to elect _____ as the New Jersey Utility Authorities Joint Insurance Fund's 2021 representative to the Residual Claims Fund Joint Insurance Fund.**

❑ Motion to elect _____ as the New Jersey Utility Authorities Joint Insurance Fund's 2021 representative to the Environmental Joint Insurance Fund.

- ❑ **2021 Membership Renewals:** Membership documents were sent out following the July meeting. Attached is a list of members scheduled to renew fund membership by January 1, 2021. To date 29 of the 35 members submitted their documents to renew with the fund. Renewals were due back in the fund office by October 1, 2020. Fund office is following up with members yet to submit their documents.
- ❑ **New Membership:** The Fund has received a membership inquiry from the Middlesex County Utilities Authority.
- ❑ **Cyber Task Force:** The MEL's Cyber Task Force has been working on modifications to the MEL's Cyber Risk Management Program and is expecting to complete it soon.
- ❑ **NJSEM Website:** The New Jersey Sustainable Energy Joint Meeting (SEM) recently launched their updated website. A copy of the announcement is included in the agenda packet.
- ❑ **2020/2021 Elected Officials Seminar:** This year's Elected Officials Seminar will focus on "Building a Safe Workplace: Anti-Harassment and Discrimination". The course will be conducted as part of the League of Municipalities Virtual Conference, is scheduled under the title "Annual Risk Management Seminar", and will be held at 3:15 on Wednesday, November 18, 2020.

The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2021. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is 5% of the member's assessment.

❑ Due Diligence Reports

- ❑ Financial Fast Track Report Page 11
- ❑ Interest Rate Comparison Report *not available for the month*
- ❑ 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 11/9/20 Page 19
- ❑ RMC Resolution & Agreement Status List – as of 11/12/20 Page 21
- ❑ Regulatory Compliance Check List - as of 11/12/2020 Page 22