

**PUBLIC ENTITY JOINT INSURANCE FUND
MEETING MINUTES**

September 26, 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 10:08AM.

OPEN PUBLIC MEETING ACT STATEMENT READ INTO RECORD

PLEDGE OF ALLEGIANCE

ROLL CALL OF FUND COMMISSIONERS -

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

APPROVAL OF MINUTES OF July 25, 2017 Meeting

MOTION: Commr. Brown
SECOND: Commr. Broughton
ABSTAIN: Commr. Brown

ADOPTION OF RESOLUTIONS

- **Resolution 27-17 – Approving Certain Disbursements – \$549,716.82**
- **Resolution 28-17 – Approving Claims Payments - \$1,137,835.26**

MOTION: Commr. Hartwyk
SECOND: Commr. Broughton

VOTE: ROLL CALL

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

EXECUTIVE DIRECTOR REPORT – J. Hall (NIP Group)

- **Actuarial Report Status** – Mr. Hall reported that the mid-year reserve study is being finalized this week.
- **Fast Track Status** - Mr. Hall advised that the revised June, July and August FastTrack reports will be released as soon as the results of the mid-year reserve study have been incorporated into the financials.
- **2018 Requests for Proposals** - Mr. Hall reported that the 2018 RFQs and RFPs will be posted immediately following the JIF meetings for the following positions: Actuary, Attorney, Auditor, Governmental Affairs Advisor, Investment Advisor, and Treasurer.
- **New Jersey League of Municipalities** – Mr. Hall announced that the Fund Administrator will be hosting a Cocktail Reception on Wednesday, 11/15 from 5-7pm at The Continental, located at The Playground (across the boardwalk from Caesars). E-mail invitations will be distributed shortly.

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)

- **Renewal Follow-up** - Metrics of current submissions. Reminder that UST and Site is a separate placement and cannot be bound without proper submission.
- **Excess Renewal Update** – Currently working with BGIA to negotiate enhanced coverage with our excess partners. Information needed on towns who own drones. A poll will be sent out prior to the next meeting to determine the need.
- **Website Update** – Currently in quality assurance on new site. Upon completion, an email announcement will be sent to all.

SAFETY REPORT – Anthony Ven Graitis (NIP Group)

- **Introduction of Keith Skeba – Senior Risk Control Analyst** - Keith is joining the PEJIF risk control team. He is an accomplished safety/risk management professional with extensive experience in the insurance industry, offering a wealth of EHS safety knowledge and training excellence; credentials include a Master’s Degree in Safety & Environmental Management and a proven track record of success.
- **Police Committee Recap** - The Member Police Departments and their leadership attended the Police Roundtable held at Union Township Senior Center on August 24, 2017. Agenda included Class III Special Officers – Best Practices to comply with NJ new regulations, Narrative Report Writing – Sharing of report specifics can compromise your Agency, and Managing Your Video Data from BWC and MVR – will it be you or opposing Counsel? Guest speakers included Chief Denis Connell (ret) Clark Police Department, JIF Law Enforcement expert, and Chief Jonathan Parham – Linden Police Department.

- **Snow Plow Rodeo** - Risk Control is scheduling a Snow Plow Rodeo where public works employees will be challenged to show off their snow plow driving skills in a timed driving event and marked course. This fun challenge will not only recognize public employees' efforts but also allow an opportunity for employees to compete against peers in different challenges.
- **Cell Phone Distractions/Distracted Driving** - The use of cell phones while working can pose a dangerous threat to employee safety, especially when used in conjunction while operating any vehicles, working around heavy machinery, or working around any dangerous machinery/equipment. New Jersey legislatures have passed a law titled New Jersey Cell Phone Law 39:4-97.3 to address this problem. A bulletin will be issued to all members of the PEJIF highlighting the risks and promoting online distracted driver training.
- **Wellness** - The next PEJIF wellness challenge will begin in early November, Maintain, Don't Gain! On average, Americans will gain 5-10 pounds during the holiday season (Thanksgiving until New Year's Day). The "Maintain, Don't Gain!" holiday challenge is an 8-week program that will encourage employees to maintain their weight through education on nutrition and fitness. Employees will weigh-in at the beginning of the program and weigh-out at the end. Participants who maintain their weight will win a prize.
- **Stewardship Reports** - Stewardship reports will be completed for all members in October and shared at safety committee meetings and with administrators/risk managers.
- **Severe Weather Discussion** - with storms battering Texas, Florida, Puerto Rico and the Caribbean, risk control reminds all members to be vigilant and maintain/update/practice emergency response plans as storms in the fall have impacted the area in the recent past, including Irene, a crippling ice storm and Superstorm Sandy.

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.
- **Discussion of NJ Supreme Court case, Jones v. Morey's Pier, Inc.** - Jim Renner provided a brief overview of the Jones v. Morey's Pier case which allows for the dismissal of claims when the third-party public entity was not served with a Tort Claim Notice within 90 days of the accident date.

NEW BUSINESS

OPEN FORUM

MOTION TO ADJOURN

Chairman Fernandez made a motion to adjourn the meeting at 11:19am 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
James Renner – NIP
Kathy Martin – City of Passaic
Kathleen Guze –D & H
Gail White – Scirocco
Jonathan Hall – NIP
Patrick DeBlasio – Treasurer
Michael O’Connell – PQA
Brian Erlandsen – BGIA
Robert Smith – NIP
George Crosby – BGIA
David Springer - NIP
Conrad Cyriax – NIP
Anthony Ven Graitis – NIP
Keith Skeba – NIP
Frank Kelly – BGIA
Peter Soriero – Allied Risk Management
Nancy Fowlkes – Inservco
Steve Daveggia – NIP
Zach Edelman – Fairview Insurance
Patti Fahy – Reliance
Monette Galello – CRC