

**PUBLIC ENTITY JOINT INSURANCE FUND  
MEETING MINUTES**

**April 25, 2017**

**NIP Conference Center – 900 Route 9 North Woodbridge, NJ at 10:00am**

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**MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:11AM.**

**OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD**

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF NEW FUND COMMISSIONERS**

- City of Plainfield (Alternate) – Kheesha Walls

**ROLL CALL OF FUND COMMISSIONERS**

Ricardo Fernandez – City of Passaic  
Adam Cruz – City of Perth Amboy - Absent  
Kheesha Walls – City of Plainfield  
Jamie Cryan – Town of West New York  
Naiima Horsley-Fauntleroy – City of East Orange  
David Brown – Roselle  
William Broughton – Township of Teaneck  
Chris Hartwyk – City of Orange Township - Absent

**APPROVAL OF MINUTES OF March 21<sup>st</sup> 2017 Meeting**

**MOTION:** Commr. Broughton

**SECOND:** Commr. Horsley

**VOTE: ROLL CALL**

Ricardo Fernandez – City of Passaic  
Adam Cruz – City of Perth Amboy - Absent  
Kheesha Walls – City of Plainfield  
Jamie Cryan – Town of West New York  
Naiima Horsley-Fauntleroy – City of East Orange  
David Brown – Borough of Roselle  
William Broughton – Township of Teaneck  
Chris Hartwyk – City of Orange Township - Absent

## ADOPTION OF RESOLUTIONS

- **Resolution 18-17 – Approving Certain Disbursements** – \$150,255.35
- **Resolution 19-17 – Approving Claims Payments** - \$584,389

**MOTION:** Commr. Cryan

**SECOND:** Commr. Brown

### **VOTE: ROLL CALL**

Ricardo Fernandez – City of Passaic

Adam Cruz – City of Perth Amboy - Absent

Kheesha Walls – City of Plainfield

Jamie Cryan – Town of West New York

Naiima Horsley-Fauntleroy – City of East Orange

David Brown – Roselle

William Broughton – Township of Teaneck

Chris Hartwyk – City of Orange Township - Absent

## EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **2016 Actuarial Report** – Mr. Hall reported that the 2016 Year-End Reserve Study has been completed. Mr. Hall reported that due to closing activity in Q3 and Q4, there were significant takedowns for the 2014, 2015 and 2016 Fund Years, resulting in reductions in projected ultimate losses across all lines of coverage.
- **Fast Track Report** – Mr. Hall presented the Fast Track Reports for December 2016, January, February, and March 2017. The improvements in the Fund’s net position at year-end continue to hold.
- **Financial Audit Status** — Mr. Hall reported that the financial audit is underway and is projected to be completed ahead of schedule. As soon as the audit is completed, the final report will be distributed to the membership.
- **Risk Management Consultant Agreement-** Mr. Hall reminded the members and risk management consultants to please send the Administrator’s office copies of the RMC agreements executed between the individual members and their consultants.
- **Financial Disclosure Reports-**Mr. Hall reminded the membership that the financial disclosures are required at this time. Each members’ commissioner and alternate commissioner should have received an e-mail from the State, with instructions on filing. Please make sure all reports are filed by the deadline.
- **Member Contact Updates-** Mr. Hall reminded members to please submit their contact lists to the Administrator’s office as soon as practicable.

## TREASURER’S REPORT – P. DeBlasio

- Mr. DeBlasio reported that monthly financial report and cash management account has been reviewed. He advised that the Fund has met all outstanding obligations and its financial position is secure. There were no questions.

## **UNDERWRITING REPORT – Robert Smith (NIP Group)**

- **Excess Carrier Meeting** - Met with our new BRIT underwriter to discuss upcoming 2018 renewal. While we have a new underwriter handling the account, our former underwriter now runs the whole division, so we do not have concerns regarding the continuity of our relationship. Additionally, meetings are currently being set up with our other excess partners to discuss the renewals.

## **SAFETY REPORT – Anthony Ven Graitis (NIP Group)**

- **EANJ Audits**– Andree Laney from the EANJ presented to the Commissioners and meeting attendees on services available, including anti-harassment/discrimination training, Ethics Training, Customer Service Training, free phone advisory consultation, and HR-Law Audits (EPL Audits). Special emphasis was placed on the EPL audits and how these can improve programs and identify areas needing additional resources.
- **Fleet Programs**- A fleet loss control program has been developed by Risk Control and is available to all members. Each member should have a comprehensive policy in place addressing vehicle inspections, drivers, review of MVR's, CDL requirements, and accident investigations. Risk control will be happy to tailor a program to fit each municipality's needs.
- **Seminar & Training Schedules** -PEJIF members have continued to attend seminars and training sponsored and hosted by PEJIF Risk Control. When Words Fail training was provided on three different dates in the month of April, a seminar titled “Best Practices in Managing Traumatic Events” was heavily attended, and a seminar titled “Police response to Structural Fires” had over 70 attendees, many of which were from PEJIF member municipalities. Other seminars are being scheduled including a Cyber Summit and Fit Responder Training Pilot Program, along with additional When Words Fail training classes.
- **SIP for 2017** – The SIP program for 2017 is in place. As done previously, attendance at seminars and training sponsored and hosted by PEJIF Risk Control will count towards the awards. In addition, holding regularly scheduled safety committee meetings will also be considered. Lastly, on line training needs to be implemented so please contact your risk control professional if you have any questions or want to request on line training.
- **Abandoned Property Subcommittee**- The first Abandoned Property Subcommittee will be held immediately after the next Fund meeting in May. Please provide a list of participants from your municipality at your convenience.
- **Wellness – Walk to Win Update** – Several members are actively reporting the results of their employee walking efforts, including Teaneck and Roselle, while others are planning on joining. Any member can join at any time prior to the end of the event on June 12. Participation in the Walk to Win wellness event will count towards the Wellness Incentive Program awards.

## **CLAIMS REPORT – C. Cyriax (NIP Group)**

- **Key Performance Indicators of Claims Activity for the Fund** –Conrad Cyriax provided the Commissioners with the Claims Report. Key performance indicators of Claims Department activity were fully discussed including the number of new claims received and the sum of claims closed during the preceding month. Frequency trends affecting the Fund were discussed as well as other critical measurements of Claims Department activity such as closing ratio.

- **MEMBER UPDATES** - Each member gave an update on their respective Township/Borough/City since our last meeting.

## **NEW BUSINESS**

## **OPEN FORUM**

## **MOTION TO ADJOURN**

Commissioner Fernandez made a motion to adjourn the meeting at 11:04am and Secretary Horsley-Fauntleroy seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

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Madeline Delgado

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Ricardo Fernandez

### **ALSO PRESENT:**

Madeline Delgado – NIP  
Robert Persico – NIP  
Earl Miller – Advisor  
James Renner – NIP  
Gail White – Scirocco  
Kathy Martin – City of Passaic  
Kathleen Guze – D & H  
Wayne F. Dietz – Skylands Risk Management  
Mike O’Connell – PQA  
Patrick DeBlasio – Treasurer  
Frank Kelly – BGIA  
Rob Smith – NIP  
George Crosby – BGIA  
Anthony VenGraitis – NIP  
Conrad Cyriax – NIP  
Patti Fahy – Reliance  
Tom Fitzpatrick – Fairview Insurance  
Tom Mooney – First MCO  
Steve Daveggia – NIP  
Shanell Booker – InservCo  
Nancy Fowlks – InservCo  
Trishonda Williams – CRC  
Steve Edwards – BGIA  
Scott Readlinger – HUB International