

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

June 20, 2017

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

MEETING OF THE PUBLIC ENTITY JOINT INSURANCE FUND CALLED TO ORDER AT 10:05AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS -

William Senande – City of Orange
Chris Hartwyk – City of Orange
Vivian Lamm – City of Passaic - Late
Maria River – City of Perth Amboy
Rick Smiley – City of Plainfield – Late
David Brown – Borough of Roselle
William Broughton – Township of Teaneck
Jamie Cryan – Town of West New York

APPROVAL OF MINUTES OF May 16th 2017 Meeting

MOTION: Commr. Hartwyk

SECOND: Commr. Cryan

VOTE: UNANIMOUS BY VOICE

ADOPTION OF RESOLUTIONS

- **Resolution 22-17 – Approving Certain Disbursements – \$1,270,070.36**
- **Resolution 23-17 – Approving Claims Payments - \$710,820.64**

MOTION: Commr. Hartwyk

SECOND: Commr. Rivera

VOTE: ROLL CALL

William Senande – City of Orange
Chris Hartwyk – City of Orange
Vivian Lamm – City of Passaic - Late
Maria River – City of Perth Amboy

Rick Smiley – City of Plainfield – Late
David Brown – Borough of Roselle
William Broughton – Township of Teaneck
Jamie Cryan – Town of West New York

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **Fast Track Report** — Mr. Hall presented the Fast Track Report as of May 31, 2017. Mr. Hall reported that the June 30 report will be distributed once the mid-year actuarial reserve study is completed.
- **2016 PEJIF Final Audit – Warren Broudy of Mercadien, PC** - Mr. Broudy, Mr. Patel, and Mr. Daly presented the results of the 2016 Independent Audit. They advised there were no comments or recommendations and the JIF's finances were secure.

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)

- **2018 Renewal Kickoff** - The renewal season has officially kicked off. We request all loss run data to be sent in by July 14th and all apps and schedules by August 11th.
- **Trending Factor Update** - As we did last year, all building values will be trended up by 3% and all payrolls by 2%. If any RM or municipality does not agree with these trends, they can manually change the data.
- **Property Module Reminder** - Please use the renewal as an opportunity to update any missing COPE data.
- **Review of Bonded Individuals Reminder** - Please use the renewal as an opportunity to review and update all bonded individuals
- **Policy Issuance** - We are compiling the policies and hope to have them distributed soon.

SAFETY REPORT – Anthony Ven Graitis (NIP Group)

- **Chief Denis Connell, Ed.D.,Ret. – Special Law Enforcement Officer's (SLEO)-Class III** - Discussion of the amendment to the Special Law Enforcement Officers' Act to establish a new category of Special Law Enforcement Officers authorized to provide security to New Jersey public and non-public schools. Chief Connell discussed the act, requirements, and the program being established in North Brunswick as a model program.
- **Wellness: Walk to Win** - Walk to Win Challenge has ended as of 6/12/17. Announcements of winners and final standings will be made once all members supply the needed information. The next challenge will be announced prior to the July Fund Meeting.
- **Cyber Summit** - Cyber Summit scheduled for 7/20/17 from 10:00 to 2:00, at Union Township Senior Center, 968 Bonnell Court, Union, NJ. Join your fellow Administrators, Management

and IT staff members along with the Safety and Risk Control Team as the most pressing cyber threats are discussed while best practices in security and risk management are outlined. This is a MUST attend seminar for any employee responsible for municipal resources and ensuring operations are protected from cyber-attacks. Attendance will count towards Safety Incentive Program requirements.

- **Storm Safety - Hurricane Preparedness:** It is forecast that hurricane frequency for 2017 will be at or slightly below the yearly average. The following was discussed:
 - Regular meetings of your Local Emergency Planning Committee to ensure that all agencies are communicating on a regular basis
 - Exercising or testing your communication and response plans
 - Regular inspection and testing of response equipment, emergency generators of supplies
 - Up to date contact information for key members of your municipal staff and agencies you may be working with during emergencies.
 - Close monitoring of weather forecasts or the use of a weather service for severe conditions
 - Adequate staffing for conditions that have been forecasted
 - Is all equipment fueled up and ready to go
 - Who will lead the various elements of our response
 - Elevation of flood prone structures
 - Availability of sandbags for deployment around structures that cannot be elevated
 - Flood plain management to control growth and runoff in flood prone areas
 - Emergency generators to provide power when off-site supplies have been interrupted
- **Recap- Special Commentary Conference Call: "Manchester Suicide Bombing: Observations & Threat Assessment"** - Manchester Suicide Bombing: Observations & Threat Assessment recap of Thursday, June 8, 2017, Conference Call: Monday, May 22, 2017, a suspected suicide bomber detonated an explosive device outside of the Manchester Arena concert venue, killing at least 22 people and injuring over 100 others. Best practices regarding security and awareness were discussed by professionals from the US and overseas.

CLAIMS REPORT – C. Cyriax (NIP Group)

- **Key Performance Indicators of Claims Activity** - 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.
- **Recent Enacted New Jersey Opioid Regulations** – Bob Persico presented an update on the new Opioid Regulations that became effective on March 1, 2017. The regulations were put into effect to monitor and manage against over-prescribing of opioids by all prescribers but namely physicians.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Commissioner Broughton made a motion to adjourn the meeting at 11:37am and Alternate Commissioner Rivera seconded the motion. Motion carried unanimously.

Prepared by M. Delgado

Madeline Delgado

Ricardo Fernandez

ALSO PRESENT:

Madeline Delgado – NIP
Robert Persico – NIP
Earl Miller – Advisor
James Renner – NIP
Gail White – Scirocco
Wayne F. Dietz – Skylands Risk Management
Kheesha Walls – City of Plainfield
Jonathan Hall – NIP
Michael O’Connell – PQA
Brian Erlandsen - BGIA
David Springer - NIP
Conrad Cyriax – NIP
Robert Smith – NIP
Pat DeBlasio – Treasurer
Frank Kelly – BGIA
Anthony VenGraitis – NIP
Dennis Connell – Connell Consulting LLC
Frank Kelly - BGIA
Larry Graham – Fairview
Mary Foulks – NIP
Warren Boudy – Mercadien
Digesh Patel – Mercadien
Matt Daly – Mercadien
Steve Daveggia – NIP
John Carrasco – D & H Risk Solutions
Patti Fahy – Reliance
Shanell Booker – InServCo
Nancy Fowlkes – InServCo